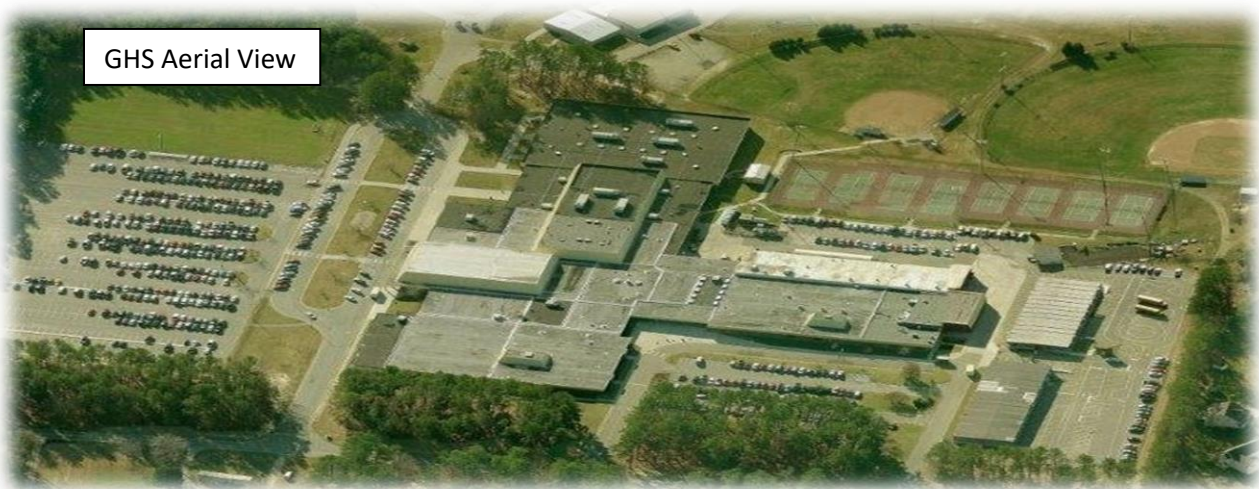




Serving
Our
Community



Proposed Budget for FY2021



County of Gloucester Virginia



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**County of Gloucester
Virginia**

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Preparation Award to **Gloucester County, Virginia**, for its annual budget for the fiscal year beginning **July 1, 2019**. This was the 5th year that the County has achieved this prestigious award. In order to receive this award, a governmental unit must publish a budget document that meets the program criteria as a policy document, an operations guide, a financial plan, and a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to the GFOA to determine its eligibility for another award.



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Highlights & Summary of the FY21 Proposed County Budget

Quick Facts of the FY2021 Proposed Budget:

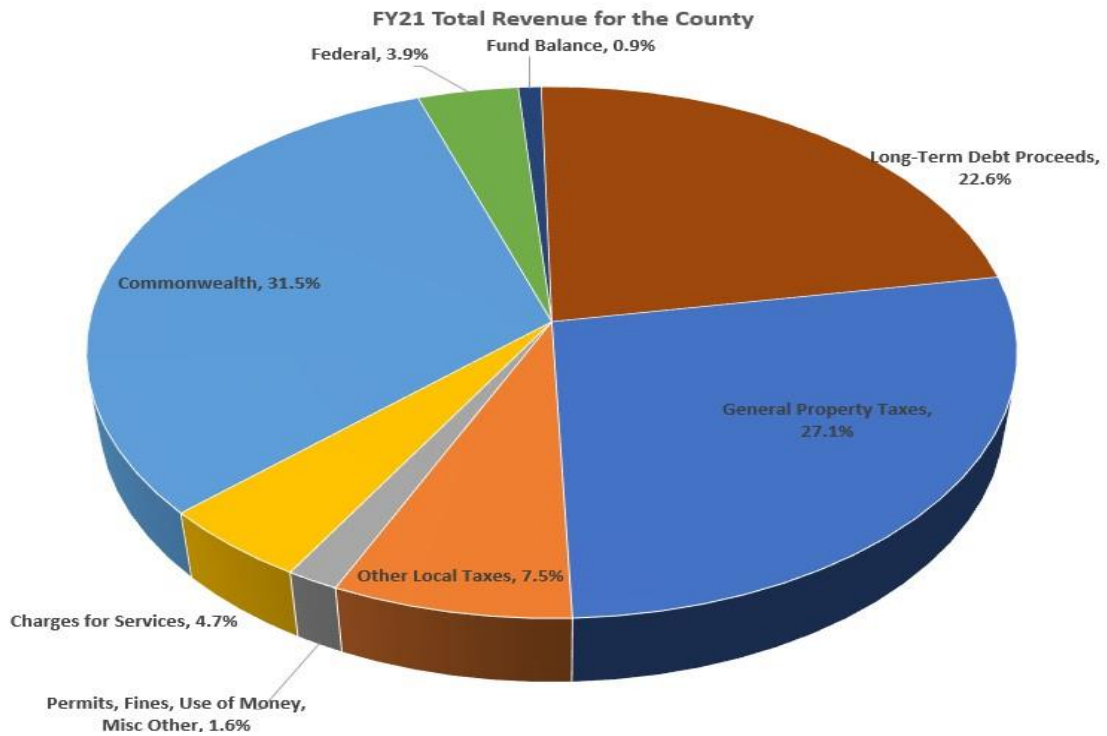
- All Funds: \$164.5 million, approximately \$36.4M more than FY2020 revised budget due to the projected use of bond financing to fund several school projects, enhanced fire and rescue, and compensation COLA and steps.
- County General Fund: \$70.5 million, down approximately \$500K from FY2020 revised budget, primarily due to reduction in PAYGo capital.
- 1¢ Real Estate tax rate increase
- General operating increases related to maintenance contracts are absorbed with the declines in transfer to capital fund.
- Addresses the Board of Supervisors top strategic priority of compensation improvements for both the County and School employees through funding Health Insurance increase, COLA, and VRS rate adjustments.
- Uses Operating Revenues as well as excess Committed and Unassigned Fund Balance for Capital Fund expenditures.
- Is sustainable as ongoing operating expenditures are funded with ongoing operating revenues.
- Includes the County's Five-Year Capital Improvement Plan for FY2021-FY2025.

Highlights of the FY2021 Proposed Budget:

Revenues:

- Real Estate tax rate increase of 1¢
- Personal Property Tax Rates and all other rates and fees, including Public Utilities, remain unchanged.
- Projected sales tax growth of approximately 15% due to continued development and economic growth.

Category Revenue Summary	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Difference
General Property Taxes	\$40,929,965	\$41,263,518	\$42,023,421	\$42,023,421	\$44,667,087	\$2,643,666
Other Local Taxes	\$10,641,280	\$11,114,495	\$11,277,114	\$11,277,114	\$12,342,718	\$1,065,604
Permits, Fees, & Licenses	\$850,080	\$904,075	\$976,535	\$976,535	\$1,169,580	\$193,045
Fines & Forfeitures	\$100,200	\$97,257	\$120,200	\$120,200	\$100,400	(\$19,800)
Use of Money & Property	\$297,046	\$481,474	\$379,295	\$379,295	\$488,619	\$109,324
Charges for Services	\$7,888,436	\$7,224,716	\$7,795,745	\$7,795,745	\$7,801,365	\$5,620
Miscellaneous	\$307,801	\$353,985	\$485,888	\$485,888	\$241,439	(\$244,449)
Recovered Costs	\$201,720	\$222,897	\$639,746	\$639,746	\$685,745	\$45,999
Commonwealth	\$42,415,711	\$40,526,307	\$44,061,714	\$44,061,714	\$51,901,124	\$7,839,410
Federal	\$6,552,467	\$6,548,468	\$9,050,743	\$9,050,743	\$6,433,628	(\$2,617,115)
Fund Balance	\$2,557,844	\$0	\$5,685,135	\$5,685,135	\$1,456,049	(\$4,229,086)
Long-Term Debt Proceeds	\$1,866,455	\$0	\$5,629,916	\$5,629,916	\$37,233,581	\$31,603,665
Total County Revenue	\$114,609,005	\$108,737,192	\$128,125,452	\$128,125,452	\$164,521,334	\$36,395,882



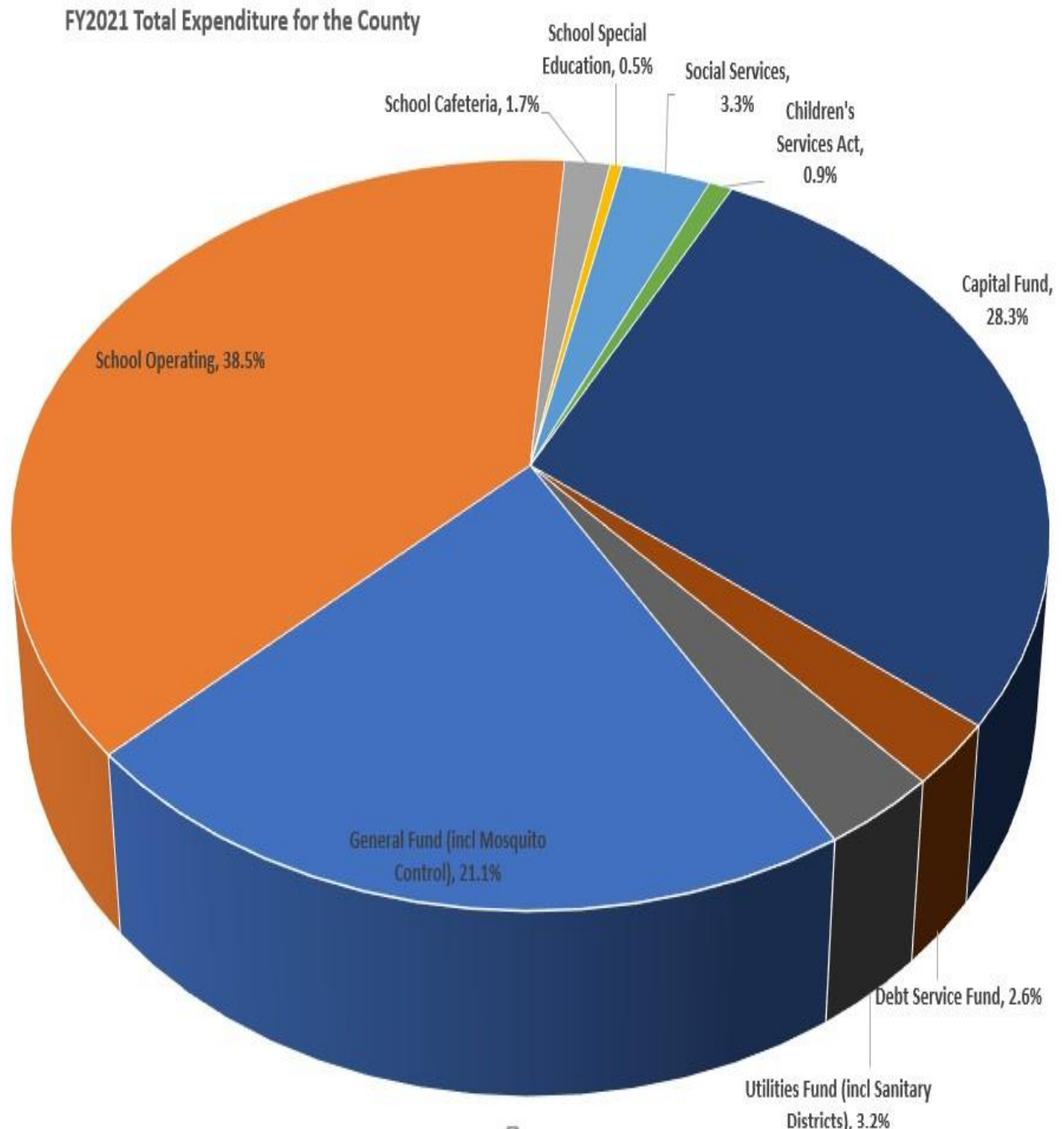
Expenditures:

- County Service Areas summarized below:

Category Expenditure Summary	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Difference
General Fund	\$31,961,947	\$30,992,680	\$33,298,482	\$33,298,482	\$34,591,348	\$1,292,866
School Operating	\$59,652,069	\$57,985,836	\$61,801,117	\$61,801,117	\$63,357,010	\$1,555,893
School Cafeteria	\$2,613,473	\$2,469,338	\$2,688,473	\$2,688,473	\$2,792,461	\$103,988
School Special Education	\$724,698	\$596,219	\$734,686	\$734,686	\$743,523	\$8,837
Social Services	\$4,691,448	\$4,579,861	\$5,243,712	\$5,243,712	\$5,459,942	\$216,230
Children's Services Act	\$1,214,597	\$866,965	\$1,424,000	\$1,424,000	\$1,424,000	\$0
Capital Fund	\$2,265,259	\$2,111,755	\$13,490,844	\$13,490,844	\$46,578,196	\$33,087,352
Debt Service Fund	\$4,489,764	\$4,487,964	\$4,247,378	\$4,247,378	\$4,261,041	\$13,663
Gloucester Sanitary Districts #1	\$25,000	\$20,899	\$34,000	\$34,000	\$31,000	(\$3,000)
Gloucester Point Sanitary	\$22,060	\$22,046	\$23,670	\$23,670	\$23,000	(\$670)
Utility Fund	\$6,816,155	\$4,153,772	\$5,010,700	\$5,010,700	\$5,145,488	\$134,788
Mosquito Control	\$132,535	\$125,377	\$128,390	\$128,390	\$114,325	(\$14,065)
Total Expenditure for the County	\$114,609,005	\$108,412,711	\$128,125,452	\$128,125,452	\$164,521,334	\$36,395,882

- Personnel:
 - Provides funding of health insurance increase of approximately 1.5%.
 - Funds 1.6% COLA, the FY20 missed step and the FY21 step.
 - Funds one new full-time position in Public Utilities and two new full-time positions in Social Services (mandatory).
- Operating, including debt service:
 - Increases General Fund Local Transfer to School's Operating Fund by approximately \$1.5M.
 - Increased Gloucester VFR and Abingdon VFR combined contributions by \$500K

- Funds the County Facility Maintenance, Repair, and Replacement of approximately \$600K.
- Funds ongoing increases in various annual software and other maintenance and professional needs.
- County and Schools Capital Improvement Program (CIP):
 - Funds the renovations needed for the Gloucester High School and School Bus Compound with bond financing.
 - Funding the new and on-going higher priority requests as PAYGo with Operating Revenues, Committed Fund Balances, and Unassigned Fund Balance.
 - Aberdeen and Timberlake Dredging funded with Grants.
 - Broadband with committed Fund Balance, Grants and other sources.



Budget Development Objective:

- To adopt a balanced sustainable budget that:
 - Aligns with BOS guidance and strategic priorities;
 - Delivers enhanced value to County citizens;
 - Aligns resources with needs promotes resource productivity;
 - Accurately projects anticipated expenditures revenues, and vacancy/transfer savings;
 - Better leverages taxpayer dollars for public benefit;
 - Supports the current and future needs of our Community;
 - Sets up a resilient operating budget beyond current year; and
 - Doesn't further dilute our competitive position on compensation and benefits

BOS Strategic Priorities and Guiding Principles in developing FY2021 Budget:

- Compensation improvements (County & School)
- Public Safety needs
- Capital to improve/protect public infrastructure
- Economic development and growth
- Expand broadband availability
- Protection of potable groundwater supply
- Upgraded public water/sewer infrastructure
- Enhanced public recreation/waterway access
- Lean, but sustainable budget
- Incorporates little or no real estate rate tax increase
- Does not reduce service levels
- Does not eliminate programs

Summary of the FY2021 Proposed General Fund Budget

Below is a summary of the budget for the General Fund. Further details by Functional area and department/budget unit are provided later in the budget book presentation.

General Fund Summary	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Comments
Real Estate Tax Rate			0.695	0.695	0.705	1 cent proposed rate increase
Revenue (net Fund Balance)	\$63,085,388	\$64,072,400	\$65,667,948	\$65,667,948	\$69,323,485	Includes net growth projections in Real Estate, Personal Property, Sales, and other taxes
Use of Fund Balance	\$2,423,788	\$0	\$5,330,692	\$5,330,692	\$1,208,559	Use for PAYGo Capital and Assigned Fund Balance for County Administrator's Contingency
Total General Fund Revenue	\$65,509,176	\$64,072,400	\$70,998,640	\$70,998,640	\$70,532,044	
General Administration	\$6,481,372	\$6,388,524	\$7,202,193	\$7,202,193	\$7,230,402	Maintenance Contracts – Pictometry Oblique Imagery, ESRI software; Timmons Groupe; Annual Maintenance for our GPS; offset by reductions in other areas
Judicial Administration	\$2,115,779	\$2,067,608	\$2,216,714	\$2,216,714	\$2,300,578	Community Supervision Increase + Salaries & Benefits
Public Safety	\$15,096,706	\$14,944,726	\$15,752,219	\$15,752,219	\$16,499,518	Gloucester & Abingdon contribution increases and Maintenance Contracts
Public Works	\$2,373,404	\$2,343,097	\$2,452,587	\$2,452,587	\$2,443,545	Auto Repair & Maintenance Reduction, offset by other net increases
Health and Welfare	\$699,615	\$687,370	\$692,929	\$692,929	\$695,403	Rent
Education	\$747,689	\$745,889	\$725,382	\$725,382	\$732,163	Reduction in Cable Services FMRR (funded with Committed Fund) & Comm College request
Parks, Recreation and Cultural	\$2,500,801	\$2,416,748	\$2,556,726	\$2,556,726	\$2,554,710	Replace old equipment, offset by capital grant
Community Development	\$1,238,000	\$1,108,133	\$1,292,139	\$1,292,139	\$1,348,581	Step, VRS, Promotion
Contributions	\$290,585	\$290,585	\$319,300	\$319,300	\$319,300	
Contingency-Pay Matters/FMRR	\$417,996	\$0	\$88,293	\$88,293	\$467,148	COLA, HMP
Transfer-School Fund	\$25,900,108	\$25,591,785	\$26,930,277	\$26,930,277	\$28,376,895	COLA, HMP, VRS
Transfer-Social Services Fund	\$1,308,032	\$1,279,423	\$1,711,314	\$1,711,314	\$1,806,979	2 Additional Positions (mandated), COLA, HMP, VRS
Transfer-Children's Services Act	\$403,597	\$399,632	\$613,000	\$613,000	\$613,000	
Transfer-Capital Fund	\$1,710,758	\$1,638,119	\$4,476,028	\$4,476,028	\$1,116,050	Funds FY21 Capital as PAYGo
Transfer-Debt Service Fund	\$4,224,734	\$4,215,159	\$3,969,539	\$3,969,539	\$4,027,772	Larger School debt payment
Transfer-Utilities Fund	\$0	\$0	\$0	\$0	\$0	Eliminated
Total General Fund Expense	65,509,176	64,116,798	70,998,640	70,998,640	70,532,044	



READER'S GUIDE TO THE BUDGET DOCUMENT

The purpose of the FY2021 Proposed Budget Document is to provide useful, concise information about Gloucester County financial plans and operations to residents, elected officials, and interested parties. There are a few adjustments from the previous fiscal year as annotated by (Revised!) or (New!).

The County's budget is organized first by fund and then along functional lines including a narrative discussion of each department's major objectives, operating programs and any significant changes in operations. Beginning with the FY2017 Approved Budget, the County began to take the necessary steps to implement KPIs (Key Performance Indicators) by first identifying and evaluating performance measures at a departmental level. The FY2021 budget development continues that complex process. Each narrative also provides a breakdown of historical, current year budgeted, and the FY2021 Budget expenditures by personnel, operating, capital outlay (facilities maintenance, repair, and replacement or FMRR), and number of FTEs (full-time equivalents). The budget document is organized into four primary sections as described below. Taken together, they comprise a document designed to meet the informational needs of a broad base of users, primary of which, are the Citizens of Gloucester County. The following provides an overview of the various sections as they appear in the budget document.

EXECUTIVE

This section includes the following components.

- County Administrator's Budget Message
 - Provides a wide range of current and future issues that influence the budget process, to include: sources and uses of funding; discussion on changes in tax rates; budget objectives and challenges to meet with minimum impact in services, personnel; local economy, schools, debt levels, and fund balance status.
- County Program Performance –Results and Outcomes for FY 2020
- County Budget Highlights and Summary
 - High-level snapshot providing some quick facts of what is accomplished (objectives and priorities) of the approved budget and summarizing the revenue sources and expenditure uses or funds supported.
 - Summary table of the County's major fund – the General Fund

INTRODUCTION

This section provides general information regarding the County, organizational structure, the annual budget process and changes in fund balance. The introduction section includes the following components.

- County of Gloucester Overview and Statistical Background Information
 - Information on the County's history, government, demographics, and economy
- Principal Officers
 - Board of Supervisors denoted by magisterial district and other key officials
- County Map denoted by magisterial district
- County Organizational Chart
 - Diagram identifying the governing structure and relationships of departments to each other
- Board of Supervisors' Vision 2035 Statement and Priorities
 - Includes their three-year action priorities for staff as revised in FY2018
- Budget Overview and Calendar
 - Outline of budget development process, key compliance steps, and critical dates
- Basis of Budgeting and Fund Structure Guidelines
 - Description of the financial management of the budget and fund accounting
- Fund Balance Policy Overview
 - Brief outline of the BOS Fund Balance Policy and components of fund balance
- Other Financial Policies and Guidelines
 - Description of principals and guidelines governing financial management decisions

REVENUES AND EXPENDITURES BY FUND

Detailed data is presented for all major sources of revenue by fund. Each section includes a detailed discussion of the major revenue categories, information on historical trends, and details regarding the development of estimates included in the budget. Functional and summary information is also reflected in charts and tables.

Each section also provides expenditure information by fund, department and outside agency to include:

- Departmental budgets include overviews, budget highlights (TBD), and program overviews
- Expenditure totals by fund
- Expenditures by fund, function and department
- Contribution totals are provided for outside civic and other agencies, i.e. fire and rescue, etc.

FY2021 – FY2025 CAPITAL IMPROVEMENT PLAN (CIP)

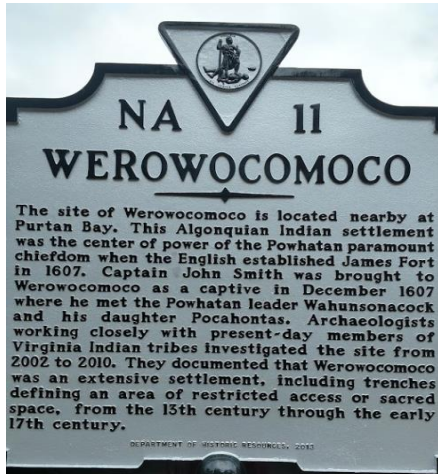
This section provides detailed information on the capital projects in the Five-Year Capital Improvements Program along with funding options.

SUPPLEMENTAL DATA

Provides various information regarding County personnel compensation and positions, including a Summary Table of Full-Time Equivalent (FTE) Position Counts, historical financial position including tax revenues and debt, regulatory information, including applicable Gloucester County Code sections, and a glossary.

County of Gloucester

The County of Gloucester (County) was created in 1651 and covers 225 square miles of land area and 32 square miles of water area. The County is located approximately 63 miles southeast of Richmond, the capital of Virginia, and surrounded on three sides by the York River and Mobjack Bay on the western shore of Chesapeake Bay. It was named for Henry Stuart, Duke of Gloucester and the third son of King Charles I of England.



The County was the site of Werowocomoco, capital of the Native American Powhatan Confederacy (a union of 30 tribes under a paramount chief). In June 2016, the National Park Service purchased 264-acre historical site on the York River for development as a park. The site, which consists primarily of forest and farmland, has been determined to be the place where Captain John Smith was taken after his capture by Native Americans and where he met Chief Powhatan and his daughter Pocahontas. Initial findings suggest the extensive settlement was occupied as early as 1200 CE and functioned as a spiritual and political center for the Algonquian Indians. When complete, the park will be part of the Captain John Smith Chesapeake National Historic Trail.

The County was developed by colonists primarily for tobacco plantations based on labor imported in the slave trade. Tobacco was one of the first commodity crops but



fishing also developed as an important industry. Thomas Jefferson wrote early works for Virginia and colonial independence at Rosewell Plantation, home of his close friend John Page, who was elected to the First United States Congress serving four terms and subsequently as the 13th Governor of Virginia. Rosewell is on the National Register of Historical Places and has been a registered Virginia Historic Landmark since 1997. It was the epicenter of events closely related to three eras of American History: contact by English settlers with the Native Americans; the American Revolution; and the Civil War. When completed around 1737, Rosewell was the largest mansion in Virginia and remained so for over a century.



Gloucester County is also the birthplace of US Army physician Walter Reed, born September 13, 1851. As a medical investigator, Reed lead various research into tropical diseases. Of his most notable discoveries was his work on yellow fever. He traveled to Cuba and, working with epidemiologist Carlos Juan Finlay, confirmed the theory that yellow fever is transmitted by a particular mosquito species, rather than by direct contact, and thus how it might be controlled. 126 years after his birth, Riverside Walter Reed Hospital opened on September 13, 1977.



The population per the 2010 census was 36,858. The County is empowered to levy a property tax on both real estate and personal property located within its boundaries. Gloucester County, located in the Middle Peninsula of Virginia, is the fourth largest land area in the Virginia Beach-Norfolk-Newport News Metropolitan Statistical Area (MSA), which is the nation's 31st largest MSA. The County shares a distinction with Chesterfield County in that they are the only two counties located within two planning districts. Gloucester County is part of the Hampton Roads Planning

District and the Middle Peninsula Planning District. The County is divided into five magisterial districts: Abingdon, Gloucester Point, Petsworth, Ware, and York. There are no incorporated towns or cities within the County.

The County has a County Administrator form of government with an elected Board of Supervisors, which establishes policies for the administration of the County. The Board of Supervisors consists of seven members representing the five magisterial districts in the County and two members elected at-large. The Chairman of the Board of Supervisors is elected from within the Board and generally serves for a term of one year in addition to being a District Supervisor. The Board of Supervisors appoints a County Administrator to serve as the administrative manager of the County. The County Administrator serves at the pleasure of the Board of Supervisors, carries out the policies established by the Board of Supervisors, and oversees the daily administration of the County.

The County provides a full range of services including police protection, social services, planning and inspections, public works, parks, libraries, and general government administration. In addition, the County operates and maintains a water and sewer utility system, which services geographically dispersed areas of the County.



The Commonwealth of Virginia provides the construction and maintenance of highways, streets, and infrastructure located within the County. Local volunteer fire and rescue companies provide fire and rescue protection for the citizens, and the County provides support through cash contributions for operations and capital expenditures.



The County is also home to two institutes of higher education, Rappahannock Community College (RCC) Glens Campus and the Virginia Institute of Marine Science (VIMS). RCC stands as an embodiment of Thomas Jefferson's vision of Virginia's future, which included a system of colleges that would put the opportunity for higher education "within a day's ride" of every citizen of the Commonwealth. Nearly 200 years later, in September 1969, Jefferson's dream began to come true for residents of the Middle Peninsula and the Northern Neck. The Glens Campus opened its doors in 1971. Today, RCC continues to serve the region with an enrollment exceeding 4,650 students. In 2017 842 degrees and certificates were awarded preparing students to transfer for further education or to enter the workforce.



Visitors' Center Visitors enjoy the exhibits, aquaria, and life-size models in VIMS Visitors' Center during Marine Science Day.

Chartered in 1940, VIMS is currently among the largest marine research and education centers in the United States. It is unique among marine science institutions in its legal mandate to provide research, education, and advisory service to government, citizens, and industry. Research at VIMS extends from inland watersheds to the open ocean, with an emphasis on coastal and estuarine science. The School of Marine Science at VIMS is the graduate school in marine science for the College of William & Mary.

Marine Science Day



Algae A young visitor gets a hands-on feel for green algae.



Gloucester County is self-nicknamed the "Daffodil Capital of the World"; it hosts an annual daffodil festival, parade, and flower show.

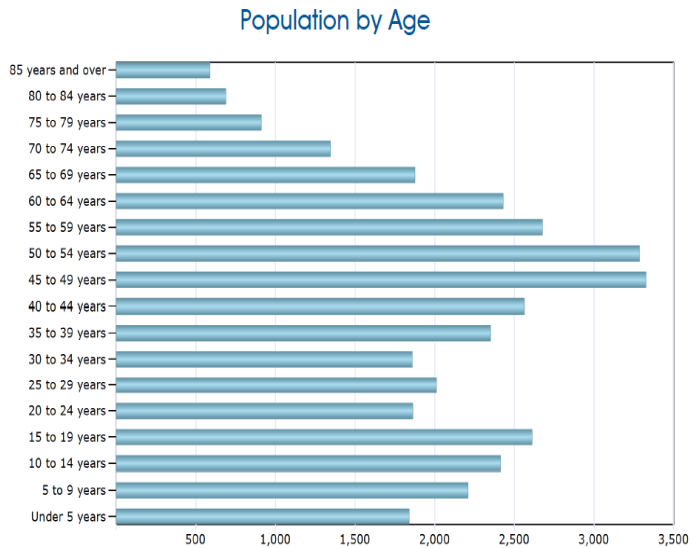
Statistical and Background Information

Introduction

The information below, from the Virginia Employment Commission Labor Market Information, provides a community profile snapshot of Gloucester County to complement the overall budget information provided in this document. This section is divided into three major segments. The first contains a profile of Gloucester County demographics and trends with comparisons to Virginia and the United States as a whole. The second segment supplies similar information for Gloucester County's economy and the third provides a profile of Gloucester's education characteristics.

Demographic Profile

This Demographic Profile provides an analysis of the population in Gloucester County. Most of the data is produced by the U.S. Census Bureau and includes demographic characteristics and projections for such areas as age, race/ethnicity, and gender.



	Gloucester County	Virginia	United States
Under 5 years	1,841	509,625	20,201,362
5 to 9 years	2,209	511,849	20,348,657
10 to 14 years	2,414	511,246	20,677,194
15 to 19 years	2,612	550,965	22,040,343
20 to 24 years	1,864	572,091	21,585,999
25 to 29 years	2,011	564,342	21,101,849
30 to 34 years	1,860	526,077	19,962,099
35 to 39 years	2,351	540,063	20,179,642
40 to 44 years	2,563	568,865	20,890,964
45 to 49 years	3,327	621,155	22,708,591
50 to 54 years	3,288	592,845	22,298,125
55 to 59 years	2,677	512,595	19,664,805
60 to 64 years	2,431	442,369	16,817,924
65 to 69 years	1,876	320,302	12,435,263
70 to 74 years	1,345	229,502	9,278,166
75 to 79 years	911	173,929	7,317,795
80 to 84 years	689	130,801	5,743,327
85 years and over	589	122,403	5,493,433
	36,858	8,001,024	308,745,538

Source: 2010 Census.

The age 40 and over are the largest portions of the Gloucester population and projected to remain stable or grow, especially the 70+ group, possibly due to the increase in medical and healthcare facilities that have developed in Gloucester.

Population Projections by Age and Gender

	2020		2030		2040	
	Female	Male	Female	Male	Female	Male
Under 5 years	812	908	820	917	799	894
5 to 9 years	979	1,011	1,016	1,049	1,008	1,040
10 to 14 years	1,005	1,114	1,011	1,121	1,050	1,164
15 to 19 years	1,022	1,150	992	1,117	1,058	1,191
20 to 24 years	765	758	723	717	748	742
25 to 29 years	990	1,065	887	954	885	952
30 to 34 years	1,074	1,067	946	939	919	913
35 to 39 years	1,234	1,210	1,359	1,332	1,252	1,227
40 to 44 years	1,067	986	1,323	1,222	1,197	1,107
45 to 49 years	1,191	1,184	1,334	1,327	1,510	1,501
50 to 54 years	1,275	1,203	1,100	1,038	1,403	1,323
55 to 59 years	1,620	1,648	1,246	1,268	1,435	1,460
60 to 64 years	1,623	1,551	1,317	1,259	1,169	1,117
65 to 69 years	1,322	1,188	1,618	1,454	1,261	1,134
70 to 74 years	1,148	985	1,510	1,295	1,233	1,058
75 to 79 years	810	654	1,072	866	1,298	1,049
80 to 84 years	496	371	772	578	1,009	755
85 years and over	471	237	635	319	864	434
	18,904	18,290	19,681	18,772	20,098	19,061
	37,194		38,453		39,159	

Source: Weldon Cooper Center for Public Service.





Population by Race/Ethnicity

	Gloucester County	Virginia	United States
Total			
Total Population	36,858	8,001,024	308,745,538
Race			
White	32,149	5,486,852	223,553,265
Black or African American	3,197	1,551,399	38,929,319
American Indian or Alaska Native	139	29,225	2,932,248
Asian	286	439,890	14,674,252
Native Hawaiian/Pacific Islander	15	5,980	540,013
Other	208	254,278	19,107,368
Multiple Races	864	233,400	9,009,073
Ethnicity			
Not Hispanic or Latino (of any race)	35,923	7,369,199	258,267,944
Hispanic or Latino (of any race)	935	631,825	50,477,594

Source: 2010 Census.

Total population is expected to grow and for the most part grow in diversity in all areas of race and ethnicity.

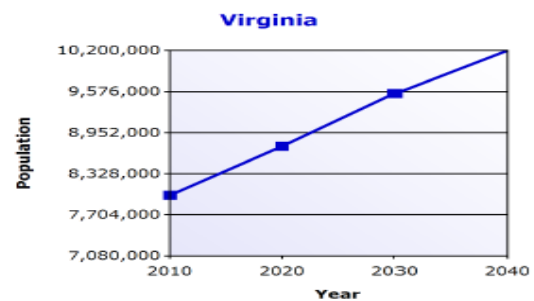
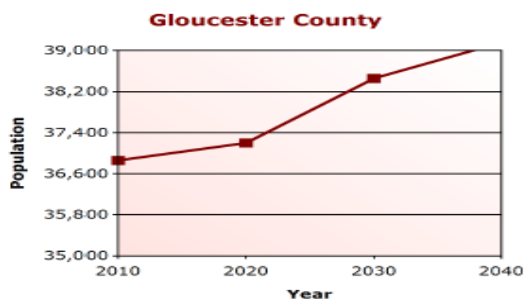


Population Projections by Race/Ethnicity

	2020	2030	2040
Total			
Total Population	37,198	38,456	39,158
Race			
White	31,254	31,508	30,780
Black or African American	3,000	3,003	2,916
Asian	375	489	624
Other	1,053	1,143	1,232
Ethnicity			
Hispanic or Latino (of any race)	1,515	2,313	3,607

Source: Weldon Cooper Center for Public Service.

Population Change



	Gloucester County	(% change)	Virginia	(% change)
2000	34,780		7,079,030	
2010	36,858	5.97 %	8,001,024	13.02 %
2020	37,198	0.92 %	8,744,273	9.29 %
2030	38,456	3.38 %	9,546,958	9.18 %
2040	39,158	1.83 %	10,201,530	6.86 %

Source: U.S. Census Bureau, Virginia Employment Commission.

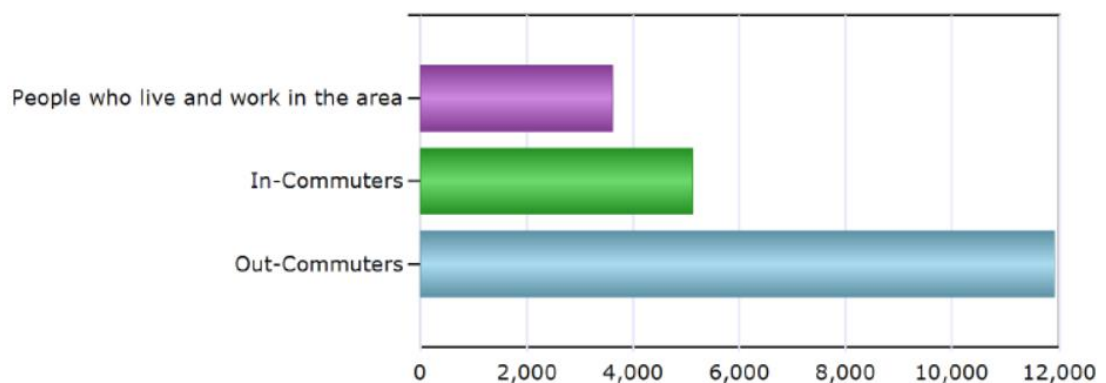
The George P. Coleman Memorial Bridge (known locally as the Coleman Bridge) spans the York River between Yorktown and Gloucester. Named after the head of the then Virginia Department of Highways and Transportation from 1913 to 1922 which became VDOT (Virginia Department of Transportation), it connects the Peninsula and Middle Peninsula regions of Tidewater Virginia.



The movable double-swing-span allows ship access to several military installations that are upstream of the bridge, most notably, the U.S. Navy's Naval Weapons Station Yorktown.



Commuting Patterns



Commuting Patterns	
People who live and work in the area	3,616
In-Commuters	5,122
Out-Commuters	11,902
Net In-Commuters (In-Commuters minus Out-Commuters)	-6,780

Source: U.S. Census Bureau,
OnTheMap Application and LEHD Origin-Destination Employment Statistics, 2014.



Top 10 Places Residents are Commuting To

Area	Workers
Newport News city, VA	3,253
York County, VA	1,170
James City County, VA	1,050
Hampton city, VA	896
Williamsburg city, VA	530
Virginia Beach city, VA	485
Norfolk city, VA	435
Middlesex County, VA	413
Fairfax County, VA	322
Henrico County, VA	301

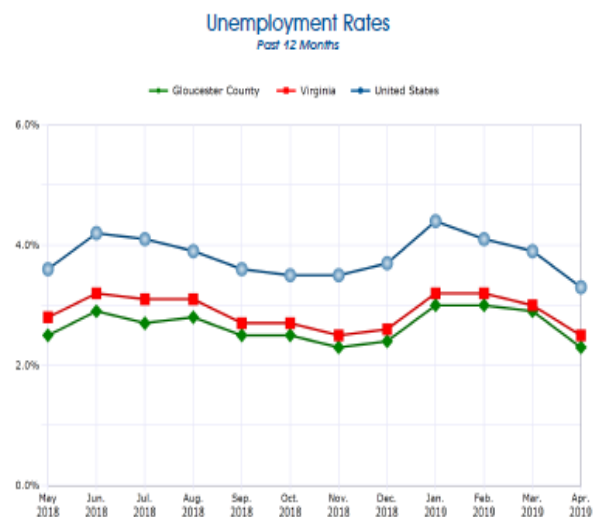
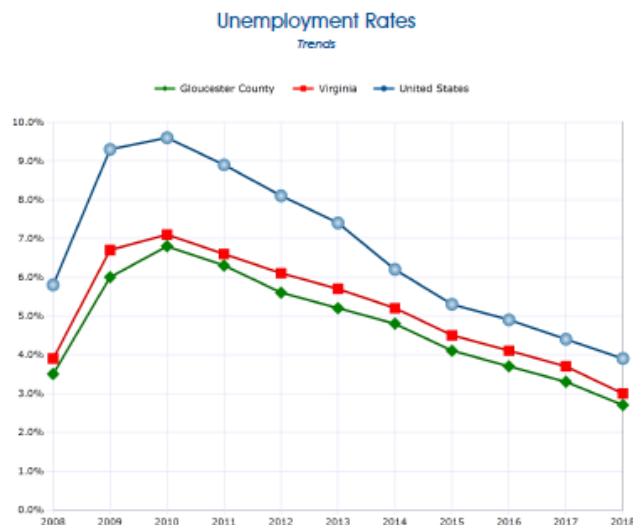
Top 10 Places Workers are Commuting From

Area	Workers
Newport News city, VA	629
Middlesex County, VA	524
Mathews County, VA	400
York County, VA	356
James City County, VA	282
Hampton city, VA	253
Virginia Beach city, VA	173
King and Queen County, VA	115
Chesterfield County, VA	115
Henrico County, VA	113

Source: U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics, 2014.

Economic Profile

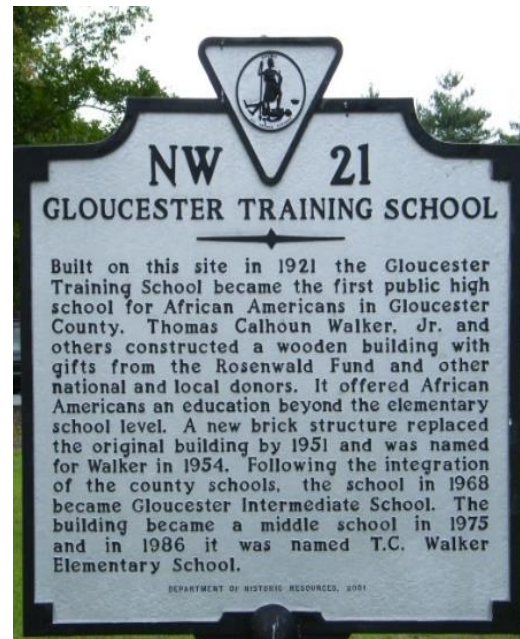
The Economic Profile of Gloucester County consists primarily of data produced by the Virginia Employment Commission, U.S. Census Bureau, and the Bureau of Labor Statistics.



The unemployment rate for Gloucester County has trended similarly but has consistently been lower than Virginia's or the United States.

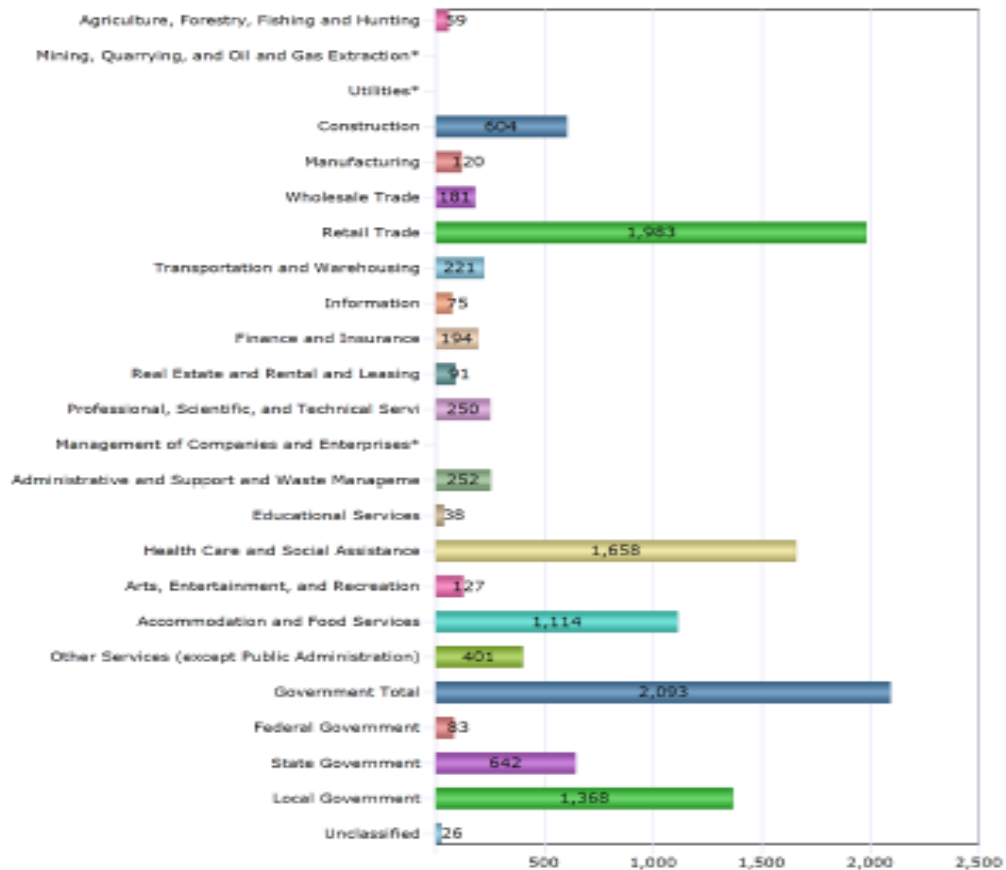
50 Largest Employers

- | | |
|---|--|
| 1. Gloucester County School | 26. Whitley Peanut Factory Inc. |
| 2. Riverside Regional Medical Center | 27. Newton's Bus Service |
| 3. County of Gloucester | 28. Peninsula Heating and Air Conditioning |
| 4. Wal Mart | 29. Damons Inc |
| 5. Virginia Institute of Marine Science | 30. The Other Moving Company Inc. |
| 6. Rappahannock Community College | 31. Subway |
| 7. Lowes' Home Centers, Inc. | 32. Tidewater Newspapers |
| 8. Food Lion | 33. 7-Eleven |
| 9. York Convalescent Center | 34. Ruby Tuesday |
| 10. The Home Depot | 35. Applebees |
| 11. Kroger | 36. Juan's Mexican Cafe & Cantina |
| 12. J.L. Kim Enterprises Lc | 37. The Concordia Group Inc |
| 13. Industrial Resource Technology | 38. NPC International Inc |
| 14. Chick-fil-A of Gloucester | 39. Taco Bell |
| 15. Gloucester House | 40. Rappahannock Concrete Corporation |
| 16. Hope In Home Care | 41. Sole Inc |
| 17. Postal Service | 42. Association for Retarded Citizens |
| 18. Wen Gap LLC | 43. Chesapeake Bank |
| 19. Hardee's | 44. York River Oyster Company |
| 20. Millers Septic Service Inc | 45. Ken Houtz Chevrolet Buick |
| 21. Chesapeake Bay Agency on Aging | 46. Advance Auto Parts |
| 22. Dominion Virginia Power | 47. Hunter Mechanical LLC |
| 23. Phillips Energy Inc | 48. Coastal Design and Construction |
| 24. Gloucester Toyota | 49. Gloucester Mathews Humane Inc |
| 25. T.J. Maxx | 50. Dollar Tree Store |



The largest employers by industry are Governmental (State and Local), Retail, and Health Care.

Employment by Industry



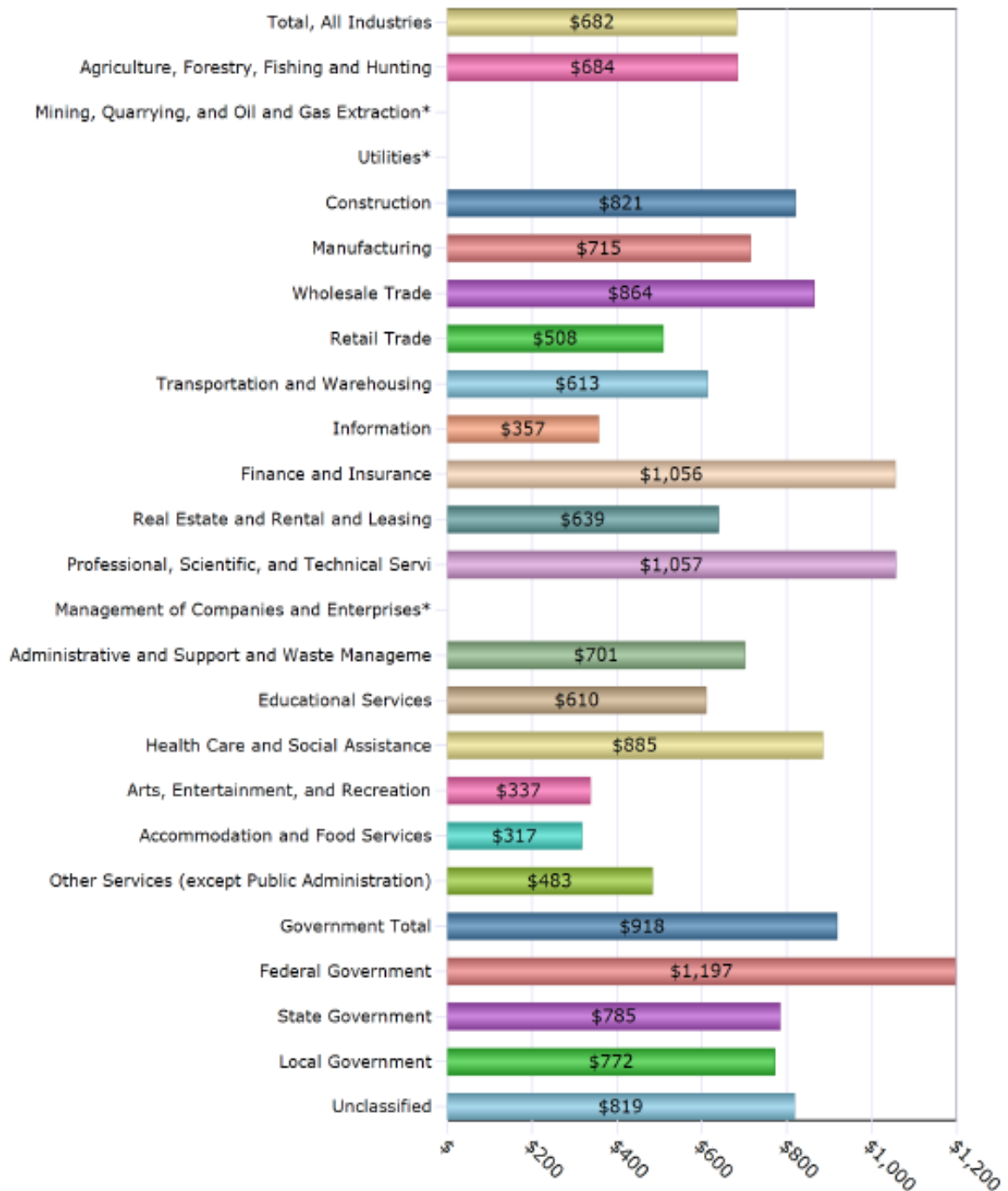
Total: 9,562

Note: Asterisk (*) indicates non-disclosable data.

Source: Virginia Employment Commission, Economic Information & Analytics, Quarterly Census of Employment and Wages (QCEW), 2nd Quarter (April, May, June) 2019.

The top three industries with the highest average weekly wage are Finance/Insurance, the Governmental (particularly Federal), and Professional/Scientific/Technical, with Construction and Health Care/Social Services coming in a close fourth.

Average Weekly Wage by Industry



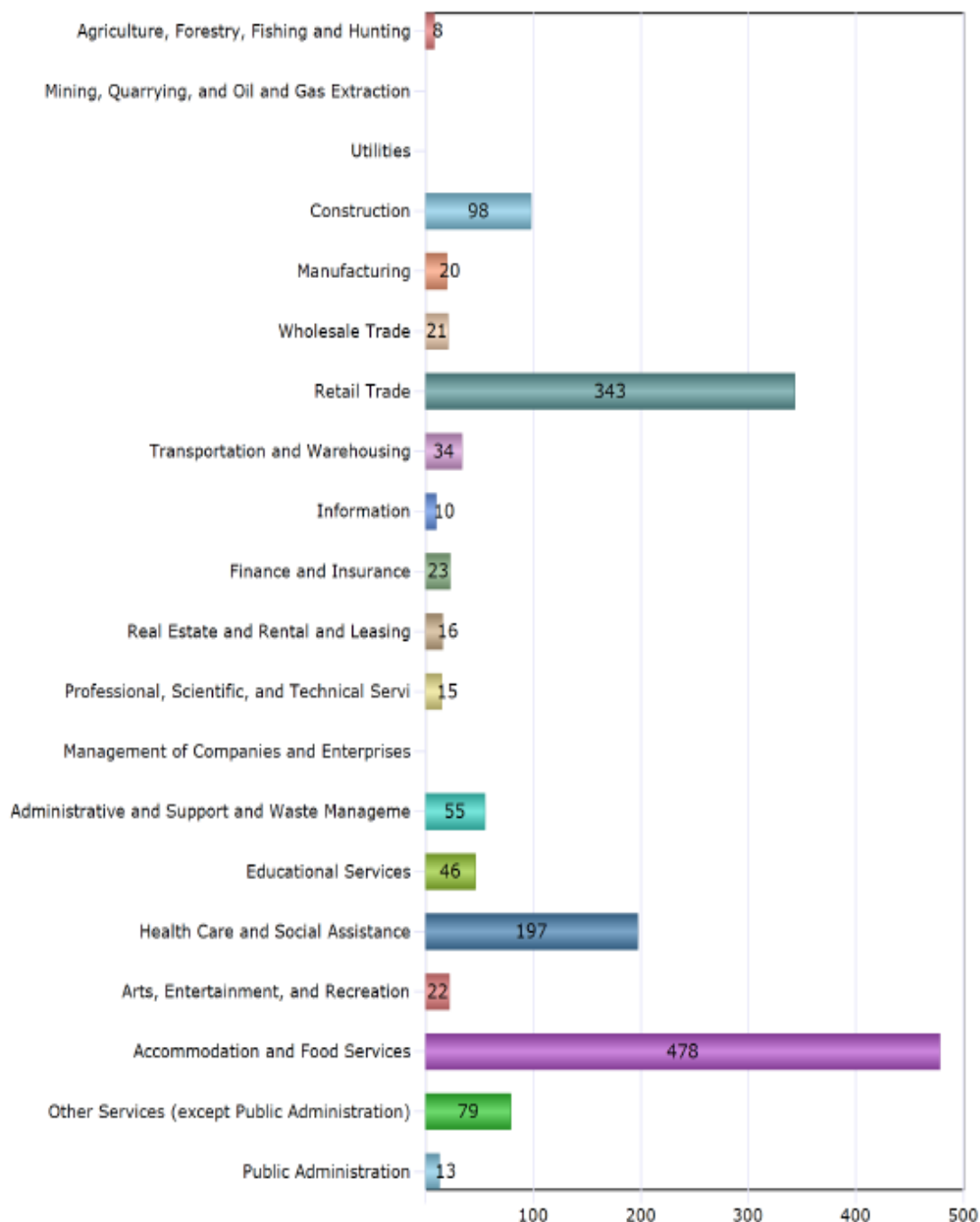
Note: Asterisk (*) indicates non-disclosable data.

Source: Virginia Employment Commission, Economic Information & Analytics, Quarterly Census of Employment and Wages (QCEW), 2nd Quarter (April, May, June) 2019.

However, the top three industries that are growing by the number of new hires are Accommodations/Food Service, Retail Trade, and Health Care and Social Assistance, with Construction coming in fourth.

New Hires by Industry

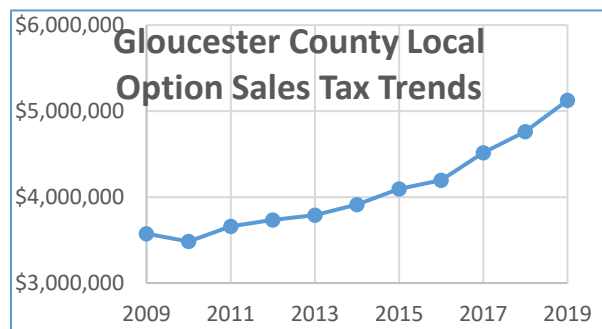
New Hires by Industry



Total: 1,478

Source: U.S. Census Bureau,
Local Employment Dynamics (LED) Program, 2nd Quarter (April, May, June) 2018, all ownerships.

Like many other regions, Gloucester suffered declining sales revenue during the Great Recession reaching the lowest point in 2010. Since then, there has been a positive steady recovery that has progressed well pass pre-great recession level of 2007.



	Gloucester County	Virginia
2009	\$3,574,581.00	979,594,664
2010	\$3,482,956.00	992,820,512
2011	\$3,659,585.00	1,035,981,229
2012	\$3,733,868.00	1,080,663,042
2013	\$3,791,358.00	1,093,292,668
2014	\$3,913,056.00	1,131,194,860
2015	\$4,093,557.00	1,179,611,271
2016	\$4,194,859.00	1,202,257,995
2017	\$4,516,095.00	1,232,981,515
2018	\$4,759,568.62	1,282,022,261
2019	\$5,124,565.34	1,345,745,942

Note: This data is based on Virginia sales tax revenues deposited, rather than the actual taxable sales figures as reported on a dealer's return.

Source: Virginia Department of Taxation, Revenue Forecasting.

Education Profile

The Education Profile for Gloucester County provides an assortment of data collected from the United States Census Bureau and the National Center for Education Statistics (NCES).

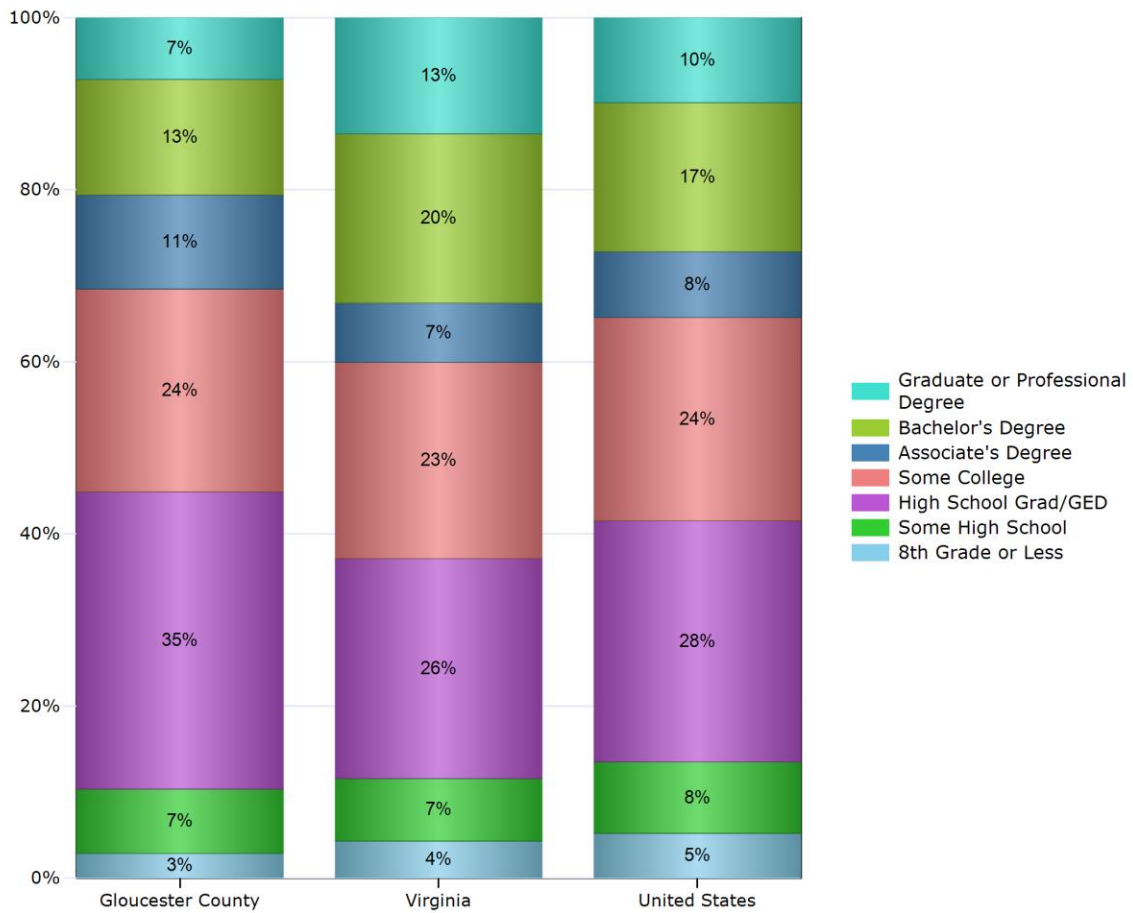


	Gloucester County	Virginia	United States
8th Grade or Less	838	275,329	12,639,425
Some High School	2,197	464,075	20,093,117
High School Grad/GED	10,124	1,633,105	68,044,371
Some College	6,918	1,457,887	57,431,237
Associate's Degree	3,204	440,219	18,586,866
Bachelor's Degree	3,938	1,258,661	42,027,629
Graduate or Professional Degree	2,105	862,686	24,008,551
<i>Source: U.S. Census Bureau American Community Survey, 2011-2015.</i>	29,324	6,391,962	242,831,196



A third of Gloucester citizens completed high school or GED equivalency, higher than at the state or national level. More than half have some college or higher level of education, which is in alignment with the state and national levels.

Educational Attainment (Population 18 years and over)

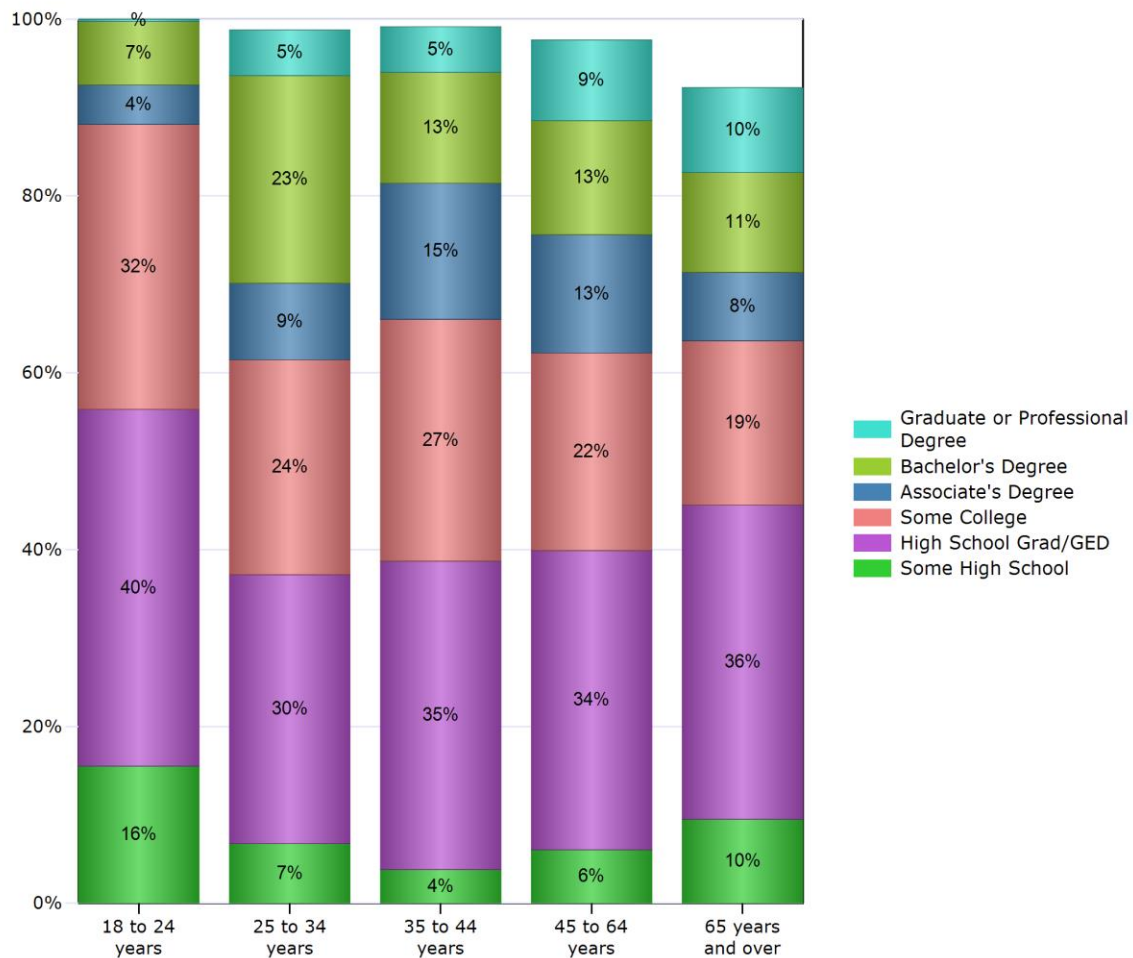


Source: U.S. Census Bureau
American Community Survey, 2011-2015.



By age cluster, the highest educated group are the 45-64 year olds with almost twice the level of the next highest group, the 65+. Both groups together account for more than 60% of the population over 18 years of age.

Educational Attainment by Age



	18 - 24	25 - 34	35 - 44	45 - 64	65 +	Total
8th Grade or Less		51	37	275	475	838
Some High School	459	281	167	707	583	2,197
High School Grad/GED	1,194	1,267	1,526	3,957	2,180	10,124
Some College	954	1,013	1,197	2,614	1,140	6,918
Associate's Degree	132	360	673	1,565	474	3,204
Bachelor's Degree	212	978	549	1,506	693	3,938
Graduate or Professional Degree	8	215	226	1,067	589	2,105
	2,959	4,165	4,375	11,691	6,134	29,324

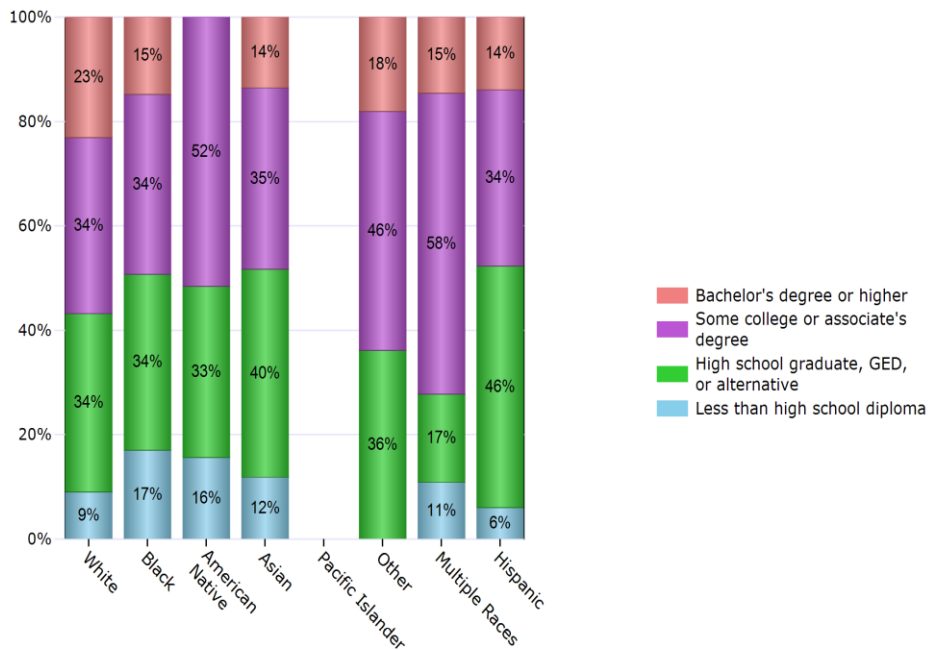
Source: U.S. Census Bureau
American Community Survey, 2011-2015.

The 45 to 64 year olds are earning Bachelor's degree at a significantly higher percentage than any other age group.

Educational Attainment by Race/Ethnicity

(Population 25 years and over)

The levels of educational attainment by race and ethnicity is consistent with the overall racial mix of the population with approximately 85% of the population being White and 85% of those completing a high school education or



better being White. Similarly, 8% of the population is Black or African American and 8% of those completing a high school education or better being Black. For those two racial groups, more than 60% of each is educated at a high school level or greater in Gloucester.



	Less than high school diploma	High school grad, GED, or alternative	Some college or associate's degree	Bachelor's degree or higher	Total
Race					
White	2,108	7,973	7,871	5,384	23,336
Black or African American	397	786	804	345	2,332
American Indian or Alaska Native	10	21	33	0	64
Asian	14	47	41	16	118
Native Hawaiian/Pacific Islander	0	0	0	0	0
Other	0	30	38	15	83
Multiple Races	47	73	249	63	432
Ethnicity					
Hispanic or Latino (of any race)	43	329	240	99	711
	2,619	9,259	9,276	5,922	27,076

Source: U.S. Census Bureau
American Community Survey, 2011-2015.



Board of Supervisors

Phillip N. Bazzani, Chair, York District
Kevin M. Smith, Vice Chair, At-Large

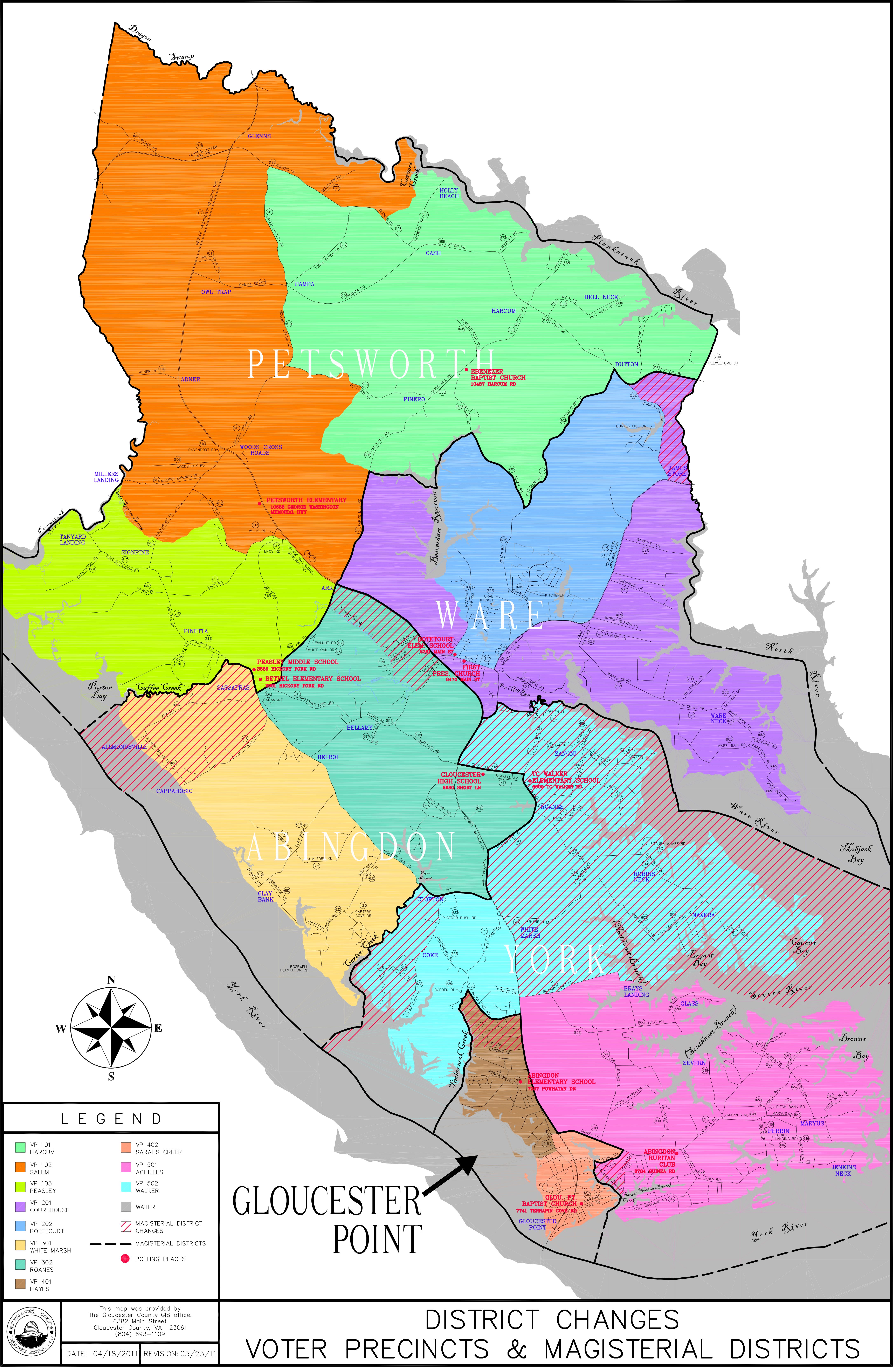
Ashley C. Chriscoe, At-Large
Michael Hedrick, Ware District
Christopher A. Hutson, Gloucester Point District
Robert J. Orth, Abingdon District
Michael R. Winebarger, Petsworth District



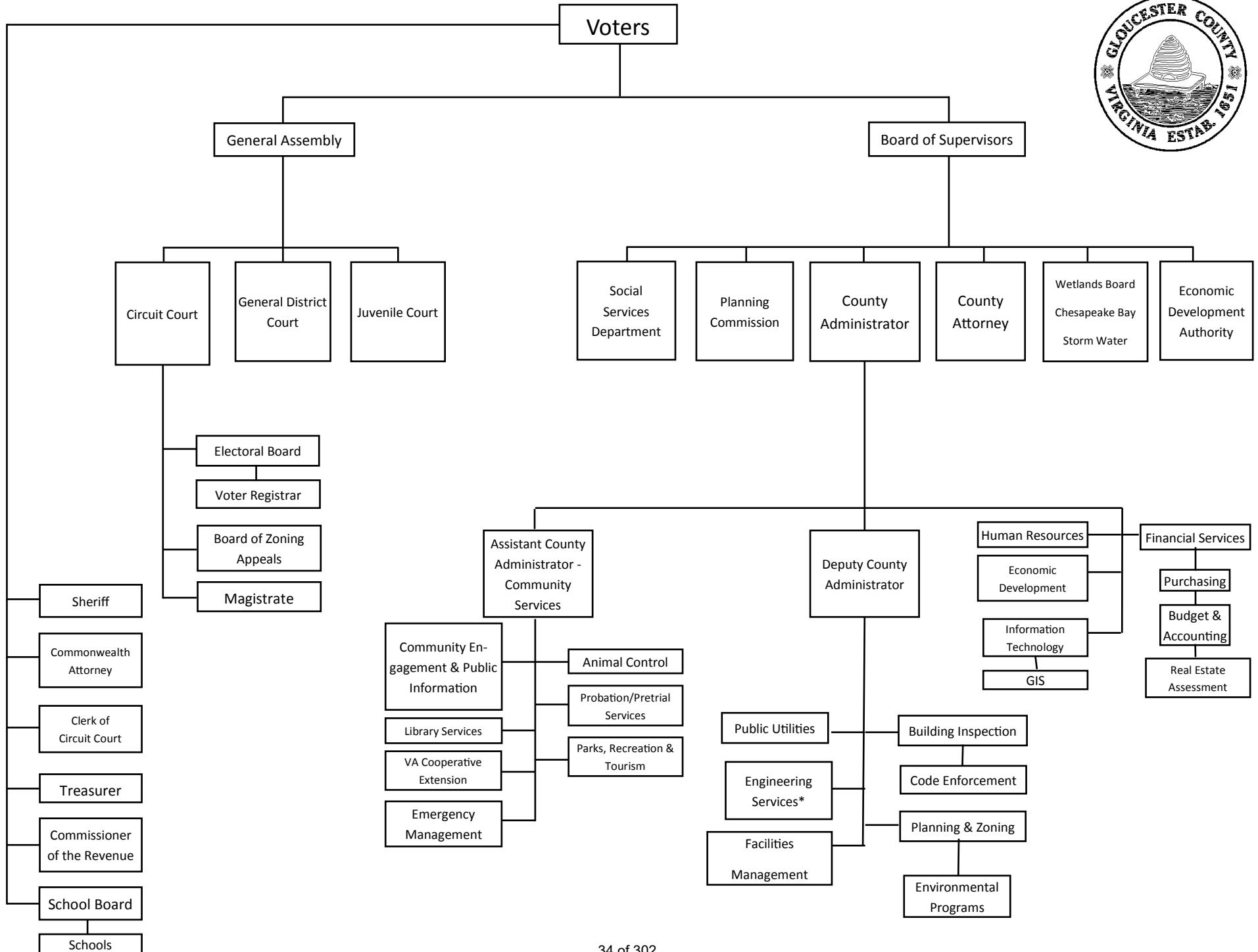
Current Board Members

Other Officials

J. Brent Fedors, County Administrator
H. Reed Fowler, Deputy County Administrator
Carol E. Steele, Assistant County Administrator
Walter R. Clemons, Ph.D., Superintendent, GCPS
Heather R. Lucas, Chief Financial Officer, GCPS
Lisa J. Kersey, Director of Social Services
Tara L. Thomas, Treasurer
Jo Anne Harris, Commissioner of Revenue
Darrell W. Warren Jr., Sheriff
John T. Dusewicz, Commonwealth Attorney
Margaret F. Walker, Clerk of Circuit Court



Gloucester County Organizational Chart



Board of Supervisors' Vision 2035 and Strategic Priorities for County of Gloucester

VISION for 2035

Founded in 1651, Gloucester County has a rich and varied history that includes Werowocomoco, the cultural and political center of the Powhatan Confederacy; Revolutionary War battlefields; and the homes of Dr. Walter Reed, and early civil rights activist T.C. Walker. Today, Gloucester citizens enjoy the beauty of a rural Virginia countryside, while remaining within a short commute of the activities and shopping opportunities offered by metropolitan Hampton Roads.

Moving towards the future, Gloucester will benefit from steady and consistent economic growth enabled by a robust infrastructure, business-friendly government and a top-notch public education system. Gloucester's citizens will enjoy a wealth of recreational activities, shop locally at numerous and varied markets and stores, and have access to county-based, world-class health care. Gloucester will offer all the amenities of modern life, while continuing to surround its citizens with the tranquility of rural and waterfront living.

Gloucester is, and will continue to be, "The Land of the Life Worth Living."

STRATEGIC PRIORITIES

Gloucester Enjoys a Diverse, Thriving Economy

Gloucester County has become the destination of choice for entrepreneurs looking for a qualified and stable workforce, affordable real estate, and a relaxed and fulfilling lifestyle.

- ✓ Gloucester businesses are enabled by low taxes and an accommodating and collaborative regulatory environment.
- ✓ The Highway 17 Corridor contains business parks offering white-collar companies spacious and well-appointed offices supported by a robust fiber-optic broadband network.
- ✓ Numerous industrial parks have been developed off the highway, providing light industries with the infrastructure and space needed for rapid growth.
- ✓ Gloucester, the historic home of the Chesapeake Bay watermen, has become the East Coast hub for a burgeoning aquaculture industry.
- ✓ Gloucester's combination of numerous retail businesses, best-in-state medical facilities and unlimited outdoor recreational activities, attracts thousands of customers daily from the surrounding counties of the Middle Peninsula.

Education

Gloucester County provides the opportunity for all of its citizens to have a quality education.

- ✓ The collaborative relationship between the Board of Supervisors, School Board, and citizens ensures the availability of a superior lifetime education for everyone.
- ✓ The County offers quality education in academic, technical, vocational and life skills.
- ✓ Gloucester high school graduates are well-prepared for either workforce entry or continuing on to a higher education.

Infrastructure

Gloucester County has efficient and strategically placed roads, water, sewer, broadband, and natural gas that supports desired business growth and a high quality of life.

- ✓ Universal broadband access provides citizens with an opportunity to work where they live and supports the growth of home-based entrepreneurs.
- ✓ A Second Crossing over the York River provides easy access for customers and tourists in the Williamsburg area to the shops and attractions of Gloucester County.

Board of Supervisors' Vision 2035 and Strategic Priorities for County of Gloucester

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- ✓ A Second Crossing over the York River provides easy access for customers and tourists in the Williamsburg area to the shops and attractions of Gloucester County.

- ✓ Cooperative efforts with VDOT and regional agencies have provided Gloucester with an expanded transportation infrastructure, including well-maintained rural roads and numerous bicycle paths, pedestrian walkways, and alternative transportation options.

Community Services (formerly Human Services)

Gloucester County, through a combination of government, commercial and volunteer programs, ensures that the needs of its citizens – children, adults and the elderly – are met.

- ✓ Several adult community centers provide the opportunity for Gloucester citizens to age in place, to be cared for locally near their homes and families.
- ✓ Continued investment in Gloucester facilities results in Walter Reed Hospital becoming the Middle Peninsula Regional Medical Center, providing world-class health care to all the residents of the Middle Peninsula.
- ✓ The combination of numerous, active charitable organizations, the inherent, giving spirit of the Gloucester citizens, and supplemental assistance from state and local government, ensures that our most needy citizens – the homeless, indigent, disabled – are never alone and never without help.

Housing and Land Use

Gloucester County maintains its essential character as a rural county while offering diverse housing opportunities that include a range of multi-family and single-family homes that meet the needs of singles and families of all ages and incomes.

Natural and Recreational Resources

Gloucester County is unique among its peers because of the abundance and diversity of its natural resources, including clean protected waterways, forested landscapes, wildlife, and the longest coastline in the state of Virginia.

- ✓ An expansive and well-maintained park system provides numerous recreational opportunities for Gloucester citizens and visitors, including sports venues, hiking, hunting, boating and fishing.
- ✓ Active protection and conservation measures ensure a healthy ecosystem that will attract new residents and businesses, as well as enhance tourism.
- ✓ Well-equipped marinas and boat ramps throughout the County ensure recreational boaters' easy access to Gloucester's numerous waterways and the Chesapeake Bay.
- ✓ Gloucester's Werowocomoco National Park attracts thousands of visitors annually to the premier Native American historical site on the East Coast.

Governance

Gloucester County focuses on finding and implementing the leanest form of government to minimize impediments to economic development and take advantage of collaborative processes, shared services, and other cost-effective measures for the maximum benefit of its citizens.

- ✓ Taxes are maintained at the lowest practical levels that still provide essential, quality services.
- ✓ Gloucester County has a transparent, responsive, and forward-thinking government that encourages an informed and participatory citizenry.

Board of Supervisor's Three-Year Action Priorities for Staff (FY2019-FY2021)

As Revised in January 2018 (FY2018)

Gloucester Enjoys a Diverse, Thriving Economy

- ❖ Implement the County's economic development strategic plan to attract new businesses and assist existing businesses in the County (with BOS support)
 - Ensure continued support to working watermen and encourage aquaculture
 - Attract a good size industry to the County with a significant number of jobs
 - With the EDA, identify, develop, and enhance opportunities for small businesses and new businesses off Route 17
- ❖ Establish a streamlined one step business license process with a focus on enabling entrepreneurial growth in the County. Develop a flowchart for self-service attainment and offer a turnkey option targeting a 10-day turn-around on delivery of business licenses
- ❖ Do an in-depth review of County ordinances and eliminate or reduce regulations that inhibit or delay growth of business. Determine state statutory minimum requirements for our local ordinances by chapter with a focus on identifying and reducing impediments to business growth
- ❖ Collaborate with state and federal agencies to reduce state-imposed regulations related to development (i.e. unfunded mandates, legislation to allow special taxing districts, etc.)

Education

- ❖ Continue to increase and enhance the quality of joint meetings between the Board and School Board in order to increase cooperation and joint planning success
 - Hold a joint retreat annually in the summer
- ❖ Expand community use of schools to leverage the investment in the school system, including uses that expand:
 - Career/technical/vocational skills training
 - Mid-career or retraining for adults
- ❖ Explore additional workforce development options for the County

Infrastructure

- ❖ Enable the proliferation of broadband services throughout the County
- ❖ Locate and build a County utilities facility/yard
- ❖ Develop and implement a strategic plan for water/sewer expansion in the County, to include exploration of:
 - Should the County create incentives to encourage local developers and contractors to construct their buildings and subdivisions on central sewer and water?
 - Should the County install lateral water and sewer lines at strategic locations under Route 17 to support business growth?
- ❖ Maintain and improve our working collaboration with state and regional agencies and relevant partners to meet our transportation needs

Community Services (formerly Human Services)

- ❖ Maintain and strengthen partnerships that will result in enhanced medical services and facilities so that residents can get services that they need in Gloucester County
- ❖ Conduct a timely full-scale exercise of the local emergency operations plan

Housing and Land Use

- ❖ Maintain the Comprehensive Plan and present for Board approval
- ❖ Enhance mixed use, multi family, and senior living development sites by:

- Identify areas where mixed use, multi-family, and senior living development is consistent with the Comprehensive Plan and report to the Board
 - Reviewing ordinances that would contribute/promote desired development
- ❖ Continue to offer land use advantages to farmers and timber farmers to preserve the County's rural atmosphere

Natural and Recreational Resources

- ❖ Evaluate all parks and recreational facilities in the County to develop synergies with the intent to leverage the best benefit for the community and tourists
- ❖ Develop a plan to bring more sporting events, tournaments, and concerts to the County parks
- ❖ Develop and implement a strategy to improve access to our waterways and other natural resources

Governance

- ❖ Maintain and enhance a customer service strategy in Gloucester County that ensures that building permits, planning, zoning, and environmental activities are streamlined
- ❖ Continually review County organizational structure with a goal of eliminating redundancies and inefficiencies through consolidation, elimination of redundant services, and restructuring
 - Explore outsourcing of County services to save tax dollars
 - Maintain our current services levels with a reduction in spending
 - Review the feasibility of shared services between departments
 - Streamline departmental processes and support staff
- ❖ Develop a plan and strategy for periodic review and revision of County ordinances by department to bring recommendations for change to the Board (including those that restrict residential owners)
- ❖ Implement a budget that identifies the cost associated with program areas and ensures a methodology that has departments measure outcomes and benefit
- ❖ Maintain a BOS suspense and tracking system that records Board actions and reports back on actions/tasked department/status/expected completion, including a process for reporting on strategic plan outcomes

Gloucester County Budget Overview

The annual budget serves as the foundation for the County's financial planning and control. Developing a 5 Year Capital Improvement Plan (CIP) and annual Operating Budget is a year-round process. Beginning each summer, Financial Services prepares and distributes budgetary instructions outlining each department's responsibilities for the upcoming budget year for CIP and operating requests. The budget calendar is developed, which establishes the timeline for the process, dates for submission of departmental and other agency requests, budget work sessions and public hearings leading to final adoption of the budget. All County departments and agencies are required to submit requests for appropriation to the County Administrator. Each request must relate to the organization's program objectives and the priorities of the County. Due to revenue constraints, departments are generally encouraged to develop proposals to realign or reduce expenditures rather than seek additional funding. The requests are received and compiled by the County Administrator's designated Executive Leadership Team (ELT). In addition, the County Administrator with his ELT conduct a series of meetings with Department Directors including, Constitutional and State Officers, and the School's Superintendent. The requests and information gathered are used as starting points for developing a Proposed budget for presentation to the Board of Supervisors (BOS) in March.

Local revenue projections are closely tied to the real estate re-assessment cycle (every two years by code, pushed out to three years by the Board for this cycle), historic trends, and the current economic climate. State revenue projections are based on information received from the Governor's Approved Budget and revisions made by the General Assembly. Federal revenue estimates are based on information from the awarding agencies. Expenditures are divided into functional categories and each department's requests and justifications are analyzed by the ELT and recommendations are developed based on historic and current trends, operating needs to execute mandated programs, and priorities as set out by the BOS.

In March, the County Administrator submits a balanced budget and certifies use of unassigned fund balance per policy (capital and one-time expenditures) to the BOS for the next fiscal year to begin July 1. After a series of work sessions with the BOS and public hearings, the budget is amended as necessary and an appropriations resolution is approved. Citizens may comment in person at the public hearing. Comments are also welcomed using social media and portals on the County's website. The budget is required to be adopted by a majority vote of the BOS in May for the next fiscal year. Tax rates are established prior to the beginning of the fiscal year. Also, throughout the year, the BOS may hold meetings within their magisterial districts to discuss various topics including budget developments.

The County maintains budgetary controls to ensure compliance with legal provisions of the annual appropriated budget. No department or other agency of the County may spend more than approved and appropriated amounts without prior approval of the BOS. Financial and programmatic monitoring of departmental activities to ensure conformity with the budget takes place throughout the year. The Chief Financial Officer (CFO) prepares and presents to the BOS quarterly budget-to-actual updates, reports projected revenues and expenditures for the entire fiscal year and receipt of unanticipated revenues and other major changes to the adopted budget. The CFO also provides updates on capital projects status of completion and spend levels. The budget can be found in the County Administrator's office, the libraries and on the County website. Through the annual budget adoption resolution, the County Administrator is authorized to transfer budgeted amounts within the primary government's governmental funds; however, the component unit School Board is authorized to transfer budgeted amounts within the school system's categories. The County Administrator is responsible for maintaining a balanced budget at all times. In the event a gap is identified between revenues and expenditures; the County Administrator will take actions necessary to rebalance the budget. The budget may be amended by the BOS through supplemental appropriations or transfers as necessary. Activities of the general fund, special revenue funds, capital projects, debt service, school funds, and proprietary funds are included in the annual appropriated budget. The level of budgetary control (i.e., the level at which expenditures cannot legally exceed the appropriated amount) is at the function level within each fund except the school operating fund, which is at the fund level.

The County also maintains an encumbrance accounting system as one method of maintaining budgetary control. Encumbered amounts lapse at year-end; however, outstanding encumbrances generally are re-appropriated as part of the following fiscal year's budget.

Budget Calendar

Date	Responsible Party	Description - Last Updated 09/17/2019	Legal Requirement or Reference
July-September 2019	County Administrator/Chief Financial Officer	Develop and distribute: Budget Development Message to align Directors with BOS short- and long-term goals and strategic initiatives; and CIP & Operating Budget Development Instructions	N/A
July-September 2019	Chief Financial Officer	Conduct any necessary trainings and/or assist with the budget submission process (SharePoint); Update CIP Procedural Guidelines	N/A
August 30, 2019	Dept Directors, State & Const Officers, & Schools	Submit CIP Project Requests for FY2021-FY2025	N/A
September 17, 2019	Board of Supervisors and School Board	Joint Board Meeting to set joint budget meeting calendar, priorities for School Capital Projects	N/A
September - October 2019	County Administrator's CIP Development Team	Begin development of the Proposed FY21-FY25 CIP (Meet with Dept Directors on CIP project requests if needed)	VA Code 15.2-2239, - 2232
October 2019	Chief Financial Officer	Provide County Administrator initial preliminary revenue projections	N/A
October 15, 2019	Board of Supervisors	Adopt resolution setting the schedule for FY2021 Budget related public meetings	N/A
October 15, 2019	Board of Supervisors	Adopt resolution clarifying the amount of travel budgeted for each board member for FY2021	BOS Policy Section 100
October 24, 2019	County Administrator, CIP Development Team	5 Year CIP requests presented to Planning Commission (Work Session); Requesting Directors make presentations	VA Code 15.2-2239
November 7, 2019	School Superintendent	Present 5 Year CIP Request to Planning Commission (PC Regular Meeting)	N/A
November 8, 2019	County Departments	Submit Operating and Personnel Budget Requests	N/A
December 5, 2019	Planning Commission	Reviews requests and provides input for the development of Proposed 5 Year CIP (FY21-FY25); confirms Comp Plan alignment	VA Code 15.2-2239
December - January 2020	Budget Leadership Team, County Departments	Meet with State & Constitutional Officers, & Department Directors on budget requests	N/A
December 2019	Chief Financial Officer	Review Released Governor's Budget/ Refine Revenue Projections as necessary	N/A
January 21, 2020	County Administrator, CIP Development Team	Present Proposed 5 Year CIP (FY21-FY25) to BOS at Work Session; Request Public Hearing	VA Code 15.2-2239
January 2020	Deputy Clerk, Chief Financial Officer	Advertise Proposed 5 Year CIP (FY21-FY25) (7 days prior to public hearing)	N/A
January - April 2020	School & County Finance Directors	Monitor General Assembly/Revise Projections as necessary	VA Code 22.1-93
mid-January 2020	Board of Supervisors, County Administrator	Potential BOS Retreat	N/A
February 2020	BOS, County Administrator	Meet individually with Board Supervisors to discussed budget	N/A
February 4, 2020	Board of Supervisors, County Administrator	Conduct Public Hearing on Proposed 5 Year CIP (FY21-FY25) at BOS Regular Meeting; CA solicits BOS guidance on budget in public forum	N/A
February 25, 2020	School Superintendent	Present School's Recommended FY2021 Budget at School Board & BOS Joint Work Session/Potential Retreat	VA Code 15.2-2503, 22.1-92
March 2, 2020	County Administrator	Present County Administrator's Proposed FY2021 Budget to the Board of Supervisors-Non-Regular Meeting	VA Code 15.2-1541
March 2, 2020	Board of Supervisors	Adopt resolution authorizing the County Administrator to advertise for Public Hearing the FY2021 Proposed County Budget and FY2021 Proposed Tax Levies-Non-Regular Meeting	VA Code 15.2-2506
March 5, 2020	Deputy Clerk, Chief Financial Officer	Advertise FY2021 Proposed Budget (7 days prior to public hearing) and Proposed Tax Levies for CY2020 (once/wk for two weeks prior to passage)	VA Code 15.2-2506, 58.1-3321
March 2020	Board of Supervisors	Potential Town Hall Meeting on Proposed FY21 Operating Budget and 5 Year CIP	N/A
March 11, 2020	County Administrator, Chief Financial Officer	Provide Proposed Budget Book; detail budget overview and Q&A with the BOS - Budget Work Session	N/A
March 17, 2020	Board of Supervisors and School Board	School Board and Board of Supervisors Joint Work Session-Budget discussion	N/A
March 25, 2020	Board of Supervisors	Conduct Public Hearing on Proposed FY2021 Budget, Tax Rate for CY2020	VA Code 15.2-2506
April 1, 9, & 13 2020	Board of Supervisors	Possible BOS budget work sessions	N/A
April 13, 2020	Board of Supervisors	Adopt Budget for FY2021 and related Tax Rate Ordinances for CY2020	VA Code 15.2-2503, 22.1-93

Basis of Budgeting and Fund Structure Guidelines

Budgets are adopted on a basis consistent with generally accepted accounting principles. Governmental funds utilize the current financial resources measurement focus and the modified accrual basis of accounting. Revenues and related assets are recorded when measurable and available to finance operations during the year. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the County considers revenues to be available if they are collected within 45 days of the end of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the County. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Proprietary and Fiduciary Funds use the accrual basis of accounting which recognizes revenues when earned and expenses when incurred.

The appropriations resolution places legal restrictions on expenditures at the functional level. Formal budgets are legally adopted for the governmental funds, which include the General, Debt Service, Social Services, Children's Services Act, Mosquito Control, and Capital Projects Funds of the primary government and component unit – School Board. Budgetary integration is employed as a management control device during the year, and budgets are monitored and reported to the Board of Supervisors on a quarterly basis.

Demonstrating compliance with the adopted budget is an important component of the County's accountability to the public. Many citizens participate in one way or another in the process of establishing the annual operating budgets and have a keen interest in following the actual financial progress over the course of the year. The County, like many other localities, revises their original budgets over the course of the year for a variety of reasons. Under the GASB 34 reporting model, governments provide budgetary comparison information in their annual reports including the original budget, final budget and actual results.

The County Administrator is authorized to transfer budgeted amounts within the primary government's governmental funds; however, the component unit School Board is authorized to transfer budgeted amounts within the school system's categories.

Appropriations lapse on June 30 for all County departments. Supplemental appropriations are made as necessary throughout the year. Encumbrances and reserved fund balances outstanding at June 30 are re-appropriated in the succeeding year on a case-by-case basis.

Fund Structure

The budget and the Comprehensive Annual Financial Report of the County are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Following is an overview of the different fund types.

Governmental Funds

Governmental Funds are those through which most governmental functions typically are financed. The County reports the General Fund, Debt Service Fund, Capital Projects, School Operating, Social Services, and Children's Services Act Funds as governmental funds.

General Fund - is the primary operating fund of the County. This fund is used to account for and report all financial transactions and resources except those required to be accounted for in another fund. Revenues are derived primarily from property and other local taxes, state and federal distributions, licenses, permits, charges for service, and interest income. A significant part of the General Fund's revenues is used principally to finance the operations of the Component Unit School Board.

Debt Service Fund – accounts for and reports financial resources that are restricted, committed, or assigned to expenditures for principal and interest. Payment of principal and interest on the County and School system’s general long-term debt financing is provided by appropriations from the General Fund.

Capital Projects Fund – accounts for and reports financial resources that are restricted, committed or assigned to expenditure for capital outlays except for those financed by proprietary funds or for assets held in trust for individuals, private organizations or of other governments.

School Fund - School Board members are elected by the citizens of Gloucester County. The School Board is responsible for the operations and management of the County's School System. The School Board is fiscally dependent as the County provides various shared services and significant funds for operations, debt service and capital procurements. The County has the ability to approve its budget and any amendments. The School Board does not issue a separate financial record. The results of operations for the School Board are presented as a discretely presented component unit in the County’s Comprehensive Annual Financial Report.

Special Revenue Funds – account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects requiring separate accounting because of legal or regulatory provisions or administrative action. Special Revenue Funds consist of the following funds: Virginia Public Assistance (Social Services), Children’s Services Act, Mosquito Control, and the Sanitary Districts.

Internal Service Fund – accounts for the financing of goods and services provided to other departments or agencies of the government, or to other governments, on a cost reimbursement basis. The Internal Service Fund consists of the Self-Insurance Fund reported in the Component Unit School Board.

Fiduciary Funds

Fiduciary Funds (Trust and Agency Funds) by definition account for assets held by the County unit in a trustee capacity or as an agent or custodian for individuals, private organizations, other governmental units, or other funds and cannot be used to address activities or obligations of the County. These funds include Private Purpose Trust and Agency Funds. Private Purpose Trust and Agency Funds utilize the accrual basis of accounting. The County’s Agency Funds include amounts held for others in a fiduciary capacity, which includes the following funds: Special Welfare, Middle Peninsula Regional Special Education, Flexible Benefits and Sheriff/Jail.

Proprietary Funds

Proprietary Funds account for operations that are financed in a manner similar to private business enterprises. The Proprietary Fund measurement focus is upon determination of net income, financial position, and changes in financial position. Proprietary Funds consist of Enterprise Funds.

Enterprise Funds - distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund’s principal ongoing operations. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses. The County’s Enterprise Funds consist of the Utilities Fund, which accounts for the operations of sewage pumping stations and collection systems, and the water distribution system.

Fund Balance Policy Overview

The Board of Supervisors establishes (and modifies or rescinds) fund balance commitments by passage of a resolution, typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives). The policy is posted at <http://gloucesterva.info/769/Board-Policies>.

Section 220 of the Board of Supervisors Policies is the Fund Balance Policy, revised and approved by the BOS in June 2017. Section 220.1 specifies that the Board is authorized to assign adequate funds from the Fund Balance for legitimate purposes. Commitments of fund balance requested after the adoption of the budget document are done by Board Action during regularly scheduled Board of Supervisors Meetings. Assigned fund balance is established by the County Administrator, who has been given the delegated authority to assign amounts on behalf of the Board of Supervisors.

Components of Fund Balance - fund balance relative to governmental funds shall consist of the following:

- Non-spendable Fund Balance** – includes amounts that cannot be expended as they are either: (a) in non-spendable form; or, (b) legally or contractually required to be maintained intact by the governmental entity. Items in a non-spendable form include inventories and prepaid items. The corpus of an endowment is an example of an amount that is legally or contractually required to be maintained intact and is not available for expenditure.

- Restricted Fund Balance** – Amounts that are legally constrained for a specific purpose by external parties, constitutional provisions, bond indenture, or enabling legislation. External parties include creditors, grantors, contributors or laws and regulations. Enabling legislation includes any act of law or regulation that authorizes the government to assess, levy, charge, or otherwise mandate payment of resources and includes a legally enforceable requirement that those resources be used only for the specific purpose stipulated in the enabling legislation. An act of law can originate external to the government or be self-imposed through the enactment of an ordinance by the governmental body. The expenditure of resources restriction must originate within the enabling legislation; whereas, funds restricted outside originating legislation will be considered committed or assigned.

- Committed Fund Balance** – Amounts constrained for a specific purpose by the Board of Supervisors using the highest level of decision-making authority. Removal of the constraint would require another action by the Board of Supervisors. Commitments must be established or removed by the Board of Supervisors prior to the end of the fiscal year (June 30th) for which the constraint or removal of constraint is desired.

- Assigned Fund Balance** – Amounts constrained for a specific purpose by the County Administrator. Assignments shall not create a deficit in any fund or segment of fund balance.

- Unassigned Fund Balance** – the residual amounts not classified as non-spendable, restricted, committed, or assigned as noted above. The General Fund is the only fund that would report a positive unassigned fund balance.

Order of Expenditure Within Fund Balance – In circumstances where amounts are expended for which Committed, Assigned, and Unassigned amounts are available, it is the County's policy to use the most restrictive funds first in the following order: restricted, committed, assigned and unassigned as they are needed.

Unassigned Fund Balance Reserve Requirement – It has been identified that a minimum of 15% of budgeted governmental fund expenditures, less any Capital Outlay projects funded with bond proceeds, is needed to safeguard the County's fiscal liquidity, or cash flow needs, to execute the approved annual budget. The County will strive to maintain an unassigned fund balance between 14%-16%. The use of the unassigned fund balance will be permitted to provide for temporary funding of unforeseen or emergent needs. If, after the conclusion of the preceding fiscal year annual audit, net the approved use during the budgeted fiscal year, the unassigned fund balance falls below an amount equal to 14% of budgeted governmental fund expenditures, a plan to replenish the fund balance within twelve months will be presented to the Board of Supervisors.

Other Financial Policies and Guidelines

The primary objective of sound financial management policies and guidelines is for the Board of Supervisors to create the framework for making financial decisions. The County Administrator is responsible for the daily administration of the Board's policies and general County operations. The County Administrator may designate other County officials to assist in the administration of these policies. These financial management policies are a statement of the guidelines and goals that influence and guide the financial management practices of the County of Gloucester. Financial management policies that are adopted, adhered to, and regularly reviewed are recognized as the cornerstone of sound financial management. These policies are posted on the County's website at <http://gloucester.va.info/769/Board-Policies>.

Sound financial management policies and guidelines:

- ☞ contribute significantly to the County's ability to insulate itself from fiscal crises and economic disruption;
- ☞ promote long-term financial stability by establishing clear and consistent guidelines;
- ☞ direct attention to the total financial picture rather than single-issue areas;
- ☞ maintain sound appraisal procedures to keep property values current and reassessments made of all property biennially;
- ☞ promote active measures to encourage economic development, thereby developing a diversified and stable revenue system to shelter the County from short-run fluctuations in any one revenue source;
- ☞ direct use of all applicable resources in the collection of all revenues due the County;
- ☞ enhance access to short-term and long-term markets by helping to achieve the highest credit and bond ratings possible;
- ☞ employ a structured budget preparation and formulation process that will be used by departments and agencies receiving funding from the County and ensure adequate citizen input and participation;
- ☞ employ a structured expenditure and revenue forecasting system to promote effective long-term financial planning linked with day-to-day operations;
- ☞ establish a budget contingency to provide for unanticipated expenditures of a non-recurring nature, or to meet unexpected small increased service delivery costs;
- ☞ integrate service level measures and performance/productivity indicators with the budget where possible;
- ☞ provide a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines;
- ☞ promote regular financial reporting to the Board of Supervisors for more informed decision making;
- ☞ ensure that the County has the resources to perform mandated responsibilities; and
- ☞ provide a foundation for evaluation and analysis of financial condition.

The County's accounting and financial reporting will comply with:

- ✓ Generally Accepted Accounting Principles of the United States of America (GAAP),
- ✓ Government Accounting Standards (GAS), issued by the Comptroller General of the United States,
- ✓ the Uniform Financial Reporting Manual, issued by the Auditor of Public Accounts of the Commonwealth of Virginia,
- ✓ *Specifications for Audits of Counties, Cities and Towns*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia,
- ✓ Circular A-133 *Audits of States, Local Governments, and Non-Profit Organizations* and the *Compliance Supplement*, issued by the U.S. Office of Management and Budget, Circular A-133,
- ✓ the GFOA's Certificate of Achievement for Excellence in Financial Reporting Program,
- ✓ the GFOA's Certificate of Achievement for Distinguished Budget Presentation Program, and
- ✓ the Code of Virginia, and other legal and regulatory bodies' requirements, as applicable.

The County will establish and maintain an internal control structure designed to protect the County from loss, theft and misuse. The structure will be designed to provide reasonable assurance of that objective and the concept of reasonable assurance recognizes that:

- the cost of a control should not exceed the benefits likely to be derived, and
- the valuation of costs and benefits requires estimates and judgments made by management.

A comprehensive annual financial audit, including an audit of federal grants, will be conducted by an independent public accounting firm. The results of that audit along with an audit management letter and audited Comprehensive Annual Financial Report (CAFR) will be presented to the Board of Supervisors no later than December, following the end of the previous fiscal year. The County administration will promptly evaluate the audit management letter recommendations, determine the proper actions in response to these recommendations and complete, within established time frames, all actions that correct or otherwise resolve the matters included in the management letter.

Capital and Debt Management Policies

One of the keys to sound financial management is the development of a capital and debt policies. This need is recognized by bond rating agencies, and development of capital and debt policies are recommended practices by the Government Finance Officers Association. The Debt Obligation Policy, adopted by the BOS, is used in conjunction with the Capital Improvement Programs for both the County and School Board and is intended to demonstrate a commitment to long-term financial planning. The Capital Improvement Programs are developed to promote capital infrastructure to support the Board of Supervisor's priorities by establishing a five-year capital implementation plan. In formulating this long-range plan, input is solicited from various parties such as county departments, Board of Supervisors, citizens, and businesses.

Adherence to the Debt Obligation Policy helps ensure maintenance of the County's latest double-A credit ratings. The County uses an annual debt affordability process to determine reasonable debt levels. The County plans long and short-term debt issuance to finance its capital budget based on cash flow needs, sources of revenue, capital construction periods, available financing instruments, and market conditions. The County finances capital needs on a regular basis, dictated by capital spending patterns and other potential resource demands. A financial advisor and bond counsel assist the County in developing a bond issuance strategy, preparing bond documents and marketing bonds to investors. Bonds issued by the County mature over a term matching the economic life of the improvements they finance.

Future Guidelines and Policies under development or consideration

The County is committed to high standards of financial management as demonstrated by the BOS Governance priority. Administration regularly reviews current policies and ordinances to maximize operational efficiencies and best practices; preserve fiscal integrity; and improve fiscal stability to promote long term fiscal sustainability. Following is a list of some policies and projects under consideration:

- **Grant Policy** – originally adopted by the BOS in June 2003 - review and revise as needed to ensure compliance with the U.S. Office of Management and Budget (OMB) recent Circular, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Super Circular")
- **Debt Obligation Policy** – originally adopted by the BOS in April 2000 – review and revise to bring policy up to date with changes that have occurred since 2000.
- **Five-Year Capital Improvement Plan and Manual** – update annually to incorporate the Comprehensive Plan (adopted by the BOS in February 2016); revise projects and prioritization.
- **Three-Year Strategic Plan-Refresh** – originally adopted by the BOS in June 2015 – the FY2019 is a refresh of the original priorities for the next three-year period.
- **Performance Measure Development and Implementation** – report on how well we are doing, what areas work well, and identify areas for improvement to further increase transparency and engagement with our taxpayers.
- **Utilities Financial Policies** – develop a set of financial policies for the County's Enterprise Fund for BOS adoption consideration.
- **Popular Annual Financial Report (PAFR)** – develop to provide citizens with a better understanding of our County government, local economic factors, and financial position through a more simplified explanation of the annual financial statements.
- **Public Sector Budgeting, Planning, Forecasting, and Analysis Software** – implementing a solution to streamline budget development process; increase transparency; identify the cost associated with program areas; and ability to measure outcomes and benefits.



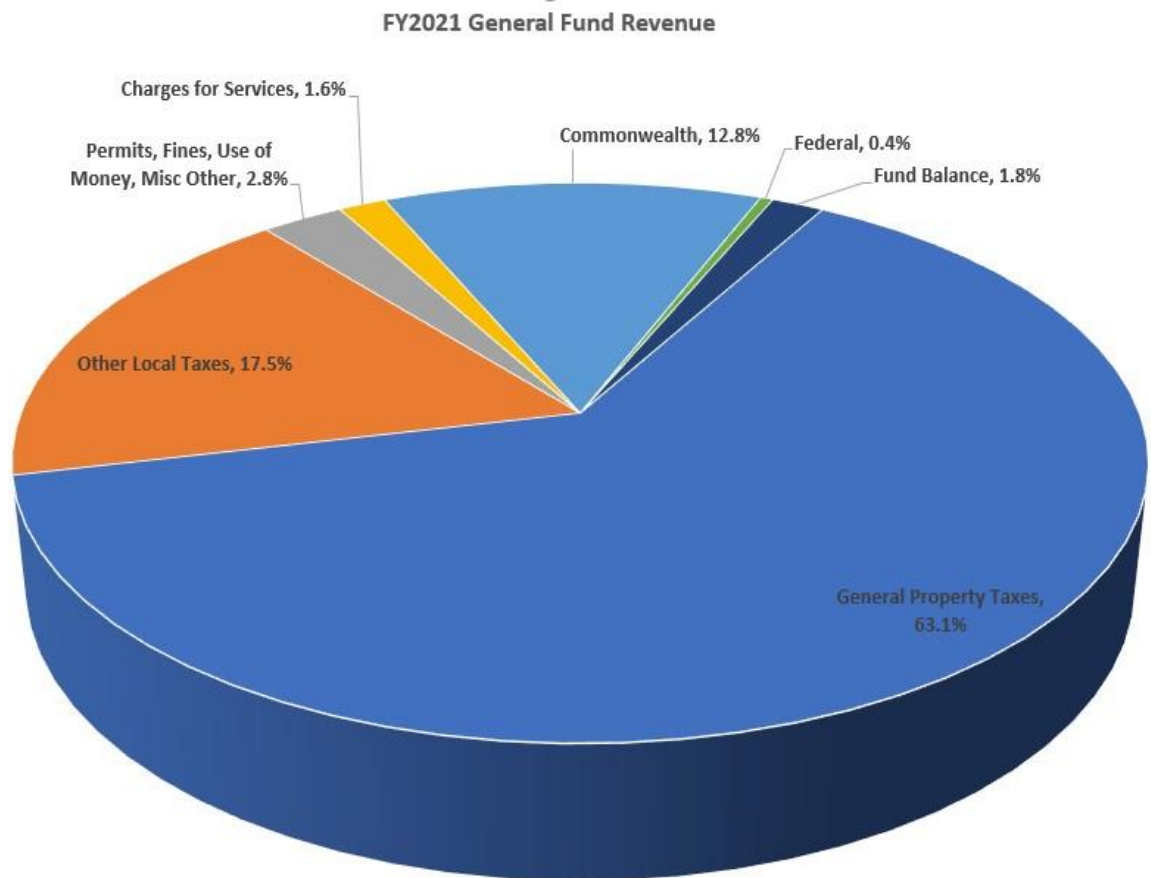




General Fund Revenue Summary

General Fund Revenues	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
General Property Taxes	\$40,787,655	\$41,115,460	\$41,883,391	\$41,883,391	\$44,526,457	\$2,643,066	6%
Other Local Taxes	\$10,641,280	\$11,114,495	\$11,277,114	\$11,277,114	\$12,342,718	\$1,065,604	9%
Licenses, Permits, & Fees	\$431,580	\$459,062	\$476,535	\$476,535	\$474,580	(\$1,955)	0%
Fines & Forfeitures	\$100,200	\$97,257	\$120,200	\$120,200	\$100,400	(\$19,800)	-16%
Use of Money & Property	\$297,046	\$481,474	\$379,295	\$379,295	\$488,619	\$109,324	29%
Charges for Services	\$1,089,642	\$1,119,975	\$1,138,463	\$1,138,463	\$1,135,376	(\$3,087)	0%
Miscellaneous	\$199,525	\$297,976	\$183,194	\$183,194	\$202,719	\$19,525	11%
Recovered Costs	\$201,720	\$222,897	\$639,746	\$639,746	\$685,745	\$45,999	7%
Commonwealth	\$8,893,056	\$8,843,108	\$9,141,054	\$9,141,054	\$9,028,421	(\$112,633)	-1%
Federal	\$363,845	\$320,697	\$353,788	\$353,788	\$300,144	(\$53,644)	-15%
Fund Balance	\$2,503,627	\$0	\$5,405,860	\$5,405,860	\$1,246,866	(\$4,158,994)	-77%
Total General Fund Revenues	\$65,509,176	\$64,072,400	\$70,998,640	\$70,998,640	\$70,532,044	(\$466,596)	-48%

Funding sources for the General Fund are heavily reliant upon the General Property and Other Local Taxes. As illustrated below, 80.6% of all General Fund revenues comes from General Property and Other Local Taxes with funding from the Commonwealth coming in next highest at 12.8%.



General Property Taxes

General Property Taxes include revenues received from levies made on real and personal property owned as of January 1 by county residents and businesses.

The real property tax is by far the most important source of tax revenue for localities. Real estate property taxes on residential and business land and buildings are expressed as a rate per \$100 of assessed value, which is adopted by the Board of Supervisors for the calendar year during the budget process. The adopted tax rate is then applied to the values of individual property as of January 1 of the current calendar year.

Two processes, in accordance with statutes in the Virginia Code, determine real property values. New construction and subdivided property, created during the prior calendar year, are assessed based on market values established during the most recent reassessment expressed as a percentage of completion. Real property that existed as of January 1 during a year of general reassessment is assessed based on market evaluation with those values remaining in effect as the basis for taxation until the next general reassessment and/or until such property is improved or subdivided.

Personal property taxes are assessed by classifications as permitted by statute in the Virginia Code. The rate(s) adopted during the annual budget process and applied in accordance with §58.1-3506 are separate from those classifications used for valuation purposes per the classes outlined in §58.1-3503 and are not to be considered separate classes for rate purposes.

In accordance with the consensus of the Board of Supervisors in 2005, the Commissioner of the Revenue was instructed to assess all property at its actual fair market value. Depending upon the classification outlined in §58.1-3503, the Commissioner of the Revenue shall value most tangible personal property by means of a recognized pricing guide or as a percentage of original cost. As stated in §58.1-3503B, methods of valuing property may differ among the separate categories, so long as each method used is uniform within each category, it is consistent with requirements of this section, and may be reasonably expected to determine actual fair market value as determined by the Commissioner of the Revenue.

The State Corporation Commission, in conjunction with the Virginia Department of Taxation, establishes real and personal property tax values on property owned by regulated public utilities, which include electric, telephone, and water companies. Public service corporation real property cannot be assessed at a greater percentage of fair market value than other real property owned within the County. The Virginia Department of Taxation establishes annually a sales assessment ratio that is used to establish current market value on public service corporation real property. The Commissioner of the Revenue is then required annually to reflect those new values as established by the State Corporation Commission.

Revenue Summary:

Property Taxes	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
CURRENT REAL ESTATE	\$29,285,655	\$29,200,271	\$30,073,531	\$30,073,531	\$32,321,104	\$2,247,573	7%
DELINQUENT REAL ESTATE	\$700,000	\$735,212	\$740,000	\$740,000	\$740,000	\$0	0%
PUBLIC SERVICE CORP	\$1,100,000	\$1,073,556	\$1,100,000	\$1,100,000	\$1,100,000	\$0	0%
CURRENT PERS PROP	\$8,262,000	\$8,697,315	\$8,509,860	\$8,509,860	\$8,935,353	\$425,493	5%
DELINQUENT PERS PROP	\$800,000	\$804,703	\$800,000	\$800,000	\$800,000	\$0	0%
MANUFACTURED HOME	\$50,000	\$40,327	\$50,000	\$50,000	\$50,000	\$0	0%
PENALTIES	\$400,000	\$340,744	\$400,000	\$400,000	\$350,000	(\$50,000)	-13%
INTEREST	\$190,000	\$223,331	\$210,000	\$210,000	\$230,000	\$20,000	10%
Total	\$40,787,655	\$41,115,460	\$41,883,391	\$41,883,391	\$44,526,457	\$2,643,066	6%

Other Local Taxes

Other local taxes include all taxes collected locally, other than real estate and personal property taxes. These rates vary and many are fixed or capped by state law (i.e. general sales taxes).

The County of Gloucester levies a 1% local sales tax as allowed by state law. These revenues are collected by the Commonwealth of Virginia Department of Taxation along with the 4.3% state sales and use tax.

Business license taxes are charged per local ordinance to all businesses in the County, with varying amounts charged. On January 1, 2001, a tax was imposed on consumers of electricity and natural gas in the Commonwealth. A local consumption tax was established to replace the local business license (gross receipts) tax levied against electric and gas suppliers.

Bank stock taxes represent revenue received from the tax imposed on bank deposits in the County, less certain allowable deductions.

The recordation taxes are fees levied for documents recorded at the Clerk's Office. Fees vary based on the type of document. The principal fee service is based on real estate transfers. Deeds of conveyance taxes are also collected in the Clerk's Office.

A four-percent food and beverage (restaurant) tax or meals tax was added effective February 1, 1997, the maximum allowed by Code 58.1-3833.

A four-percent transient occupancy tax or lodging tax was added effective July 1, 2001 and raised to five percent effective July 1, 2015, the maximum allowed by Code 58.1-3819. The tax is collected from all hotel, motel, and campground customers in the County.

Revenue Summary:

Other Local Taxes	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
LOCAL SALES TAX	\$4,617,000	\$4,868,752	\$4,872,013	\$4,872,013	\$5,640,614	\$768,601	16%
CONSUMER UTILITY TAX	\$750,000	\$740,458	\$760,000	\$760,000	\$760,000	\$0	0%
BUSINESS LICENSE TAX	\$1,800,000	\$1,931,649	\$2,000,000	\$2,000,000	\$2,200,000	\$200,000	10%
MEALS TAX	\$2,339,280	\$2,377,951	\$2,400,101	\$2,400,101	\$2,472,104	\$72,003	3%
LODGING TAX	\$200,000	\$225,940	\$205,000	\$205,000	\$230,000	\$25,000	12%
OTHER LOCAL TAXES	\$935,000	\$969,746	\$1,040,000	\$1,040,000	\$1,040,000	\$0	0%
Total	\$10,641,280	\$11,114,495	\$11,277,114	\$11,277,114	\$12,342,718	\$1,065,604	9%

Licenses, Permits and Fees

This budget revenue source is derived from various permits, fees, and licenses required by local ordinances (see Applicable Gloucester County Code Sections New! in the Supplemental Data section of this document). Permits include building, electrical, plumbing and mechanical. Other licenses and fees include dog licenses and fees for zoning, plan review, land transfers, plat and land use.

Revenue Summary:

Licenses, Permits, and Fees	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
PERMITS & LICENSES	\$431,580	\$459,062	\$476,535	\$476,535	\$474,580	(\$1,955)	0%
Total	\$431,580	\$459,062	\$476,535	\$476,535	\$474,580	(\$1,955)	0%

Fines & Forfeitures

This budget provides for revenue derived from fines collected locally and costs expended by the County and then recovered for various reasons. The majority of these fines are from the circuit court.

Revenue Summary:

Fines and Forfeitures	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
FINES & FORFEITURES	\$100,200	\$97,257	\$120,200	\$120,200	\$100,400	(\$19,800)	-16%
Total	\$100,200	\$97,257	\$120,200	\$120,200	\$100,400	(\$19,800)	-16%

Revenue from Use of Money and Property

This budget section provides for revenues earned by the County from investment of funds and the rental of property.

The County Treasurer invests funds that are available, but not needed for immediate disbursements. The investment of these funds is a priority, as are the appropriate steps to ensure liquidity of funds. Therefore, investments are made for periods ranging from a single weekend to 365 days.

Rent is received for multi-jurisdictional programs hosted by Gloucester County and space used by the State Health Department.

Revenue Summary:

Use of Money and Property	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
USE OF MONEY & PROPERTY	\$297,046	\$481,474	\$379,295	\$379,295	\$488,619	\$109,324	29%
Total	\$297,046	\$481,474	\$379,295	\$379,295	\$488,619	\$109,324	29%

Charges for Services

Charges for services include all charges of various offices for programs operated by Gloucester County. This fund includes such items as courthouse maintenance fees, various sheriff and jail fees, probation fees, animal shelter fees, library fines, Parks and Recreation related fees such as recreation classes and Daffodil Festival, and the Landfill contract. The class fees, landfill, and Daffodil Festival related are the large items in this section. Revenues from Daffodil Festival and related are used to directly offset the related expenditures. Any excess is set aside in a committed fund balance as per the BOS Fund Balance Policy and can be used when there is a shortfall.

Revenue Summary:

Charges for Services	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
CHARGES FOR SERVICES	\$1,089,642	\$1,119,975	\$1,138,463	\$1,138,463	\$1,135,376	(\$3,087)	0%
Total	\$1,089,642	\$1,119,975	\$1,138,463	\$1,138,463	\$1,135,376	(\$3,087)	0%

Miscellaneous Revenues

Miscellaneous Revenues include various items that come into the County Treasurer's Office during the year but are not consistently present. These items include reimbursements from the State Health Department for janitorial services, sales of surplus county vehicles and equipment, and numerous other items. Also includes the SunTrust rebate the County receives for using their purchase card. The rebate is calculated as 1% of total annual spend done with the purchase card.

Revenue Summary:

Miscellaneous Revenues	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
MISCELLANEOUS	\$199,525	\$297,976	\$183,194	\$183,194	\$202,719	\$19,525	11%
Total	\$199,525	\$297,976	\$183,194	\$183,194	\$202,719	\$19,525	11%

Recovered Costs

The County is reimbursed for various costs. Extra duty overtime by the Sheriff's Department is billed to citizens and individuals requesting security. The offsetting expenditures for these billings are in the budget for the Sheriff's Department.

Gloucester County is a member of the multi-jurisdictional Middle Peninsula Local Probation and Pretrial Services Agency, which provides pre- and post-trial supervision to the Middle Peninsula area. Gloucester County was asked to serve as Administrator and Fiscal Agent for the agency beginning July 1, 2006. While a grant, located in the Revenue from the Commonwealth, will provide the majority of the funding needed for this activity, the other locality members are required to contribute a portion. The offsetting expenditures are in budget for Probation and Pretrial.

The Treasurer uses the services of the Department of Motor Vehicles when collecting delinquent personal property taxes. DMV charges \$25 per occurrence per individual to withhold that person's ability to renew their vehicle registration. This DMV "stop" fee is repaid to the County by the taxpayer and is budgeted here with the offsetting expenditure in the Treasurer's budget.

In addition, County Ordinance Section 5-16 provides for the costs recovery from a property owner associated with demolishing an unsafe structure or sign. An offsetting expenditure is shown in the Building Inspections Department.

Revenue Summary:

Recovered Costs	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
RECOVERED COSTS	\$201,720	\$222,897	\$639,746	\$639,746	\$685,745	\$45,999	7%
Total	\$201,720	\$222,897	\$639,746	\$639,746	\$685,745	\$45,999	7%

Revenue from the Commonwealth

This budget section provides for revenue received from the Commonwealth of Virginia in three categories - Non-Categorical Aid, Shared Expenses (Categorical), and Categorical Aid. Non-Categorical Aid includes revenues, which are raised by the state and shared with the local governments. The use of such revenue is at the discretion of the local government. Shared expenses include revenues received from the Commonwealth for the State's share of expenditures in activities that are considered to be joint responsibilities. Categorical Aid includes revenues received from the Commonwealth, which are designated by the Commonwealth for a specific use by local government.

The Communication Sales Tax and the Cable TV Franchise Tax are being combined in the FY2020 budget. These revenues are collected by the Commonwealth of Virginia Department of Taxation and disbursed to localities monthly.

The restructuring of local consumer taxes on telephones and other communication equipment (Communications Sales and Use Tax) took effect January 1, 2007 per Code 58.1-645 through 662. A 5% communications and sales and use tax is paid by customers of landline and wireless phones, satellite TV and radio services, cable, and other communication services. These revenues are collected by the Commonwealth of Virginia Department of Taxation and disbursed to localities monthly. Our share of the receipts is proportional to our percentage of the statewide total.

The Commonwealth has converted the personal property tax relief program from a vehicle-based entitlement program to a block grant program with a statewide cap on disbursements to local governments.

Gloucester County is a member of the multi-jurisdictional Middle Peninsula Local Probation and Pretrial Services Agency, which provides pre- and post-trial supervision to the Middle Peninsula area. Gloucester County was asked to serve as Administrator and Fiscal Agent for the agency beginning July 1, 2006. A Department of Criminal Justice Services grant provides for the majority of the funding needed for this activity with offsetting expenditures budgeted in Probation and Pretrial.

Revenue Summary:

Revenue from the Commonwealth	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
COMMUNICATION SALES TAX	\$1,150,000	\$930,538	\$1,500,000	\$1,500,000	\$1,300,000	(\$200,000)	-13%
CABLE TV FRANCHISE TAX	\$398,000	\$365,806	\$0	\$0	\$0	\$0	0%
CAR TAX REIMBURSEMENT	\$2,778,640	\$2,778,640	\$2,778,640	\$2,778,640	\$2,778,640	\$0	0%
LIBRARIES	\$150,036	\$151,198	\$164,791	\$164,791	\$156,499	(\$8,292)	-5%
OTHER CATEGORICAL AID	\$560,550	\$572,598	\$552,680	\$552,680	\$600,432	\$47,752	9%
CONSTITUTIONAL & STATE	\$3,581,830	\$3,809,320	\$3,870,943	\$3,870,943	\$3,944,850	\$73,907	2%
NON-CATEGORICAL AID	\$274,000	\$235,008	\$274,000	\$274,000	\$248,000	(\$26,000)	-9%
Total	\$8,893,056	\$8,843,108	\$9,141,054	\$9,141,054	\$9,028,421	(\$112,633)	-1%

Revenue from the Federal Government

This budget section provides for all money received in the General Fund from federal sources.

The Commonwealth Attorney's office has continued to receive a Department of Criminal Justice Services grant to provide funding for an attorney to assist with domestic violence cases with offsetting expenditures budgeted under Victim Witness.

Each year the County prepares a Central Services Cost Allocation Plan, which uses federal and state guidelines to distribute various overhead costs of County functions used by Social Services. Additionally, the depreciation of the Social Services Building is claimed. This information is transmitted to the Virginia Department of Social Services, and each year a portion of these indirect costs are returned to the County.

In addition, beginning in FY2017, the County received from the National Park Service a payment in lieu of taxes (PILT) for the Werowocomoco National Park. The County will receive PILT for 5 years.

Revenue Summary:

Revenue from the Federal Government	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
V-STOP PROSECUTOR GRANT	\$23,981	\$27,544	\$41,174	\$41,174	\$41,174	\$0	0%
RECOVERED COSTS	\$106,000	\$126,838	\$120,000	\$120,000	\$120,000	\$0	0%
FEDERAL GRANTS	\$190,220	\$152,671	\$178,970	\$178,970	\$125,326	(\$53,644)	-30%
OTHER	\$43,644	\$13,644	\$13,644	\$13,644	\$13,644	\$0	0%
Total	\$363,845	\$320,697	\$353,788	\$353,788	\$300,144	(\$53,644)	-15%

Fund Balance

Fund Balance is used to support the County's activities between tax collections and other contingencies. As outlined in the Fund Balance Policy Overview section of this Budget Book, below is a summary of the Fund Balance components as they relate to this proposed budget:

- Restricted - legally constrained for specific purposes by external parties. This component consists of the Sheriff's federal and state asset forfeiture funds, the Commonwealth Attorney's federal, state, and treasury asset forfeiture funds, and Proffers.
- Committed – constrained for specific purposes by the Board of Supervisors and can only be removed by the Board of Supervisors. This component consists of Mosquito Control, Tourism, Daffodil Festival, Program Donations, Probation & Pretrial, Cable Services, Older adult capital project, and the Facilities, Maintenance, Repair, and Replacements (FMRR) added in FY2016.
- Assigned – constrained for a specific purpose by the County Administrator. This component funds the County Administrator's Contingency Fund.
- Unassigned – residual amounts remaining where the balance shall reflect the new policy target range of 14%-16% of expected governmental fund expenditures and be used for one-time, like capital project funding, or emergent needs. The revised BOS Fund Balance Policy was adopted in June 2017.

Revenue Summary:

Use of Fund Balance	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
FUND BALANCE-COMMITTED	\$340,767	\$0	\$815,174	\$815,174	\$967,009	\$151,835	19%
FUND BALANCE-UNASSIGNED	\$1,900,025	\$0	\$4,332,518	\$4,332,518	\$58,550	(\$4,273,968)	-99%
FUND BALANCE-RESTRICTED	\$79,839	\$0	\$75,168	\$75,168	\$38,307	(\$36,861)	-49%
FUND BALANCE-ASSIGNED	\$182,996	\$0	\$183,000	\$183,000	\$183,000	\$0	0%
Total	\$2,503,627	\$0	\$5,405,860	\$5,405,860	\$1,246,866	(\$4,158,994)	-77%

Type	Description	July 1, 2019	Projected FY20 Contribution (Use) Net	Total Estimated Available as of July 1, 2020	Approved Budgeted FY21 Contribution (Use)	Approved Balance at June 30, 2021
Restricted	Sheriff's asset forfeiture, federal	TBD	TBD	TBD	TBD	TBD
Restricted	Sheriff's asset forfeiture, state	TBD	TBD	TBD	TBD	TBD
	Sheriff's asset forfeiture, treasury	TBD	TBD	TBD	TBD	TBD
Restricted	Commonwealth Attorney's asset forfeiture, federal	TBD	TBD	TBD	TBD	TBD
Restricted	Commonwealth Attorney's asset forfeiture, state	TBD	TBD	TBD	TBD	TBD
Restricted	Commonwealth Attorney's asset forfeiture, treasury	TBD	TBD	TBD	TBD	TBD
	Total Restricted	TBD	TBD	TBD	TBD	TBD
		TBD	TBD	TBD	TBD	TBD
Committed	Tourism projects	TBD	TBD	TBD	TBD	TBD
Committed	Daffodil festival	TBD	TBD	TBD	TBD	TBD
Committed	Program donations	TBD	TBD	TBD	TBD	TBD
Committed	Probation and pretrial	TBD	TBD	TBD	TBD	TBD
Committed	Cable services	TBD	TBD	TBD	TBD	TBD
Committed	FMRR	TBD	TBD	TBD	TBD	TBD
	Total Committed	TBD	TBD	TBD	TBD	TBD
		TBD	TBD	TBD	TBD	TBD
Assigned	County Administrator Contingency	TBD	TBD	TBD	TBD	TBD
		TBD	TBD	TBD	TBD	TBD
Unassigned	Unassigned	TBD	TBD	TBD	TBD	TBD



General Fund Expenditure Summary

Function	Department/Budget Unit	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change
General Administration	BOARD OF SUPERVISORS	\$162,884	\$166,579	\$160,734	\$160,734	\$184,073	\$23,339
General Administration	COUNTY ADMINISTRATION	\$712,209	\$706,562	\$767,630	\$767,630	\$796,953	\$29,323
General Administration	COUNTY ATTORNEY	\$297,089	\$302,175	\$313,801	\$313,801	\$319,515	\$5,714
General Administration	HUMAN RESOURCES	\$525,860	\$520,178	\$672,435	\$672,435	\$661,730	(\$10,705)
General Administration	COMMISSIONER OF REVENUE	\$560,820	\$555,978	\$581,899	\$581,899	\$563,143	(\$18,756)
General Administration	REAL ESTATE ASSESSMENT	\$523,354	\$452,810	\$724,858	\$724,858	\$532,873	(\$191,985)
General Administration	TREASURER	\$754,640	\$716,409	\$782,455	\$782,455	\$817,442	\$34,987
General Administration	FINANCIAL SERVICES	\$520,233	\$577,505	\$593,121	\$593,121	\$633,960	\$40,839
General Administration	CENTRAL PURCHASING	\$307,768	\$302,429	\$326,411	\$326,411	\$297,447	(\$28,964)
General Administration	INSURANCE	\$227,765	\$222,642	\$247,142	\$247,142	\$252,424	\$5,282
General Administration	INFORMATION TECHNOLOGY	\$1,326,920	\$1,316,587	\$1,417,130	\$1,417,130	\$1,454,079	\$36,949
General Administration	GEOGRAPHIC INFORMATION SYSTEM	\$327,218	\$317,569	\$315,776	\$315,776	\$412,457	\$96,681
General Administration	HOUSING PROGRAM	\$23,491	\$23,491	\$23,491	\$23,491	\$23,491	\$0
General Administration	REGISTRAR	\$211,121	\$207,610	\$275,310	\$275,310	\$280,815	\$5,505
Judicial Administration	CIRCUIT COURT JUDGE	\$76,975	\$77,847	\$78,690	\$78,690	\$80,364	\$1,674
Judicial Administration	GENERAL DISTRICT COURT	\$12,550	\$12,493	\$15,600	\$15,600	\$22,240	\$6,640
Judicial Administration	COMMISSIONER OF ACCOUNTS	\$600	\$978	\$900	\$900	\$900	\$0
Judicial Administration	MAGISTRATE	\$900	\$771	\$700	\$700	\$750	\$50
Judicial Administration	JUVENILE & DOMESTIC RELATIONS COURT	\$11,175	\$16,161	\$11,230	\$11,230	\$12,130	\$900
Judicial Administration	COURT SERVICE UNIT	\$193,957	\$196,456	\$197,251	\$197,251	\$178,503	(\$18,748)
Judicial Administration	GROUP HOME COMMISSION	\$242,043	\$242,207	\$284,966	\$284,966	\$306,999	\$22,033
Judicial Administration	CLERK OF CIRCUIT COURT	\$548,308	\$540,203	\$556,459	\$556,459	\$613,640	\$57,181
Judicial Administration	COMMONWEALTH ATTORNEY	\$909,327	\$857,193	\$941,427	\$941,427	\$952,088	\$10,661
Judicial Administration	VICTIM WITNESS	\$119,944	\$123,298	\$129,491	\$129,491	\$132,964	\$3,473
Public Safety	SHERIFF	\$6,465,282	\$6,435,312	\$6,532,967	\$6,532,967	\$6,534,082	\$1,115
Public Safety	JAIL	\$3,226,145	\$3,160,999	\$3,331,958	\$3,331,958	\$3,311,676	(\$20,282)
Public Safety	PROBATION & PRETRIAL	\$511,366	\$505,377	\$530,478	\$530,478	\$557,856	\$27,378
Public Safety	ANIMAL CONTROL	\$476,322	\$473,655	\$467,429	\$467,429	\$460,790	(\$6,639)
Public Safety	FIRE AND RESCUE	\$2,600,259	\$2,608,825	\$2,961,163	\$2,961,163	\$3,479,935	\$518,772
Public Safety	MEDICAL EXAM	\$300	\$2,941	\$1,500	\$1,500	\$2,000	\$500
Public Safety	STATE FOREST SERVICE	\$7,500	\$7,497	\$7,500	\$7,500	\$7,500	\$0
Public Safety	ENVIRONMENTAL PROGRAMS	\$336,682	\$317,074	\$344,185	\$344,185	\$359,464	\$15,279
Public Safety	BUILDING INSPECTIONS	\$589,862	\$589,706	\$631,089	\$631,089	\$631,511	\$422
Public Safety	EMERGENCY MANAGEMENT	\$318,988	\$288,373	\$295,026	\$295,026	\$278,794	(\$16,232)
Public Safety	EMERGENCY RESPONSE	\$0	\$13,988	\$0	\$0	\$0	\$0
Public Safety	RADIO OPERATIONS & MAINTENANCE	\$564,000	\$540,980	\$648,924	\$648,924	\$875,910	\$226,986
Public Works	ENGINEERING	\$246,482	\$228,470	\$292,089	\$292,089	\$303,636	\$11,547
Public Works	REFUSE LANDFILL	\$15,100	\$12,922	\$15,490	\$15,490	\$14,512	(\$978)
Public Works	BUILDING & GROUNDS	\$2,111,822	\$2,101,705	\$2,145,008	\$2,145,008	\$2,125,397	(\$19,611)
Health and Welfare	HEALTH DEPARTMENT	\$560,766	\$548,521	\$554,080	\$554,080	\$556,554	\$2,474
Health and Welfare	MENTAL HEALTH	\$138,849	\$138,849	\$138,849	\$138,849	\$138,849	\$0
Education	COMMUNITY ENGAGEMENT	\$627,244	\$618,334	\$646,728	\$646,728	\$636,117	(\$10,611)
Education	CABLE SERVICES	\$86,684	\$93,794	\$64,088	\$64,088	\$81,189	\$17,101
Education	COMMUNITY COLLEGE	\$33,761	\$33,761	\$14,566	\$14,566	\$14,857	\$291
Parks, Recreation, Cultural	PARKS & RECREATION	\$692,125	\$630,289	\$678,929	\$678,929	\$653,507	(\$25,422)
Parks, Recreation, Cultural	PARK OPERATIONS	\$591,553	\$588,150	\$614,629	\$614,629	\$621,214	\$6,585
Parks, Recreation, Cultural	DAFFODIL FESTIVAL	\$72,657	\$65,635	\$66,646	\$66,646	\$69,460	\$2,814
Parks, Recreation, Cultural	LIBRARIES	\$1,144,466	\$1,132,675	\$1,196,522	\$1,196,522	\$1,210,529	\$14,007
Community Development	CLEAN COMMUNITY	\$24,075	\$27,005	\$24,107	\$24,107	\$23,965	(\$142)
Community Development	TOURISM	\$227,717	\$107,740	\$248,219	\$248,219	\$276,039	\$27,820
Community Development	PLANNING & ZONING	\$627,429	\$623,505	\$648,514	\$648,514	\$663,731	\$15,217
Community Development	ECONOMIC DEVELOPMENT	\$256,859	\$254,677	\$265,975	\$265,975	\$276,553	\$10,578
Community Development	VIRGINIA COOPERATIVE EXTENSION	\$101,920	\$95,205	\$105,324	\$105,324	\$108,293	\$2,969
Contributions	CIVIC CONTRIBUTIONS	\$290,585	\$290,585	\$319,300	\$319,300	\$319,300	\$0
Contingency	CONTINGENCY & OTHER BUDGET MATTERS	\$417,996	\$0	\$88,293	\$88,293	\$467,148	\$378,855
Transfers Out	TRANSFERS OUT TO OTHER FUNDS	\$33,547,229	\$33,124,118	\$37,700,158	\$37,700,158	\$35,940,696	(\$1,759,462)
TOTAL		\$65,509,176	\$64,116,798	\$70,998,640	\$70,998,640	\$70,532,044	(\$466,596)

General Government Administration Summary

Department/Budget Unit	FY2020 Revised Budget	FY2021 Proposed	Dollar Change
BOARD OF SUPERVISORS	\$160,734	\$184,073	\$23,339
COUNTY ADMINISTRATION	\$767,630	\$796,953	\$29,323
COUNTY ATTORNEY	\$313,801	\$319,515	\$5,714
HUMAN RESOURCES	\$672,435	\$661,730	(\$10,705)
COMMISSIONER OF REVENUE	\$581,899	\$563,143	(\$18,756)
REAL ESTATE ASSESSMENT	\$724,858	\$532,873	(\$191,985)
TREASURER	\$782,455	\$817,442	\$34,987
FINANCIAL SERVICES	\$593,121	\$633,960	\$40,839
CENTRAL PURCHASING	\$326,411	\$297,447	(\$28,964)
INSURANCE	\$247,142	\$252,424	\$5,282
INFORMATION TECHNOLOGY	\$1,417,130	\$1,454,079	\$36,949
GEOGRAPHIC INFORMATION SYSTEM	\$315,776	\$412,457	\$96,681
HOUSING PROGRAM	\$23,491	\$23,491	\$0
REGISTRAR	\$275,310	\$280,815	\$5,505
General Administration Total	\$7,202,193	\$7,230,402	\$28,209

Board of Supervisors

Purpose/Objective:

The Gloucester County Board of Supervisors, composed of seven members who are elected by the people, serves by law as the governing body of the County and four-year staggered terms. The County is divided into seven voting magisterial districts, each of which is entitled to one representative. The Board provides leadership on behalf of the citizens through setting goals and objectives; and establishing priorities for County programs and services. The Board establishes County legislative and administrative policies through the adoption of ordinances and resolutions; appoints the County Administrator, County Attorney, and members of various boards and commissions; adopts the annual budget; appropriates funds; and, sets tax rates. This budget unit also funds the Hampton Roads and Middle Peninsula Planning Districts (HRPDC and MPPDC), and the MPA (Middle Peninsula Alliance), formerly MPEDRO (Middle Peninsula Economic Development Resource Organization). The MPA takes proactive steps to build a healthy regional economy working to achieve its goals of economic diversification and stability.

Major Programs:

- *Establish guiding policy and plans
- *Adopt the County's Budget including Capital Improvement Plan and appropriating funds
- *Levy County taxes
- *Appoint the members of various boards and commissions
- *Adopt the County's comprehensive land use plan and approving and enforcing related ordinances
- *Adopt and enforce ordinances for law enforcement, sanitation, health and other regulations permitted by State law
- *Serve on Commissions and Advisory committees

Performance Measures:

- *Number and percent of Board members attending at least 98 percent of regularly scheduled Board, Commission, Advisory, and other committee meetings serving on

Budget Summary:

Board of Supervisors	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$54,686	\$54,686	\$54,686	\$54,686	\$63,729	\$9,043	17%
Operating	\$108,198	\$111,892	\$106,048	\$106,048	\$120,344	\$14,296	13%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$162,884	\$166,579	\$160,734	\$160,734	\$184,073	\$23,339	15%

County Administration

Purpose/Objective:

The Office of the County Administrator serves the citizens of Gloucester County by initiating strategies and programs to make significant progress toward achieving the Board of Supervisors' identified priorities. This includes the management of departmental activities and special projects in a manner which promotes the highest quality of services and the continuous operation of efficient and open government.

Major Programs:

- *Provide leadership and direction to staff in conducting the business of the County
- *Provide administrative and managerial support and professional advice to the Board of Supervisors
- *Develop and implement programs, policies, and procedures to ensure the provision of effective and efficient government services
- *Maintain a highly competent, well-trained, and motivated workforce
- *Provide an organizational framework and culture that is progressive, results-oriented, and customer-focused in order to meet the current and future needs of Gloucester County and its citizens
- *Work with the Board of Supervisors to strategically carry out the Board's vision and priorities

Budget Summary:

County Administration	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$680,025	\$676,823	\$726,536	\$726,536	\$759,355	\$32,819	5%
Operating	\$32,184	\$29,739	\$41,094	\$41,094	\$37,598	(\$3,496)	-9%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$712,209	\$706,562	\$767,630	\$767,630	\$796,953	\$29,323	4%
Full-Time Equivalents	5.0	5.0	4.5	5.0	5.0		

County Attorney

Purpose/Objective:

The County Attorney's Office serves as the legal representative for the Gloucester County Board of Supervisors, as well as County Administration and County Departments. In addition, the County Attorney serves as the legal representative for the School Board and School Administration, the Board of Zoning Appeals, the Planning Commission, the Industrial Development Authority, and other county entities. The County Attorney's Office prosecutes violations of County Ordinances and provides advice and representation on all civil legal matters involving the County. The Department of Social Services retains outside counsel for representation.

Major Programs:

- *Provide timely and effective legal advice and representation to the Board of Supervisors and all other boards, commissions, departments, and employees of the County

- *Effectively handle civil litigation by and for the County, its boards, commissions, departments, and employees

- *Competently and ethically fulfill all duties and responsibilities placed upon the office by the Code of Virginia, the Code of Gloucester County, and canons of ethics and disciplinary rules of the Virginia State Bar

- *Review and update County codes where necessary

Budget Summary:

County Attorney	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$286,049	\$294,921	\$302,761	\$302,761	\$308,215	\$5,454	2%
Operating	\$11,040	\$7,255	\$11,040	\$11,040	\$11,300	\$260	2%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$297,089	\$302,175	\$313,801	\$313,801	\$319,515	\$5,714	2%
Full-Time Equivalents	2.0	2.0	2.0	2.0	2.0		

Human Resources

Purpose/Objective:

The Gloucester County Human Resources (HR) Department provides quality services to assist the general County Government in achieving their strategic goals; recruits, selects, and retains quality employees; and administers a comprehensive human resources program consistent with Federal, State, and local statutes, meeting the needs of the governmental employer as well as current/potential employees. HR is responsible for administering County personnel, benefits, payroll with W-2s for approximately 400 full time and part time employees.

Major Programs:

- *Provide recruitment support for all County departments except Sheriff and Social Services
- *Conduct pre-employment processes, drug screens, physicals, & background checks
- *Provide new hire orientation and training
- *Administer employee performance evaluation system, discipline and grievance issues, worker's compensation, and unemployment benefit claims
- *Ensure compliance and administration of federal and state employment and benefit laws such as Fair Labor Standards Act (FLSA) and Family and Medical Leave Act (FMLA)
- *Review and update the County's Personnel Policies & Procedures Manual (PPPM), pay and classification systems
- *Provide salary, fringe, and other personnel support analysis for the annual budget development

Performance Measures:

- *Percent of Former Employee Exit Questionnaire Completed
- *Out-of-cycle (special) pay runs needed due to a payroll error
- *Preventable workplace accidents/injuries
- *Performance measure updates coming in FY21...

Budget Summary:

Human Resources	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$406,675	\$395,728	\$545,955	\$545,955	\$548,502	\$2,547	0%
Operating	\$115,298	\$120,563	\$126,480	\$126,480	\$113,228	(\$13,252)	-10%
Capital Outlay	\$3,887	\$3,887	\$0	\$0	\$0	\$0	0%
Total	\$525,860	\$520,178	\$672,435	\$672,435	\$661,730	(\$10,705)	-2%
Full-Time Equivalents	4.5	4.5	4.5	5.0	6.0		

Commissioner of Revenue

Purpose/Objective:

The Gloucester County Commissioner of Revenue is a publicly elected representative by the residents of Gloucester County responsible for the just administration of local taxes levied by the government as indicated by the Code of Virginia and Gloucester County tax ordinances. The mission of the Commissioner of Revenue is to serve the citizens of Gloucester County by: fairly and equitably identifying and assessing all sources of revenue to which the County is entitled according to the laws of the Commonwealth of Virginia and the County of Gloucester; actively advocating and promoting programs to minimize the tax burden on our citizens, and assisting taxpayers in participating in tax reduction programs; providing taxpayers with accurate and useful information concerning revenue assessments; providing County officials with accurate and useful information from which decisions can be made to best serve the citizens of Gloucester County; providing efficient, effective and courteous service in a timely manner to the citizens of Gloucester County; and advocate amendment of unjust state and local tax laws.

Major Programs:

- *Maintain real estate ownership information through property transfers, mapping and subdivisions of parcels
- *Administer all tax-exempt property and programs such as the Tax Relief for the Elderly & Disabled, and Veterans and KIA Widow Tax Exemption Programs
- *Oversee the taxation of Public Service Property and the state income and estimated tax filing process
- *Audit Bank Franchise Tax reports
- *Assess and administer the Land Use Program, all business taxes including BPOL, Transient Occupancy & Prepared Food and Beverage

Performance Measures:

- *Ascertain all the real estate in her county and the person to whom the same is chargeable with taxes on that day
- *Limit the number of passenger vehicles and boats that are mass valued by external vendors.
- *Quantify the accuracy of applications and required documentation submitted by landowners which desire to receive the deferral of tax based on Special Assessment for Land Preservation or Land Use program.
- *Ensure all business taxes assessed by the County are discovered, enforced, assessed and collected as required by ordinance.
- *Performance measure updates coming in FY21...

Budget Summary:

Commissioner of Revenue	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$535,770	\$539,968	\$559,624	\$559,624	\$541,158	(\$18,466)	-3%
Operating	\$25,050	\$16,010	\$22,275	\$22,275	\$21,985	(\$290)	-1%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$560,820	\$555,978	\$581,899	\$581,899	\$563,143	(\$18,756)	-3%
Full-Time Equivalents	8.0	8.0	8.0	8.0	8.0		

Real Estate Assessment

Purpose/Objective:

The Gloucester County Real Estate Assessment Department primary objectives are to prepare a highly accurate database of real property assessment information to enable the fair and equitable distribution of the real property tax levied by the Board of Supervisors among those owning property in the County. In addition, significantly improve our qualitative and quantitative data, build on our excellent customer service program, and continue to be the leader with Vision software in Virginia with our comprehensive database modeling. We rolled out a new robust assessment model that offers numerous enhancements to produce fair and equitable assessments and target our key performance indicators effective January 1, 2017.

Major Programs:

- *Bi-Annual general reassessments
- *Bi-Annual General Assessment Land Book
- *Assessment and Administrative Reviews including documentation prep and desktop and field reviews
- *Database modeling (agricultural, residential, commercial, industrial, and exempt)
- *New construction permits
- *Abatement requests
- *Vision and County website maintenance

Performance Measures:

- *Median Assessment Ratio
- *Coefficient of dispersion (COD)
- *Board of Equalization Appeals
- *Informal Appeals
- *Parcels Assessed (Annual Land Book export to Tax Accounting Software)
- *Performance measure updates coming in FY21...

Budget Summary:

Real Estate Assessment	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$451,803	\$360,239	\$495,051	\$495,051	\$494,345	(\$706)	0%
Operating	\$51,000	\$72,020	\$229,807	\$229,807	\$38,528	(\$191,279)	-83%
Capital Outlay	\$20,551	\$20,551	\$0	\$0	\$0	\$0	0%
Total	\$523,354	\$452,810	\$724,858	\$724,858	\$532,873	(\$191,985)	-26%
Full-Time Equivalents	6.5	6.5	5.5	5.0	5.5		

Treasurer

Purpose/Objective:

The Treasurer is a Constitutional Officer of the Commonwealth of Virginia who is charged with performing the accounts receivable and cash management functions for the County. The Treasurer's Office is responsible for receipting and accounting for all money brought into the County, including payments for taxes, utility fees, permits, dog licenses, impounds, money received by other departments (e.g. Parks, Recreation and Tourism, Library), money received by the School System, and State and Federal payments to the County. The Treasurer's Office manages the County's assorted bank and investment accounts and is responsible for ensuring money is available to pay for items that have been appropriated by the Board of Supervisors.

Major Programs:

- *Tax, Dog License, and State & Estimated Income Tax billing, receipting, and accounting
- *All other receipting and accounting (e.g. Utilities, Permitting, local tickets, deposits, departmental receipts)
- *Managing, investing, and accounting for all County funds (including Schools and Social Services)
- *Delinquent Collections (e.g. taxes, returned checks, Utilities, other County fines & fees, and upon request, any other amount owed to the County)

Performance Measures:

- *Number of tax bills mailed each year for the regular, semi-annual installments
- *Number of late notices mailed each year for the regular, semi-annual installments
- *Ensure the timely mailing of all tax bills and notices in accordance with the Code of Virginia
- *Properly maintain & reconcile annual audit & monthly reconciliations
- *Performance measure updates coming in FY21...

Budget Summary:

Treasurer	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$577,726	\$555,279	\$602,264	\$602,264	\$625,515	\$23,251	4%
Operating	\$176,914	\$161,130	\$180,191	\$180,191	\$191,927	\$11,736	7%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$754,640	\$716,409	\$782,455	\$782,455	\$817,442	\$34,987	4%
Full-Time Equivalents	9.0	9.0	9.0	8.5	8.0		

Accounting & Budget

Purpose/Objective:

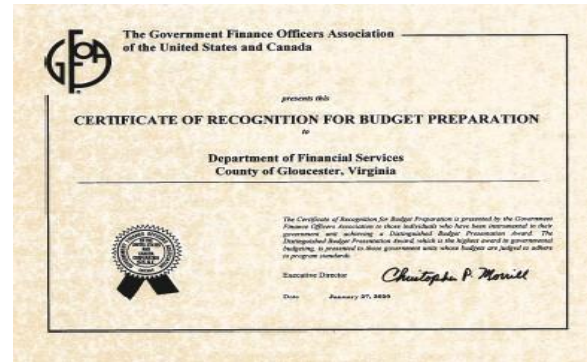
The Accounting & Budget Department provides responsive, professional, and ethical administrative and fiscal services to meet the needs of Gloucester County citizens, the Board of Supervisors, and all departments of the County. We value and maintain business practices that further the County's goals for strengthening the County's financial position, maintaining and improving bond ratings, and reputation. The Department is responsible for the financial management and planning of the County. This includes establishing and maintaining effective controls over the County's financial activities, providing accurate financial information to all County and School Board departments in a timely manner, coordinating the development of the annual operating budget and 5 Year Capital Improvement Plan, providing revenue projections for major revenue streams within the General Fund by analyzing economic trends, and monitoring compliance after their adoption. The Department coordinates the annual audit and prepares the annual audited financial reports. In addition, the Department processes all accounts payable including debt service for County and Schools, creates and reports on the financial condition of the County, and provides support services for grants management and payroll.

Major Programs:

- *Accounts Payable for County, Social Services, and Schools
- *Debt Management, Compliance, and Reporting
- *Fixed Asset Management and Compliance
- *Grants Management and Reporting
- *Financial Record Keeping and Reporting
- *Operating and Capital Budget Development and Monitoring
- *Risk Management

Performance Measures:

- *Total Number and percent of error free 1099s produced
- *Percentage of invoices paid within 45 days or within terms of the contract
- *Number of years GFOA Distinguished Budget Presentation Award Earned
- *Number of years GFOA Distinguished Financial Reporting Award Earned
- *Total number and dollar amount of Active Grants/Total number in regulatory compliance
- *Performance measure updates coming in FY21...



Budget Summary:

Accounting & Budget	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$435,040	\$451,354	\$510,158	\$510,158	\$560,960	\$50,802	10%
Operating	\$85,193	\$126,151	\$82,963	\$82,963	\$73,000	(\$9,963)	-12%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$520,233	\$577,505	\$593,121	\$593,121	\$633,960	\$40,839	7%
Full-Time Equivalents	5.0	5.0	5.0	5.0	6.0		

Central Purchasing

Purpose/Objective:

Pursuant to the requirement of Code of Virginia §15.2-414 and Chapter 22 of the Gloucester County Code, the Central Purchasing Department is responsible for competitively buying all materials, supplies, services and construction for the County and Schools. In addition, the department is responsible for the centralized control and disposal of excess, obsolete and salvageable materials and equipment. The department also performs other support functions including centralized administration of a purchase card program for the County and Schools, centralized mail processing services, and inventory control of bulk office supplies and administration of an outsourced maintenance program for copiers and printers, as well as serve as Deputy Emergency Management Coordinator. The department provides daily customer services to its clients, which include the business community and general public. The department issued approximately 500 purchase orders of \$9M, purchase card expenditures of approximately \$3.6M, received over \$33K in charge card rebates and \$28K in surplus property revenue.

Major Programs:

- *Competitive Public Purchasing Services for County and Schools
- *Purchase Card Administration for County and Schools
- *Procurement Training for County and Schools
- *Surplus Property Administration
- *Centralized Mail Processing
- *Centralized Inventory Control of Bulk Office Supplies (Paper)
- *Contract Administration of Outsourced Maintenance Services for Copiers and Printers
- *Participation in State and National Purchasing Associations, Legislative Affairs for State Purchasing Regulations

Performance Measures:

- *Enhance Revenue of the Rebate for Purchase Card Usage
- *Enhance Revenue for the Sale of Surplus & Obsolete Property
- *Increase cost avoidance of competitive purchasing
- *Performance measure updates coming in FY21...

Budget Summary:

Central Purchasing	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$264,001	\$265,979	\$282,644	\$282,644	\$259,680	(\$22,964)	-8%
Operating	\$43,767	\$36,449	\$43,767	\$43,767	\$37,767	(\$6,000)	-14%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$307,768	\$302,429	\$326,411	\$326,411	\$297,447	(\$28,964)	-9%
Full-Time Equivalents	3.0	3.0	3.0	3.0	3.0		

Insurance

Purpose/Objective:

The Line of Duty Act (LODA) Program is a Health Benefits Plan for eligible disabled persons and family members. LODA is managed by the Virginia Retirement System (VRS) and as of July 1, 2017 administration moved from Virginia' Department of Accounts (DOA) to the Department of Human Resource Management (DHRM). VRS collects the benefit contributions for the LODA program. DHRM is responsible for the administration of the benefits under the program and the payment of claims for death benefits and health insurance reimbursements for eligible state and local government employees, including volunteers, who die or become disabled as the result of the performance of their duties as a public safety officer. VML (Virginia Municipal League) provides coverage and risk management expertise to local government entities throughout Virginia. By pooling risks, members benefit from comprehensive coverage, cost savings, and price stability. VML is governed by a Supervisory Board that is comprised of pool members that have a common interest. VML is the County's insurance carrier for property, liability, automobile, and worker's compensation (budgeted separately within each budget unit's personnel section).

Budget Summary:

Insurance	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Line of Duty	\$90,694	\$103,924	\$103,218	\$103,218	\$107,058	\$3,840	4%
Vehicle	\$49,072	\$49,157	\$51,525	\$51,525	\$52,041	\$516	1%
Surety Bond	\$331	\$550	\$348	\$348	\$353	\$5	1%
Volunteer Accident	\$5,268	\$4,535	\$5,531	\$5,531	\$5,586	\$55	1%
General Liability	\$33,075	\$20,769	\$34,729	\$34,729	\$35,077	\$348	1%
Property	\$49,325	\$43,707	\$51,791	\$51,791	\$52,309	\$518	1%
Total	\$227,765	\$222,642	\$247,142	\$247,142	\$252,424	\$5,282	2%

Information Technology

Purpose/Objective:

The Gloucester County Department of Information Technology (IT) is dedicated to providing and supporting reliable technologies and technology-based services in a timely, high-quality, cost-effective manner to all clients of County Government. IT works to improve County technology through commitment to best practices based upon total cost of ownership and return on investment analyses. The Department is replacing or upgrading numerous major County systems over the next three years. The Department will focus on several key areas in the upcoming fiscal year: facilitating departmental file share migration to Microsoft Office 365 (O365) SharePoint; implement departmental collaboration sites through (O365); and work with the Department of Economic Development and Parks, Recreation, and Tourism to seek professional development services to migrate the current County website into a next generation communication presence focused in three distinct areas each with their own mission and goals; Economic Development, Tourism, and core County business functions.

Major Programs:

- *Provides computer, server, and network design, engineering, maintenance, repair and support services
- *Provides technology customer support for Tier 1 and 2 issues to include network account management, PC software and hardware support, and voicemail account support
- *Analyzes, develops, tests, integrates, manages, and supports mission critical business systems and applications
- *Supports and governs the County mission to provide timely communication to staff and citizens by utilizing current communication methods used in today's mobile and desktop environment
- *Provide interagency support, such as Social Services, court units, Pretrial and Probation, and the Health Department

Performance Measures:

- *Network Availability
- *Disaster Recovery
- *Tickets Completed
- *Ticket Resolution Time (48 hours)
- *Customer Satisfaction
- *Website Hits
- *Granicus Hits
- *Performance measure updates coming in FY21...

Budget Summary:

Information Technology	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$672,167	\$668,961	\$771,550	\$771,550	\$762,180	(\$9,370)	-1%
Operating	\$514,960	\$507,833	\$645,580	\$645,580	\$691,899	\$46,319	7%
Capital Outlay	\$139,793	\$139,793	\$0	\$0	\$0	\$0	0%
Total	\$1,326,920	\$1,316,587	\$1,417,130	\$1,417,130	\$1,454,079	\$36,949	3%
Full-Time Equivalents	8.0	8.0	9.0	8.5	8.0		

Geographic Information Systems

Purpose/Objective:

The Gloucester County Department of Geographic Information System (GIS) acts as the manager and custodian of County spatial data and supporting system infrastructure, software licensing, data management, support services, training, standards, etc. The department is charged with guaranteeing the integrity of spatial data through thoughtful planning and management of resources and promoting programs, activities, services and facilities for internal departments and external GIS stakeholders.

Major Programs:

- *Responsible for addressing of all structures and parcels in Gloucester County and maintaining addressing database to ensure proper distribution of address numbers in accordance with GIS policy
- *Provide professional services for creating parcels by metes and bounds to fully digitize the entire county map.
- *Create custom maps for internal departments as well as external agencies and citizens
- *Promote and support the use of GIS applications and services to enhance County business processes and land-based needs

Performance Measures:

- *Tickets Completed
- *Ticket Resolution Time (2 weeks)
- *Customer Satisfaction
- *ArcGIS Server Availability
- *GIS Web Hits
- *Performance measure updates coming in FY21...

Budget Summary:

Geographic Information System	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$202,403	\$204,980	\$244,800	\$244,800	\$247,925	\$3,125	1%
Operating	\$124,815	\$112,590	\$70,976	\$70,976	\$164,532	\$93,556	132%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$327,218	\$317,569	\$315,776	\$315,776	\$412,457	\$96,681	31%
Full-Time Equivalents	2.5	2.5	2.5	2.5	3.0		

Housing Program

Purpose/Objective:

Bay Aging's mission is to deliver the programs and services people of all ages need to live independently in their communities for as long as possible. The Housing Choice Voucher Program (HCVP (formerly called Section 8)) is a major program for assisting very low-income families, the elderly and the disabled to afford decent, safe and sanitary housing in the private market. Eligibility is determined by the total annual gross income and family size. As with all Bay Aging services, referrals are made for clients who have other needs (i.e. transportation, home delivered meals) to live a better, healthier life. Bay Aging initiatives directly support Gloucester County's vision through the HCVP housing program along with supportive services which encourage independent living, provides housing for low-income families, and ensures decent and safe housing stock for families while ensuring Gloucester County leaders that the housing stock will be well maintained.

Major Programs:

- *Provide housing quality standards inspection of all participating homes annually
- *Obtain documented verification annually of all clients' personal finances to confirm qualifications
- *Confirm appropriate landlord participation and compliance
- *Communicate with VHDA to ensure landlords receive monthly rent and clients remain qualified

Budget Summary:

Housing Program	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Rental Assistance	\$23,491	\$23,491	\$23,491	\$23,491	\$23,491	\$0	0%
Total	\$23,491	\$23,491	\$23,491	\$23,491	\$23,491	\$0	0%

Registrar

Purpose/Objective:

The General Registrar's Office provides opportunities for all qualified citizens of the County of Gloucester to register to vote; promotes the integrity of the electoral process by maintaining accurate and current voter registration records used in elections; coordinates elections so they are conducted in a manner that secures the qualified citizen's right to vote and ensures that the results accurately reflect the voter's will. Staff provides information for citizens regarding voter registration, absentee voting, elections and elected officials. The General Registrar's Office functions are guided by the Virginia Election Laws and the Department of Elections.

Major Programs:

- *Federal Voting Assistance Program provides voting assistance to service members, their families & overseas citizens
- *Help America Vote Act establishes minimum election administration standards, including voting machines, etc.
- *Legislative Information System to monitor, participate and implement any changes that affect our office
- *Elect Voter Registration List Maintenance ensures accuracy of voting list
- *Voter Registrar's Association of Virginia keeps registrar's updated, trained and offers support
- *Virginia Registered Election Official; professional curriculum of courses that cover Virginia law & practices
- *Developing Online services; for Voters, Election Officers and Candidate's

Performance Measures:

- *Obtain New Voting Machines before Old Voting Machines are De-Certified
- *Obtain new larger touchscreen equipment for the voter check-in process
- *Obtain new electronic poll book software program
- *Performance measure updates coming in FY21...

Budget Summary:

Registrar	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$170,171	\$167,046	\$212,960	\$212,960	\$218,965	\$6,005	3%
Operating	\$40,950	\$40,564	\$62,350	\$62,350	\$61,850	(\$500)	-1%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$211,121	\$207,610	\$275,310	\$275,310	\$280,815	\$5,505	2%
Full-Time Equivalents	2.5	2.5	2.5	2.5	2.5		

Judicial Administration Summary

Department/Budget Unit	FY2020 Revised Budget	FY2021 Proposed	Dollar Change
CIRCUIT COURT JUDGE	\$78,690	\$80,364	\$1,674)
GENERAL DISTRICT COURT	\$15,600	\$22,240	\$6,640
COMMISSIONER OF ACCOUNTS	\$900	\$900	\$0
MAGISTRATE	\$700	\$750	\$50
JUVENILE & DOMESTIC RELATIONS COURT	\$11,230	\$12,130	\$900
COURT SERVICE UNIT	\$197,251	\$178,503	(\$18,748)
GROUP HOME COMMISSION	\$284,966	\$306,999	\$22,033
CLERK OF CIRCUIT COURT	\$556,459	\$613,640	\$57,181
COMMONWEALTH ATTORNEY	\$941,427	\$952,088	\$10,661
VICTIM WITNESS	\$129,491	\$132,964	\$3,473
Judicial Administration Total	\$2,216,714	\$2,300,578	\$83,864

Circuit Court Judge

Purpose/Objective:

The Circuit Court is the only trial court of general jurisdiction in Virginia, having control over the appeals from administrative agencies, the General District Court, or Juvenile and Domestic Relations District Court. The Circuit Court has exclusive jurisdiction on all monetary claims over \$25,000. Civil cases of a domestic relations nature, including divorce and annulment matters. Matters involving child support, custody, and visitation may or may not originate in the circuit court, depending on various factors. Criminal cases, which include all felonies or offenses that may be punished by serving time in the state penitentiary system; misdemeanor charges that are initiated by grand jury indictment or appealed from the General District or Juvenile Domestic Relations District Courts; and transfer or certification of felony offenses committed by a juvenile. The Circuit Court also handles any matter in which jurisdiction is not defined in the Code of Virginia.

Budget Summary:

Circuit Court Judge	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$70,485	\$67,140	\$70,265	\$70,265	\$71,939	\$1,674	2%
Operating	\$6,490	\$10,707	\$8,425	\$8,425	\$8,425	\$0	0%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$76,975	\$77,847	\$78,690	\$78,690	\$80,364	\$1,674	2%
Full-Time Equivalents	1.0	1.0	1.0	1.0	1.0		

General District Court

Purpose/Objective:

The general district court decides civil suits involving amounts of money up to \$25,000. The general district court decides cases in which a person is charged with a misdemeanor. The general district court holds preliminary hearings in felony cases. The general district court hears cases in which a person is charged with a traffic offense.

Budget Summary:

General District Court	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$0	\$0	\$0	\$0	\$0	\$0	0%
Operating	\$12,550	\$12,493	\$15,600	\$15,600	\$22,240	\$6,640	43%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$12,550	\$12,493	\$15,600	\$15,600	\$22,240	\$6,640	43%

Commissioner of Accounts

Purpose/Objective:

The Commissioner of Accounts is appointed by Gloucester County Circuit Court to oversee the handling of the estates of decedents, minor and incapacitated adults and to approve final accountings of foreclosure sales.

Budget Summary:

Commissioner of Accounts	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$0	\$0	\$0	\$0	\$0	\$0	0%
Operating	\$600	\$978	\$900	\$900	\$900	\$0	0%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$600	\$978	\$900	\$900	\$900	\$0	0%

Magistrate's Office

Purpose/Objective:

The Magistrate's Office writes summons, warrants, search warrants, emergency protective orders, emergency custody orders, temporary detention orders, etc. The Magistrate's Office is the first to see a person after an officer makes an arrest to write warrants and then determine bail or jail. The office also sees Conservation Police Officers, Game Wardens, Forest Rangers, State Police, County Officials such as Codes and Compliance and School Truancy Officers, local and state probation officers, etc. and the general public.

Budget Summary:

Magistrate's Office	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$0	\$0	\$0	\$0	\$0	\$0	0%
Operating	\$900	\$771	\$700	\$700	\$750	\$50	7%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$900	\$771	\$700	\$700	\$750	\$50	7%

Juvenile and Domestic Relations District Court

Purpose/Objective:

The Juvenile and Domestic Relations District Court Clerk's office is a multi-jurisdictional office as we serve the citizens of Gloucester, Mathews and Middlesex counties on a daily basis as all records are maintained here in Gloucester. We hold court in this county four (4) days per week and travel the fifth day to Mathews or Middlesex. Due to staffing constraints, the clerk's offices for Mathews and Middlesex counties are staffed only on those days we hold court in that jurisdiction.

Budget Summary:

J&D Relations District Court	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$0	\$0	\$0	\$0	\$0	\$0	0%
Operating	\$11,175	\$16,161	\$11,230	\$11,230	\$12,130	\$900	8%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$11,175	\$16,161	\$11,230	\$11,230	\$12,130	\$900	8%

9th District Court Services Unit

Purpose/Objective:

The mission of the Virginia Department of Juvenile Justice-9th District Court Services Unit is to protect the public through a balanced approach of comprehensive services that prevent and reduce juvenile delinquency through partnerships with families, schools, communities, law enforcement, and other agencies, while providing the opportunity for delinquent youth to develop into responsible and productive citizens. In addition, all matters which must be tried in the Juvenile and Domestic Relations Court must be screened and processed by the 9th District Court Services Unit. The 9th District Court Services Unit falls under the State Department of Juvenile Justice. A new Strategic Plan was recently developed. The new Strategic Plan lays out a vision for moving forward by redefining and improving outcomes. Our Vision Statement is "Successful youth, strong families, and safe communities" which expresses what our agency hopes to accomplish. There are five goals in the Plan which are outlined under Performance Measures. The 9th District Court Services Unit is mandated by the State Code of Virginia and the Virginia Department of Juvenile Justice's Strategic Plan to provide comprehensive services that prevent and reduce juvenile delinquency through partnerships with families, schools, communities, law enforcement, and other agencies, while providing the opportunity for delinquent youth to develop into responsible and productive citizens.

Major Programs:

*Investigations and Reports-includes providing social histories of the youth before the court to develop appropriate services for the juvenile and the family. Other reports and investigations include case summaries to the Family Assessment and Planning Teams, commitment packets for the Reception and Diagnostic Center, transfer reports, parole transition reports, ongoing case documentation, and transitional services referral packets.

*Domestic Relations-includes handling delinquency and Child in Need of Service/Supervision complaints; services for domestic relations complaints such as abuse and neglect, visitation rights, paternity, and emancipation.

*Probation-Virginia juvenile probation strives to achieve a "balanced approach" which focuses on the principles of community protection (public safety), accountability, and competency development.

*Parole Services-to assist in the transition back to the community. Parole officers are assigned to offenders to provide case management services, broker appropriate transitional services, and monitor the offender's adjustment to the communities. Juveniles may receive family and individual counseling, referral to other community services, vocational services, or specialized educational services.

Performance Measures:

*Reducing recidivism

*Improving educational and employment outcomes for youth

*Increasing the successful diversion from court involvement of appropriate youth

*Improving our relationship with partner agencies

*Service providers and the youth and families we serve

*Attracting and retaining a highly skilled workforce

Budget Summary:

9th District Court Services Unit	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$0	\$0	\$0	\$0	\$0	\$0	0%
Operating	\$193,957	\$196,456	\$197,251	\$197,251	\$178,503	(\$18,748)	-10%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$193,957	\$196,456	\$197,251	\$197,251	\$178,503	(\$18,748)	-10%

Colonial Group Home Commission

Purpose/Objective:

York, Gloucester, and James City Counties, and the City of Williamsburg collectively fund a variety of juvenile justice alternative, community-based programs through membership in the Colonial Group Home Commission. The Colonial Group Home Commission is a corporate public body organized pursuant to a 1985 contractual agreement between the member localities. However, this regional collaboration has been in place since 1973. The 1985 agreement also designates the County of York, as the managing jurisdiction. Commission programs and services are delivered by staff of the Juvenile Services Division of York County Community Services Department. The mission of the Division of Juvenile Services is to enhance public safety through a balanced approach of comprehensive, community-based programs and services focused on preventing and reducing delinquency in at-risk and underserved youth. It is through collaboration with families, schools, law enforcement, judicial officials and other community agencies that we can capitalize on opportunities for at-risk youth to become responsible and productive citizens. Youth are referred by the 9th District Juvenile and Domestic Relations Court. This regional collaboration has provided important services for troubled, at-risk delinquent and under-served youth of the 9th Judicial District for almost four decades. The Commonwealth, through the Virginia Department of Juvenile Justice (DJJ) has been an active fiscal partner in these activities from the onset.

Major Programs:

*Psychological and Substance Abuse Services

*Community Supervision, Electronic Monitoring, Intensive Supervision, Project Insight

*Crossroads Community Youth Home

Budget Summary:

Colonial Group Home Commission	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$0	\$0	\$0	\$0	\$0	\$0	0%
Operating	\$242,043	\$242,207	\$284,966	\$284,966	\$306,999	\$22,033	8%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$242,043	\$242,207	\$284,966	\$284,966	\$306,999	\$22,033	8%

Clerk of Circuit Court

Purpose/Objective:

The mission of the Clerk of the Circuit Court Office is to maintain all court records, documents and evidence in its control in a timely and cost-effective manner while providing outstanding service with courtesy, efficiency and impartiality to the citizens and businesses of Gloucester County and the participants of the judicial community. As a Virginia court, we will be responsive to the changing needs of the community – in the development and operation of the law, in the functions of the judicial process, and in the delivery of public services. The Clerk of the Circuit Court is a constitutional officer elected by the citizens of the County to serve an eight-year term. The Clerk handles administrative matters for the court and maintains its records. The Clerk also has authority to probate wills, grant administration of estates and appoint guardians. The Clerk maintains Land records and issues marriage licenses. Deeds, deeds of trust, and other related documents are recorded in the Clerk's office.

Budget Summary:

Clerk of Circuit Court	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$498,260	\$492,352	\$519,171	\$519,171	\$575,952	\$56,781	11%
Operating	\$36,788	\$34,591	\$37,288	\$37,288	\$37,688	\$400	1%
Capital Outlay	\$13,260	\$13,260	\$0	\$0	\$0	\$0	0%
Total	\$548,308	\$540,203	\$556,459	\$556,459	\$613,640	\$57,181	10%
Full-Time Equivalents	7.0	7.0	7.0	7.0	7.5		

Commonwealth Attorney's Office

Purpose/Objective:

The Commonwealth's Attorney (CA) is a County-wide elected law enforcement official whose office is created by the Constitution of Virginia and is independent in duties from both the County and the Commonwealth. The Office is funded by a combination of state funding, locality funding, grants and Federal and State shared asset forfeiture funds. The Office of the CA is responsible for the prosecution of felony matters and has the responsibility of approximately 400 other duties enumerated in the Code of Virginia. The office is committed to serving Gloucester by meeting these responsibilities while executing the mission of the office. The mission is to seek justice for our community by giving victims a voice, holding offenders accountable, and preserving the integrity of the criminal justice system. The internal reallocation and better use of resources has been a constant goal. The unfunded mandates change from year to year but have grown in scale recently. Future concerns include what continues to come with the changes in technology both with the gathering and storage of evidence as it relates to prosecution, the training necessary for the utilization of this type of evidence and the manpower necessary to honor the obligations of the Rules of the Supreme Court. At the CA's discretion, the office also provides legal training and advice to local officials, law enforcement and other public safety agencies when requested. The CA's office also provides most of the day-to-day operating expenses of the Victim / Witness Program which is presented as a separate budget unit.

Major Programs:

- * Prosecute criminal cases vigorously and efficiently to protect the citizens of Gloucester County
- * Ensure that all crime victims are treated with sensitivity and professionalism
- * Maintain a high degree of professional competence, training and mission dedication
- * Continually promote enhanced law enforcement by partnering with policing agencies
- * Continue the office's ability to respond quickly to law enforcement, including after hours and weekend contacts
- * Bring new and innovative procedures, policies, training and techniques to case investigations which increase the likelihood of constitutionally correct apprehension, prosecution, and conviction of criminal suspects.
- * Seek appropriate punishment to deter criminal activity
- * Participate with departments, schools, citizens groups, etc. to conduct education related to public safety and courts
- * Aggressively prosecute crimes victimizing children, including internet predators and cases involving sexual assault

Performance Measures:

- *Number of cases prosecuted as mandated by the Code of Virginia
- *Number of cases prosecuted; hearings held etc. beyond that which is mandated by the Code of Virginia
- *Number of cases prosecuted; hearings held etc. that specifically related to violence against women

Budget Summary:

Commonwealth Attorney's Office	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$876,594	\$829,352	\$914,711	\$914,711	\$923,826	\$9,115	1%
Operating	\$32,733	\$27,842	\$26,716	\$26,716	\$28,262	\$1,546	6%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$909,327	\$857,193	\$941,427	\$941,427	\$952,088	\$10,661	1%
Full-Time Equivalents	7.5	7.5	7.5	8.0	9.0		

Victim Witness

Purpose/Objective:

The Victim/Witness Assistance Program is the part of the Office of the Commonwealth's Attorney that honors our mandated responsibilities under the Code of Virginia's Crime Victim and Witness Rights Act. The mission is to ensure that victims and witnesses of crime are informed of their rights; are treated with dignity, respect, and sensitivity and that their privacy is protected where the law allows; receive authorized services; have the opportunity to make the courts aware of the full impact of the crime; and have the opportunity to be heard at critical stages of the criminal justice process. The program is a significant benefit to the community, the Office of the Commonwealth's Attorney and the Gloucester Sheriff's Office. This program operates primarily from two separate grants and therefore is an inexpensive way to meet the mandates of the Virginia Crime Victim and Witness Rights Act.

Major Programs:

- * Respond to the emotional and physical needs of crime victims
- * Assist crime victims in stabilizing their lives and participating in the court process
- * Inform victims and witnesses of their rights under Virginia's Crime Victim and Witness Rights Act
- * Provide victims and witnesses with information and referrals for services in the community
- * Coordinate efforts among law enforcement, prosecutors, victim assistance programs and victim advocacy groups within the jurisdiction to better meet the needs of victims
- * Assist victims and witnesses involved in the criminal justice process by better educating them about court processes and available services as well as keeping them up to date and informed on the status of individual cases
- * Promote accountability, innovation and excellence in providing services

Performance Measures:

- *Number of victims and witnesses served
- *Numbers of victims served that specifically related to violence against women
- *Participation in outreach efforts

Budget Summary:

Victim Witness	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$117,864	\$121,342	\$129,491	\$129,491	\$130,339	\$848	1%
Operating	\$2,080	\$1,956	\$0	\$0	\$2,625	\$2,625	0%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$119,944	\$123,298	\$129,491	\$129,491	\$132,964	\$3,473	3%
Full-Time Equivalents	1.5	1.5	2.5	2.5	2.0		

Public Safety Summary

Department/Budget Unit	FY2020 Revised Budget	FY2021 Proposed	Dollar Change
SHERIFF	\$6,532,967	\$6,534,082	\$1,115
JAIL	\$3,331,958	\$3,311,676	(\$20,282)
PROBATION & PRETRIAL	\$530,478	\$557,856	\$27,378
ANIMAL CONTROL	\$467,429	\$460,790	(\$6,639)
FIRE AND RESCUE	\$2,961,163	\$3,479,935	\$518,772
MEDICAL EXAM	\$1,500	\$2,000	\$500
STATE FOREST SERVICE	\$7,500	\$7,500	\$0
ENVIRONMENTAL PROGRAMS	\$344,185	\$359,464	\$15,279
BUILDING INSPECTIONS	\$631,089	\$631,511	\$422
EMERGENCY MANAGEMENT	\$295,026	\$278,794	(\$16,232)
EMERGENCY RESPONSE	\$0	\$0	\$0
RADIO OPERATIONS & MAINTENANCE	\$648,924	\$875,910	\$226,986
Public Safety Total	\$15,752,219	\$16,499,518	\$747,299

Sheriff's Office

Purpose/Objective:

The Gloucester County Sheriff's Office provides all law enforcement, correction, and civil process services and is dedicated to ensuring public safety for all citizens and visitors, as well as the protection of all property in Gloucester County, Virginia-comprised of 218 square miles of land, 70 square miles of water, and home to over 30,000 residents. The Gloucester County Sheriff's Office is led by Sheriff Darrell W. Warren Jr. and is comprised of 83 full-time sworn officers, eleven full-time civilian dispatchers, six civilian support staff, seven sworn auxiliary deputies, three part-



time sworn deputies, and two medical staff members. Patrol offers direct law enforcement coverage twenty four hours a day, three hundred sixty five days a year for all of Gloucester County. The Gloucester County Sheriff's Office also provides the Emergency -911

call center for the county. Responsibilities include assisting callers from general information requests to emergency situations. Each dispatcher is trained to handle crisis events such as natural disasters and certified as Emergency Medical Dispatchers (EMD). Last year the communications center handled slightly over one hundred thousand phone calls. The Sheriff's Office is one of ten regional agencies permitted to host in-house state sanctioned training. Our staff continues to offer community training at no cost to the community. The Sheriff's Office maintains a dedicated training staff to ensure its citizens that all divisional staff are highly experienced, trained, and certified by various state and industry standard evaluation commissions. The Sheriff's Office is fully accredited by the Virginia Law Enforcement Professional Standards Commission and is also approved to operate a fully functional correctional facility or jail as approved by the Virginia Department of Corrections. The Jail is presented as a separate budget unit.

Major Programs:

- *Law Enforcement – provides Uniform Patrol, School Resource Officers, D.A.R.E., Criminal Investigations and a Narcotics Unit/Membership with Tri-Rivers Drug Task Force
- *Law Enforcement - provides specialized units such as a Tactical Unit, Bicycle Patrol Unit, Color Guard Unit, Forensics Unit, Traffic Safety Unit, and a Crime Prevention Specialist
- *The Satellite Academy - in-service training tailored to our policies and community needs offering full certification courses from basic law enforcement academies to advanced training such as Field Training Officers School (FTO) and state certified instructors' courses such as Firearms and Radar Instructors
- *Community training in internet safety for teens and parents, workplace violence awareness, and self-defense classes for women
- *Gun handling safety courses for residents who wish to secure a concealed weapons permit
- *Aggressive investigations and arrest of narcotics dealers and continued community outreach programs to suppress our children's interest in this type of activity



Performance Measures:

- *Uniform Crime Reporting-Crime Rate in Gloucester
- *Perform annual citizen survey to maintain strong relationship with our residents and business owners
- *Annual Jail Audit
- *Meet all accreditation standards from the Virginia Professional Law Enforcement Standards Commission

Budget Summary:

Sheriff's Office	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$5,434,754	\$5,434,665	\$5,712,021	\$5,712,021	\$5,803,040	\$91,019	2%
Operating	\$791,391	\$761,510	\$820,946	\$820,946	\$731,042	(\$89,904)	-11%
Capital Outlay	\$239,137	\$239,137	\$0	\$0	\$0	\$0	0%
Total	\$6,465,282	\$6,435,312	\$6,532,967	\$6,532,967	\$6,534,082	\$1,115	0%
Full-Time Equivalents	64.0	64.0	64.5	65.0	67.0		



Jail

Purpose/Objective:

The Sheriff's Office is approved to operate a fully functional correctional facility as approved by the Virginia Department of Corrections. The Sheriff is responsible for managing and providing correctional services for state and local inmates. The Sheriff's Office carries an average daily population of about 125 inmates, where prior to FY2017 approximately 75 of these inmates are housed in the Middle Peninsula Regional Security Center. Although these inmates were housed off site, the Sheriff's Office was still responsible for any medical and transportation costs associated with these offenders. During FY2017, there was a jail restructuring that included contracting with the Northern Neck Regional Jail (NNRJ). Under the new contract, the County has ownership in asset and the Sheriff's Office is no longer responsible for the medical costs of the inmates housed there. Correctional deputies book into the facility approximately one thousand two hundred inmates a year. The booking process is the jail's classification system of the individual arrested and detained. This does not include persons brought into jail and immediately released on bond. The transportation section of corrections is responsible for the daily shuttling of inmates between courts within and outside of our jurisdiction. The medical staff is comprised of two state certified nurses who are responsible for the daily evaluation of minor illnesses, injury reports, and wellness checks. They also log and maintain the records for all medications ordered and dispensed daily. The medical staff reduces the need to keep a doctor on staff or transport each medical report to the hospital resulting in a savings of thousands each year in related security and healthcare costs.

Budget Summary:

Jail	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$2,356,483	\$2,303,667	\$2,475,523	\$2,475,523	\$2,462,522	(\$13,001)	-1%
Operating	\$869,662	\$857,332	\$856,435	\$856,435	\$849,154	(\$7,281)	-1%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$3,226,145	\$3,160,999	\$3,331,958	\$3,331,958	\$3,311,676	(\$20,282)	-1%
Full-Time Equivalents	36.5	34.0	34.0	33.5	33.5		

Probation and Pretrial

Purpose/Objective:

The goals and objectives for Probation and Pretrial are to protect the community by providing effective supervision to probationers and defendants; provide alternatives to incarceration to local responsible probationers and defendants awaiting trial; provide pretrial services to ensure accurate information is received by the court systems so informed decisions can be made about pretrial release and supervision; and provide post-trial services to probationers by offering a variety of resources and services to assist with treatment and other needs. Probation and Pretrial is a multi-jurisdictional agency, which services Essex, Gloucester, King and Queen, King William, Mathews, and Middlesex Counties. The agency is 85% grant funded through the State's Department of Criminal Justice Services (DCJS). Gloucester County is the fiscal and administrative agent for the grant. The six localities contribute to the shortfall of the budget that the grant does not cover based on utilization with placements from both probation and pretrial.

Major Programs:

- *Provide pre and post-trial counseling and supervision including anger management, domestic violence, etc.
- *Conduct the risk assessment tools MOST (Modified Offender Screening Tool) and OST (Offender Screening Tool) used to determine probationer's risk, needs, and the responsivity
- *Perform Evidence-Based Practices (EBP) and Effective Communications and Motivational Strategies (EC/MS)
- *Perform Case Planning to assist probationers in setting and achieving goals for themselves, in hopes of becoming more productive citizens
- *Conduct investigations and collect background information on all pretrial defendants who have either not been able to post bond or have no bond and are awaiting trial

Performance Measures:

- *Number of placements for probation and pretrial from the courts and magistrates
- *Number of pretrial investigations/ court reports given to the judges to make informed bond decisions
- *Number of treatment referrals and other resources and community service hours performed annually
- *Performance measure updates coming in FY21...

Budget Summary:

Probation & Pretrial	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$476,020	\$473,963	\$495,318	\$495,318	\$522,738	\$27,420	6%
Operating	\$35,346	\$31,413	\$35,160	\$35,160	\$35,118	(\$42)	0%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$511,366	\$505,377	\$530,478	\$530,478	\$557,856	\$27,378	5%
Full-Time Equivalents	7.0	7.0	7.0	7.0	7.0		

Animal Control

Purpose/Objective:

The Animal Control Department ensures life safety and enhance the quality of life of the Gloucester community and visitors by enforcing and educating the community on state and local laws relevant to all animals. Animal Control strives to protect the well-being of all animals, domestic or wild by promoting and encouraging the humane treatment of animals and the prevention of cruelty and harassment. Animal Control issue summons or warrants for violations of State animal control laws and local animal control ordinances and regulations. We promote animal vaccinations, control and manage the county's animal shelter, promote purchase of dog licenses, and ensure wolf-hybrids in the county are kept within proper standards. We also participate in active development of resolutions on local, state and federal level concerning Animal Welfare and Animal Control. We maintain a working partnership relationship with the Gloucester Matthews Humane Society (GMHS) which this budget unit funds their annual contribution. Due to staff reductions over the years, Animal Control handles only mandated duties which include cruelty complaints to livestock, abandonment of animals, dogs running at large, possible dog fighting activity, dangerous dogs, pick up stray and abandoned companion animals and work with the Virginia Department of Health on rabies investigations.



Major Programs:

- *Manage the County's Animal Shelter
- *Public safety through enforcement of State & County laws, education of the community, etc.
- *Ensure dog and cat owners have their animals vaccinated against rabies
- *Respond to and investigate complaints regarding cruelty, abandonment, running at large, nuisance, etc.
- *Assist the Sheriff and other law enforcement agencies as requested
- *Implement the County Animal Annex during emergencies
- *Submit an annual report of all animals handled by Animal Control to the State Veterinarian



Performance Measures:

- *Number of Animals Impounded
- *Request for Types of Services / Complaints
- *Percent of Dogs Licensed in the County
- *Performance measure updates coming in FY21...

Budget Summary:

Animal Control	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$284,517	\$284,549	\$296,763	\$296,763	\$298,067	\$1,304	0%
Operating	\$172,099	\$169,399	\$170,666	\$170,666	\$162,723	(\$7,943)	-5%
Capital Outlay	\$19,706	\$19,706	\$0	\$0	\$0	\$0	0%
Total	\$476,322	\$473,655	\$467,429	\$467,429	\$460,790	(\$6,639)	-1%
Full-Time Equivalents	4.0	4.0	4.0	4.0	4.0		

Volunteer Fire & Rescue

Purpose/Objective:

The volunteer fire & rescue squads of Gloucester County protect life, property, and the environment by preventing and suppressing fires, mitigating hazards, providing emergency medical services for the sick and injured, and providing public education. The volunteer fire & rescue squads strive to reduce threats to life, safety, property, and the environment of Gloucester County residents through education, prevention, and effective response to fire, medical, environmental, and other emergencies. Where possible, extend to neighboring communities mutual aid as needed. Fire & Rescue services are divided into two organizational groups: Abingdon Volunteer Fire & Rescue (AVFR) and Gloucester Volunteer Fire & Rescue Squad (GVFRS).

Major Programs:

- *Rescue operations
- *Hazardous material operations and containment
- *Fire Prevention and EMS trainings to schools, churches, social groups, and other community organizations
- *Cardiopulmonary Resuscitation (CPR) and First Aid classes to the community and to our members
- *Junior Rescue Squad and a Fire Cadet program for community youth to participate in EMS and fire suppression functions
- *Fire Inspections are performed by members with knowledgeable backgrounds



Performance Measures:

- *Reduce risk at the local level through prevention and mitigation
- *Improve local planning and preparedness
- *Improve the fire and emergency service capability for response to and recovery from all hazards
- *Improve the fire and emergency service professional status
- *Lead fire and emergency services by establishing and sustaining dynamic organizations

Budget Summary:

Volunteer Fire & Rescue	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Abingdon	\$1,067,145	\$1,067,145	\$1,205,870	\$1,205,870	\$1,455,541	\$249,671	21%
Abingdon Grant	\$80,000	\$63,788	\$84,300	\$84,300	\$84,300	\$0	0%
Gloucester	\$1,368,306	\$1,368,306	\$1,581,861	\$1,581,861	\$1,849,843	\$267,982	17%
Gloucester Grant	\$80,000	\$104,778	\$84,300	\$84,300	\$84,300	\$0	0%
Pen EMS Council	\$4,808	\$4,808	\$4,832	\$4,832	\$5,951	\$1,119	23%
Total	\$2,600,259	\$2,608,825	\$2,961,163	\$2,961,163	\$3,479,935	\$518,772	18%

Medical Exam

Purpose/Objective:

A Virginia city or county medical examiner is a physician appointed by law to receive the initial call of death and determine whether that death falls within the jurisdiction of the medical examiner and, in some cases, determine the cause and manner of death of persons who die under specific circumstances spelled out by law.

Budget Summary:

Medical Exam	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Medical Services	\$300	\$2,941	\$1,500	\$1,500	\$2,000	\$500	33%
Total	\$300	\$2,941	\$1,500	\$1,500	\$2,000	\$500	33%

State Forest Service

Purpose/Objective:

Per Code of Virginia section § 10.1-1124, counties and certain cities are to pay annual sums for forest protection, etc. The County is responsible for repaying annually any amounts expended in the preceding year by the State Forester for forest protection, forest fire detection, forest fire prevention and forest fire suppression. According to the Code of Virginia, the amounts so repaid shall be credited to the Forestry Operations Fund for forest protection, forest fire detection, forest fire prevention and forest fire suppression in the Commonwealth.

Budget Summary:

State Forest Service	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
State Forest Service	\$7,500	\$7,497	\$7,500	\$7,500	\$7,500	\$0	0%
Total	\$7,500	\$7,497	\$7,500	\$7,500	\$7,500	\$0	0%

Environmental Programs

Purpose/Objective:

The Department of Environmental Quality (DEQ) has oversight of the environmental/natural resources within the county in cooperation and endorsement of federal, state, and additional local regulations.

The Department of Environmental Programs regulatory oversight includes: Chesapeake Bay Act [9VAC25-830]; Dunes and Beaches [§§ 28.2-1400 through 28.2-1420]; Wetlands [§§ 28.2-1300 through 28.2-1320]; Erosion and Sediment Control [9VAC25-840]; Stormwater [9VAC25-870; 9VAC25-880]; and Open Burning [Gloucester Code Chapter 8, Article V]. Environmental



Programs assists the Gloucester County community in navigating the complexity of regulations, managing the permitting process as well as the implicit nature of managing compliance, complaint resolution, and state program audits. The objectives of this office also include providing information to the community concerning property management relative seasonal regulatory restrictions and property 'attributes'- using publicly available resources to identify time of year restrictions [e.g. open burning, construction], soil types, wetland constraints (tidal and non-tidal), etc. Increased office activity in FY17 and FY18 is due to expansion of Walter Reed hospital, expansion of the Fox Mill shopping center, and several shovel-ready subdivisions under consideration by a development community.

Major Programs:

- *Administration of the Chesapeake Bay program which is audited by the state through an extensive 5-year audit and annually required to report application reviews, septic pump-outs, resource inventories, and similar processes

- *The Dunes and Beaches program (related to the Wetlands program) another state-mandated process-advise agents, contractors, and property owners on the process to obtain permits on tidal, dune, or beach-situated parcels

- *Joint Permit Applications, while principally reviewed through this office for shoreline projects, are submitted by property owners seeking to construct piers, boathouses, boatlifts, etc.

- *The Erosion and Sediment Control program resulted from county adoption of the state mandate in 1979. Projects identifying disturbance in excess of 2,500 square feet submit a land disturbance application for review and approval. Program administration includes assisting permittees and those impacted by permitted activities

- *Stormwater program reinforces water quality objectives of the CBPA stipulating the use of state-approved stormwater Best Management Practices (BMP). This department assists the development community in meeting the regulatory criteria to include site plan review, BMP materials development, and other permitting materials.

- *Issue open burning permits for qualifying projects, advises seasonal burning restrictions of both the Departments of Forestry and Environmental Quality, and responds to complaints



Performance Measures:

- * Assessment of stormwater permits- tracking of payment of stormwater permit fees in two parts- half at site plan submittal and half at permit issuance

- * Assessment of Inquiries and E-courtesies

- * Assessment of Complaints to compliance

- *Performance measure updates coming in FY21...

Budget Summary:

Environmental Programs	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$317,212	\$291,420	\$327,551	\$327,551	\$341,754	\$14,203	4%
Operating	\$19,470	\$25,654	\$16,634	\$16,634	\$17,710	\$1,076	6%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$336,682	\$317,074	\$344,185	\$344,185	\$359,464	\$15,279	4%
Full-Time Equivalents	4.0	4.0	4.5	3.5	4.0		

Building Inspections

Purpose/Objective:

The mission of the Building Inspections Department is to protect the health, safety, and welfare of the general public by ensuring that all buildings, structures, and related equipment are constructed, installed, and maintained in compliance with the standards contained within the Virginia Uniform Statewide Building Code (USBC) and the Gloucester County Code. Knowledgeable staff are dedicated to helping contractors, designers, and homeowners through the permit application, plan review, and construction inspection processes, that are related to building, structural, electrical, mechanical, fire safety, energy conservation, amusement rides, and accessibility codes. This department is also responsible for conducting damage assessments during natural and/or other disasters. Responsibilities include but not limited to; the processing and issuance of various permits such as building, electrical, mechanical, plumbing, fire-suppression, elevator, amusement rides, conducting building and trade plan reviews, inspections, investigate code violation complaints, courtesy inspections. The department provides assistance and information on floodplain related projects; flood zone determinations and information on the various requirements within each of the flood zones; and coordination of the Community Rating System (CRS) program that provides citizens a direct benefit in the reduction of flood insurance premiums.

Major Programs:

- * Administration of the Uniform Statewide Building Code (USBC) and related Gloucester County Code which include but are not limited to provisions relating to the scope, enforcement, fees, permits, inspections and disputes
- * Examining and processing permit application of all building and associated trade applications
- * Coordination with other County, State and Federal agencies with review and processing of permit applications
- * Plan Review and inspection of residential, commercial, industrial buildings and their associated systems, such as the electrical, plumbing, mechanical, fire suppression, elevator, energy conservation and alternate energy systems
- * Issue Permits ensuring all requirements have been satisfied
- * Processing request for modification; reviewing application requests ensuring continued compliance is met
- * Floodplain Determination and Management-providing information on construction and development within the floodplain, to citizens, contractors, surveyors and developers.
- * Community Rating System (CRS) documenting and reporting activities in accordance with the current CRS manual.
- * Program for Public Information (PPI) provides annual outreach/workshops for contractors, real estate agents, with additional outreach to loan officers, attorneys and surveyors planned for 2016.

Performance Measures:

- *Number of days required to provide building and trade plan review approval and or comments
- *Number of days required to issue building permit(s)
- *Number of days in which we are able to respond to the request for inspection.
- *Performance measure updates coming in FY21...

Budget Summary:

Building Inspections	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$555,412	\$542,625	\$577,490	\$577,490	\$580,063	\$2,573	0%
Operating	\$34,450	\$47,081	\$53,599	\$53,599	\$51,448	(\$2,151)	-4%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$589,862	\$589,706	\$631,089	\$631,089	\$631,511	\$422	0%
Full-Time Equivalents	8.0	8.0	8.0	7.5	7.5		

Emergency Management

Purpose/Objective:

Emergency Management is charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters to protect the community from the consequences of disasters, wars, and acts of terrorism. The department is responsible for emergency planning, preparedness, mitigation, response and recovery efforts. Emergency Management seeks to promote safer, less vulnerable community with the capacity to cope with "All-Hazards" and disasters by embracing the "Whole Community" approach. Emergency Management protects communities by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

Major Programs:

- *Develop course of action to mitigate the damage of potential events that could endanger ability to function
- *Preparedness focuses on preparing equipment and procedures for use when a disaster occurs including the construction of shelters, implementation of an emergency communication system, installation of warning devices, creation of back-up life-line services (e.g., power, water, sewage), and rehearsing evacuation plans
- *Mitigation includes an assessment of possible risks to personal/family health and to personal property and can involve structural and non-structural measures
- *Coordination of response which focuses on search and rescue but in all cases the focus will quickly turn to fulfilling the basic humanitarian needs of the affected population
- *Recovery phase starts after the immediate threat to human life has subsided
- *Citizen Corps Programs - through education, training, and volunteer service to make communities safer, stronger, and better prepared to respond to the threats of terrorism, crime, public health issues, and disasters of all kind

Performance Measures:

- *The Virginia Department of Emergency Management's (VDEM) Local Assessment Capability Report (LCAR) submitted annually.
- *Public Outreach through participation and registration
- *Number of active volunteers and events, citizens' involvement in preparedness events
- *Performance measure updates coming in FY21...

Budget Summary:

Emergency Management	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$212,712	\$202,401	\$189,100	\$189,100	\$204,614	\$15,514	8%
Operating	\$106,276	\$85,972	\$105,926	\$105,926	\$74,180	(\$31,746)	-30%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$318,988	\$288,373	\$295,026	\$295,026	\$278,794	(\$16,232)	-6%
Full-Time Equivalents	2.0	2.0	3.0	3.0	2.5		

Radio Operations and Maintenance

Purpose/Objective:

Gloucester County entered into a Memorandum of Understanding (MOU) for the operations, oversight, and management of the joint public safety/public service radio communication system with the counties of York and James City. This is a regional cooperative in order to support the mission-critical needs of the individual and collective public safety and public service personnel, and citizens' property and business interests. The "backbone" components of the system, which includes communications towers, repeaters, communication infrastructure, antennas, system controllers, microwave equipment, equipment shelters, and system frequencies are shared and jointly operated by the members to ensure adequate system operations. The Department of Engineering manages this program.

In addition to funding the regional land mobile radio system, this budget unit funds the operation and maintenance of our E911 call answering and mapping equipment.



Budget Summary:

Radio Operations and Maintenance	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$0	\$0	\$0	\$0	\$0	\$0	0%
Operating	\$564,000	\$540,980	\$648,924	\$648,924	\$875,910	\$226,986	35%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$564,000	\$540,980	\$648,924	\$648,924	\$875,910	\$226,986	35%

Public Works Summary

Department/Budget Unit	FY2020 Revised Budget	FY2021 Proposed	Dollar Change
ENGINEERING	\$292,089	\$303,636	\$11,547
REFUSE LANDFILL	\$15,490	\$14,512	(\$978)
FACILITIES MAINTENANCE	\$2,145,008	\$2,125,397	(\$19,611)
Public Works Total	\$2,452,587	\$2,443,545	(\$9,042)

Engineering Services

Purpose/Objective:

The mission of the Engineering Department is to provide professional engineering services and technical support to



County Departments. Engineering staff are responsible for project management and contract administration for capital and FEMA grant funded projects. Staff provides solid waste management and contract administration to the Middle Peninsula Landfill and Recycling Facility (MPLRF), performs post-closure care of the County's closed landfill, and performs disaster solid waste management planning. Staff manages the various contracts for the Emergency Radio System. Engineering staff is assuming responsibility for transportation planning and programs as shown in the



Action Plan for the Board's 3-Year Priorities under Infrastructure Priority #5. The Radio Operations and Maintenance and the Refuse Landfill are presented as separate budget units.

Major Programs:

- *Management of County Capital Construction projects
- *Management of contract with Waste Management Disposal, Inc, (WMD) for the operation of Middle Peninsula Landfill and Recycling Facility
- *Solid Waste Management to ensure that solid waste disposal is in accordance with state regulations and that the County's required Solid Waste Management Plan is up-to-date, and state approved
- *Develop disposal plans of large quantities of disaster debris following natural disasters such as hurricanes by ensuring contracts are in place and the Disaster Solid Waste plan is up to date
- *Management of contracts for Emergency Radio System
- *Provides technical and administrative support to the Go Green Gloucester Advisory Committee.
- *Provides oversight and construction management for the Hazard Mitigation Management Team.



Performance Measures:

- *% Capital Projects on budget on time
- *Inspection and Monitoring of Closed Landfill
- *Number of inspections at the Middle Peninsula Landfill and Recycling Facility (MPLRF)
- *Performance measure updates coming in FY21...

Budget Summary:

Engineering Services	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$239,247	\$225,009	\$284,979	\$284,979	\$283,664	(\$1,315)	0%
Operating	\$7,235	\$3,461	\$7,110	\$7,110	\$19,972	\$12,862	181%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$246,482	\$228,470	\$292,089	\$292,089	\$303,636	\$11,547	4%
Full-Time Equivalents	4.0	4.0	3.5	3.5	3.0		

Refuse Landfill

Purpose/Objective:

To provide post closure care and maintenance at the County's closed landfill. Grass mowing is an important part of the post closure care, because the landfill has been capped with several layers of materials designed to keep water from infiltrating down into the landfill's layers. Care is taken to preserve the cap and protect it from anything that could potentially disturb it, including deep-rooted vegetation including trees.



Budget Summary:

Refuse Landfill	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Closure Plan	\$15,100	\$12,922	\$15,490	\$15,490	\$14,512	(\$978)	-6%
Total	\$15,100	\$12,922	\$15,490	\$15,490	\$14,512	(\$978)	-6%

Facilities Management

Purpose/Objective:

The Facilities Management Department, formerly Building and Grounds, is responsible for maintenance, general repair, grounds keeping, and custodial care of County properties. The department also provides maintenance and inspection services on County vehicles and equipment. The Facilities Management staff is skilled in automotive & equipment repair, carpentry, landscaping, HVAC, masonry, mosquito control, painting, plumbing, and sign making. Facilities Management performs interior building renovations and completes small construction projects and maintains the blue and green road name signs throughout the County. Generally, Facilities Management provides services to internal customers from other county departments providing a productive work environment in support of their missions and programs. Facilities Management is responsible for communication and interaction with management companies for leased space to coordinate maintenance required by the lease agreements. As previously indicated, Facilities Management furnishes seasonal mosquito control in Mosquito Control Districts. Mosquito Control is presented as a separate fund/budget unit.

Major Programs:

- * Custodial care for county buildings-168K sf of custodial care
- * Sign making and repairing of signs throughout the county
- * Snow removal and de-icing of county facilities
- * Monthly inspections to improve ground aesthetics
- * Preventative and reactive maintenance and inspections of county vehicles and equipment
- * Preventative and reactive maintenance and inspection of county structures-236K sf under roof
- * Grounds keeping services for the county properties including Main Street enhancements (non-park)
- * Management of the county's gasoline and diesel fuel station including managing chargeback service
- * Interior renovations to county buildings (both in house and managing subcontractors)
- * Workplace safety training and maintenance of asbestos and lead reports for county buildings
- * Conducting weekly building inspections to help prioritize repairs and improvements to County structures
- * Serves as emergency management staff for the Gloucester County Emergency Operations Plan
- * Overall management of the Mosquito Control Program



Performance Measures:

- *Percentage of high priority maintenance work requests completed within 48 hours.
- *Record percentage of planned maintenance versus reactive maintenance (ratio)
- *Record hours spent at other County sites and transit times
- *Performance measure updates coming in FY21...

Budget Summary:

Facilities Management	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$1,392,820	\$1,348,321	\$1,392,047	\$1,392,047	\$1,415,954	\$23,907	2%
Operating	\$613,375	\$647,757	\$752,961	\$752,961	\$709,443	(\$43,518)	-6%
Capital Outlay	\$105,627	\$105,627	\$0	\$0	\$0	\$0	0%
Total	\$2,111,822	\$2,101,705	\$2,145,008	\$2,145,008	\$2,125,397	(\$19,611)	-1%
Full-Time Equivalents	28.0	28.0	27.0	26.0	24.5		

Health and Welfare Summary

Department/Budget Unit	FY2020 Revised Budget	FY2021 Proposed	Dollar Change
HEALTH DEPARTMENT	\$554,080	\$556,554	\$2,474
MENTAL HEALTH	\$138,849	\$138,849	\$0
<hr/>			
Health and Welfare Total	\$692,929	\$695,403	\$2,474

Health Department

Purpose/Objective:

The mission of the Virginia Department of Health (VDH) is to promote and protect the health of all Virginians. Programs and services are offered in the following areas: Healthy Living; Environmental Health; Drinking Water; Health Equity; Diseases & Conditions; Death Certificates; Emergency Preparedness; Clinical Services; Epidemiology; Women, Infant & Children (WIC); Resource Mothers Program; Healthy Start; lead screening; pre admission nursing home screenings; school programs; Head Start; and other miscellaneous services. VDH's goal is to become "The Healthiest State in The Nation." VDH is developing "Virginia's Plan for Wellbeing", which is a statewide plan to be released in 2016. The opportunity for health begins with our families, neighborhoods, schools and jobs. Virginia's Plan for Well-Being lays out the foundation for giving everyone a chance to live a healthy life. The plan highlights specific goals and strategies on which communities can focus so the state can make measurable health improvement by 2020. The State of Virginia is supporting the balance (55%) of the operational costs. The County leases office space for the Health Department which Health Department partially reimburses (55%) back to the County through their funding requests.

Major Programs:

*Human Services - The VDH services support the County programs to ensure that the needs of its citizens – children, adults and the elderly – are met

*Housing and Land Use - The VDH services support the County housing opportunities that include a range of multi-family and single-family homes that meet the needs of singles and families of all ages and incomes

*Natural and Recreational Resources - The VDH services support the Counties clean protected waterways, forested landscapes, wildlife, and the longest coastline in the state of Virginia

Budget Summary:

Health Department	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Operating	\$560,766	\$548,521	\$554,080	\$554,080	\$556,554	\$2,474	0%
Total	\$560,766	\$548,521	\$554,080	\$554,080	\$556,554	\$2,474	0%

Mental Health

Purpose/Objective:

The Middle Peninsula-Northern Neck Community Services Board (CSB) provides a wide spectrum of services from prevention and early intervention to services that cross the entire life span and are available to the whole community. The CSB's official designation is an agency of the local government and as such the localities are required to match at least 10% of the state general fund dollars allocated to the CSB (Code of Virginia 37.2-509). The Code of Virginia mandates that the CSB must provide Emergency Services, discharge planning from state operated facilities, and case management services as resources allow. Its mission is to provide comprehensive clinical and support services to those who need it. The CSB measures and assesses their needs, plan for effective treatment and assemble the necessary resources to assure that the services provided are the best they can be. The CSB seeks the consent and participation of those served. They inform and educate the community about the nature of disabilities and the services offered to help those with disabilities attain their personal goals. Among some of the initiatives started in FY2016 are: Coordinated Care Program, Enhanced Care Coordination Initiative, and development of a partnership with Bay Aging. These initiatives are targeted toward maintaining individuals with medical and behavioral health care issues in the community. In FY2018, the CSB received additional State General Fund dollars for the development of a Program of Assertive Community Treatment (PACT) which requires a 10% local match. PACT is a team of 10 highly skilled professionals who deliver community-based services to a seriously mentally ill population for whom traditional mental health interventions have not been successful. The team is available 24 hours per day 365 days per year. For the last 13 years, the CSB has subsidized over \$4.4M in services to Gloucester County residents.

Major Programs:

- *Emergency Services-immediate response to services to individuals experiencing a crisis
- *Outpatient Services-services for individual, family, and group therapy sessions and visits
- *Jail Based Services-includes individual and group services provided to those residing in local correctional facilities
- *Outreach Services-home-based services provided to children that are at-risk of out-of-home placement
- *Psychosocial Services-day support services provided to seriously mentally ill persons with a focus on building social and independent living skills
- *Day Support Services-community-based activities for adults with moderate to profound intellectual disabilities. Services focus on maximizing independent functioning
- *Intensive In-Home Services-consists of family-focused, strength-based family therapy in the home and community for children with serious emotional disturbances, several behavioral disorders, or substance abuse problems and their families

Performance Measures:

- *Promote and enhance our values by remaining financially responsible
- *Invest in our staff to ensure that we develop a skilled and diverse workforce
- *Diversify revenue sources and to improve financial performance

Budget Summary:

Mental Health	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Operating	\$138,849	\$138,849	\$138,849	\$138,849	\$138,849	\$0	0%
Total	\$138,849	\$138,849	\$138,849	\$138,849	\$138,849	\$0	0%

Education Summary

Department/Budget Unit	FY2020 Revised Budget	FY2021 Proposed	Dollar Change
COMMUNITY ENGAGEMENT	\$646,728	\$636,117	(\$10,611)
CABLE SERVICES	\$64,088	\$81,189	\$17,101
COMMUNITY COLLEGE	\$14,566	\$14,857	\$291
<hr/>			
Education Total	\$725,382	\$732,163	\$6,781

Community Engagement

Purpose/Objective:

Community Engagement enhances the quality of life in Gloucester County by providing information, community service opportunities and resource coordination to ensure everyone is informed, involved and engaged in their



county government, schools and community. Funding for the department provides valued community services and programs that enhance the quality of life in our community in the following functional areas: Information & Communications; County, School & Community Involvement; Enrichment & Lifelong Learning; Resource Identification & Coordination; and Use of School Facilities as Community Centers. Additionally, funding for specific programs and services facilitated by the Department of Community Engagement addresses the Gloucester County Board of Supervisors Vision for 2035, the Gloucester County Strategic Plan, and the Gloucester County Public Schools Comprehensive Plan for 2014-2020. This department

also manages Cable Services and Clean Community divisions presented as separate budget units.

Major Programs:

- *Coordination of non-school usage of school facilities which includes supervision, issue resolution, logistics, etc.
- *Coordination of community services, programs, resources, and efforts to prevent duplication and maximize impacts
- *Serve as primary public information/media relations specialist for county and for designated community schools
- *Provide social media, web & electronic communications
- *Publish citizen publication (The Beehive), Community School Newsletters, and other publications as needed
- *Lead Emergency Public Affairs function and related Standard Operating Procedures
- *Manage all FOIA requests for the County
- *Manage/update volunteer database for county, school, and community volunteer opportunities
- *Recruit volunteers & partnership programs for general services, assistance, and targeted populations such as: Mentors; Youth/GHS Senior Projects; Therapy Dog Program; Back-Pack & Holiday Assistance; Book Buddy Program; county and civic organizations' school involvement projects

Performance Measures:

- *Number of citizens reached through daily Facebook/Twitter; weekly Town Crier; monthly e-bulletins; and bi-monthly Community School newsletters
- *Number of sponsors/groups, activities, participants and hours for county & community use of school facilities
- *Number of targeted enrichment programs; number served; and number of volunteers utilized
- *Number of organizations publicizing information in The Beehive quarterly citizen publication
- *Number of school volunteers, hours of service and community partnerships
- *Performance measure updates coming in FY21...

Budget Summary:

Community Engagement	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$583,163	\$575,725	\$599,028	\$599,028	\$583,717	(\$15,311)	-3%
Operating	\$44,081	\$42,609	\$47,700	\$47,700	\$52,400	\$4,700	10%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$627,244	\$618,334	\$646,728	\$646,728	\$636,117	(\$10,611)	-2%
Full-Time Equivalents	8.0	8.0	8.0	8.0	8.5		

Cable Services

Purpose/Objective:

As a division of the Department of Community Engagement, the division manages cable franchise agreement; citizen complaints/inquires; county/school partnership for GCTV & DUKETV; budget; GCTV programming & scheduling; local video production; upkeep of 3 broadcast facilities (w/ DIT Dept.). Cable Services supports the Department of Community Engagement objectives and programs as outlined in that section. Funding support for the Cable Services division is from the Cable Television Franchise Fees. The Board of Supervisors developed a Committed Fund Balance in which the County will maintain a balance of two-fifths (2/5) of the Cable TV Franchise Tax less the appropriate expenses for the program.

Major Programs:

*Televisé all meetings of Board of Supervisors, School Board and Planning Commission meetings

*Televisé other special video productions

*Performance measure updates coming in FY21...

Budget Summary:

Cable Services	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$3,004	\$2,027	\$4,832	\$4,832	\$4,976	\$144	3%
Operating	\$43,680	\$45,417	\$44,256	\$44,256	\$41,213	(\$3,043)	-7%
Capital Outlay	\$40,000	\$46,350	\$15,000	\$15,000	\$35,000	\$20,000	133%
Total	\$86,684	\$93,794	\$64,088	\$64,088	\$81,189	\$17,101	27%

Community College

Purpose/Objective:

Rappahannock Community College (RCC) is a two-year public institution of higher education in the Virginia Community College System (VCCS). Established in 1971 as a comprehensive community college, RCC serves the residents of Essex, Gloucester, King and Queen, King George, King William, Lancaster, Mathews, Middlesex, New Kent, Northumberland, Richmond, and Westmoreland counties with quality, accessible, and affordable educational opportunities, and is governed by policies set by the Virginia State Board for Community Colleges with support and advice from the RCC local Board. Funding for the college derives primarily from student tuition, followed by state appropriations, grants, and local funds contributed from the twelve counties that make up the RCC service area.



One of two main locations, the Rappahannock Community College Glenn's Campus is located in Gloucester County. The Glenns Campus sports classrooms, labs, a lecture hall, a library, a student lounge, and volleyball and tennis facilities, as well as many walking trails, picnic areas and a large pond on its 100-acre wooded grounds.

Budget Summary:

Community College	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Operating	\$33,761	\$33,761	\$14,566	\$14,566	\$14,857	\$291	2%
Total	\$33,761	\$33,761	\$14,566	\$14,566	\$14,857	\$291	2%

Parks, Recreation, and Cultural Summary

Department/Budget Unit	FY2020 Revised Budget	FY2021 Proposed	Dollar Change
PARKS & RECREATION	\$678,929	\$653,507	(\$25,422)
PARK OPERATIONS	\$614,629	\$621,214	\$6,585
DAFFODIL FESTIVAL	\$66,646	\$69,460	\$2,814
LIBRARIES	\$1,196,522	\$1,210,529	\$14,007
Parks, Recreation, Cultural Total	\$2,556,726	\$2,554,710	(\$2,016)

Parks & Recreation

Purpose/Objective:

The Parks, Recreation, and Tourism (PRT) Department is responsible for a variety of services utilized by residents and tourists. Services offered are based upon community demand; improving the quality of life of the citizenry; creating a positive effect on the local economy; and acting as good stewards to the natural environment. PRT provides numerous recreational programs such as athletics and enrichment classes for the entire community. Partnerships with athletic leagues, civic clubs and local businesses are encouraged and help to ensure that more needs are met, and services are not duplicated. In addition to offering recreational activities, PRT sponsors and co-sponsors many special events, including holiday celebrations, living history programs and other community occasions such as the Daffodil Festival. Volunteers play a pivotal role and reduce program and event expenses. Hundreds of volunteers donate thousands of hours annually as coaches, referees, event organizers, visitor docents and more. Volunteers are essential in being able to host community programs such as the Daffodil Festival and the Haunted Trail. PRT, its staff and volunteers, have been recognized for their successes statewide and nationally. Our successes are because of the dedication and commitment of all involved. The other three divisions of PRT: Park Operations, Daffodil Festival, and Tourism, are presented as separate budget units.



Major Programs:

- * Provide sports, enrichment and education activities for youth and adults
- * Provide programs for older adults and people with special needs
- * Recruit, hire, train and supervise volunteers, part-time and contractual staff
- * Customer Service - respond to inquiries, and handle registrations, reservations, sales, rentals
- * Organize and oversee special events and festivals
- * Marketing - social media, website, Beehive, press releases, Constant Contact, etc.
- * Fundraising - hold events, seek sponsorships, grants and solicit donations

Performance Measures:

- *Cost Recovery of 30% or higher
- *Increase Recreation Program Participation by 5%
- *Obtain rating of Satisfactory or higher on 95% of program evaluations
- *Performance measure updates coming in FY21...



Budget Summary:

Parks & Recreation	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$549,397	\$538,561	\$571,500	\$571,500	\$571,889	\$389	0%
Operating	\$142,728	\$91,728	\$106,810	\$106,810	\$81,618	(\$25,192)	-24%
Capital Outlay	\$0	\$0	\$619	\$619	\$0	(\$619)	-100%
Total	\$692,125	\$630,289	\$678,929	\$678,929	\$653,507	(\$25,422)	-4%
Full-Time Equivalents	5.5	5.5	5.5	5.5	5.5		

Park Operations

Purpose/Objective:

Park Operations, a division of PRT Department, is responsible for general maintenance and landscaping, as well as preparing ballfields on school grounds and at parks. Gloucester County has eight public parks that are operated and maintained by PRT:

- * Woodville Park, a 100-acre site, is Gloucester County's largest park
- * Beaverdam Park has a 635-acre lake with park access at two locations connected by a trail system along the lake
- * Ark Park and Abingdon Park are both focused on athletics and are leased properties
- * Brown Park, donated by a citizen group, is over 19 acres in size and is undeveloped other than a skateboard park
- * Gloucester Point Beach Park is a 5-acre waterfront on the York River for swimming, fishing, and boating access
- * Tyndall's Point Park, surrounds a parcel owned by the National Park Service, contains the oldest forts in the Country
- * Hunter's Run Park is a small neighborhood lot provided by the subdivision developer

Park features include athletic fields, historically and culturally significant properties, hiking trails, playgrounds, skateboard spot, passive recreation opportunities and more. PRT assists with the maintenance of public boat landings and works closely with the Department of Game & Inland Fisheries and Virginia Department of Transportation to keep more than a dozen boat landings and fishing piers available for public use. PRT relies on tax dollars as well as fees and charges, grants, donations and fund raising for its operations. Park Partners, Inc., a local non-profit organization, supports park operations by helping to fund park construction, providing funds for the purchase of equipment and offering scholarships for people who cannot afford activity fees.



Major Programs:

- * Grounds and facility maintenance - parks, athletic fields and boat landings
- * Patrol and supervise facilities
- * Support other PRT divisions and County departments as needed for park activities and programs

Performance Measures:

- *Number of Visitors at Beaverdam Park
- *Number of Visitors at Woodville Park
- *Expand and diversify usage of County parks through hosting special events
- *Performance measure updates coming in FY21...

Budget Summary:

Park Operations	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$484,083	\$476,883	\$529,561	\$529,561	\$528,993	(\$568)	0%
Operating	\$80,952	\$84,750	\$85,068	\$85,068	\$92,221	\$7,153	8%
Capital Outlay	\$26,518	\$26,518	\$0	\$0	\$0	\$0	0%
Total	\$591,553	\$588,150	\$614,629	\$614,629	\$621,214	\$6,585	1%
Full-Time Equivalents	6.0	6.0	6.0	6.5	7.0		

Daffodil Festival

Purpose/Objective:

The PRT Department works with a volunteer committee to plan and produce Gloucester's largest annual event, the Daffodil Festival. PRT staff assist with logistics, finances, marketing, risk management and other tasks in coordination with the committee. Since its inception, the Daffodil Festival has been run as a break-even or profit-making event. Funds generated, beyond the total of expenditures, are held in a reserve account to be used for special projects and to cover losses in the event of weather cancellation.

Major Programs:

- * Marketing and Advertising - local, regional and statewide promotions; website and social media
- * Customer Service - respond to inquiries from potential vendors, sponsors, registrants and attendees
- * Organize and assist with setting-up and take down of equipment
- * Special Projects - manage beautification efforts, scholarships, grants, etc.
- * Organize and coordinate events at the Festival such as the parade, entertainment, arts and crafts, etc.
- * Fundraising - sales, seek sponsorships and solicit donations

Performance Measures:

- *Maintain Fiscal Solvency through sponsorships, reserving vendor spaces, etc.
- *Festival Weekend Lodging Occupancy Rates
- *New Volunteer Recruitment
- *Performance measure updates coming in FY21...



Budget Summary:

Daffodil Festival	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$17,712	\$15,049	\$16,568	\$16,568	\$16,660	\$92	1%
Operating	\$54,945	\$50,586	\$50,078	\$50,078	\$52,800	\$2,722	5%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$72,657	\$65,635	\$66,646	\$66,646	\$69,460	\$2,814	4%



Libraries

Purpose/Objective:

The Gloucester County Public Library (GCPL) is comprised of two brick and mortar facilities, a bookmobile, and an eLibrary. GCPL is a thriving central hub in the community that provides free internet and Wi-Fi; educational classes and events for all ages; spaces for meetings and study groups; simple business services (copies, faxes, and notary); a wide array of electronic databases for study, research, and personal growth; lifelong learning opportunities and much more. GCPL offers an expanding eBook collection,



audiobooks and music in both CD and downloadable formats, DVDs, print and digital magazines and newspapers, and special Virginia reading collections. GCPL provides 24/7 access to a variety



of online databases, including consumer information, health research, language learning tools, and student resources. Funding is received from the County of Gloucester, the State of Virginia, and the Gloucester County Friends of the Library. Various grants supplement services as well. Through partnerships and

collaborations with local organizations, GCPL extends its reach into the community, attracting new users and expanding access to services.

Major Programs:

- * Provide free computer/Wi-Fi access to the public
- * Provide digital downloads (books, magazines, music)
- * Operate as free public lending facilities with reading materials for all ages, while promoting lifelong learning
- * Support students through various public library/school cooperative programs and events
- * Outreach to the Community: Bookmobile/Pop-Up library services delivered to community partners, adult care facilities, neighborhoods, schools, and summer camps, in an effort to share information with the community
- * Serve as a community center for activities/events/classes for all ages (ex. Summer Reading, Early Literacy, STEAM)
- * Work with Library Board of Trustees, Friends of the Library, and library volunteers to encourage library usage, endowments, and bequests in the community



Performance Measures:

- *Increase number of new patron registrations
- *Increase number of patrons using library facilities
- *Increase patron attendance at library activities, classes, and events
- *Performance measure updates coming in FY21...

Budget Summary:

Libraries	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$714,598	\$712,358	\$746,985	\$746,985	\$756,776	\$9,791	1%
Operating	\$429,868	\$420,317	\$449,537	\$449,537	\$453,753	\$4,216	1%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$1,144,466	\$1,132,675	\$1,196,522	\$1,196,522	\$1,210,529	\$14,007	1%
Full-Time Equivalents	12.0	12.0	12.0	12.0	11.5		

Community Development Summary

Department/Budget Unit	FY2020 Revised Budget	FY2021 Proposed	Dollar Change
CLEAN COMMUNITY	\$24,107	\$23,965	(\$142)
TOURISM	\$248,219	\$276,039	\$27,820
PLANNING & ZONING	\$648,514	\$663,731	\$15,217
ECONOMIC DEVELOPMENT	\$265,975	\$276,553	\$10,578
VIRGINIA COOPERATIVE EXTENSION	\$105,324	\$108,293	\$2,969
Community Development Total	\$1,292,139	\$1,348,581	\$56,442

Clean Community

Purpose/Objective:

The Department of Community Engagement manages the Clean Community Program to promote and coordinate recycling, community clean-ups and beautification efforts and provide educational information and presentations. This program, largely funded through grants and donations, provides community information; coordination of county-wide and community clean-ups; presentations for schools and community groups; coordination and completion of required state recycling report; and liaison with Clean Community Committee. Clean Community supports Community Engagement objectives and programs as outlined in that section.

Major Programs:

*Provide programs, services and resources to help keep Gloucester clean and green, reduce and reuse and educate



Budget Summary:

Clean Community	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$19,775	\$21,311	\$19,773	\$19,773	\$20,165	\$392	2%
Operating	\$4,300	\$5,695	\$4,334	\$4,334	\$3,800	(\$534)	-12%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$24,075	\$27,005	\$24,107	\$24,107	\$23,965	(\$142)	-1%
Full-Time Equivalents	0.5	0.5	0.5	0.5	0.5		



Tourism

Purpose/Objective:

PRT's Tourism division involves promoting the County as a tourist destination and assisting with the development of new tourist related businesses. Joint marketing with the Chamber of Commerce, Main Street Association, and other local businesses reaches throughout the state and beyond. In addition, PRT operates a State-Certified Visitor Center in the Historic Court Circle and coordinates with a private sector business who operates a second visitor center at Gloucester Point on behalf of the County. PRT works with regional and state programs such as the Virginia Film Office and the new Virginia Oyster Country Trail. PRT is also responsible for coordinating the preservation and interpretation of Court Circle buildings. As part of a re-organization initiative as outlined in the Board of Supervisors Three Year Strategic Plan, the Museum of History was added to the Tourism division in FY2016. This consolidation includes acting as liaison to the Historical Committee. Museum staff, Tourism staff, and volunteers work together to conduct special events such as historical reenactments, and educational programs including school field trips and group tours. One example of successful collaboration is the new Local Historical Marker Program, which recognizes and interprets historical sites for residents and tourists. PRT staff also assists the Historical Committee in their efforts to collect, study and preserve historical records and promote preservation and restoration of historically significant buildings and sites.



Major Programs:

- * Operation of County Museum of History and Visitor Centers
- * Organize and assist with special events and festivals including set-up and take down of equipment
- * Marketing - design and produce advertising pieces; create special promotion exhibit and displays
- * Assist with preservation and care of historic buildings and collect and maintain historic records
- * Respond to inquiries, greet and assist visitors, coordinate group tours
- * Fundraising - sales, hold events, seek sponsorships, grants and solicit donations

Performance Measures:

- *Guided Tours of Museum and Court Circle Buildings
- *Visitor Center Sales
- *Visitor Center Guest Count
- *Performance measure updates coming in FY21...

Budget Summary:

Tourism	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$156,470	\$74,958	\$161,307	\$161,307	\$180,427	\$19,120	12%
Operating	\$71,247	\$32,782	\$55,912	\$55,912	\$60,612	\$4,700	8%
Capital Outlay	\$0	\$0	\$31,000	\$31,000	\$35,000	\$4,000	13%
Total	\$227,717	\$107,740	\$248,219	\$248,219	\$276,039	\$27,820	11%
Full-Time Equivalents	1.5	1.5	1.5	1.5	2.5		

Planning & Zoning

Purpose/Objective:

The Department of Planning and Zoning (P&Z) is committed to assisting the County in realizing its long-range planning goals and visions through a cooperative partnership with the community. We aspire to help people achieve their subdivision and development goals consistent with the community's overall plan. P&Z responsibilities include: the implementation and enforcement of the zoning and the subdivision ordinances; zoning permits for construction, home occupations and business licenses; zoning enforcement cases; and current and long-term planning projects. We serve as support staff to the Planning Commission (PC) in preparation of the agenda and packets for their meetings. The PC which is responsible for making recommendations to the BOS regarding amendments to the zoning and subdivision ordinances and to the Board of Zoning Appeals, whose function is to hear appeals or variances to the zoning ordinance and to review applications for special exceptions. The PC is also responsible for the preparation of the Comprehensive Plan or any other land use plans and for the preparation of the zoning ordinance and zoning amendments. The PC and P&Z work together on long range planning projects such as updating the comprehensive plan and developing sub-area plans and code amendments to implement the adopted plan. Since land use planning and regulations impact and interact with many facets of county government, P&Z works closely with County Administration and the BOS on land use decisions and with community engagement in these decisions. We also serve on various committees such as the site plan committee, the capital improvement plan development committee, flood plain management committee, as well as several regional committees.



Major Programs:

- *Updating the zoning ordinance and subdivision ordinances to implement the recently adopted comprehensive plan and sub-area plans
- *Current planning; such as commercial site plan review, subdivision plat review, rezoning applications, conditional use and special use permits, and code amendments to address specific deficiencies in the current zoning and subdivision ordinances
- *Comprehensive Planning for the County and sub-area plans including participation in Capital Improvement Planning
- *Issuance of zoning permits for construction, businesses and uses to ensure consistency with the County's zoning ordinance and other ordinances
- * Enforcement of the zoning and subdivision ordinances



Performance Measures:

- *Complete revised zoning Table of Permitted Uses and begin revisions to the zoning districts including the B-2 Village Business District to reduce regulations that inhibit or delay growth of business
- *Maintain permit turn-around time to 10 days or less for at least 95% of zoning permit applications
- *Staff training and development - each staff member will participate in at least one job related training opportunity this year.
- *Performance measure updates coming in FY21...

Budget Summary:

Planning & Zoning	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$601,516	\$602,331	\$629,212	\$629,212	\$643,165	\$13,953	2%
Operating	\$19,500	\$14,761	\$19,302	\$19,302	\$20,566	\$1,264	7%
Capital Outlay	\$6,413	\$6,413	\$0	\$0	\$0	\$0	0%
Total	\$627,429	\$623,505	\$648,514	\$648,514	\$663,731	\$15,217	2%
Full-Time Equivalents	6.0	6.0	7.0	7.0	7.0		

Economic Development

Purpose/Objective:

The mission of the Department of Economic Development is to enhance the quality of life and raise the standards of living for Gloucester County residents through aggressive business recruitment and expansion assistance, thereby expanding the tax base and creating higher-income employment opportunities. The Department supports the Economic Development Authority in their roles and responsibilities for land development, land acquisition, bond financing and other development activities. Overall departmental goals and objectives involve creating opportunities for economic development through desirable growth, expansion, retention and attraction in working as partners to develop a climate conducive in maintaining the quality of life in Gloucester. Some major challenges to accomplishing these goals: limitations to infrastructure - Water, sewer and broadband; aging population; lack of marketable product for commercial/industrial expansions and new business recruitments; lack of adequate funding for future improvements, utilities, infrastructure and land.



Major Programs:

*Marketing Plan/Program - determined to be a priority in the joint Board of Supervisors/Economic Development Authority 3-year strategic action plan; supports the department's initiatives to increase jobs and capital investment for Gloucester. The services provided in the plan include direct mail campaigns, existing business visitation program, attendance at trade shows, marketing missions and conferences with the Virginia Economic Development Partnership (VEDP), Virginia Economic Developers Association (VEDA) and the International Economic Development Council (IEDC), maintaining a business friendly website, potential prospect visits and development of an electronic newsletter.



*Small Business Incentive Program - to provide incentives to small businesses for new business recruitment and business expansions. The program includes grants for rent assistance, property improvements, façade improvements, advertising and website development. The incentive program makes Gloucester more competitive in its economic development efforts.

*Partnership with Peninsula Council for Workforce Development (PCWD) - along with the City of Poquoson, Williamsburg, York County, City of Hampton, James City County and Newport News. The PCWD's mission is to provide human capital solutions through creative funding strategies and viable partnerships, such as with the local colleges & universities, public school systems, and the business community, to keep our region globally and economically strong.

*Partnership with Middle Peninsula Regional Airport Authority - King & Queen County, King William County and the Town of West Point. The Authority owns and administers the Middle Peninsula Regional Airport.



Performance Measures:

*Performance measure updates coming in FY21...



Budget Summary:

Economic Development	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$168,143	\$165,849	\$172,359	\$172,359	\$182,937	\$10,578	6%
Operating	\$88,716	\$88,829	\$93,616	\$93,616	\$93,616	\$0	0%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$256,859	\$254,677	\$265,975	\$265,975	\$276,553	\$10,578	4%
Full-Time Equivalents	2.0	2.0	2.0	2.0	2.0		



Virginia Cooperative Extension-Gloucester County

Purpose/Objective:

The Gloucester office of Virginia Cooperative Extension is one of 107 county/city units across the state improving the lives of citizens through the resources of its two land grant universities: Virginia Tech and Virginia State University. The Extension provides research-based educational programs and resources in the areas of agriculture and natural resources, family nutrition, wellness, finance, youth development, community viability, as well as disaster management and assessment. The office receives funding from the U.S. Department of Agriculture, the Commonwealth, and local government, along with donations, grants and fees.

Major Programs:

*Agriculture and Natural Resources programs help sustain the profitability of agricultural production and enhance and protect the quality of our land and water resources. Virginia Cooperative Extension strives to improve the well-being of Virginians and increase producers' profitability through programs that help put knowledge to work in people's lives.

*4-H is the youth development education program of Virginia Cooperative Extension. 4-H is rich with learning experiences where young people partner with caring adults and volunteers in a fellowship unlike any other program available to youth today. Youth learn citizenship, leadership and life skills through 4-H club, camp and school programs.

*Families and Consumer Sciences programs strengthen families and improve lives. From nutrition to finance, Extension offers research backed solutions to the problems facing today's families.

*The Supplemental Nutrition Program provides nutrition education to limited resource youth and adults, helping them to lead healthier lives.



Performance Measures:

*4-H enrollment of extended learners (more than 6 hours of education).

*Number of certified pesticide applicators

*Direct learners in financial education

*Number of extended learners in nutritional education programs for those with limited resources

*Performance measure updates coming in FY21...



Budget Summary:

Virginia Cooperative Extension	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Personnel (includes PT WAR)	\$49,182	\$49,052	\$51,312	\$51,312	\$52,269	\$957	2%
Operating	\$52,738	\$46,153	\$54,012	\$54,012	\$56,024	\$2,012	4%
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total	\$101,920	\$95,205	\$105,324	\$105,324	\$108,293	\$2,969	3%
Full-Time Equivalents	1.0	1.0	1.0	1.0	1.0		

Civic Contributions/Non-departmental Summary

Budget Unit	FY2021 Proposed Budget
Bay Aging – Senior Citizen Center	\$ 15,000
Bay Agency-Bay Transit	\$ 142,800
VersAbility-Puller Center	\$ 13,000
Avalon	\$ 5,000
Boys & Girls Club	\$ 30,000
Tidewater Soil & Water Conservation District	\$ 12,500
Gloucester Housing Partnership	\$ 36,000
Gloucester Mathews Free Clinic	\$ 65,000
<hr/>	
Total	\$ 319,300

Bay Aging – Senior Citizen Center

Purpose/Objective:

Bay Aging's mission is to deliver the programs and services people of all ages need to live independently in their communities for as long as possible. Gloucester citizens of all ages have access to Bay Aging's entire suite of services - options counseling, home delivered meals, long-term care, transitional care, veterans' directed home and community services, adult day care, senior center, insurance counseling, senior employment, ombudsman, legal aid, transportation, housing choice voucher program (section 8 housing), service enriched senior apartment community, weatherization, and indoor plumbing rehabilitation. Through Community Action's Temporary Assistance to Needy Families (TANF), partnerships are formed with other organizations who specialize in low-income family and youth programs and services. The initiatives, from Bay Aging Logic Model and Work Plan, directly support Gloucester County's vision and strategic priority for human services such as: senior employment training for re-entry into the workforce; care planning; respite services through adult day care; coaching services help seniors and caregivers learn health self-management; shorter hospital stays-lowering healthcare costs; long-term health care services for Medicare/Medicaid patients; home delivered meals to the homebound, senior centers providing enrichment, education, and socialization; long-term care services for veterans; and access to behavioral health services.

Budget Summary:

Bay Aging-Senior Citizen Center	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Contribution	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$0	0%
Total	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$0	0%

Bay Aging-Bay Transit

Purpose/Objective:

Another facet of Bay Aging is Bay Transit. Bay Transit has 4 major initiatives - public transportation for people of all ages; New Freedom mobility management for people with disabilities and seniors; MedCarry non-emergency medical transportation for seniors and people with disabilities; and the Courthouse Circulator for people of all ages. Public transportation provides door to door services 12 hours per day, Monday through Friday. The Courthouse Circulator provides a dedicated route in the Courthouse area that is available to all Monday through Friday. New Freedom is funded with federal funds and grants. MedCarry uses volunteers to provide service and is funded through grants, private donations and small rider fees. New Freedom and MedCarry do not require local match funds. The following initiatives, from Bay Aging Logic Model and Work Plan, directly support the County's vision: barriers to continuous employment are reduced or eliminated through public transportation; access to consumer goods and services are greatly increased through each Bay Transit initiative; people of all ages access Bay Transit to reach higher education at Rappahannock Community College; cooperative efforts with others has strengthened Gloucester County's infrastructure through alternative transportation options; Bay Transit is a GUEST partner, transporting the homeless to designated GUEST locations; the Middle Peninsula Regional Transit facility is a certified LEED Gold building for energy efficiency and increased efficiency in regional operations based in Gloucester.

Budget Summary:

Bay Agency - Bay Transit	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Contribution	\$114,085	\$114,085	\$142,800	\$142,800	\$142,800	\$0	0%
Total	\$114,085	\$114,085	\$142,800	\$142,800	\$142,800	\$0	0%

VersAbility-Puller Center

Purpose/Objective:

The purpose of the Puller Center is to provide long-term employment, training, and day support services to adults with disabilities. Our objective, service targets, and action plan helps advance the County's Vision Statement for 2035 and two of its seven priorities: the economy and human services. By creating work for people with disabilities we reduce the unemployment rate they face, which stands at 70% nationally. We provide a skilled and dedicated workforce for the businesses of Gloucester and the other counties on the Middle Peninsula and Northern Neck. The Puller Center's day support program fosters the continued growth and development of adults with disabilities by engaging them in our community. VersAbility Resources supports people with disabilities in leading productive and fulfilling lives. We support nearly 1,400 individuals with disabilities annually through employment, day support, community living, and early childhood programs. Funding from Gloucester County will be used to provide staff support to individuals with disabilities at the Puller Center. To complete their daily work, individuals with disabilities in the program require supervision and support not typically found in other job settings. A supervisor from the Puller Center works with individuals to assist them in meeting their daily job requirements. In addition to staffing and staff development, funding will provide specialized tools, assistive technology, and equipment needed by employees with disabilities to complete jobs at the Puller Center and provide transportation to community activities for individuals in our day support program. Individuals from the Puller Center help local businesses thrive by providing a dedicated and flexible workforce to meet their long and short-term needs. We continue to expand our partnerships with some of our long-standing business partners and have created new partnerships with several regional businesses. In addition to the pride and independence that comes from earning their own wages, regular work allows people with disabilities to engage in ongoing physical activity and benefit from regular social interaction.

Budget Summary:

VersAbility-Puller Center	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Contribution	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000	\$0	0%
Total	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000	\$0	0%

Avalon

Purpose/Objective:

Provide shelter and outreach services to victims of domestic violence, sexual assault and trafficking. Targeted service area includes the entire Ninth Judicial Circuit, which includes the Gloucester, Mathews, Middlesex, King William, and King and Queen counties.

Budget Summary:

Avalon (formerly Laurel Shelter)	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Contribution	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0%
Total	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0%

Boys & Girls Club

Purpose/Objective:

Our mission is to inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens. Our vision for 2020 is to make a lasting impression in the community by providing youth the skills and encouragement to graduate from high school with a plan for the future to live as healthy and productive citizens. Our service targets are youth ages 6-18 who live in Gloucester County. Our action plan, Vision 2020, helps to advance Gloucester County's Vision Statement for 2035 and its seven priorities by providing youth with programs, activities and services that give them the opportunity to develop into concerned citizens who give back to the communities in which they live and work. Encouraging our youth to become concerned citizens will help them to enjoy the benefits of living in Gloucester. Boys & Girls Club provides daily youth development programs and activities during the after-school hours and summer months to youth. Youth attending our Gloucester Unit have the opportunity to participate in a variety of programs that focus on five core areas: Education & Career Development, Character & Leadership Development, Health & Life Skills, Sports, Fitness & Recreation, and The Arts. Caring adult professionals provide guidance as youth participate in programs like Power Hour Homework Help, Project Learn, and Youth of the Year among other fun and engaging programs.

Budget Summary:

Boys & Girls Club	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Contribution	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$0	0%
Total	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$0	0%

Tidewater Soil & Water Conservation District

Purpose/Objective:

The mission of the Tidewater Soil and Water Conservation District is to promote the conservation of natural resources through stewardship, outreach, and education. The leadership of the District is committed to two basic concepts; local citizens can best identify and find solutions to local environmental and conservation issues and the District, or through assistance with its cooperating agencies, will assist individuals with their natural resources conservation planning and problem solving. We administer the Virginia Agricultural Cost Share Best Management Program and promote natural resources conservation. This BMP program provides reductions in nonpoint source pollutants and environmental contamination. This program improves the water quality and helps ensure a healthy ecosystem by encouraging farmers to voluntarily implement agricultural practices such as planting cover crops or excluding cattle from streams. Also, this promotes local businesses that assist in the installation of these practices. This has further implications of providing a more beautiful rural environment and healthy ecosystem that is beneficial and attractive to local residents. It also helps achieve the 2017 Chesapeake Bay Watershed Implementation Plan goals. Programs include pasture clearing plans, two \$1,000 college scholarships are awarded annually- Christopher Pointer of Gloucester was this year's recipient, youth conservation camp scholarships, SOL based educational programs, Arbor Day programs, farm tours, assist landowners with questions or issues, and promote good stewardship in daily interactions.

Budget Summary:

Tidewater Soil & Water Conservation	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Contribution	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$0	0%
Total	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$0	0%

Gloucester Housing Partnership

Purpose/Objective:

Our mission is to provide basic home repair to make the home safe and accessible for individuals and families in Gloucester County. Our vision is to grow and expand to meet the housing repair needs of Gloucester County Citizens. Working with low-income, elderly and disabled families to complete much needed repairs to their homes, we make housing in Gloucester County safe, accessible, warm and dry. Fixing plumbing, working on electrical, installing ramps for accessibility, roofs and HVAC system repairs at no cost to the homeowner are typical of our efforts. We prioritize our projects based on the urgency of the home repair, stressing livability and safety. Working with a full-time Class A contractors, volunteers, and local governmental agencies we strive to help as many Gloucester residents as possible.

Budget Summary:

Gloucester Housing Partnership	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Contribution	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000	\$0	0%
Total	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000	\$0	0%

Gloucester Mathews Free Clinic

Purpose/Objective:

The mission of the Gloucester Mathews Care Clinic is to provide community-based healthcare, including medical services, medications, dental and educational services for the residents of Gloucester and Mathews Counties who lack health insurance or the resources to pay for medical care. The Clinic provides these services through the efforts of compassionate volunteers and staff as well through contributions from churches, civic groups, individuals and businesses who share our values and concerns. To qualify for services patients must have no medical insurance, have family incomes at or less than 200% of the poverty level and reside within Gloucester or Mathews Counties. Educating the public to the Clinic's existence and getting information to those who need our service is an on-going priority. Continuing to recruit volunteers including doctors, dentists, pharmacists etc. necessary to provide service is also an ongoing focus. We currently have almost 500 volunteers who provided services valued at \$17.2M in 2014.

Budget Summary:

Gloucester Mathews Free Clinic	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Expenditure							
Contribution	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$0	0%
Total	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$0	0%

Contingency & Other Budget Matters Summary

Budget Unit	FY2021 Proposed Budget
Pay Matters	\$ 311,292
Health Insurance Increase	\$ 50,025
Facilities Maintenance Repair & Replacement (FMRR)	\$ 591,700
Vacancy and Transfer Savings	\$ (854,369)
Contingency/Grants Nonmatching	\$ 50,000
County Administrator's Contingency	\$ 183,000
Contingency Recovered Cost	\$ 135,500
Total	\$ 467,148

Contingency & Other Budget Matters

Purpose/Objective:

The Contingency provides funds for the County Administrator's initiatives and uncertainties relative to State and Federal funding as well as to offset costs related to unforeseen emergent needs, including unanticipated expenditures of a nonrecurring nature, or to meet unexpected small increases in service delivery costs. This section is also used during the budget development process (Proposed Budget) as a holding location for items such as anticipated health insurance increase, compensation increases, facilities maintenance or capital outlay items until funding is approved by the Board of Supervisors.

Pay Matters includes a 1.6% COLA for County employees, the FY20 missed step and the FY21 step.

Health Insurance Increase is funded at 1.5% above current fiscal year.

Funding of the County Facility Maintenance, Repair, and Replacement (FMRR) of \$592K funded by a rebalancing of the FMRR committed fund balance and the Cable Services committed fund balance.

Vacancy and Transfer Savings of \$854K. The Vacancy and Transfer Savings is evaluated every year based on past trends and future expectations. It is expected that with the compensation improvements, the recruitment market will still be competitive especially for some very hard to fill positions as well as an increase in those eligible to retire.

Contingency/Grant (Non-matching) allows for appropriation of small non-matching, non-personnel related grants that are applied for throughout the fiscal year, to be appropriated quickly when the grant is awarded.

The County Administrator's Contingency remains at the same level from FY2019 and FY2020, and will be funded with Assigned Fund Balance instead of recurring operating revenues since historical usage has mainly been for one-time or emergent needs.

Other Funds & General Fund Transfers Summary

Budget Unit	FY2021 Proposed Budget	Proposed Transfer
Schools - Operating Request	\$ 63,357,01,	\$ 28,376,895
Schools - Special Education	\$ 743,523	\$ 0
Schools – Cafeteria	\$ 2,792,461	\$ 0
Children’s Services Act	\$ 1,424,000	\$ 613,000
Social Services	\$ 5,459,942	\$ 1,806,979
Capital Improvement Plan	\$ 46,578,196	\$ 1,116,050
Debt Service	\$ 4,261,041	\$ 4,027,772
Utilities	\$ 5,145,488	\$ 0
Gloucester Sanitary District #1	\$ 31,000	\$ 0
Gloucester Point Sanitary District	\$ 23,000	\$ 0
Mosquito Control	\$ 114,325	\$ 0
<hr/>		
Total		\$ 35,940,696

*The Schools Superintendent’s Proposed Operating Budget request included \$34 million as the County Contribution for Local Transfer.

Schools – Operating, Special Education, and Cafeteria Funds

Purpose/Objective:

As a strong community of learners, Gloucester County Public Schools (GCPS) is dedicated to creating and sustaining an environment that emphasizes education, embraces diversity, and empowers its stakeholders (students, families, staff, and community) to accomplish individual, as well as, collective goals. GCPS vision is to provide an environment that focuses on meeting and exceeding the expectations of its stakeholders in each facet of the educational process, which includes, but is not limited to: instruction and academic achievement, school, family and community relationships, operations, safety, and emotional/mental health & wellness.

Budget Summaries:

School Operating Fund	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
Local	\$300,596	\$264,067	\$300,596	\$300,596	\$300,596	\$0	0%
Local Transfer	\$25,900,108	\$25,591,785	\$26,930,277	\$26,930,277	\$28,376,895	\$1,446,618	5%
Commonwealth	\$30,969,339	\$29,694,772	\$32,084,006	\$32,084,006	\$32,193,281	\$109,275	0%
Federal	\$2,482,026	\$2,435,212	\$2,486,238	\$2,486,238	\$2,486,238	\$0	0%
Total Revenue	\$59,652,069	\$57,985,836	\$61,801,117	\$61,801,117	\$63,357,010	\$1,555,893	3%
Expenditure							
School Operating	\$59,652,069	\$57,985,836	\$61,801,117	\$61,801,117	\$63,357,010	\$1,555,893	3%
Total Expenditure	\$59,652,069	\$57,985,836	\$61,801,117	\$61,801,117	\$63,357,010	\$1,555,893	3%

Special Education	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
Local	\$672,698	\$602,245	\$708,686	\$708,686	\$717,523	\$8,837	1%
Local Transfer	\$0	\$0	\$0	\$0	\$0	\$0	0%
Commonwealth	\$52,000	\$10,844	\$26,000	\$26,000	\$26,000	\$0	0%
Federal	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total Revenue	\$724,698	\$613,089	\$734,686	\$734,686	\$743,523	\$8,837	1%
Expenditure							
Special Education	\$724,698	\$596,219	\$734,686	\$734,686	\$743,523	\$8,837	1%
Total Expenditure	\$724,698	\$596,219	\$734,686	\$734,686	\$743,523	\$8,837	1%

Cafeteria	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
Local	\$1,294,300	\$1,096,808	\$1,337,300	\$1,337,300	\$1,378,870	\$41,570	3%
Local Transfer	\$0	\$0	\$0	\$0	\$0	\$0	0%
Commonwealth	\$39,492	\$41,302	\$40,591	\$40,591	\$40,591	\$0	0%
Federal	\$1,244,681	\$1,273,386	\$1,275,582	\$1,275,582	\$1,338,000	\$62,418	5%
Miscellaneous	\$35,000	\$0	\$35,000	\$35,000	\$35,000	\$0	0%
Total Revenue	\$2,613,473	\$2,411,496	\$2,688,473	\$2,688,473	\$2,792,461	\$103,988	4%
Expenditure							
Cafeteria	\$2,613,473	\$2,469,338	\$2,688,473	\$2,688,473	\$2,792,461	\$103,988	4%
Total Expenditure	\$2,613,473	\$2,469,338	\$2,688,473	\$2,688,473	\$2,792,461	\$103,988	4%

Children's Services Act

Purpose/Objective:

The Department of Social Services serves as the Fiscal Agent for the Children's Service Act (CSA, formerly known as the Comprehensive Services Act) funds. The Community Policy and Management Team (CPMT), who is appointed by the Board of Supervisors, is responsible for approving a budget to be presented to the County each year. The intent of the CSA is outlined in the Code of Virginia, Title 2.2, Section 52, which is to have a collaborative system of services and funding that is child-centered, family-focused and community-based when addressing the strengths and needs of troubled and at-risk youth and their families. Funding for the CSA program is comprised of State and Local dollars only, no Federal dollars involved. Local match rates vary for the various services provided under the CSA program. The CSA process is an extremely complex process that must include a utilization review and management component as well as comply with general accounting standards. CSA supports the County and Schools programs, goals, and objectives.

What are my family's rights under CSA?
Custodial parents and legal guardians have the following rights and responsibilities:

- Right to receive prior notification of any meeting in which the FAPT will be discussing the child and family and right to participate in the meeting in which the child and family will be discussed.
- Right to consent to the staffing of the child and family and to inspect and review any records relating to the staffing of the child and family by the FAPT.
- Right to request an amendment of FAPT records if information contained therein is found to be inaccurate.
- Right to be made aware of recommendations by the FAPT.
- Right to appeal the recommendations of the FAPT and receive a written reply. (See appeal process below.)
- Right and responsibility to participate in developing the Individual Family Service Plan and to acknowledge their agreement by signing the Individual Family Service Plan before services are delivered.

Right to Appeal
Any youth or their legal guardian dissatisfied with the action of the FAPT, including but not limited to assessments, planning or implementation of services may file a written request for a review to the CPMT. The youth and/or legal guardian shall submit a written request for review to the CPMT within ten (10) calendar days of receipt of FAPT notice. CPMT must hold a review within forty-five (45) calendar days after receiving a request for review. The CPMT may uphold or alter the FAPT's decision and shall respond in writing.

How can I get more information or help?
Who should I contact?

If you need more information about the Children's Services Act or have questions or concerns, please contact Gloucester's CSA Coordinator:

Dominique Preflow, B.S., MBA
Gloucester Department of Social Services
6641 Short Lane
P.O. Box 1390
Gloucester, VA 23061
Main: (804) 693-2671
Office: (804) 693-1285
dominique.preflow@do.sos.virginia.gov

Putting the Pieces Together

Your Guide to the Children's Services Act

Performance Measures:

- *Emergency requests will be reviewed and assessed by Family Assessment and Planning Team within 14 days of request
- *Approved assessment instrument to be used on each child receiving services at intervals required by State policy
- *Utilization reviews will meet the State criteria for each type of case as to frequency.

Budget Summary:

Children's Services Act Fund	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
Local	\$3,720	\$6,168	\$3,720	\$3,720	\$3,720	\$0	0%
Local Transfer	\$403,597	\$399,632	\$613,000	\$613,000	\$613,000	\$0	0%
Commonwealth	\$789,280	\$429,863	\$789,280	\$789,280	\$789,280	\$0	0%
Federal	\$18,000	\$31,303	\$18,000	\$18,000	\$18,000	\$0	0%
Total Revenue	\$1,214,597	\$866,965	\$1,424,000	\$1,424,000	\$1,424,000	\$0	0%
Expenditure							
Children's Services	\$1,214,597	\$866,965	\$1,424,000	\$1,424,000	\$1,424,000	\$0	0%
Total Expenditure	\$1,214,597	\$866,965	\$1,424,000	\$1,424,000	\$1,424,000	\$0	0%



Social Services

Purpose/Objective:

The mission of the Gloucester Department of Social Services is to help Gloucester citizens triumph over poverty, abuse, and neglect to shape strong futures for themselves, their families and our community. The overall goal of the Department is to provide access and services to individuals and families for adequate, affordable and high-quality services to enable them to be self-sufficient and/or function at their highest level. The administration of the Social Services is supported through a blend of federal, state and local funding. The majority of the general fund appropriations to Social Services are based on the required match for various federal and state mandated programs (per Code of Virginia, Chapter 63.2). Many of the benefits are spent within the County thus adding additional revenue to the County and benefiting businesses in the community. Each program/service provided either directly or indirectly promotes the goal of self-sufficiency and a healthy community. In order to carry out these mandated programs/services there must be a certain level of administrative support which represents the largest portion of the budget. For programs such as Supplemental Nutritional Assistance Program (SNAP, formerly known as Food Stamps) and Medicaid it is essential that we timely and accurately



determine eligibility and deter fraud. For service programs, it is required by Virginia Code that we provide child and adult protective services and foster care services, twenty-four hours per day, seven days a week. Historical and recent data demonstrates that the Social Services Department was greatly impacted by the negative economic conditions setting record high levels for caseloads. This trend of increased citizens receiving services continues despite improvements in our economy. Gloucester County has also seen an increase in reported domestic violence as well as an increase in more potent illegal substance use and prescription drug abuse. This greatly impacts the child welfare services with more intensive service needs. Social Services is also the fiscal agent for the Children's Services Act which is presented separately.

Major Programs:

- *Supplemental Nutritional Assistance Program (SNAP, formerly known as Food Stamps) and Medicaid assistance
- *Temporary Assistance to Needy Families (TANF, formerly known as a welfare check)
- *Virginia Initiative to Employment not Welfare (VIEW, a required work/education program for TANF recipients)
- *Subsidized Child Care to participants in the VIEW program
- *Services to assist adults to remain in their home (Adult Services)
- *Services that are court ordered or required due to abuse, neglect or exploitation of vulnerable populations such as children, disabled adults and the elderly (Adult Protective and Child Protective services)
- *Foster Care and Adoption services are also a critical part of the mandated range of services provided
- *Court ordered parental assessments and supervised visitation with noncustodial parents



Performance Measures:

*SNAP application processing timeliness for 7- and 30-day Federal requirements

*Medicaid applications determined within time frame of 10-, 45- and 90-day Federal requirements

*Safety and well-being of children ensuring that all required visits with youth in care are made according to Federal and State mandates.

*Performance measure updates coming in FY21...

Budget Summary:

Social Services	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
Local	\$0	\$1,368	\$0	\$0	\$0	\$0	0%
Local Transfer	\$1,308,032	\$1,279,423	\$1,711,314	\$1,711,314	\$1,806,979	\$95,665	6%
Commonwealth	\$1,522,544	\$1,311,164	\$1,561,348	\$1,561,348	\$1,594,986	\$33,638	2%
Federal	\$1,860,872	\$1,987,906	\$1,971,050	\$1,971,050	\$2,057,977	\$86,927	4%
Total Revenue	\$4,691,448	\$4,579,861	\$5,243,712	\$5,243,712	\$5,459,942	\$216,230	4%
Expenditure							
Social Services	\$4,691,448	\$4,579,861	\$5,243,712	\$5,243,712	\$5,459,942	\$216,230	4%
Total Expenditure	\$4,691,448	\$4,579,861	\$5,243,712	\$5,243,712	\$5,459,942	\$216,230	4%
Full-Time Equivalents	44	44	46	48	51		

Capital Improvement Plan

Purpose/Objective:

The purpose of having a Capital Improvement Plan (CIP) is to assess the County's existing condition and identify needs which must be addressed to accomplish planning goals set forth by the Board of Supervisors (BOS). The CIP sets forth needs and priorities to coordinate the development of County facilities with anticipated funding sources, growth, and the community's ability to pay. Having adequate public infrastructure is important to the effective and efficient delivery of services to the community. The CIP is also an important tool in ensuring efficient use of limited financial resources. The acquisition, construction, expansion, rehabilitation and upgrading of infrastructure constitute a major demand on the financial resources that must be planned for in advance and must be comprehensive. A 5 Year CIP serves as a "blueprint" for the future of the community and is a dynamic tool, not a static document, to be updated annually to define needs, set priorities, plan funding and anticipate impacts of



proposed capital projects on the operating budget of the government. More information on the 5 Year CIP is provided later in this Budget Book. The

first year of the CIP is a combined capital and major maintenance budget and is a list of projects for implementation during the coming fiscal year. Available funding for a project is comprised of appropriations from previous years (i.e., appropriations-to-date) and "Year One" funding. Resources in Years 2 through 5 are un-appropriated and are not available for expenditures. At the same time that appropriations occur, the estimated revenues or means of financing involving cash/pay-as-you-go (PAYGo), bonds, leases, or other debt instruments are authorized. These annual funding allocations may be increased by funds available through grants from State or Federal agencies or other newly identified sources of funding.

Approved Projects:

Department	Approved Capital Project	FY2021 Projected Costs	Proposed Funding Source
Schools	HVAC Replacement	\$955,000	Debt/VP SA
Schools	Lighting Replacement Program- Botetourt, Bethel, Achilles, and TC Walker	\$683,293	Debt
Schools	School Bus Replacement Program (5 per year)	\$500,000	Debt
Schools	Bus Safety Communication System	\$350,000	Current Operating Revenues
Schools	Paving Project-Botetourt, Petsworth, Peasley, Bethel, Achilles and TCWEC	\$498,000	Debt/VP SA
Schools	RENOVATION of Gloucester High School-Design	\$29,847,288	Debt/VP SA
Schools	Bus Compound	\$4,750,000	Debt/VP SA
Administration	Broadband VATI Grant Match	\$2,728,565	Committed Fund Balance, Grant-Federal, State, Local, Other Sources
Engineering Services	Court Circle Site Improvements	\$150,000	Current Operating Revenues
Engineering Services	Aberdeen and Timberneck Dredging	\$6,000,000	Grant Funded
Facilities Management	Arc Flash General Fund	\$116,050	Current Operating Revenues / Unassigned Fund Balance
	Projected Carryforwards from FY2020 Approved Capital Projects		
	TBD		
Total Capital Fund		\$46,578,196	

Budget Summary:

Capital Fund	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
Local	\$39,556	\$17,126	\$263,974	\$263,974	\$0	(\$263,974)	-100%
Local Transfer	\$1,710,758	\$1,638,119	\$4,476,028	\$4,476,028	\$1,116,050	(\$3,359,978)	-75%
Commonwealth	\$150,000	\$195,255	\$419,435	\$419,435	\$8,228,565	\$7,809,130	1862%
Federal	\$348,013	\$258,508	\$2,668,246	\$2,668,246	\$0	(\$2,668,246)	-100%
Loan Proceeds	\$0	\$0	\$5,629,916	\$5,629,916	\$37,233,581	\$31,603,665	561%
Committed FB	\$16,932	\$0	\$33,245	\$33,245	\$0	(\$33,245)	-100%
Total Revenue	\$2,265,259	\$2,109,008	\$13,490,844	\$13,490,844	\$46,578,196	\$33,087,352	245%
Expenditure							
Capital Projects	\$2,265,259	\$2,111,755	\$13,490,844	\$13,490,844	\$46,578,196	\$33,087,352	245%
Total Expenditure	\$2,265,259	\$2,111,755	\$13,490,844	\$13,490,844	\$46,578,196	\$33,087,352	245%

Debt Service

Purpose/Objective:

The Debt Service Fund was established as the repository of funding for principal and interest costs on outstanding debt. The County has no statutory limit, or "legal debt margin," on the amount of debt it can issue. The BOS has, however, adopted financial policies that set several parameters on the amount of annual debt service payments, for tax supported debt as outlined in the table below. This fiscal policy serves as a guide for the level of debt funded CIP projects. Debt is considered tax supported if general tax revenues are used or if the County has made a pledge of annual appropriation to repay the debt. This debt includes general obligation debt, Virginia Public School Authority (VPSA), State Literary Fund Loans, and capital lease agreements. The Constitution of Virginia and the Virginia Public Finance Act provide the authority for a County to issue general obligation debt secured solely by the pledge of its full faith and credit, as well as debt secured by the fee revenues generated by the system for which the bonds are issued and, if necessary, by general obligation tax revenues. The County is also authorized to issue debt secured solely by the revenues of the system for which the bonds are issued. There is no limitation imposed by State law or local ordinance on the amount of general obligation debt which a County may issue; however, with certain exceptions, debt which either directly or indirectly is secured by the general obligation of a County must be approved at public referendum prior to issuance. Debt secured solely by the revenues generated by the system for which the bonds were issued may be issued in any amount without a public referendum.

Summary of County debt, which includes School Board debt:

	Date Issued	Original Amount	Balance at June 30, 2020	Last Payment Due
SCHOOL DEBT				
General Obligation Bonds VPSA				
Achilles & Botetourt	November 6, 2003	7,525,000	2,650,000	July 15, 2023
Abingdon Elementary	November 9, 2006	6,505,000	3,340,000	July 15, 2026
Abingdon	November 8, 2007	6,364,713	3,108,053	July 15, 2027
VPSA 2011	December 15, 2011	500,000	370,000	December 1, 2030
VPSA 2012	October 31, 2012	5,999,684	4,999,730	December 1, 2034
VPSA 2013	November 21, 2013	15,845,000	12,760,000	July 15, 2033
Total School Debt			27,227,783	
PRIMARY GOVERNMENT DEBT				
Courthouse Series 2015 Refunding	August 12, 2015	6,725,000	5,590,000	November 1, 2030
Communications System	July 1, 2016	1,020,726	368,063	July 1, 2020
Total County Debt			5,958,063	
Grand Total Debt			33,185,846	

Budget Summary:

Debt Service Fund	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
Local	\$30,000	\$31,348	\$0	\$0	\$0	\$0	0%
Local Transfer	\$4,224,734	\$4,215,159	\$3,969,539	\$3,969,539	\$4,027,772	\$58,233	1%
Federal	\$235,030	\$241,457	\$277,839	\$277,839	\$233,269	(\$44,570)	-16%
Loan Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	0%
Total Revenue	\$4,489,764	\$4,487,964	\$4,247,378	\$4,247,378	\$4,261,041	\$13,663	0%
Expenditure						\$0	0%
Debt Service	\$4,489,764	\$4,487,964	\$4,247,378	\$4,247,378	\$4,261,041	\$13,663	0%
Total Expenditure	\$4,489,764	\$4,487,964	\$4,247,378	\$4,247,378	\$4,261,041	\$13,663	0%

Utilities

Purpose/Objective:

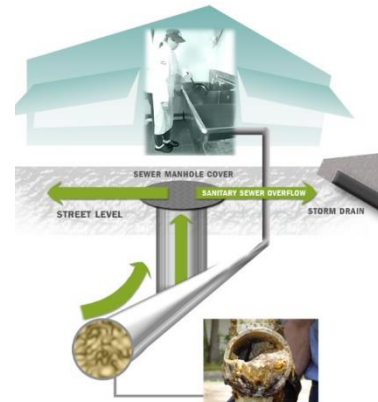
The Department of Public Utilities is committed to meeting the present and future water and wastewater needs of Gloucester County by providing quality public service at reasonable costs while complying with all federal, state, and local regulations regarding water quality. The Department provides water service to approximately 4600 accounts and sewer service to approximately 1500 accounts. The Department operates a surface water plant, a reverse osmosis groundwater plant, 17 wastewater pump stations, and a maintenance yard. The water treatment plant meets the annual average daily demand of 1.3 million gallons with water drawn equally from the Beaver Dam reservoir and from the reverse osmosis wells. The wastewater collection system, and subsequent off-site treatment and disposal, reduces the amount of nitrogen entering the Chesapeake Bay as well as the exposure to potentially hazardous conditions in the tributaries to the Bay from failing septic fields. A Consent Special Order (Consent Order) issued under the authority of Virginia Code 62.1-44.15 (8a) between the State Water Control Board and the Hampton Roads Sanitation District, the cities of Chesapeake, Hampton, Newport News, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg; the counties of Gloucester, Isle of Wight, and York; the James City Service Authority; and the town of Smithfield for the purpose of resolving certain alleged violations of environmental laws and regulations. All parties have agreed to a two-phased approach to address the initiative: the first phase was principally a data collection, evaluation, and plan development program; and the second phase is implementation of long-term capacity enhancement and sewer rehabilitation. This phase is currently underway. Staff performs public water supply sampling at the County's parks in accordance with State Health Department Regulations. The Department also responsible for the two Sanitary Districts presented as separate funds/budget units.

Major Programs:

- *Operate/maintain water sources, treatment facilities, transmission/distribution mains and storage facilities
- *Collect and analyze transmission/distribution system water quality samples for regulatory compliance
- *Inspect annually food service establishments (FSEs) for compliance with Fats, Oils & Grease (FOG) program
- *Read meters and bill customers as well as address billing issues
- *Enforce Cross Connection Control/Backflow Prevention Regulations
- *Operate/maintain wastewater collection and transmission facilities
- *Development plan review and construction inspection
- *Manage and resolve issues related to the Consent Order

Performance Measures:

- *Cash Reserve
- *Debt-Service Coverage Ratio
- *Employee Turnover
- *Average Water Leak Repair Time
- *Cost to Treat and Deliver 1,000 Gallons of Water
- *Performance measure updates coming in FY21...



Budget Summary:

Utilities Fund	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
Charges for Services	\$4,442,200	\$4,068,418	\$4,300,000	\$4,300,000	\$4,198,000	(\$102,000)	-1%
Local Transfer	\$0	\$0	\$0	\$0	\$0	\$0	0%
Development/Connection Fees	\$398,500	\$416,960	\$475,000	\$475,000	\$670,000	\$195,000	39%
Loan Proceeds/DSRF	\$1,866,455	\$0	\$0	\$0	\$0	\$0	0%
Use of Fund Balance/Other	\$109,000	\$101,257	\$235,700	\$235,700	\$277,488	41,788	-9%
Total Revenue	\$6,816,155	\$4,586,634	\$5,010,700	\$5,010,700	\$5,145,488	\$134,788	3%
Expenditure							
Personnel (includes PT WAR)	\$1,751,181	\$1,445,537	\$2,083,467	\$2,083,467	\$2,192,720	\$109,253	5%
Operating	\$1,745,716	\$2,338,671	\$1,465,288	\$1,465,288	\$1,345,404	(\$119,884)	-8%
Capital	\$589,000	\$303,417	\$600,000	\$600,000	\$766,350	\$166,350	28%
Debt Service	\$2,730,258	\$66,147	\$861,945	\$861,945	\$841,014	(\$20,931)	-2%
Total Expenditure	\$6,816,155	\$4,153,772	\$5,010,700	\$5,010,700	\$5,145,488	\$134,788	3%
Full-Time Equivalents	26	26	24.5	24.5	29		

Sanitary Districts

Purpose/Objective:

The two sanitary districts, Gloucester Sanitary District #1 (GSD) and the Gloucester Point Sanitary District (GPSD), exist now to provide streetlight service and miscellaneous utility needs. These districts are supported through an ad valorem tax and will remain in place at one cent per one hundred dollars of assessed valuation. They are set up as separate special revenue funds managed by Utilities.

Budget Summary:

GSD Fund	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
Local Revenue	\$18,860	\$27,473	\$19,340	\$19,340	\$19,340	\$0	0%
Use of Fund Balance	\$6,140	\$0	\$14,660	\$14,660	\$11,660	(\$3,000)	-20%
Total Revenue	\$25,000	\$27,473	\$34,000	\$34,000	\$31,000	(\$3,000)	-9%
Expenditure							
Operating	\$25,000	\$20,899	\$34,000	\$34,000	\$31,000	(\$3,000)	-9%
Total Expenditure	\$25,000	\$20,899	\$34,000	\$34,000	\$31,000	(\$3,000)	-9%

GPSD	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
Local Revenue	\$22,060	\$22,295	\$22,300	\$22,300	\$22,900	\$600	3%
Use of Fund Balance	\$0	\$0	\$1,370	\$1,370	\$100	(\$1,270)	-93%
Total Revenue	\$22,060	\$22,295	\$23,670	\$23,670	\$23,000	(\$670)	-3%
Expenditure							
Operating	\$22,060	\$22,046	\$23,670	\$23,670	\$23,000	(\$670)	-3%
Total Expenditure	\$22,060	\$22,046	\$23,670	\$23,670	\$23,000	(\$670)	-3%

Mosquito Control

Purpose/Objective:

Gloucester County provides a limited mosquito control program to targeted Mosquito Control Districts (MCDs) which is managed by the Facilities Management Department. Currently, Gloucester has several MCDs; York, Abingdon, Powhatan Chimney, Dunlop Woods, and Chiskiack Village, York River Pines, and York Shores. Within those districts an integrated mosquito management program (IMMP) is used to deliver an appropriate level of control by using incrementally progressive control methodologies beginning with education and surveillance and leading up to chemical control when supported. The program is guided by a three-member Mosquito Control Commission comprised of two citizens and the local regional Virginia Department of Health Director. Funding for Gloucester County's Mosquito Control Program is solely based on revenue generated annually by a special tax (\$0.01/\$100 assessed real estate property value) to citizen's land ownership within the designated Mosquito Control districts and is considered a separate special revenue fund. These funds are utilized each fiscal year for part-time drivers, vehicle maintenance costs, vehicle fuel, training/certifications, and chemicals used in administering larviciding and adulticiding.



Major Programs:

- * Overall management and administration of the mosquito control program and commission
- * Public education serving the Mosquito Control Districts (MCDs) and for the general community
- * Distribution of release forms permitting application of chemical on private property within an MCDs
- * Compilation of owner requested "no-spray" areas within MCDs
- * Larvicide treatment within ditches and standing water within MCDs
- * Adult mosquito surveillance within MCDs
- * Application of adulticide (spray/fogging) within MCDs



Performance Measures:

Increase the percentage of mosquito trapping samples

Budget Summary:

Mosquito Control	FY2019 Final Budget	FY2019 Actual	FY2020 Revised Budget	FY2020 Expected	FY2021 Proposed	Dollar Change	% Change
Revenue							
Local Revenue	\$101,390	\$98,290	\$98,390	\$98,390	\$98,390	\$0	0%
Use of Fund Balance	\$31,145	\$0	\$30,000	\$30,000	\$15,935	(\$14,065)	-47%
Total Revenue	\$132,535	\$98,290	\$128,390	\$128,390	\$114,325	(\$14,065)	-11%
Expenditure							
Personnel (includes PT WAR)	\$17,775	\$15,286	\$17,775	\$17,775	\$17,775	\$0	0%
Operating	\$114,760	\$110,091	\$110,615	\$110,615	\$96,550	(\$14,065)	-13%
Total Expenditure	\$132,535	\$125,377	\$128,390	\$128,390	\$114,325	(\$14,065)	-11%



County of Gloucester, Virginia

Capital Improvement Plan Manual

Fiscal Years 2021 through 2025



Prepared & Updated By
Stephanie Tinsley, CPA
Chief Financial Officer

Reviewed By
County Administrator's Capital Improvement Plan Development Team



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**FY2021-2025 CIP Development Team Members
And Additional Subject Matter Expert Resources**

Name	Title	Role
Brent Fedors	County Administrator	Member
Reed Fowler	Deputy County Administrator	Member
Carol Steele	Assistant County Administrator	Member
Stephanie Tinsley	Chief Financial Officer	Member
Anne Ducey-Ortiz	Planning, Zoning, & Environmental Director	Member
Brent Payne	Engineering Services Director	Resource
Rich Erwin	Information Technology Director	Resource
Bill Lindsey	Purchasing Agent	Resource

Introduction

The purpose of having a Capital Improvement Plan (CIP) is to assess the County's existing condition and identify needs which must be addressed to accomplish planning goals set forth by the Board of Supervisors (BOS). The CIP sets forth needs and priorities to coordinate the development of County facilities with anticipated funding sources, growth, and the community's ability to pay. It serves as a "blueprint" for the future of the community and is a dynamic tool, not a static document.

Having adequate public infrastructure is important to the effective and efficient delivery of services to the public. By saying where public schools, water or sewer lines, drainage and other improvements should be constructed, the County can encourage development in appropriate areas. "Appropriate" is used here to mean consistent with adopted policies and plans. This makes the CIP a key document in influencing and managing growth.

The CIP is also an important tool in ensuring efficient use of limited financial resources. The acquisition, construction, expansion, rehabilitation and upgrading of infrastructure constitute a major demand on the financial resources that must be planned for in advance and must be comprehensive. For these reasons, the County of Gloucester annually develops a five-year CIP to define needs, set priorities, plan funding and anticipate impacts of proposed capital projects on the operating budget of the government. By reviewing anticipated revenues with anticipated capital needs, priorities can be established to ensure that essential public services can be continued and improved without interruption.

This document was developed to provide guidance to those requesting departments and agencies, as well as the County Administrator's CIP Development Team, on consistent and relevant criteria for review and prioritization of capital projects and to assist them in linking projects and priorities with needs and key County plans and/or strategies. These criteria are applied to each capital project request, whether a new request, amended request, or an update of a project with partial funding. While traditional criteria, such as safety, health and urgency, remain important, considerations should be given to County goals and strategic and other plans in determining funding priorities.

Legal Basis for the CIP

The CIP is prepared pursuant to Article 5 of Section 15.2-2239 of the Code of Virginia, as amended, which reads:

"A local planning commission may, and at the direction of the governing body shall, prepare and revise annually a capital improvement program based on the comprehensive plan of the locality for a period not to exceed the ensuing five years. The commission shall submit the program annually to the governing body, or to the chief administrative officer or other official charged with preparation of the budget for the locality, at such time as it or he shall direct. The capital improvement program shall include the commission's recommendations, and estimates of cost of the facilities and the means of financing them, to be undertaken in the ensuing fiscal year and in a period not to exceed the next four years, as the basis of the capital budget for the locality. In the preparation of its capital budget recommendations, the commission shall consult with the chief administrative officer or other executive head of the government of the locality, the heads of departments and interested citizens and organizations and shall hold such public hearings as it deems necessary."

Currently in Gloucester County, the County Administrator's CIP Development Team prepares the CIP program with the Planning Commission reviewing it for consistency with the Comprehensive Plan and providing citizen prospective and input to the process.

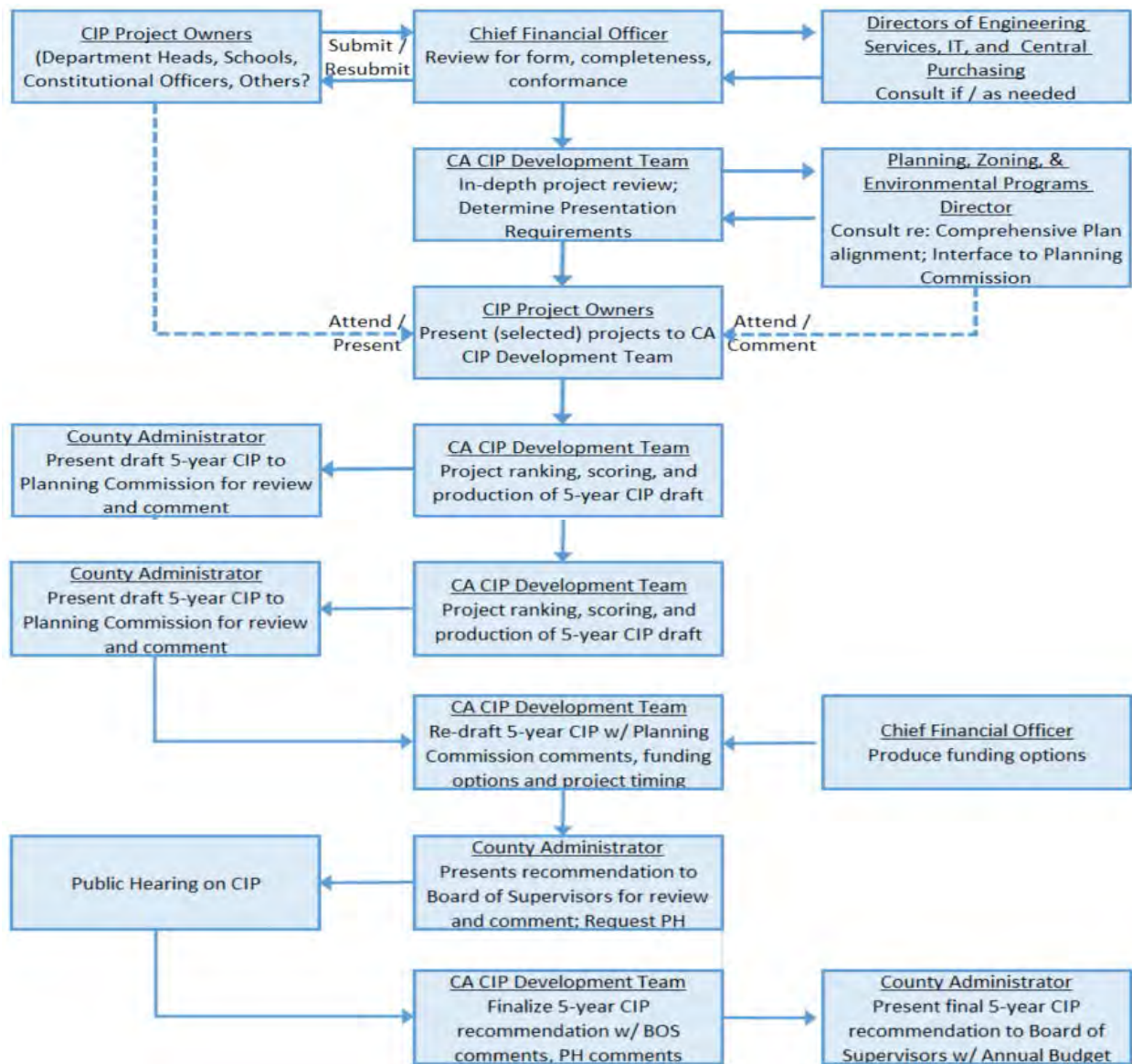
Following is an overview of the CIP including key dates and highlights of the process, and a flow chart showing the overall process.



Key Dates in the CIP Development Process

Date	Responsible Party	Capital Improvement Plan Development Action Items
July 1, 2019	Chief Financial Officer	Create/revise CIP Procedural Guidelines for County Administrator's CIP Development Team Review and Approval
August 1, 2019	Chief Financial Officer	Distribute FY21-FY25 CIP Submission Request Package
August 2019	Chief Financial Officer	Provide any SharePoint Training
August 2019	Directors of Engineering, IT, Purchasing, and CFO	Provide CIP creation and submission assistance to project managers/directors
August 30, 2019	Dept. Directors, State & Constitutional Officers, & Schools	Submit CIP Project Requests for FY21-FY25
September thru October 2019	County Administrator, Deputy & Assistant County Administrators, CFO, Planning & Zoning and Engineering Directors	Preliminary review of CIP Submission Requests; meet with requesting Directors for any necessary revisions/ clarifications; development of the Proposed FY21-FY25 CIP under the approved CIP Procedural Guidelines
October 17 or 24	Planning Commission/ County Administrator's CIP Development Team	5 Year CIP recommendation presented to Planning Commission (Work Session); Requesting Directors make presentations
November 7, 2019	Planning Commission	Reviews recommendations and provides input on the Proposed 5 Year CIP (FY21-FY25); Additional presentations
December 5, 2019	Planning Commission	Reviews recommendations and provides input on the Proposed 5 Year CIP (FY21-FY25); confirms Comp Plan alignment
December 2019	County Administrator's CIP Development Team	Revises Proposed 5 Year CIP (FY21-FY25) as necessary for recommendation to BOS
January 2020	County Administrator	Presents recommended 5 Year CIP (FY21-FY25) to BOS; Requests Public Hearing
February 2020	Board of Supervisors	Conducts Public Hearing, discussions, etc.
February 2020	County Administrator's CIP Development Team	Revises 5 Year CIP (FY20-FY24) as necessary for submission with FY2019 Annual Proposed Budget
March 2020	County Administrator	Presents Final Proposed 5 Year CIP with FY2020 Proposed Annual Operating Budget
April 2020	Board of Supervisors	Approves 5 Year CIP Plan with Annual Operating Budget

Flowchart of Process for Review, Recommendation, and Adoption of the CIP



County Plans, Priorities, and Policies

Through the CIP, the BOS establishes its priorities for large-cost, long-term improvements to public facilities, such as schools, public buildings, parks and recreation facilities, as well as acquisition of technology systems and equipment. The CIP is coordinated with various County policies and governmental regulations as applicable to include:

- ☐ BOS' Policy – Debt Obligation Policy
- ☐ BOS' Policy – Fund Balance Policy
- ☐ BOS' Vision for 2035
- ☐ Commercial Site Plans
- ☐ Community Planning Initiatives and Projects
- ☐ Comprehensive Plan

- ☐ County Administrator's Policy – County Facilities Maintenance, Repair, and Replacement Fund
- ☐ Emergency Operation Plans (EOPs)
- ☐ Federal and State Government Regulatory Requirements
- ☐ Gloucester County Code
- ☐ Master Plans
- ☐ Storm Water Management Ordinance or related
- ☐ Sub-Area Plans
- ☐ Three Year Strategic Plan as revised May 2018
- ☐ Transportation Plans

Where possible, each project in the CIP should be linked to a BOS' priority, policy, or government regulation, and this linkage should be mentioned on each project detail page. The County's vision includes enhancing the infrastructure quality of our community and providing an environment and services valued by our citizens. The County's core strategies include achieving multiple positive outcomes and utilizing a quality approach. The development of the CIP offers an important opportunity to put adopted vision and core strategic priorities into action. To do so requires that the managing departments and agencies of the CIP continue to coordinate with one another and with other stakeholders in the development of their respective capital projects and programs to maximize opportunities for achieving multiple outcomes, and carefully evaluate and establish the appropriate level of aesthetics and quality for each project at the lowest possible cost. Such opportunities, undertaken in a coordinated manner, often have less overall cost and less overall disruption to the community, than if undertaken individually.

CIP Organization and Eligibility

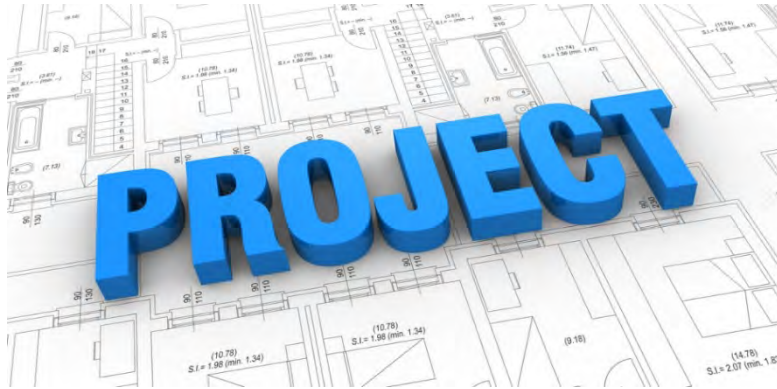
Capital projects are arranged by priorities within the County's business areas to direct resources. The CIP document serves to communicate County priorities to the public via the capital budget development and public hearing process and through public access to the actual approved CIP document.

To qualify as a capital project or expenditure and be requested in the CIP, a project must fulfill the following requirements:

1. Have a minimum established cost of \$50K per unit and have a minimum useful life of five years or be of a significant nature as to prevent its being funded in the Operating Budget.
2. Be a major expenditure for:
 - a. Construction – Production of long-term assets, fixed works and structures, or additions, replacements and major alterations, either on a contractual basis by private contractors or by county work forces. Costs may include: planning and designing; grading, landscaping and other site improvements; relocation costs; and provision of equipment and facilities that are integral parts of a structure. If a project involves upgrades or renovation to an existing facility, it should substantially increase the value of the facility or substantially extend the life of the facility. Small capital acquisitions, or those with short life cycles, should be included in the Operating Budget. Construction excludes expenditures for normal repairs, recurring costs, maintenance and supplies (different from construction materials utilized by County forces) unless these cannot be readily segregated. Construction may include major repairs, such as building renovations if the work extends the useful life of the asset.
 - b. Purchase of Land and Existing Structures – Purchase of land and right-of-ways, title searches, and similar activities associated with the purchase transaction.

- c. Communications and Information Technology Projects – Equipment, major software applications and infrastructure improvements to develop or enhance the County's communications, automation, and information capabilities.

NOTE: Projects designed for master planning or solely study and analysis should not be requested or included in the CIP, but should be requested in the Operating Budget. Likewise, maintenance, repairs or modifications, which do not increase the useful life of existing facilities do not qualify as capital projects and should be requested in the Operating Budget rather than the CIP. However, in some cases, it may be suitable to request that the acquisition of a major capital asset be considered as a capital project. The purchase of rolling inventory stock should not be included as part of capital projects. The additional rolling stock needs of a new or expanded facility are considered part of the facility's on-going operations and should be requested through the operating budget along with any additional maintenance costs. This enables the County to better plan for items like vehicle purchases, track the fleet inventory, and plan for the maintenance needs of additional vehicles as increasing the size of the fleet impacts the County's maintenance operations and budget.



Annual Funding Allocations and Additional Funding Appropriations for Projects

Within the five year CIP program, the only year actually appropriated by the BOS is “Year One” and is called the “Capital Budget” (see illustration below). Available funding for a project is comprised of appropriations from previous years (i.e., appropriations-to-date) and “Year One” funding. Resources in Years 2 through 5 are un-appropriated and are not available for expenditures. However, since land may be acquired, design work completed, or construction begun, it is recognized that projects for which partial funding is appropriated may be given higher priority for future funding than those projects with no appropriations. At the same time that appropriations occur, the estimated revenues or means of financing involving cash/pay-as-you-go, bonds, leases, or other debt instruments is authorized. These annual funding allocations may be increased by funds available through grants from State or Federal agencies or other newly identified sources of funding. Please ensure that the revenue supporting the project can be realized and that there is a written agreement of funding award from the grantor agency.

Illustration:

Programmed Funding	Available Funds		Non-Appropriated Programmed CIP Funding					
	Appropriated to Date	Budgeted Year 1 FY 20XX-XX	Year 2 FY 20XX-XX	Year 3 FY 20XX-XX	Year 4 FY 20XX-XX	Year 5 FY 20XX-XX	Year 6 FY 20XX-XX	Future Funding
7,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0

Capital Budget ↗

Guideline #1: Establishing and Requesting New Projects or Additional Funding for Existing Projects

CIP projects are identified by Department and Agency Directors, State and Constitutional Officers, County Administrator, or through the Board of Supervisors or School Board requests. Each section is responsible for coordinating, managing, reviewing, and submitting requests to the Chief Financial Officer (CFO) within prescribed timeframes. While projects can be approved by action of the BOS any time during a fiscal year, the formal CIP development begins in July of each year and culminates in BOS' approval of the CIP typically no later than the following May for the next five-year period. Projects requested and approved out of cycle should be limited to emergencies or unforeseeable emerging trends for which action cannot be postponed until the next CIP development cycle.

Several steps are involved when establishing a capital project in order to provide sufficient information to decision makers. Please see Appendix A for the FY2021-2025 CIP Submission Packet for more details.

Guideline #2: Submitting, Reviewing, Recommending, and Adopting the CIP Plan

A budget is a spending plan that balances expenditures and available revenues over a fixed period of time. The CIP development process has numerous review stages before a project is approved by the BOS with expenditure authority. Participants and the procedures employed in the review process are described below:

*The **Requesting Department or Agency*** can be any department or agency in the County or Schools. The requesting agency determines if the project meets the criteria of a capital project. If not, the agency should request the project through the operating budget. If uncertain, the agency should contact either the Engineering Services Director or CFO for guidance.

The requesting agency provides information to the CFO and the County Administrator's CIP Development Team primarily to:

1. Describe and justify the project and its scope;
2. Provide cost estimates if available (if not, the Engineering Department will develop these); and
3. Estimate the impact on future operation and maintenance resources.

If data cannot be provided within the budget development timeframe, the project request is deferred.

Also included in this group are Gloucester County Residents who can submit their ideas and recommendations for capital projects by contacting County Administration, including Financial Services, Planning Commission, or through the scheduled Public Hearing(s). Residents' submissions will be referred to and involve the related department and/or agency to develop a formal CIP submission request if applicable.

The **County Administrator's CIP Development Team** exists and composition may vary from year to year. Generally, the team may include the County Administrator or his/her designee, Deputy County Administrator, Assistant County Administrator, Planning, Zoning, and Environmental Programs Director, Engineering Services Director, IT Director, Purchasing Agent, and the CFO. The School Division has a separate process, which involves requests that are approved for submission into the 5 Year CIP development process by the School Board.

The team is responsible for reviewing related policies and procedures and making any recommended changes prior to the start of the CIP budget development process. The team reviews the projects for eligibility, understandability and completeness of justification, and reasonableness of the capital and future operating cost estimates. The team discusses and evaluates potential funding options. Where appropriate, department and agency representatives attend specific team meetings to provide information about specific projects under consideration, clarifying any issues in the submissions, and verifying costs and funding sources. The team is also responsible for developing a Proposed 5 Year CIP that balances appropriations with estimated funding sources for the five-year period, considering demands that projects may make on the operating budget in the future, and commitments for approved projects beyond the five-year CIP period. They provide a County-wide review of the submitted CIP project requests with the goal of providing the Planning Commission and the BOS with a prioritized list of recommendations. The team makes funding recommendations for a balanced (appropriations vs. funding sources) Proposed 5 Year CIP.

The County Administrator's CIP Development Team prepares the Proposed 5 Year CIP packet of submitted CIP projects with proposed funding sources. The Chief Financial Officer is also responsible for providing an estimate of debt capacity and unassigned fund balance availability based on related policy requirements.

The **Planning Commission's** responsibility is to review the Proposed 5 Year CIP for conformity with the Comprehensive Plan. The Commission is to provide input and confirm that the Proposed 5 Year CIP will further the objectives and policies set forth in the Comprehensive Plan and not obstruct their attainment. The County Administrator may also request input from the Planning Commission members as citizen representatives.

The **Board of Supervisors** makes the ultimate decisions about capital projects and their funding and must, by law, approve projects and any changes to supporting revenues. The School Board, in its capacity as an independently elected body, recommends a School capital program to the Board of Supervisors. The BOS, however, has responsibility for authorizing appropriations and, therefore, must give final approval to School projects as a part of the approved 5 Year CIP.

The BOS may add projects, defer or delete projects, approve new revenues or additional revenues, and may change the scope of a project. Approval occurs at the same time as the operating budget (early to mid-April), which means that the BOS must receive the recommendation for a 5 Year CIP before March of each year to allow adequate time for public hearings and BOS' study and deliberation. The BOS' acts on the recommendations from the Planning Commission, County Administrator's CIP Development Team, and the public hearings.

Once a project is approved by BOS, it requires Board action to substantially change that project. This applies not only to a substantial increase in funding but to the *scope and description* of the project as well. It is critical that requesting departments and agencies ensure the accuracy of project costs and information so that corrections are not needed after Board approval. Such changes may actually cause a delay in project execution as it may require re-evaluation through the next CIP development process. If external conditions beyond control of the government (e.g., federal regulation change, change in the State budget) force a change in project scope or cost, these changes must be approved by the BOS. This should be done as soon as accurate information on the needed change is available, but must be done prior to procurement or contract amendment action is taken.

Guideline #3: Criteria for Prioritization

All projects must be prioritized. Fundamentally, every project should be evaluated by asking, "What difference will it make if this project is not funded?" This might include what customers (residents & business owners) will be affected by this project and what service will be impacted by this project. Since the CIP is a *long-term* plan to direct *limited* resources to the County's *most critical* capital needs, the following questions also should be asked for each project: "Why this level or cost? Why this year or cycle?"

General Criteria for Prioritizing Capital Projects:

Consistency or Relationship to:

- ☐ Board of Supervisors' Priorities
- ☐ Comprehensive Plan
- ☐ Financial Planning
- ☐ Legally Required/Mandated
- ☐ Operating Budgets
- ☐ Population Served
- ☐ Protection of Capital/Fixed Assets
- ☐ Public Health and Safety
- ☐ Public Support
- ☐ Relationship to Other Projects
- ☐ Standard of Service
- ☐ Strategic Plans or Goals
- ☐ Urgency or Need



Utilizing these criteria, each Requesting Department or Agency will rate their CIP project and submit as part of their proposed project. The County Administrator's CIP Development Team recommends a list of projects and funding mechanism based on the ratings within the 5 Year CIP. Also they may recommend reallocation of appropriations-to-date in existing projects to high-priority projects or provide "unused" and available resources for new projects. Please see Appendix B: Capital Project Prioritization Rating Standards.

Guideline #4: Funding Sources

The 5 Year CIP is a financial plan that forecasts the anticipated expenditures and approximate timing and source of funding for each project. The adoption of the 5 Year CIP does not appropriate funds, nor commit the BOS to any expenditure in fiscal years two through five. The first fiscal year is appropriated in conjunction with the Adopted Budget.

The relationship between the CIP and the operating budget is carefully considered during the operating budget development process. The CIP has three direct impacts on the operating budget:

1. Any projects funded with general fund resources must be evaluated and prioritized with other needs for the competing resources for that year;
2. Any project funded with long-term debt financing must be in compliance with the debt policy and must anticipate the impact of the repayment of debt service on current and future budget years; and
3. Operating life cycle costs from implementation, such as on-going staffing and maintenance costs.

The following are the typical CIP funding sources utilized by the County:

Connection/Development Fees: Public Utility fees associated with new water and sewer connections to obtain capacity in the utility system.

Fund Balance Assignment: Funds transferred from the General Fund classified as an assigned, committed, and/or unassigned fund balance in excess of required levels by County policy.

General Fund: Direct payments from the County's operating revenue.

Long-Term Debt: Provides current financial resources to governmental funds, while the repayment of the principal and interest of long-term debt consumes the current financial resources of governmental funds. Examples include GO Bonds, VPSA, VRA, or other State sponsored funding options.

Prior Year's Balance - Asset Forfeiture: Asset forfeiture funds which have been received in a prior year and recorded as part of the General Fund's restricted fund balance which are being appropriated for use on an authorized judicial or law enforcement project.

Proffers: Cash proffers are only used to finance the related construction or public improvements for which the payments were received.

Revenue Bonds: Payments from the proceeds of the sale of Revenue Bonds. These bonds pledge the revenue generating potential of a facility or utility system.

State and Federal Grants: Payments from the State and Federal Government to provide facilities promoted by the State and Federal agencies.

User Fees: Public Utility or other fees paid by existing customers of the related services.

Guideline #5: Reporting on the Capital Budget

The County recognizes the importance of timely and accurate reporting on projects adopted in the capital budget. Leadership and citizens should all have the ability to review the status and expected completion of approved capital projects. The Chief Financial Officer, in conjunction with project managers, provides periodic reports routinely on all ongoing capital projects. The reports compare actual expenditures to the original and revised budgets; identify level of completion of the project; enumerate any changes in scope of the project; and alert management to any concerns with completion of the project on time or on schedule.

Conclusion

The CIP is primarily a planning document. As such, it is subject to change each year as the needs of the community become more defined and projects move closer to final implementation. The adoption of the Capital Improvement Program is neither a commitment to a particular project nor a limitation to a particular cost. As a basic tool for scheduling anticipated capital projects and capital financing, the CIP is a key element in planning and controlling future debt service requirements. For this reason, the CIP includes some projects where needs have been defined, but specific solutions or funding amounts have not been identified. When adopted, the CIP provides the framework for the County Administrator and the Board of Supervisors with respect to managing bond sales, investment planning, and project planning.

Gloucester County
Summary of FY2021-FY2025 Capital Improvement Plan Project Requests

Line #	PG	Department	Project Title	Total Cost	Year One FY2021	Year Two FY2022	Year Three FY2023	Year Four FY2024	Year Five FY2025	Year Six and Beyond	Comments
1	31	Administration	Broadband Initiative	\$2,728,565	\$2,728,565	\$0	\$0	\$0	\$0	\$0	If grants awarded, project would require acceleration into FY20
2	39	Engineering	Asphalt Paving and Overlay - 2002 Courthouse	\$168,000	\$0	\$168,000	\$0	\$0	\$0	\$0	
3	40	Engineering	Court Circle Site Improvements	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	
4	41	Engineering	Aberdeen and Timberneck Dredging	\$6,000,000	\$6,000,000	\$0	\$0	\$0	\$0	\$0	
5	42	Engineering	Hutchinson House Demolition	\$115,000	\$0	\$0	\$115,000	\$0	\$0	\$0	
6	43	Facilities Management	Arc Flash (New!)	\$225,000	\$225,000	\$0	\$0	\$0	\$0	\$0	
7	44	Facilities Management	Generator Installation - Building 1	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	
8	45	Facilities Management	Generator Installation - Building 2	\$150,000	\$150,000	\$0	\$0	\$0	\$0		
9	46	Facilities Management	County Garage Roof Replacement/ Demolition	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	
10	47	Information Technology	Replacement for Finance Plus & Community Plus Software	\$736,000	\$736,000	\$0	\$0	\$0	\$0	\$0	
11	48	Library	Construction of County Library	\$5,600,000	\$0	\$0	\$5,600,000	\$0	\$0	\$0	FY20 \$4.8M escalated to FY23 @5.25%
12	83	Parks Rec & Tourism	Athletic Field Lighting	\$1,375,000	\$0	\$480,000	\$0	\$395,000	\$500,000	\$0	
13	85	Parks Rec & Tourism	Beaverdam Park New Lodge	\$529,000	\$0	\$0	\$0	\$0	\$0	\$529,000	
14	88	Parks Rec & Tourism	Community Center	\$18,692,000	\$0	\$0	\$0	\$0	\$0	\$18,692,000	
15	94	Parks Rec & Tourism	Number Nine Road Paving	\$262,000	\$262,000	\$0	\$0	\$0	\$0	\$0	
16	97	Parks Rec & Tourism	Paving & Striping Parking Lots	\$1,751,000	\$226,000	\$291,000	\$501,000	\$441,000	\$292,000	\$0	
17	104	Parks Rec & Tourism	Restrooms/Concession Building	\$665,000	\$0	\$0	\$665,000	\$0	\$0	\$0	
18	110	Parks Rec & Tourism	Support Facilities	\$4,824,000	\$0	\$160,000	\$0	\$132,000	\$493,000	\$4,039,000	
19	116	Radio O&M	Public Safety Radio Portable & Mobile Replacement	\$3,224,630	\$0	\$0	\$0	\$0	\$0	\$3,224,630	
20	117	Radio O&M	Public Services Radio Tower and Microwave Upgrades	\$389,400	\$0	\$389,400	\$0	\$0	\$0	\$0	
21	118	Radio O&M	Public Services Radio Fire Station Alerting, HVAC & Electrical	\$216,700	\$0	\$0	\$0	\$216,700	\$0	\$0	
22	119	Sheriff	Next Generation (NG)-911	\$473,804	\$473,804	\$0	\$0	\$0	\$0	\$0	
23	121	Public Utilities	Cedar Lake and Holly Springs Waterline Replacement	\$900,000	\$0	\$0	\$0	\$0	\$0	\$900,000	

Gloucester County
Summary of FY2021-FY2025 Capital Improvement Plan Project Requests

Line #	PG	Department	Project Title	Total Cost	Year One FY2021	Year Two FY2022	Year Three FY2023	Year Four FY2024	Year Five FY2025	Year Six and Beyond	Comments
24	123	Public Utilities	Chiskiack Village Subdivision Waterline Replacement	\$360,000	\$0	\$0	\$0	\$60,000	\$300,000	\$0	
25	125	Public Utilities	Gloucester S and Clements Ave Water Improvements	\$200,000	\$0	\$200,000	\$0	\$0	\$0	\$0	
26	127	Public Utilities	George Washington Mem Highway Widening (Sewer)	\$180,000	\$0	\$30,000	\$0	\$0	\$150,000	\$0	
27	130	Public Utilities	George Washington Mem Highway Widening (Water)	\$100,000	\$0	\$50,000	\$0	\$0	\$50,000	\$0	
28	132	Public Utilities	Independence Road Waterline Improvements	\$130,000	\$0	\$0	\$0	\$130,000	\$0	\$0	
29	134	Public Utilities	Lewis Avenue Waterline Replacement	\$360,000	\$0	\$0	\$0	\$0	\$0	\$360,000	
30	136	Public Utilities	N Waltons Lane Waterline Loop	\$65,000	\$0	\$0	\$0	\$0	\$0	\$65,000	
31	138	Public Utilities	Rebuild Pump Station #11 - Courthouse North	\$1,150,000	\$0	\$0	\$0	\$150,000	\$0	\$1,000,000	
32	139	Public Utilities	PS #11 Sewer Rehab/Repair	\$1,150,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$150,000	
33	140	Public Utilities	Rebuild PS #12 - Summerville	\$900,000	\$0	\$0	\$0	\$0	\$0	\$900,000	
34	141	Public Utilities	Rebuild PS #13 (Courthouse South)	\$1,250,000	\$0	\$0	\$0	\$0	\$250,000	\$1,000,000	
35	142	Public Utilities	PS #13 Collection System Rehab/Repair	\$1,650,000	\$150,000	\$180,000	\$180,000	\$180,000	\$180,000	\$780,000	
36	143	Public Utilities	Radio Read Conversion	\$600,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	
37	144	Public Utilities	Replace Water Treatment Plant Motor Control Center	\$350,000	\$0	\$0	\$0	\$0	\$0	\$350,000	
38	145	Public Utilities	Riverdale & Holly Cove Subdivision Waterlines	\$310,000	\$0	\$0	\$0	\$0	\$0	\$310,000	
39	147	Public Utilities	Sawgrass Point Waterline Replacement	\$155,000		\$35,000	\$120,000	\$0	\$0	\$0	
40	149	Public Utilities	South St/Martin St/Carriage Ct	\$250,000	\$0	\$0	\$0	\$0	\$50,000	\$200,000	
41	151	Public Utilities	Surface Water Treatment Plant Façade Repairs	\$95,000	\$95,000	\$0	\$0	\$0	\$0	\$0	
42	152	Public Utilities	Surface Water Treatment Plant Roof Replacement	\$100,000	\$0	\$0	\$100,000	\$0	\$0	\$0	
43	153	Public Utilities	Terrapin Cove Road Waterline Improvements	\$500,000	\$0	\$0	\$0	\$0	\$0	\$500,000	
44	155	Public Utilities	Tillage Heights Subdivision Waterline Replacements	\$160,000	\$0	\$0	\$0	\$0	\$35,000	\$125,000	
45	157	Public Utilities	Utility Yard	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$1,500,000	
46	158	Public Utilities	Water Treatment Plant SCADA Upgrade	\$300,000	\$0	\$100,000	\$100,000	\$100,000	\$0	\$0	

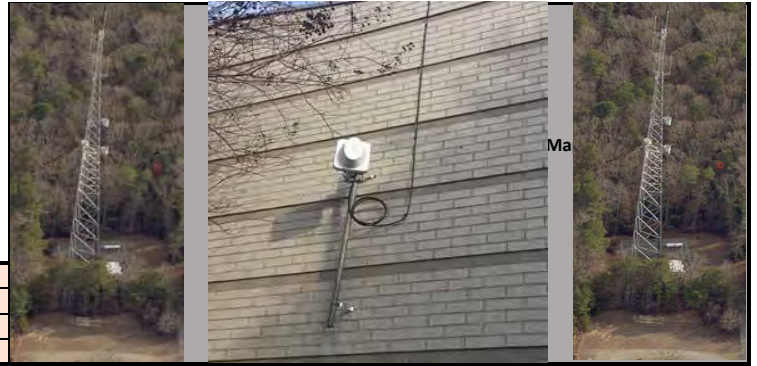
Gloucester County
Summary of FY2021-FY2025 Capital Improvement Plan Project Requests

Line #	PG	Department	Project Title	Total Cost	Year One FY2021	Year Two FY2022	Year Three FY2023	Year Four FY2024	Year Five FY2025	Year Six and Beyond	Comments
47	159	Public Utilities	Water System Risk and Resilience Assessment	\$150,000	\$75,000	\$75,000	\$0	\$0	\$0	\$0	
48	160	Public Utilities	Wyncote Avenue Extended Waterline Replacement	\$470,000	\$0	\$0	\$0	\$0	\$0	\$470,000	
49	161	Public Utilities	Bellehaven Subdivision Waterline Replacement	\$180,000	\$0	\$0	\$0	\$30,000	\$150,000	\$0	Added to this Summary & Consolidated Requests File
50	163	Public Utilities	Berkeley Point Subdivision Waterline Improvements	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000	Added to this Summary & Consolidated Requests File
51	165	Public Utilities	Building #4 Basement Repairs / Renovation	\$143,000	\$143,000	\$0	\$0	\$0	\$0	\$0	Added to this Summary & Consolidated Requests File
52	166	Public Utilities	Azalea Pt Rd & Shane Rd Waterline Improvements	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000	Added to this Summary & Consolidated Requests File
53	168	Public Utilities	Belroi Rd / Roaring Springs Rd Waterline Improvements	\$1,000,000	\$0	\$0	\$0	\$0	\$75,000	\$925,000	Added to this Summary & Consolidated Requests File
54	N/A	Public Utilities	Kerns Avenue Utility Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Removed / Withdrawn
55	172	Schools	HVAC Replacement	\$2,135,000	\$470,000	\$485,000	\$550,532	\$484,468	\$145,000	\$0	
56	175	Schools	Lighting Replacement	\$683,293	\$245,103	\$118,190	\$320,000	\$0	\$0	\$0	
57	178	Schools	Playground Equipment Replacement	\$752,689	\$276,015	\$238,337	\$238,337	\$0	\$0	\$0	
58	188	Schools	School Bus Replacement Prog. (8/per yr, 7/per yr FY24 & 25)	\$4,025,485	\$800,000	\$824,000	\$848,720	\$764,909	\$787,856	\$0	
59	193	Schools	Bus Safety Communication System	\$390,452	\$390,452	\$0	\$0	\$0	\$0	\$0	
60	197	Schools	Roofing Replacement/Recoating	\$225,000	\$225,000	\$0	\$0	\$0	\$0	\$0	
61	200	Schools	Paving Project	\$1,513,000	\$354,000	\$144,000	\$405,000	\$354,000	\$256,000	\$0	
62	208	Schools	RENOVATION of Gloucester High School	\$36,510,000	\$28,542,000	\$7,968,000	\$0	\$0	\$0	\$0	
63	N/A	Schools	Shift from Fleet Facility to GHS Renovation	\$3,769,700	\$3,769,700	\$0	\$0	\$0	\$0	\$0	Added to this Summary File / No separate Request Form found
64	210	Schools	Bus Compound	\$2,650,000	\$2,650,000	\$0	\$0	\$0	\$0	\$0	
Total		Total	Total FY20-FY24 and Beyond Requests	\$116,312,718	\$49,611,639	\$12,235,927	\$10,043,589	\$3,738,077	\$4,013,856	\$36,669,630	
Total		Total	Total FY20-FY24 Five Year CIP Only Requests	\$79,643,088	\$49,611,639	\$12,235,927	\$10,043,589	\$3,738,077	\$4,013,856		

General Project Information

Date of Submission	9/6/2019
Capital Project-New or Expansion	New
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Broadband VATI Grant Match
Project Location	County-wide
Department Name	Administration
Contact Name/Phone/Email	Carol Steele/693-1261/csteele@gloucesterva.info



Proposed Schedule/Cost

Date Improvements Begin	7/1/2020		Date Improvements Complete	12/31/2020			Useful life (in years)	15	
Design/Engineering Cost	\$ -		Construction/Equipment Cost	\$ 250,000			Previous Funding Amount	\$ -	
Annual/Recurring Cost	\$ -		Recurring Revenue Generated	\$ -			For What Fiscal Year		
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 2,728,565					\$ 2,728,565		\$ 2,728,565
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed		500,000					500,000		500,000
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local		1,451,398					1,451,398		1,451,398
Proffers							-		-
Other Sources		777,167					777,167		777,167
Total Capital Funding		\$ 2,728,565	\$ -	\$ -	\$ -	\$ -	\$ 2,728,565	\$ -	\$ 2,728,565
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Mandating Agency
Please read the instructions on the required justifying information needed.		Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The County Board of Supervisors made broadband a priority because the lack of access puts students at a disadvantage, restricts access to workforce development programs, telehealth programs, limits business development, etc. The BOS pledged \$500,000 in FY20 towards the VATI grant application which will provide access to 1,776 of the approximately 2,300 structures in Gloucester that do not have access to broadband. The figures above represent the entire project. The project would require acceleration into FY 20 if the grants are approved.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Leaving the problem up to the residents to resolve is an alternative, but few would be able to afford the service without assistance and we would lose the ability to organize multiple connections at one time which reduces the cost dramatically.
3) Indicate and quantify what the consequences would be on services if not funded.	Some residents have stated that they may move out of the County if they can't get access to broadband. Property values of homes without broadband may decrease. It would be very difficult to quantify, but business opportunities may be missed due to the lack of service. Without ubiquitous broadband, the County will be at a disadvantage when competing with other areas for businesses and new residents.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Contractual agreements with vendors and/or grant funders must be reviewed carefully to reduce potential liability to the County.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The project requires staff time to communicate with vendors and residents, and publicize the project through various formats. Once connections are made, the only ongoing issue would be periodically reviewing the performance of vendors that the county has partnered with and determining whether to continue to work with them or not. Based upon the grant just submitted, the cost for the initial work could be as high as \$24,000 a year.

Attachments (list):	Broadband Coverage Map

General Project Information

Date of Submission	8/31/2018
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	County

Project Title	Asphalt Paving and Overlay - 2002 Courthouse
Project Location	County Complex
Department Name	Engineering
Contact Name/Phone/Email	Brent Payne, P.E. / 693-5480 / bpayne@gloucesterva.info



Proposed Schedule/Cost

Date Improvements Begin	FY22		Date Improvements Complete	FY22			Useful life (in years)	15	
Design/Engineering Cost			Construction/Equipment Cost	\$ 168,000			Previous Funding Amount		
Annual/Recurring Cost			Recurring Revenue Generated				For What Fiscal Year		
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs			\$ 168,000				\$ 168,000		\$ 168,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned			168,000				168,000		168,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ 168,000	\$ -	\$ -	\$ -	\$ 168,000	\$ -	\$ 168,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency	
Please read the instructions on the required justifying information needed.			Federal/State/Local?	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Much like our busy roadways, flexible asphalt pavement used in our internal roads and parking lots wears over time requiring maintenance. If left for too long, cracks in the pavement allow water to enter, which then permits freeze-thaw and vegetation impacts. A reasonable life for a wearing course is 15 years. The drives and parking area serving the Courthouse of 2002 will be 20 years old in FY22 when overlay is recommended.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	There are no reasonable alternatives that are cost effective and protect and preserve access to critical county facilities.
3) Indicate and quantify what the consequences would be on services if not funded.	Existing asphalt quality will diminish over time and if allowed to diminish too far, milling will be required before overlay which could double the cost.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Liabilities are generally limited to increased costs if conditions are permitted to atrophy and somewhat limited impacts to courthouse accessibility.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The cost of asphalt overlay fluctuates with the petroleum market making cost prediction difficult. \$20/sy is a reasonable estimate for a 2-inch overlay with minimal pre-work. The courthouse development plans indicate approximately 7,300 square yards of asphalt pavement in the area leading to an estimated cost of \$146,000. Assume cost inflation of 4.65% per year for three years ($\$146,000 \times 1.0465^3 = \$168,000$).

Attachments (list):		

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	County

Reserved for Submitted Photo(s)/Map(s)

Project Title	Court Circle Site Improvements
Project Location	Court Circle
Department Name	Engineering Services
Contact Name/Phone/Email	Brent Payne / 693-5480 / bpayne@gloucestersva.info

Proposed Schedule/Cost

Date Improvements Begin	FY21		Date Improvements Complete	FY21			Useful life (in years)	20	
Design/Engineering Cost			Construction/Equipment Cost	\$ 150,000			Previous Funding Amount		
Annual/Recurring Cost			Recurring Revenue Generated				For What Fiscal Year		
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 150,000					\$ 150,000		\$ 150,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		150,000					150,000		150,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	No
Please read the instructions on the required justifying information needed.		Federal/State/Local?		

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project includes site lighting, irrigation, and storm water management for the court circle. It will provide site improvements in parallel to a grant project. The Historic Court Circle hosts many evening meetings and supports pedestrian traffic. The existing lighting is minimal in the vicinity of a few building entrances and no lighting supports the sidewalk. There is no drainage or stormwater system within the Court Circle. Some of the historic structures have damage resulting from ponding along the exterior walls. The court circle has no existing irrigation and significant staff time is utilized for watering.
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2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	An existing Locally Administered Project (LAP) is in design for the repair and replacement of sidewalks within the Historic Court Circle. The LAP project will also include ADA improvements. Funding and Grant limitations prevent other site improvements. This CIP will pickup on site improvements such as irrigation, lighting and stormwater/drainage.
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3) Indicate and quantify what the consequences would be on services if not funded.	The project would remain unfunded with limited lighting, no irrigation ongoing water damage due to ponding.
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4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	This project must be coordinated in parallel with the LAP project to ensure activities do not jeopardize grant funding and other goals. Site safety must be maintained in a highly public space.
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5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The irrigation and lighting will slightly increase utility costs. Removing the source for the water and moisture damage to numerous structures will prevent future damage and permit future improvements for these spaces.
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Attachments (list):		

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	County

Reserved for Submitted Photo(s)/Map(s)

Project Title	Aberdeen and Timberneck Dredging
Project Location	Aberdeen Creek and Timberneck Creek
Department Name	Engineering Services
Contact Name/Phone/Email	Brent Payne / 693-5480 / bpayne@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2020		Date Improvements Complete	TBD			Useful life (in years)	20	
Design/Engineering Cost	\$ -		Construction/Equipment Cost	\$ 6,000,000			Previous Funding Amount	\$ -	
Annual/Recurring Cost	\$ -		Recurring Revenue Generated	\$ -			For What Fiscal Year	2021	
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 6,000,000					\$ 6,000,000		\$ 6,000,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local		6,000,000					6,000,000		6,000,000
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 6,000,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000,000	\$ -	\$ 6,000,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Mandating Agency	No
Please read the instructions on the required justifying information needed.		Federal/State/Local?	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Aberdeen Creek and Timberneck Creek provide waterway access to commercial fishermen and recreational boating. Shoaling at both creeks have created detrimental waterway access problems. According to a 2017 bathymetric study, portions of the Aberdeen Creek channel has two feet of water depth during MLLW (Mean Lower Low Water). Severe shoaling in Timberneck Creek has forced the U.S. Coast Guard to withdraw aids to navigation. The project uses funding from the Virginia Port Authority to dredge both channels and provide safe, convenient waterway access.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	No alternatives are available. Declining to dredge these waterways will result in adverse impacts of the commercial maritime industry and contribute to unsafe recreational boating.
3) Indicate and quantify what the consequences would be on services if not funded.	According to NOAA's Maritime Jobs Snapshot of Gloucester County, the Maritime Industry accounts for 1,012 employees, \$15,000,000 in wages and \$28,000,000 in good and services. In 2015, maritime related businesses were 10.9% of the total jobs in Gloucester County. Funding these projects will enhance the maritime industry within Gloucester. If not funded, shoaling will continue to adversely impact and potentially inhibit waterway access.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Gloucester is bound by an MOU with the Virginia Port Authority to manage these projects. If Gloucester does not comply with the terms of the MOU, the County may be responsible for repayment obligations.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	Management of the dredging projects will require administrative staff time. Upon completion, no additional resources will be necessary until future dredging is required.

Attachments (list):		

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	County

Project Title	Hutchinson House Demolition
Project Location	6445 Main Street
Department Name	Engineering Services
Contact Name/Phone/Email	Brent Payne / 693-5480 / bpayne@gloucestersva.info


Proposed Schedule/Cost

Date Improvements Begin	FY23		Date Improvements Complete	FY23			Useful life (in years)		
Design/Engineering Cost			Construction/Equipment Cost	\$ 115,000			Previous Funding Amount		
Annual/Recurring Cost			Recurring Revenue Generated				For What Fiscal Year		
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs				\$ 115,000			\$ 115,000		\$ 115,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned				115,000			115,000		115,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ 115,000	\$ -	\$ -	\$ 115,000	\$ -	\$ 115,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	No
Please read the instructions on the required justifying information needed.			Federal/State/Local?	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The existing County-owned residential structure is in significant disrepair. A report by TAM Consultants, Inc was completed to assess conditions and alternatives for the structure. They estimated 90% of the exterior requires replacement including the roof. 30% of the structure and interior requires replacement. The asbestos siding requires abatement. The County invests in repairs to mitigate environmental damage to the house however significant mold and mildew damage exists in the unconditioned space.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Demolition and site stabilization is the most cost-effective alternative and proposed in this CIP form. Renovation costs are estimated by TAM Consultants Inc. are estimated between \$225,000 and \$350,000.
3) Indicate and quantify what the consequences would be on services if not funded.	Ongoing maintenance will continue to be a sunk cost into a structure that is unreasonable to repair. The property will not be usable by the County or future owners unless the structure is removed or renovated.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The property is a liability for additional maintenance, pest control or injury of trespassers. Public hazards will exist during demolition and must be controlled through planning and signage.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	Demolition is a single capital investment with no future costs. The grounds must be managed to prevent overgrowth at a minimum.

Attachments (list):		

General Project Information

Date of Submission	9/24/2019
Capital Project-New or Expansion	New
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Arc Flash General Fund
Project Location	County Wide
Department Name	Facilities Management
Contact Name/Phone/Email	Reed Fowler/2100/rfowler@gloucesterserv.info

Reserved for Submitted Photo(s)/Map(s)

Proposed Schedule/Cost

Date Improvements Begin	1/1/2021		Date Improvements Complete				Useful life (in years)		
Design/Engineering Cost	\$ 225,000		Construction/Equipment Cost				Previous Funding Amount		
Annual/Recurring Cost	\$ 5,000		Recurring Revenue Generated				For What Fiscal Year		
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 225,000					\$ 225,000		\$ 225,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		225,000					225,000		225,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ -	\$ 225,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	OSHA,NFPA,NEC
Please read the instructions on the required justifying information needed.			Federal/State/Local?	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Each year, 2000 workers are admitted to burn centers for extended injury treatment caused by arc flash. Arc flash is an electric current that is passed through the air when insulation or isolation between electrified conductors is not sufficient to withstand the applied voltage. The flash is immediate, but the results can cause severe injury. The dangers of arc flash have come to the forefront of electrical safety programs and procedures. This is because arc flash hazards pose an everyday risk to our employees and County infrastructure.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	There is no alternative method to comply with the standards other than the investment in the Arc Flash analysis and investment in the labeling of control panels and MCC sets. The investment is required to meet the requirements of this program mandate.
3) Indicate and quantify what the consequences would be on services if not funded.	Failure to conduct an arc flash analysis of our electrical distributions places the County at risk due to serious or fatal employee injuries, OSHA citations and damage to our infrastructure.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Financial and legal liabilities will be incurred if an arc flash incident occurs.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	After the initial investment in the arc flash analysis, future expenses will include the purchase of personal protective equipment (PPE), training expenses, and labeling of electrical distribution systems including control panels and MCC's.

Attachments (list):		

General Project Information

Date of Submission	9/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Reserved for Submitted Photo(s)/Map(s)

Project Title	Building 1 Generator Installation
Project Location	Building 1
Department Name	Facilities Management
Contact Name/Phone/Email	Wes McIntyre/693-6269/cm McIntyre@gloucestersva.info

Proposed Schedule/Cost

Proposed Schedule/ Cost									
Date Improvements Begin	1/1/2021		Date Improvements Complete	FY21			Useful life (in years)		
Design/Engineering Cost			Construction/Equipment Cost	\$ 100,000			Previous Funding Amount		
Annual/Recurring Cost			Recurring Revenue Generated				For What Fiscal Year		
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 100,000					\$ 100,000		\$ 100,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		100,000					100,000		100,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency	
Please read the instructions on the required justifying information needed.			Federal/State/Local?	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Currently Building 1 has no on demand generator. The County Administrator designated this concern to become a capital project by identifying the need for a continuation of government function in the event of a lengthy power outage scenario.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The option for a portable generator commits the County to finding rental equipment presumably in high demand situations therefore minimizing the potential to secure a unit. The installation include automatic transfer switch.
3) Indicate and quantify what the consequences would be on services if not funded.	Without the addition of an on demand generator for Building 1, County government cannot provide uninterrupted access to Administration, Human Resources, Voter Registrar as well as maintain functionality of the Community Engagement office in the event of a lengthy loss of power.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Liabilities in not installing a generator include unreliable access to specific County functions as described in an extended power outage. Some staff functions may be relocatable to other facilities provided space is available.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	With the addition of a generator annual maintenance and inspections would be required as are with the units supporting other facilities. Generally speaking these ongoing expenses are approximately less than \$500.00 annually.

Attachments (list):		

General Project Information

Date of Submission	9/13/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Reserved for Submitted Photo(s)/Map(s)

Project Title	Building 2 Generator Installation
Project Location	Building 2
Department Name	Facilities Management
Contact Name/Phone/Email	Wes McIntyre/693-6269/cm McIntyre@gloucestersva.info

Proposed Schedule/Cost

Date Improvements Begin	1/1/2021		Date Improvements Complete				Useful life (in years)		
Design/Engineering Cost			Construction/Equipment Cost	\$	150,000		Previous Funding Amount		
Annual/Recurring Cost			Recurring Revenue Generated				For What Fiscal Year		
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 150,000					\$ 150,000		\$ 150,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		150,000					150,000		150,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency	
Please read the instructions on the required justifying information needed.		Federal/State/Local?		

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Currently Building 2 has no on demand generator. The County Administrator designated this concern to become a capital project by identifying the need for a continuation of government function in the event of a lengthy power outage scenario.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The option for a portable generator commits the County to finding rental equipment presumably in high demand situations therefore minimizing the potential to secure a unit. The facility would also need to have a manual transfer switch installed to allow the rental unit to provide temporary power.
3) Indicate and quantify what the consequences would be on services if not funded.	Without the addition of an on demand generator for Building 2, the County government cannot provide uninterrupted access to a variety of services in the event of a lengthy loss of power. Building 2 house departments regulating building codes and compliance, Animal Control, Treasures office, Zoning and Planning, as well as other supporting entities including additional Administrative support for County wide operations.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Liabilities in not installing a generator include unreliable access to specific County functions as described in an extended power outage. Some staff functions may be relocatable to other facilities provided space is available.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	With the addition of a generator annual maintenance and inspections would be required as are with the units supporting other facilities. Generally speaking these ongoing expenses are approximately less than \$500.00 annually.

Attachments (list):		

General Project Information

Date of Submission	9/24/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	County

Reserved for Submitted Photo(s)/Map(s)

Project Title	County Garage Stop Gap & Demolition
Project Location	County Garage
Department Name	Facilities Management
Contact Name/Phone/Email	Wesley McIntyre Jr.804-693-6269,cmcintyre@gloucester.va.int

Proposed Schedule/Cost

Proposed Schedule/ Cost									
Date Improvements Begin	7/1/2020			Date Improvements Complete				Useful life (in years)	0
Design/Engineering Cost				Construction/Equipment Cost	\$	75,000		Previous Funding Amount	\$ -
Annual/Recurring Cost				Recurring Revenue Generated				For What Fiscal Year	
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 75,000					\$ 75,000		\$ 75,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		75,000					75,000		75,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency	
Please read the instructions on the required justifying information needed.		Federal/State/Local?		

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The roof of the County garage continues to be in need of replacement. Recent progress in developing a lease agreement with Bay Transit as a new location for services to County vehicles will now allow us the opportunity to demolish the current garage and consider selling the existing property for commercial development. The original funding request for a roof is now being requested for building demolition on the 5- acres site.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Until development of a new school vehicle maintenance facility with excess capacity exists, vehicle service will be conducted at leased space in the Bay Transit facility. Funding can be used to remove and demolish the building readying the site for private redevelopment. Public Utilities will need to abandon the radial well facility to leverage the full 5-acres.
3) Indicate and quantify what the consequences would be on services if not funded.	The roof is in very poor condition and is affecting the structural integrity of the building. Additional degradation of the roof may render portions of the building unusable, thereby requiring an alternative arrangement for vehicle maintenance. The building was recently painted and less of an eyesore but will be vacated never the less.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	It is unlikely that structural failure would occur, however, left unaddressed, uncertainty increases. Most likely are impacts due to water infiltration such as damage to interior materials and potential decay/mold. Preparations are underway to vacate the building and relocate all County materials and assets.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	A cost estimate was obtained for roof replacement at \$70,000. Facilities Management was instructed to find an alternative location to conduct vehicle service on County vehicles and equipment given the age and condition of the garage. With a lease in place at Bay Transit it is the recommendation the building and adjoining well be demolished and sold. No further investment is anticipated beyond demolition costs.

Attachments (list):		

General Project Information

Date of Submission	8/27/2019
Capital Project-New or Expansion	x
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Reserved for Submitted Photo(s)/Map(s)

Project Title	Replacement for Finance Plus & Community Plus Software
Project Location	Information Technology
Department Name	Information Technology
Contact Name/Phone/Email	IT Director/804-693-1392/@gloucester.va.info

Proposed Schedule/Cost

Proposed Schedule/ Cost									
Date Improvements Begin	7/1/2022		Date Improvements Complete	12/1/2025			Useful life (in years)	10	
Design/Engineering Cost			Construction/Equipment Cost				Previous Funding Amount	N/A	
Annual/Recurring Cost	\$ 150,000		Recurring Revenue Generated				For What Fiscal Year	N/A	
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 736,000					\$ 736,000		\$ 736,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		736,000					736,000		736,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 736,000	\$ -	\$ -	\$ -	\$ -	\$ 736,000	\$ -	\$ 736,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Mandating Agency
Please read the instructions on the required justifying information needed.		Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project seeks to replace disparate legacy County business computing systems across departments, starting with finance, with an all-in-one Enterprise Resource Planning (ERP) system. Where business processes, user interfaces, and business data storage, input, output, and reporting have, to date, been maintained in separate "silos" across County organizations, the ERP provides a single set of train-once workflows, technologies, and tools allowing teams to share knowledge and work together efficiently and effectively using a single, integrated technology platform.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Alternative would be continue with the same disparate systems we currently have in place; continuing to use various third party software suites and tools, and continue building complex customer integrations. Continued maintenance of legacy systems and third party integrations is prohibitive within a small-footprint IT organization. As hardware and software moves beyond end of life, the risk of system failure and security breach becomes high.
3) Indicate and quantify what the consequences would be on services if not funded.	Inefficiencies of duplicate training, support, and maintenance efforts across competing systems would continue. System failure and security breach risks will increase over time until realized. Inefficient workflows and duplication of data will continue creating and inaccuracies and inefficiencies across the county. Obsolete technical infrastructures "get in the way" becoming obstacles to productivity and \$s efficiency initiatives rather than success tools.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Legacy systems past end of life contain inherent security vulnerabilities. In addition, maintaining similar data sets across separate systems increases the chance for calculation and data entry/update error because the same information is currently being stored and updated in more than one data store. Hardware failure, data breach, and unpatchable security vulnerabilities imply potential liabilities to the county that would likely increase if we are not proactively addressing associated risks.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	

Attachments (list):		

General Project Information

Date of Submission	8.15.2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County



Project Title	Construction of County Library
Project Location	TBD - excludes land acquisition costs
Department Name	Library
Contact Name/Phone/Email	Diane Rebertus/693.2998/drebertus@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2022	Date Improvements Complete		4/30/204		Useful life (in years)		40	
Design/Engineering Cost	\$ 488,000							NA	
Annual/Recurring Cost	\$ 22,000							NA	
						For What Fiscal Year			
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs				\$ 5,600,000			\$ 5,600,000		\$ 5,600,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt				5,600,000			5,600,000		5,600,000
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ 5,600,000	\$ -	\$ -	\$ 5,600,000	\$ -	\$ 5,600,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency	
Please read the instructions on the required justifying information needed.			Federal/State/Local?	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Gloucester County has a thriving library system. The Main Library is the headquarters and offers a comprehensive slate of services to the community. The County's lease agreement for the site requires substantial commitment of operating expenditures. The proposed project will have limited impact on the budget as funds used to pay rent can be applied to the cost of construction for a county-owned site. The project will allow the County to save money and offer a more modern and user-friendly facility for patrons.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The County can continue to lease the current facility or consider a different location with a lease that may be more cost effective. However, the amount of square footage needed and building amenities limit the number of potential rental sites. Rates will continue to increase with the current lease. Rental property constraints limit the ability to change the configuration of the space to meet the current needs of the community. Staff is limited in what can be offered for technology needs, simply because of the lack of electrical outlets and space for seating.
3) Indicate and quantify what the consequences would be on services if not funded.	The outflow of funds will continue through leasing. These funds could be better spent on a county-owned facility. Leasing prohibits the ability to design a structure that meets current and future needs for technology and library services. The need for additional meeting areas will continue as the Community room and small conference rooms at the Main Library are continuously reserved and often are unavailable for additional County and public groups.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Potential liabilities include commitment to a lease agreement and/or debt required to finance construction as well as on the Facilities Management department as the County would be solely responsible for maintenance.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	Care and maintenance expenses would increase for a new county-owned facility. Presently, the County is only responsible for interior maintenance. It is anticipated that utility expenses would be similar. Depending upon the size, layout and services offered at a new library, there could be a need for increased staffing. There would be initial operating expenses for new furnishings and equipment.

Attachments (list):		

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	x
Capital Maintenance-Neither new nor expanding	
County/School?	County

Reserved for Submitted Photo(s)/Map(s)

Project Title	Athletic Field Lighting
Project Location	Abingdon & Woodville Parks
Department Name	Parks, Recreation & Tourism
Contact Name/Phone/Email	Katey Legg / 693-1270 / klegg@gloucestersva.info

Proposed Schedule/Cost

Date Improvements Begin	FY 20		Date Improvements Complete	FY 25+		Useful life (in years)		25 +	
Design/Engineering Cost			Construction/Equipment Cost	\$ 1,375,000		Previous Funding Amount		\$ 10,000	
Annual/Recurring Cost	\$ 6,000		Recurring Revenue Generated	\$ 6,000		For What Fiscal Year		FY 20	
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs			\$ 480,000		\$ 395,000	\$ 500,000	\$ 1,375,000		\$ 1,375,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned			480,000		395,000	500,000	1,375,000		1,375,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ 480,000	\$ -	\$ 395,000	\$ 500,000	\$ 1,375,000	\$ -	\$ 1,375,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency	
Please read the instructions on the required justifying information needed.			Federal/State/Local?	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Provision of lights on existing athletic fields will greatly increase play time and field efficiency. Leagues and groups are competing for field use. Lighting additional fields will allow better rotation and improve field conditions. Recurring costs will be mostly offset by revenue. Installation of conduit for future lighting was budgeted in FY 20. The requested funds will light the all fields and large parking lot at Woodville Park, as well as all fields at Abingdon Park.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	One alternative is to not light fields. There would be a cost savings, but playtime is limited. With only three lit fields, teams and leagues compete for field usage. The recommend system is Musco Sports Lighting. Other systems are not as energy efficient and do not have the same warranty. Using the same type of lights that are on existing fields would be an option but the warranty is no longer the same.
3) Indicate and quantify what the consequences would be on services if not funded.	Field use will be restricted because of the lack of facilities and/or fields conditions. When fields are not lighted, the usable play time is reduced. Fields are routinely closed for maintenance, and without lights, users are more constrained on when fields are available. Lighted fields will allow for better rotation and maintenance, maximizing the play time available.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Field use is in high demand, and groups or citizens will continue to play as long as the parks are open. During times when the current lights are in use, other organizations may want to use the unlit fields. Additionally, some groups have tried using headlights to play after dark. Unlit and poorly lit fields can cause an increase in injuries.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	Musco lights have a twenty-five year warranty on the Total Light Control LED light systems. The proposed lights match the existing ones and would have the same control system that can be used remotely by phone or web by each leagues with unique passwords. This reduces staff time in assisting leagues and tracking hours for invoicing.

Attachments (list):	FY 21-25 CIP Background	
	2016 Needs Assessment - Link - DO NOT PRINT	
	Comp Plan Community Facilities	

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	x
Capital Maintenance-Neither new nor expanding	
County/School?	County

Reserved for Submitted Photo(s)/Map(s)

Project Title	Beaverdam Park New Lodge
Project Location	Beaverdam Park
Department Name	Parks, Recreation & Tourism
Contact Name/Phone/Email	Katey Legg / 693-1270 / klegg@gloucestersva.info

Proposed Schedule/Cost

Date Improvements Begin	FY 26+		Date Improvements Complete	FY 26+			Useful life (in years)	25+	
Design/Engineering Cost	\$ 45,000		Construction/Equipment Cost	\$ 484,000			Previous Funding Amount		
Annual/Recurring Cost	\$ 3,000		Recurring Revenue Generated	\$ 20,000			For What Fiscal Year		
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs							\$ -	\$ 529,000	\$ 529,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-	529,000	529,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 529,000	\$ 529,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency	
Please read the instructions on the required justifying information needed.			Federal/State/Local?	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The Whitcomb Lodge at Beaverdam Park is reserved nearly every weekend throughout the year and many weeknights. The building is used for meetings, trainings, birthday parties, weddings, etc. Often there are overlapping needs for the building. An additional building will provide a much needed space for interpretive programs, serve as a second rental space and a location for Department classes.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	We have considered closing in the shelter and/or erecting a new structure at the other park entrance but the lack of staff at that site would make it problematic. Constructing a building near the Whitcomb Lodge allows for shared use of the service road. Additional parking is needed now, and expanding the lot will provide spaces for both facilities.
3) Indicate and quantify what the consequences would be on services if not funded.	Revenue will be lost and public and private activities will be impacted when the Lodge is unavailable. The Department uses the Whitcomb Lodge most weeks during the summer for camps, and as those programs continue to grow in popularity, the building is not available for public rentals.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	An indoor rental facility will serve many needs, whether for citizen or County agency use. There is a lack of reasonably priced indoor meeting/rental space in the County. Requests for use of the Whitcomb Lodge are taken one year in advance and fill up very quickly. Many people are turned away due to lack of availability. Without this building, we will not be able to accommodate these requests.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The Lodge generated more than \$8,000 in rentals in FY 19 for approximately 100 paid reservations, however it is also used heavily by the Department and other County agencies without charge. A second building has the revenue potential of \$20,000 or more. Having another building will allow the park to host larger events that can be divided into two spaces.

Attachments (list):	Lodge Pictures
	FY 21-25 CIP Background
	2016 Needs Assessment - Link - DO NOT PRINT

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	x
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Community Center
Project Location	TBD
Department Name	Parks, Recreation & Tourism
Contact Name/Phone/Email	Katey Legg / 693-1270 / klegg@gloucesterva.info

Reserved for Submitted Photo(s)/Map(s)

Proposed Schedule/Cost

Proposed Schedule/ Cost									
Date Improvements Begin	FY 26+			Date Improvements Complete				Useful life (in years)	25+
Design/Engineering Cost	\$ 1,190,000			Construction/Equipment Cost	\$ 17,502,000			Previous Funding Amount	
Annual/Recurring Cost				Recurring Revenue Generated				For What Fiscal Year	
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs							\$ -	\$ 18,692,000	\$ 18,692,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-	18,692,000	18,692,000
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,692,000	\$ 18,692,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency	
Please read the instructions on the required justifying information needed.			Federal/State/Local?	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	A community center would meet many citizen needs. It could include a double gymnasium, swimming pool, fitness area, meeting rooms, classrooms, etc. The facility can also serve as a senior center. The proposed budget is based upon renovation and expansion of the TC Walker Education Center. Using the facility may not be feasible as needs of the school system change.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Building a new facility will cost substantially more depending upon acquisition and infrastructure needs. Utilizing and expanding upon the TC Walker Education Center is more cost effective. Partnering with a non-profit or private enterprise are also options, but further exploration will be needed. Should this project be accepted into the plan, a full scale assessment and cost analysis would be explored.
3) Indicate and quantify what the consequences would be on services if not funded.	Services for citizens would be limited. Gloucester does not have a public swimming pool. Businesses and potential residents may look more favorably on other localities for the quality of life those communities can offer. Citizens would have fewer opportunities and means to stay healthy. Very few recreational programs can be held in the daytime because of lack of meeting space. Limited daytime indoor programming would continue to be a constraint. The senior center will remain in an older and limited use facility.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	A community center would meet many needs, including providing a public pool, indoor meeting space, daytime classroom use, and a better location for a senior center. Without a community center, citizens will continue to go another locality for services or continue to be underserved. The cost of a community center is high, which will face difficulty under public scrutiny.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The community center could be built to provide emergency sheltering during disasters. Potential grant funds may be available if the facility can be used as a shelter. Partnership and sponsorships can be explored to help with financing. From contracted rental space within a building to joint ownership to leasing the facility to a non-profit organization for operation, there are numerous ways the project could proceed.

Attachments (list):	Community Center Pictures	
	FY 21-25 CIP Background	
	2016 Needs Assessment - Link - DO NOT PRINT	

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	x
Capital Maintenance-Neither new nor expanding	
County/School?	County

Reserved for Submitted Photo(s)/Map(s)

Project Title	Number Nine (Ark Park) Road Paving
Project Location	Ark Park
Department Name	Parks, Recreation & Tourism
Contact Name/Phone/Email	Katey Legg / 693-1270 / klegg@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	FY 21		Date Improvements Complete	FY 21			Useful life (in years)		
Design/Engineering Cost	\$ 16,000		Construction/Equipment Cost	\$ 246,000			Previous Funding Amount		
Annual/Recurring Cost	\$ 1,500		Recurring Revenue Generated				For What Fiscal Year		
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 262,000					\$ 262,000		\$ 262,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		262,000					262,000		262,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 262,000	\$ -	\$ -	\$ -	\$ -	\$ 262,000	\$ -	\$ 262,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency	
Please read the instructions on the required justifying information needed.		Federal/State/Local?		

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Number Nine Road provides access throughout Ark Park. Paving the road will eliminate a chronic maintenance problem. The road has to be routinely repaired by grading and adding gravel. Adjacent residents share the road and numerous complaint calls have been received about the volume of PR&T traffic causing damage to the road and the dust generated during county events. Speed bumps will need to be added to slow residential traffic which has become a safety concern.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	An alternative to paving is a gravel road, which has been in place for years. The road was originally dirt and the County paid for gravel when it was still under the Fair Association ownership. Gravel has to be added continually, and the condition of the road is not satisfactory. With approximately 25,000 park visitors estimated annually, Number Nine Road is heavily traveled.
3) Indicate and quantify what the consequences would be on services if not funded.	Routine maintenance involving the cost of gravel and labor for grading the road will continue. Approximately \$1,000 is spent on gravel, and it can take a full day to regrade the road if additional gravel is not available. Neighbors will complain about the road. There is a higher risk of pedestrian and vehicular accidents if speed bumps are not added.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Number Nine Road is a private road owned by Gloucester County, deeded along with Ark Park from the Gloucester Fair Association. The site has been used as a public park for over 25 years. If the road is paved, speedbumps will need to be added.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	Maintenance and repairs to the gravel road are continuous and require staff time and funds for gravel. The grounds/maintenance crew has numerous other projects, including continual upkeep and maintenance of athletic fields and park grounds. Any significant amount of rain, snow, or ice damages the gravel road, and time must be taken from other duties to address the road. Paving the road will allow maintenance/grounds staff to focus on other planned needs.

Attachments (list):	Number Nine Road Pictures	Comp Plan Community Facilities
	FY 21-25 CIP Background	
	2016 Needs Assessment - Link - DO NOT PRINT	

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	x
Capital Maintenance-Neither new nor expanding	
County/School?	County

Reserved for Submitted Photo(s)/Map(s)

Project Title	Paving & Striping Parking Lots
Project Location	Abingdon, Ark, Beaverdam, Brown & Woodville Parks
Department Name	Parks, Recreation & Tourism
Contact Name/Phone/Email	Katey Legg / 693-1270 / klegg@gloucestersva.info

Proposed Schedule/Cost

Proposed Schedule of Cost			Date Improvements Complete		FY 25		Useful life (in years)		25+
Date Improvements Begin	FY 21		Construction/Equipment Cost		\$ 1,638,000		Previous Funding Amount		\$ 190,728
Design/Engineering Cost	\$ 115,000		Recurring Revenue Generated				For What Fiscal Year		FY 20
Annual/Recurring Cost									
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 226,000	\$ 291,000	\$ 503,000	\$ 441,000	\$ 292,000	\$ 1,753,000		\$ 1,753,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		226,000	291,000	501,000	441,000	292,000	1,751,000		1,751,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 226,000	\$ 291,000	\$ 501,000	\$ 441,000	\$ 292,000	\$ 1,751,000	\$ -	\$ 1,751,000
Variance-over (short)		\$ -	\$ -	\$ (2,000)	\$ -	\$ -	\$ (2,000)	\$ -	\$ (2,000)

Project Narrative/Justification	Mandated?	No	Mandating Agency	
Please read the instructions on the required justifying information needed.			Federal/State/Local?	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Almost every County park parking lot is gravel or stone. The lots are difficult to walk on, do not have striping or parking bumpers for safety and efficiency and need frequent maintenance to regrade and spray for weeds. Park visitors are not sure where to park and often have large gaps between vehicles and/or block other vehicles in. Large stones create tripping hazards and the lack of striping makes it more dangerous for pedestrian access. The gravel is difficult for push strollers or pull equipment on wheels.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Options include paving and striping the spaces and leaving the driving lanes in gravel or placing parking bumpers on the gravel. Both of these options only correct part of the problem and would make maintenance more challenging. To reduce the budget impact, the proposal spreads the work out over five years according to priorities, considering the amount of use and current conditions. Ark Park lots are recommended for paving at the same time as Number Nine Road, and could reduce the current capital expenditure for concrete accessible parking spaces.
3) Indicate and quantify what the consequences would be on services if not funded.	The Beaverdam Park lots have to be regraded after every heavy rain. The Whitcomb Lodge access road and Beaverdam overflow lot receive significant traffic as well. Time spent spraying weeds and grading lots will continue. The Beaverdam Park overflow lot is currently grass, and becomes unavailable after heavy rains. Gravel lots at Abingdon, Ark and Woodville are heavily used by park visitors and school staff (Abingdon). Maintenance continues to be time consuming and expensive.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Someone may get seriously hurt by tripping on uneven gravel and large rocks. Navigating lots that have holes or ruts could lead to vehicular or pedestrian accidents. Appropriately marked parking spaces will help reduce potential vehicular incidents and pedestrians will have a better understanding of where cars will be parked, backing out, pulling in, etc.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The park visitor experience will be greatly enhanced by having a safe and appropriate place to park. Parking lots will be easier to maintain. Staff will be able to use a blower as part of trash removal which cannot be done in gravel.

Attachments (list):	Parking Lot Pictures	
	FY 21-25 CIP Background	
	2016 Needs Assessment - Link - DO NOT COPY	

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	x
Capital Maintenance-Neither new nor expanding	
County/School?	County

Reserved for Submitted Photo(s)/Map(s)

Project Title	Restrooms/Concession Building
Project Location	Woodville Park
Department Name	Parks, Recreation & Tourism
Contact Name/Phone/Email	Katey Legg / 693-1270 / klegg@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	FY 22		Date Improvements Complete	FY 22		Useful life (in years)	20 +		
Design/Engineering Cost			Construction/Equipment Cost	\$ 665,000		Previous Funding Amount			
Annual/Recurring Cost	\$ 30,000		Recurring Revenue Generated			For What Fiscal Year			
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs				\$ 665,000			\$ 665,000		\$ 665,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned				665,000			665,000		665,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ 665,000	\$ -	\$ -	\$ 665,000	\$ -	\$ 665,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency	
Please read the instructions on the required justifying information needed.			Federal/State/Local?	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	There are no public restrooms in the park which has tens of thousands of visitors each year and is host to numerous large special events. There are also no handwashing facilities for staff or park visitors which is unsanitary and unsafe. The lack of utilities and facilities has restricted concession sales. Due to the cost of public sewer and water, a pre-engineered building with a pump and haul septic system along with an industrial well is proposed.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Alternative sewer systems were considered and rejected due to the cost and excessive amount of land needed for waste treatment. Several years ago it was determined that the site will not perk.
3) Indicate and quantify what the consequences would be on services if not funded.	The park is being used year round and restrooms are needed. Without the restrooms, park staff have no running water for emergencies and have to drive to another facility to wash their hands. The park cannot compete well when bidding to host events and tournaments. The County and civic leagues will miss out on potential revenues that could be generated through the concession operations.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The Virginia Department of Health could limit use of the park. The Department of Labor and/or the Occupational Safety and Health Administration could determine that we do not offer proper work conditions for our employees.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	Construction expenses could be reduced if qualifying volunteer labor is obtained to erect the building. The annual recurring operating costs are an estimate for staff, increased electrical bills and costs for pumping sewage. https://va-gloucestercounty.civicplus.com/DocumentCenter/View/6057/Gloucester-County---Needs-Assessment-7-19-16?bidId

Attachments (list):	Woodville Restroom Picture	FY 21-25 CIP Background
	Woodville Restroom & Concession Preliminary	2016 Needs Assessment - Link - DO NOT COPY
	Woodville Master Plan	

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	x
Capital Maintenance-Neither new nor expanding	
County/School?	County

Project Title	Support Facilities
Project Location	Woodville Park
Department Name	Parks, Recreation & Tourism
Contact Name/Phone/Email	Katey Legg / 693-1270 / klegg@gloucesterva.info



Proposed Schedule/Cost

Date Improvements Begin	FY 23		Date Improvements Complete	FY 26 +		Useful life (in years)	25+		
Design/Engineering Cost	\$ 154,000		Construction/Equipment Cost	\$ 4,670,000		Previous Funding Amount			
Annual/Recurring Cost			Recurring Revenue Generated			For What Fiscal Year			
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs			\$ 160,000		\$ 132,000	\$ 493,000	\$ 785,000	\$ 4,039,000	\$ 4,824,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned			160,000		132,000	493,000	785,000	4,039,000	4,824,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ 160,000	\$ -	\$ 132,000	\$ 493,000	\$ 785,000	\$ 4,039,000	\$ 4,824,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency	
Please read the instructions on the required justifying information needed.			Federal/State/Local?	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The park needs additional infrastructure equipment and can accommodate a number of additional activities that will provide greater service to the public. Items with a higher expense were pushed in FY 26+ due to other priorities. Front-end projects include fencing, picnic shelters and bleachers. Later projects include bridges, utilities, amphitheater, buildings and additional restrooms.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	In-kind labor was considered as an alternative and could possibly reduce expenses if qualified volunteers are available and quality materials are used. Sponsorships may be able to reduce costs. A wish list for the park could be quite extensive, but the items requested were listed and prioritized according to demand, impact and feasibility.
3) Indicate and quantify what the consequences would be on services if not funded.	The park will have limited uses and fewer opportunity for direct and indirect revenues.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Appropriate fencing around attractive nuisances such as ponds and ditches is a high priority. The playground is situated near athletic fields, but also near the large drainage ditch than runs parallel to the road. The ponds, while beautiful, do not have sufficient barrier fencing. Signage has been posted to let citizens know the pond is not for activity.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	Recurring operating budget impact will be realized with the addition of facilities such as buildings, bathrooms and more. Estimated expenses include water, sewer and electricity. Potential revenue exists from renting the picnic shelter, as well as amphitheater and community building in future years.

Attachments (list):	Woodville Support Facilities Pictures	
	FY 21-25 CIP Background	
	2016 Needs Assessment - Link - DO NOT COPY	

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	County



Project Title	Public Safety Radio Portable & Mobile Replacement
Project Location	ECC
Department Name	Radio O&M
Contact Name/Phone/Email	Brent Payne / 693-5480 / bpayne@gloucestersva.info

Proposed Schedule/Cost

Date Improvements Begin	FY22		Date Improvements Complete	FY22		Useful life (in years)	10		
Design/Engineering Cost			Construction/Equipment Cost	\$ 3,224,630		Previous Funding Amount			
Annual/Recurring Cost			Recurring Revenue Generated			For What Fiscal Year			
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs							\$ -	\$ 3,224,630	\$ 3,224,630
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-	3,224,630	3,224,630
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,224,630	\$ 3,224,630
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	Regional Radio Agreement
Please read the instructions on the required justifying information needed.			Federal/State/Local?	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The mobile radios (vehicle mounted) and portable radios will require replacement at some point. Our 15-year managed upgrade pathway indicates this expense occurring in FY23. These assets are public safety grade and must be maintained as such to maintain the standard of care for public safety (5 - nines reliability). There will likely be some improved capabilities with the technology that will be available when we upgrade (current technology).
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	We are bound to Motorola devices to align with our regional system and its related MOU.
3) Indicate and quantify what the consequences would be on services if not funded.	We will hold on to our existing equipment for as long as they are operating reliably and can be serviced by Motorola and extend further to the greatest extent possible.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	This is a must complete project. The XTS (portable) and XTL (mobile) radios are no longer manufactured. Motorola's published end of field service date for the radios is December 31, 2019 (mid FY20). Given the number of radios currently in use by the County and our regional partners, we believe we will be able to delay replacement until FY23. If we have radio failures (not simply field tuning issues or accessory issues), we will have the opportunity to pool resources and use regional spares to bridge the gap as our partners plan to upgrade earlier than we do due to the age of their radios.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The cost estimate is very preliminary but is suitable to develop 10 year financing costs. Our current subscribers were financed for 10 years with FY19 including the last annual finance payment.
Attachments (list):	

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	County

Project Title	Public Services Radio Tower and Microwave Upgrades
Project Location	ECC
Department Name	Radio O&M
Contact Name/Phone/Email	Brent Payne / 693-5480 / bpayne@gloucesterva.info



Proposed Schedule/Cost

Date Improvements Begin	FY22		Date Improvements Complete	FY22			Useful life (in years)	15	
Design/Engineering Cost			Construction/Equipment Cost	\$ 389,400			Previous Funding Amount		
Annual/Recurring Cost			Recurring Revenue Generated				For What Fiscal Year		
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs			\$ 389,400				\$ 389,400		\$ 389,400
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned			389,400				389,400		389,400
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ 389,400	\$ -	\$ -	\$ -	\$ 389,400	\$ -	\$ 389,400
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency	Regional Radio Agreement
Please read the instructions on the required justifying information needed.			Federal/State/Local?	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Replace existing microwave equipment, tower lighting, antennas, transmission lines, cabling and ground. These assets are approaching the end of their useful life. Currently several components fail per year and are replaced one time and materials basis.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Gloucester is bound to Motorola equipment to align with the regional system and MOU.
3) Indicate and quantify what the consequences would be on services if not funded.	Failure to fund these projects may compromise the reliability of the radio system and violate the MOU. Gloucester is obligated to participate in regional radio system maintenance upgrades.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	This project is managed by York County with limited coordination by Gloucester.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The project timelines are established in accordance with the end of useful life and warranty coverage. The costs are still considered to be fluid.

Attachments (list):		

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	County

Project Title	Public Service Radio Fire Station Alerting, HVAC & Electrical
Project Location	EC
Department Name	Radio O&M
Contact Name/Phone/Email	Brent Payne / 693-5480 / bpayne@gloucesterva.info



Proposed Schedule/Cost									
Date Improvements Begin	FY24		Date Improvements Complete	FY24		Useful life (in years)	15		
Design/Engineering Cost			Construction/Equipment Cost	\$ 216,700		Previous Funding Amount			
Annual/Recurring Cost			Recurring Revenue Generated			For What Fiscal Year			
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs					\$ 216,700		\$ 216,700		\$ 216,700
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned					216,700		216,700		216,700
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ 216,700	\$ -	\$ 216,700	\$ -	\$ 216,700
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Narrative/Justification		Mandated?		Yes		Mandating Agency		Regional Radio Agreement	
Please read the instructions on the required justifying information needed.						Federal/State/Local?			
1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Replace existing fire paging transmitters CALL STAT alerting, generators, DC Plant, UPS, Batteries and HVAC at all tower sites. These assets are approaching the end of their useful life. Currently, several components fail per year and are replaced on a time and materials basis.								
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Gloucester is bound to Motorola equipment to align with the regional system and MOU.								
3) Indicate and quantify what the consequences would be on services if not funded.	Failure to fund these projects will compromise the reliability of the radio system and violate the MOU. Gloucester is obligated to participate in regional radio system maintenance upgrades.								
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	This project is managed by York County with limited coordination by Gloucester.								
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The project timelines are established in accordance with the end of useful life and warranty coverage. The costs are still considered to be fluid.								
Attachments (list):									

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	County

Reserved for Submitted Photo(s)/Map(s)

Project Title	NG911
Project Location	ECC
Department Name	Radio O&M
Contact Name/Phone/Email	Brent Payne / 693-5480 / bpayne@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	FY21		Date Improvements Complete	FY21		Useful life (in years)	15		
Design/Engineerin Cost			Construction/Equipment Cost	\$ 473,804		Previous Funding Amount			
Annual/Recurring Cost	\$ 67,300		Recurring Revenue Generated			For What Fiscal Year			
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 473,804					\$ 473,804		\$ 473,804
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local		473,804					473,804		473,804
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 473,804	\$ -	\$ -	\$ -	\$ -	\$ 473,804	\$ -	\$ 473,804
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	State
Please read the instructions on the required justifying information needed.			Federal/State/Local?	State

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	NG911 is a state-mandated conversion to a digital 'Next Generation' 911 system. The County will utilize one of two available contracts through AT&T to acquire services which will be directly paid by the State. The services include flat fees to AT&T, I3 Deployment services, text to 911, ECATS data analytics and geo-connectivity. Geo-connectivity will provide fiber optic communication lines to the Emergency Communications Center. The new system will provide faster, more resilient communications and permit voice, photos, video and text messaging for emergency communication. Payments are expected to be directed to the State with no investments by the County.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The two available contracts through AT&T have minimal cost differences. No other contracts are available and the investment to develop an alternative program would be cost-prohibitive.
3) Indicate and quantify what the consequences would be on services if not funded.	This CIP is 100% funded through and by the State. However if the County does not facilitate NG911 then it will not achieve NG911 activation within the State's timeline and may require self-funding.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Interacting with the State and York County to ensure interoperability and meeting requirements to ensure the State continues to fund NG911.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The Radio Operating Budget's cost for tele services will increase from \$1,142.21 per month to approximately \$6,800 per month. The state will pay the first 24 months upon activation of NG911.

Attachments (list):		

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Cedar Lake and Holly Springs Waterline Replacement
Project Location	Cedar Lake and Holly Springs Subdivisions
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Proposed Schedule/ Cost				Date Improvements Complete		7/1/2026	Useful life (in years)		50
Date Improvements Begin	7/1/2025			Construction/Equipment Cost		\$ 820,000	Previous Funding Amount		
Design/Engineering Cost	\$ 80,000			Recurring Revenue Generated			For What Fiscal Year		
Annual/Recurring Cost									
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs							\$ -	\$ 900,000	\$ 900,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-	900,000	900,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900,000	\$ 900,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	Virginia Department of Health
Please read the instructions on the required justifying information needed.			Federal/State/Local?	State

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will replace 7,300 feet of 6-inch waterline in the Holly Springs subdivision and 600 feet of 6-inch waterline in the Cedar Lake subdivision. Water system modeling indicates the existing water systems cannot provide the desired fire flow capacity within these residential developments. Replacing these waterlines in accordance with current design and construction standards will provide the desired fire flow at maximum day demand periods.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Holly Springs and Cedar Lake subdivisions are nearly fully developed. The proposed 12-inch waterline in Roaring Springs Road and the existing 8-inch waterline in Holly Springs Drive are adequate to support both subdivisions but the other lines need to be larger than 6-inch to reduce pressure loss during high demand periods. There is very limited opportunity for additional sources of water for these subdivisions so replacing the existing waterlines with modern properly sized lines is the only opportunity to upgrade the capacity of the existing water system.
3) Indicate and quantify what the consequences would be on services if not funded.	The existing waterlines in these subdivisions cannot deliver sufficient flow and pressure meet current design standards for fire flow. Constructing this project will raise the level of service in these subdivision to meet current design standards.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The potential liabilities of doing this project include inconvenience to the residents from noise, dust and traffic interruptions. The liabilities of not doing the project are the inconvenience to customers from the reduced level of water service during high demand periods.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	This project will install service connections to all subdivision lots, not just the occupied lots, so the capital investment in this project will avoid the material and labor costs owners will face when they build on the remaining vacant lots. The capital investment will also bring the water systems up to current design standards so the customers will not experience lower than normal flow and pressure during high demand periods.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Project Title	Chiskiake Village Subdivision Waterline Replacement
Project Location	Chiskiake Village Subdivision Sections A, B & C
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Reserved for Submitted Photo(s)/Map(s)

Proposed Schedule/Cost

Proposed Schedule/ Cost			Date Improvements Complete		6/30/2025		Useful life (in years)		50
Date Improvements Begin	7/1/2023		Construction/Equipment Cost		\$ 300,000		Previous Funding Amount		
Design/Engineering Cost	\$ 60,000		Recurring Revenue Generated				For What Fiscal Year		
Annual/Recurring Cost									
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs					\$ 60,000	\$ 300,000	\$ 360,000		\$ 360,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating					60,000	300,000	360,000		360,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ 60,000	\$ 300,000	\$ 360,000	\$ -	\$ 360,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	Virginia Department of Health
Please read the instructions on the required justifying information needed.			Federal/State/Local?	State

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will replace 1,000 feet of 2-inch waterline, 700 feet of 4-inch waterline and 1,700 feet of 6-inch waterline within all three sections of the Chiskiake Village subdivision. Water system modeling indicates the existing water system cannot provide the desired fire flow capacity within a residential development. Replacing these waterlines in accordance with current design and construction standards will provide the desired fire flow at maximum day demand periods.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Chiskiake Village is a fully developed 45-lot subdivision. The existing water system is supplied through one connection to Bellehaven Drive and a second connection to Yorkshores Drive through an easement between Matoake Drive and Yorkshores Drive. There is limited opportunity for additional connections to other subdivisions so replacing the existing waterlines with modern properly sized lines is the only opportunity to upgrade the capacity of the water system in Chiskiake Village.
3) Indicate and quantify what the consequences would be on services if not funded.	All waterlines in this subdivision are nearing the end of their useful service life and the frequency of repairs will increase the longer these lines remain in service. If this project is not funded, the costs of repairs, and possible damage to private property, will continue to increase.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The potential liabilities of doing this project include inconvenience to the residents from noise, dust and traffic interruptions. The liabilities of not doing the project are more and more frequent failures of the existing waterlines, the inconvenience to customers from water service interruptions and the subsequent erosion of customer confidence in our water system due to our being reactive rather than proactive.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The capital investment in this project will avoid the material and labor, normal hours and overtime, costs associated with frequent repairs as the water system in Chiskiake Village reaches, and exceeds, its useful service life. If available staff is not increased to handle increasing repairs in a timely manner then we will have to rely on contractors to make the needed repairs at higher costs than making them with Public Utilities staff.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Gloucester St and Clements Ave Water Improvements
Project Location	Gloucester Street (1003) & Clements Ave (1001)
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2019		Date Improvements Complete	6/30/2021		Useful life (in years)		NA	
Design/Engineering Cost	\$ 50,000		Construction/Equipment Cost	\$ 200,000		Previous Funding Amount		\$ 50,000	
Annual/Recurring Cost			Recurring Revenue Generated			For What Fiscal Year		2020	
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs			\$ 200,000				\$ 200,000		\$ 200,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating			200,000				200,000		200,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification

Mandated?

Yes

Mandating Agency

Virginia Department of Health

Please read the instructions on the required justifying information needed.

Federal/State/Local?

State

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will replace the existing 1-1/2" waterline in Gloucester Street and the 2" waterline in Clements Avenue with 1,300 feet of 8-inch waterline. Both of these waterlines have reached the end of their useful service life and require more frequent repairs. The new waterlines will improve flow and pressure to the customers served by the existing waterlines as well as provide the fire flow recommended by the 2018 master plan update and support future development/redevelopment within the Courthouse mixed-use village area.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Postponing this project until the water system in the Courthouse area is improved by developers will also postpone improved water service to the existing customers along both streets.
3) Indicate and quantify what the consequences would be on services if not funded.	The condition of the existing waterline pipe and insufficient cover over the waterline are contributing to regular failure of this waterline. Not funding this project would subject the existing customers on these roads to decreasing water quality and reliability as these aged waterline fail more frequently.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The liability associated with doing this project is the inconvenience to people who use these roads every day while the project is under construction.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	Improved flow and pressure due to this project may increase revenue but the larger impact on the operating budget going forward will be reduced costs of repairing frequent breaks and less water loss from the distribution system.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	George Washington Mem Highway Widening (Sewer)
Project Location	GWMH between Guinea Rd and Camp Okee Rd
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Proposed Schedule/ Cost				Date Improvements Complete		6/30/2025		Useful life (in years)		50		
Date Improvements Begin		7/1/2021		Construction/Equipment Cost		\$ 150,000		Previous Funding Amount				
Design/Engineering Cost		\$ 30,000		Recurring Revenue Generated				For What Fiscal Year				
Annual/Recurring Cost												
Capital Cost/Funding Analysis			FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs		
Proposed Capital Costs				\$ 30,000			\$ 150,000	\$ 180,000		\$ 180,000		
Financing											Total Project Financing	
General Fund Operating								\$ -		\$ -		
Enterprise Fund Operating				30,000			150,000	180,000		180,000		
Fund Balance-Committed								-		-		
Fund Balance-Unassigned								-		-		
Debt								-		-		
Grant-Federal, State, Local								-		-		
Proffers								-		-		
Other Sources								-		-		
Total Capital Funding			\$ -	\$ 30,000	\$ -	\$ -	\$ 150,000	\$ 180,000	\$ -	\$ 180,000		
Variance-over (short)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	VDOT
Please read the instructions on the required justifying information needed.			Federal/State/Local?	State

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Widening George Washington Memorial Highway between Guinea Road and Camp Okee Road advances the need to extend gravity sewer from the York River Villas pump station before the road improvements make that extension very difficult and expensive. There is a similar opportunity around the intersection with Guinea Road at the north end of the project.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The alternatives for the work at either location are for more customers to connect to the HRSD force main for sewer service and pump against the HRSD pressure or to extend gravity sewer after the road project is finished which may be more expensive to avoid damaging the recent road improvements. Taking advantage of opportunities to extend gravity sewer, even if only as an alternative to pumping against HRSD pressure, would make connecting existing and future development to public sewer less expensive.
3) Indicate and quantify what the consequences would be on services if not funded.	Not funding this project ahead of the road project would make construction more expensive because of VDOT requirements that construction not damage the recent right-of-way improvements.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The liability associated with this project is the need to design and construct the work so it is not in conflict with the proposed road widening improvements.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	Expanding the availability of gravity sewer service in this portion of the county would take advantage of the capacity included for future expansion in the York River Villas and York River Crossing Shopping Center pump stations which are under capacity at this time. Low flows cause long retention times in pump stations which cause odor and corrosion issues. Odor and corrosion increase the costs of time and materials to properly maintain pumping stations.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	George Washington Mem Highway Widening (Water)
Project Location	GWMH between Guinea Rd and Camp Okee
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Proposed Schedule/ Cost			Date Improvements Complete		6/30/2025		Useful life (in years)		50	
Date Improvements Begin	7/1/2021		Construction/Equipment Cost		\$ 50,000		Previous Funding Amount			
Design/Engineering Cost	\$ 50,000		Recurring Revenue Generated				For What Fiscal Year			
Annual/Recurring Cost										
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs	
Proposed Capital Costs			\$ 50,000			\$ 50,000	\$ 100,000		\$ 100,000	
Financing									Total Project Financing	
General Fund Operating							\$ -		\$ -	
Enterprise Fund Operating			50,000			50,000	100,000		100,000	
Fund Balance-Committed							-		-	
Fund Balance-Unassigned							-		-	
Debt							-		-	
Grant-Federal, State, Local							-		-	
Proffers							-		-	
Other Sources							-		-	
Total Capital Funding		\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ -	\$ 100,000	
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	Virginia Department of Health & VDOT
Please read the instructions on the required justifying information needed.			Federal/State/Local?	State

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Widening George Washington Memorial Highway between Guinea Road and Camp Okee Road from 4 to 6 lanes may require the relocation/replacement of the existing waterlines (approximately 5,800 feet) located within the project limits. VDOT will design and construct any waterline relocations so this project will design, and ultimately construct, any waterline improvements needed to support the entire water distribution system. Cooperation with VDOT in this project should reduce Utilities' cost for water system upgrades within project limits.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	VDOT will only design and construct a same-size replacement for any waterline relocation so installing larger lines without coordination with the VDOT project could require that Utilities incur design, construction and maintenance costs for those lines that could be avoided through cooperation with the VDOT project.
3) Indicate and quantify what the consequences would be on services if not funded.	Not funding this project would result in higher construction costs, that could have been shared with VDOT during project construction, for private or public projects to install the water infrastructure needed to support future growth/redevelopment along this portion of the George Washington Memorial Highway corridor.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The potential liabilities of doing this project with VDOT are doing the work on the VDOT project schedule, which could be years before the water system improvements are needed and the additional costs to Gloucester for the road contractor's markup added to the utility subcontractor's costs for the work. The liability of not doing this work with the VDOT project is the loss of the cost sharing opportunity with VDOT and the costs of the construction methods required to avoid impacts on the VDOT improvements.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	Upsizing any waterlines that must be relocated by the VDOT project would not only reduce the costs to move water through the distribution system but it would reduce Public Utilities' capital investment to obtain that additional capacity and any associated savings.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Project Title	Independence Road Waterline Improvements
Project Location	Independence Road
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Reserved for Submitted Photo(s)/Map(s)

Proposed Schedule/Cost

Proposed Schedule/ Cost									
Date Improvements Begin	7/1/2023			Date Improvements Complete	6/30/2024			Useful life (in years)	50
Design/Engineering Cost	\$ 35,000			Construction/Equipment Cost	\$ 95,000			Previous Funding Amount	\$ -
Annual/Recurring Cost				Recurring Revenue Generated				For What Fiscal Year	
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs					\$ 130,000		\$ 130,000		\$ 130,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed					130,000		130,000		130,000
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ 130,000	\$ -	\$ 130,000	\$ -	\$ 130,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	VA Department of Health
Please read the instructions on the required justifying information needed.			Federal/State/Local?	State

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will replace 330 feet of 1-inch dead-end line with 8-inch waterline plus 820 feet of 8-inch waterline that will connect to Belroi Road and Woody Road to improve domestic flow and pressure to the Hutcheson's and Hutch Creek subdivisions and increase the available fire flow throughout the neighborhood. This project will also eliminate water quality problems caused by the existing galvanized water pipe.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Replacing the existing 330-feet of 1-inch galvanized water pipe with 4-inch, or larger, PVC waterline would eliminate the water quality complaints but would not improve reliability because it would still be a dead-end waterline. There would also be no improvement to the available flow and pressure to the other customers in that neighborhood.
3) Indicate and quantify what the consequences would be on services if not funded.	If this project is not funded, customers served by the existing waterline will continue to experience lower domestic and fire flows, lower pressure during peak demand periods, and water quality issues due to the pipe material.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The liabilities of not doing this project are lower flows and pressure in the Hutcheson and Hutch Creek neighborhoods during high demand periods, lower fire flows at the furthest hydrants from Belroi Road, and water quality issues related to the old pipe material at the end of Independence Road.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The impacts on operating budgets due to this project will be lower staff time required to respond to water quality issues and less water lost from flushing to clear the water quality issues.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Lewis Avenue Waterline Replacement
Project Location	Wyncote Avenue and Easement
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2026		Date Improvements Complete	6/30/2028			Useful life (in years)	50	
Design/Engineering Cost	\$ 60,000		Construction/Equipment Cost	\$ 300,000			Previous Funding Amount	\$ -	
Annual/Recurring Cost			Recurring Revenue Generated				For What Fiscal Year		
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs							\$ -	\$ 360,000	\$ 360,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-	360,000	360,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360,000	\$ 360,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	Virginia Department of Health
Please read the instructions on the required justifying information needed.	Federal/State/Local?		State	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will replace approximately 400 feet of 4-inch cast iron, 500 feet of 6-inch cast iron, and 1,100 feet of 6-inch concrete waterline in Lewis Avenue, between Main Street and the 8-inch waterline in the easement along Beaverdam Creek. The existing pipe material has reached the end of its useful service life and needs to be replaced to facilitate future operation and maintenance.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	There are few alternate alignments for this waterline since it serves existing customers along Lewis Avenue and the balance of the existing line is in a combined water and sewer easement.
3) Indicate and quantify what the consequences would be on services if not funded.	Modeling for the 2018 Water and Sewer Master Plan Update Report did not indicate capacity issues with the existing limits of this project. The pipe materials, however, have reached the end of their useful service life and future maintenance will be more difficult as parts become less available and OSHA Regulations pertaining to maintaining concrete pipe become strict to protect worker safety. Recently we completed 7 water system repairs in Lewis Avenue. These frequent system failures erode public confidence in the Gloucester water system.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	This project faces the normal liabilities of construction within an existing right-of-way such as traffic delays and the costs of restoring the roadway to VDOT requirements as well as the liabilities of working with concrete pipe. The liability of not doing the project is interrupting water service to the homes on Lewis Avenue until the line is repaired.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The useful service life of the new 8-inch waterline will improve the reliability of the water supply to existing, and future, customers on Lewis Avenue. Modern pipe materials and greater availability of repair parts, when needed, will reduce the maintenance costs of the waterline within the limits of this project.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	N Waltons Lane Waterline Loop
Project Location	
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2025		Date Improvements Complete	6/30/2026			Useful life (in years)	50	
Design/Engineering Cost	\$ 15,000		Construction/Equipment Cost	\$ 50,000			Previous Funding Amount		
Annual/Recurring Cost			Recurring Revenue Generated				For What Fiscal Year		
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs							\$ -	\$ 65,000	\$ 65,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-	65,000	65,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ 65,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	Virginia Department of Health
Please read the instructions on the required justifying information needed.			Federal/State/Local?	State

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will install approximately 330 lf of 8-inch waterline to connect the dead-end 8-inch waterline in N Waltons Lane to the existing 8-inch waterline loop around Home Depot. Connecting these waterlines will change the existing waterline in N Waltons Lane from a dead-end line to a looped line which will improve the water quality by eliminating stale water, and improve the flow and pressure available to meet demands from future development along N Waltons Lane.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The only alternative to loop the existing waterline in N Waltons Lane would be the installation of a waterline across Route 17 By-pass to connect to the existing 16-inch on the east side of George Washington Memorial Highway (GWMH). That alternative is equal in length to the proposed connection to the waterline on the Home Depot site but will require directionally across the entire GWMH right-of-way which would make that alternative significantly more expensive than the proposed project.
3) Indicate and quantify what the consequences would be on services if not funded.	Without this waterline loop, water demands of future development along N Waltons lane could require replacing the waterline with a larger main to meet those demands.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The project area is small and is beyond the entrance to Home Depot so the only liability would be the short-term inconvenience to our pump station crew who need to visit PS #21 located off the end of N Waltons Lane and the crew that maintains the stormwater BMP adjacent to PS #21.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The investment in this project could reduce the operating budget if the pattern of development along N Waltons lane created a situation that required regular flushing of the waterline to maintain water quality.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Rebuild Pump Station #11 - Courthouse North
Project Location	7336 John Clayton Memorial Highway
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Proposed Schedule/ Cost									
Date Improvements Begin	7/1/2023			Date Improvements Complete	6/30/2026			Useful life (in years)	50
Design/Engineering Cost	\$ 150,000			Construction/Equipment Cost	\$ 1,000,000			Previous Funding Amount	\$ -
Annual/Recurring Cost				Recurring Revenue Generated				For What Fiscal Year	
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs					\$ 150,000		\$ 150,000	\$ 1,000,000	\$ 1,150,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating					150,000		150,000	1,000,000	1,150,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000	\$ 1,000,000	\$ 1,150,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	US EPA & VA DEQ
Please read the instructions on the required justifying information needed.	Federal/State/Local?		Federal	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The current Pump Station #11 - Courthouse North was constructed in 1975 and repaired in 1999 following Hurricane Floyd. The physical structure is nearing the end of its useful service life and needs to be replaced to meet current regulatory requirements, adequately handle the flows from the existing 222 service connections, and future development/redevelopment in the existing and proposed service area following the adoption of the RMX district in the Courthouse Village area.
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2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Short term alternatives to address flow issues with the existing pump station, such as installing variable frequency drives, will cost at least 50% of the long-term alternative because of the need to upgrade the electrical service, motors and controls for properly sized pumps. Any short-term alternative will not address the structural issues, or eliminate the need for staff to enter the wet well to manually clean the bar screen, or raise the pump station elevation above the 100-year flood level upstream of John Clayton Memorial Highway.
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3) Indicate and quantify what the consequences would be on services if not funded.	If this project is not funded, operating and maintenance costs will continue to rise which decreases the operating revenue available to address other budget issues.
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4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Potential liabilities of not funding this project are increased pump failures caused by additional wear on the pumps which could result in overflows during storm events and associated fines and/or penalties.
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5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	Replacing the existing pump station with a properly sized facility that is protected from flooding by Beaverdam Creek will significantly reduce the staff overtime required to monitor/operate the station during rain events. An additional goal of this project is to provide equipment needed to automatically remove the rags and trash that are now removed manually which will reduce the time that two people must be at the pump station for confined space entry to clean the bar screen.
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Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	PS #11 Sewer Rehab/Repair
Project Location	Collection System of PS #11
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Proposed Schedule/ Cost			Date Improvements Complete		6/30/2027		Useful life (in years)		50
Date Improvements Begin	7/1/2019		Construction/Equipment Cost		\$ 1,000,000		Previous Funding Amount		\$ 150,000
Design/Engineering Cost	\$ 150,000		Recurring Revenue Generated				For What Fiscal Year		2020
Annual/Recurring Cost									
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000	\$ 150,000	\$ 1,150,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating		200,000	200,000	200,000	200,000	200,000	1,000,000	150,000	1,150,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000	\$ 150,000	\$ 1,150,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	US EPA & VA DEQ
Please read the instructions on the required justifying information needed.	Federal/State/Local?		Federal	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will reduce the infiltration and inflow (I/I) of groundwater and surface water into the sewer collection system of pump station #11 - Courthouse Village North in compliance with the Special Order by Consent (SOBC). Completion of this work will reduce/eliminate sanitary sewer overflows (SSOs) within this pump station service area, reduce/eliminate the potential for fines and/or penalties for those overflows, and free up capacity in the collection system for additional development.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The only alternative to preventing overflows caused by I/I in the collection system is to provide excessive pumping capacity when we rebuild PS #11 to handle higher flows from additional development and storm events. This alternative was considered and rejected because it would significantly increase the capital costs to rebuild the pumping station (larger structure, bigger pumps and motors, larger electrical service, larger generator) as well as increase Operating and Maintenance costs (higher energy cost and more expensive repairs).
3) Indicate and quantify what the consequences would be on services if not funded.	If this project is not funded, SSOs would increase O&M costs due to potential fines and additional labor, material, and equipment needed to clean up after the additional overflows that occur during storm events.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	If this project is not funded, SSOs could lead to fines and penalties for those overflows.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	Going forward with this project will nearly eliminate the amount of rainfall that gets into the sewer collection system and must be pumped by PS #11 and PS #13. This will significantly reduce the energy costs to pump that water as well as the staff time required during storm events to ensure there are no overflows from either the collection system or the pump station.

Attachments (list):	Ratings & Justifications

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Rebuild PS #12 - Summerville
Project Location	7663 Belroi Road
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Proposed Schedule/ Cost				Date Improvements Complete		6/30/2027	Useful life (in years)		50
Date Improvements Begin	7/1/2025			Construction/Equipment Cost		\$ 750,000	Previous Funding Amount		\$ -
Design/Engineering Cost	\$ 150,000			Recurring Revenue Generated			For What Fiscal Year		
Annual/Recurring Cost									
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs							\$ -	\$ 900,000	\$ 900,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-	900,000	900,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900,000	\$ 900,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	US EPA & VA DEQ
Please read the instructions on the required justifying information needed.			Federal/State/Local?	Federal

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Pump Station #12 - Summerville, the third pump station built in Sanitary District #1, was constructed in 1973. The pumps were upgraded approximately 14 years ago and we recently installed a suction-lift pump package on top of the wet well to handle existing and future flows from approved developments until funding for this project is available to replace the existing structure.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The package pump station recently installed was sized for projected gravity flows from existing development and the satellite station approved for future single-family subdivision which will off-load into PS #12 for further conveyance. Ultimate growth from future service area will also require additional force main capacity to convey these flow to PS #13 as it currently does or to a possible Gloucester force main that would convey the flows from pump stations on the west side of George Washington Memorial Highway directly to HRSD.
3) Indicate and quantify what the consequences would be on services if not funded.	The consequences of not funding this project are further deterioration of the existing pump station structure and equipment which will increase the operating and maintenance costs. Potential sewer overflows caused by the deteriorated condition of the pump station, and associated fines and penalties, will reduce the operating revenue available to address this and other budget issues.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Failure to address the physical condition of the pump station, and provide capacity for future flows, in a comprehensive manner will increase the costs of providing sewer service in the Belroi Road area.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	Two additional goals of this project are: provide equipment needed to automatically remove the rags and trash that are now removed manually; and possibly discharge this pump station directly to HRSD instead of Pump Station #13 to make capacity in that pump station available for additional development and redevelopment in that service area.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Rebuild PS #13- Courthouse South
Project Location	6936 Main Street
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Proposed Schedule/ Cost				Date Improvements Complete		6/30/2027	Useful life (in years)		50
Date Improvements Begin	7/1/2024			Construction/Equipment Cost		\$ 1,000,000	Previous Funding Amount		\$ -
Design/Engineering Cost	\$ 250,000			Recurring Revenue Generated			For What Fiscal Year		
Annual/Recurring Cost									
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs						\$ 250,000	\$ 250,000	\$ 1,000,000	\$ 1,250,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating						250,000	250,000	1,000,000	1,250,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 1,000,000	\$ 1,250,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	US EPA & VA DEQ
Please read the instructions on the required justifying information needed.	Federal/State/Local?		Federal	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will replace Pump Station #13 - Courthouse South, with a station relocated outside the flood zone of Fox Mill Creek that has adequate capacity to handle anticipated flows from the design service area. This project, along with projects to rehab the collection system that flows to the pump station and redirect the flow from PS #11, will provide the capacity for existing and anticipated development in the Courthouse Village area.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Some alternatives, such as redirecting flow from PS #11 directly to the HRSD force main, will reduce existing flow to PS #13 but will not address the flooding due to the station's location immediately adjacent to Fox Mill Creek. Other alternatives, such as only building a separate control room outside the flood zone will not address the structural condition of the existing pump station and other deficiencies such as the need to manually clean the bar screens on only two (2) of the three (3) incoming flow streams into the existing wet well.
3) Indicate and quantify what the consequences would be on services if not funded.	If this project is not funded , increased flows from customers, plus infiltration and inflow (I/I) during storm events could still cause overflows in the PS #13 service area. Those overflows and the associated fines and penalties will decrease operating revenue needed to address department wide needs.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Potential liabilities of not going forward with this project are increased capital costs to handle increasing flows from anticipated development/redevelopment and increased O&M costs to maintain a structure beyond the useful service life.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	Replacing the existing pump station with a properly sized facility located outside the flood zone of Fox Mill Creek will significantly reduce the staff overtime required to monitor the station during rain events. An additional goal of this project is to provide equipment needed to automatically remove the rags and trash that are now removed manually which will reduce the time that two people must be at the pump station for confined space entry to clean the bar screen.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	PS #13 Collection System Rehab/Repair
Project Location	PS #13 Service Area
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Proposed Schedule/ Cost									
Date Improvements Begin	7/1/2021	Date Improvements Complete		6/30/2026		Useful life (in years)		50	
Design/Engineering Cost	\$ 150,000	Construction/Equipment Cost		\$ 1,500,000		Previous Funding Amount		\$ -	
Annual/Recurring Cost		Recurring Revenue Generated				For What Fiscal Year			
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 150,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 870,000	\$ 780,000	\$ 1,650,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating		150,000	180,000	180,000	180,000	180,000	870,000	780,000	1,650,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 150,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 870,000	\$ 780,000	\$ 1,650,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	US EPA & VA DEQ
Please read the instructions on the required justifying information needed.			Federal/State/Local?	Federal

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will reduce the infiltration and inflow (I/I) of groundwater and surface water into the sewer collection system of pump station #13 - Courthouse Village South in compliance with the Special Order by Consent (SOBC). Completion of this work will reduce/eliminate sanitary sewer overflows (SSOs) within this pump station service area, reduce/eliminate the potential for fines and/or penalties for those overflows, and free up capacity in the collection system for additional development.
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2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The only alternative to preventing overflows caused by I/I in the collection system is to provide excessive pumping capacity when we rebuild PS #13 to handle higher flows from additional development and storm events. This alternative was considered and rejected because it would significantly increase the capital costs to rebuild the pumping station (larger structure, bigger pumps and motors, larger electrical service, larger generator) as well as increased Operating and Maintenance costs (higher energy cost and more expensive repairs).
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3) Indicate and quantify what the consequences would be on services if not funded.	If this project is not funded, SSOs would increase O&M costs due to fines and additional labor, material, and equipment needed to clean up after the additional overflows that occur during storm events.
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4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	If this project is not funded, SSOs could lead to fines and penalties for those overflows.
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5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	Going forward with this project will nearly eliminate the amount of rainfall that gets into the sewer collection system and must be pumped by PS #13. This will significantly reduce the energy costs to pump that water as well as the staff time required during storm events to ensure there are no overflows from either the collection system or the pump station.
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Attachments (list):	Ratings & Justifications

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Radio Read Conversion
Project Location	Throughout water distribution system
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2019	Date Improvements Complete					Useful life (in years)		20
Design/Engineering Cost							Previous Funding Amount		\$ 100,000
Annual/Recurring Cost							For What Fiscal Year		2020
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	\$ 100,000	\$ 600,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating		100,000	100,000	100,000	100,000	100,000	500,000	100,000	600,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	\$ 100,000	\$ 600,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency	
Please read the instructions on the required justifying information needed.		Federal/State/Local?		

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Meter reading currently requires 2 people from Collection/Distribution 6-days each month to complete including re-reads to very higher or lower than normal usage and missed reads. This project, when completed, will allow Customer Service staff to read all meters from the office. Annual replacement of "dumb" meters with "smart" meters, and radio-read technology, will us to detect excessive usage, i.e. leaks, within hours rather than up to the 30 days it now takes with the touch-read system.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The only alternatives to adopting new meter reading technology are: hire additional staff as the number of water customers increases to prevent the meter reading period from increasing in direct proportion to the number of customers; or, accept the fact that the time required for meter reading will continue to increase which will require hiring additional staff to complete the other duties performed by Collection/Distribution.
3) Indicate and quantify what the consequences would be on services if not funded.	The consequence of not funding this project are increased staff hours to read meters within the billing period.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Potential liabilities from not doing this project are increased accidents and injuries associated with reading meters due to increased pressure on staff to read more and more meters in the same amount of time. This pressure will also lead to more missed reads as staff overlook difficult to find meters.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The reduction in field staff hours to read meters will reduce future requests for additional staff required to expand the work performed by Collection/Distribution and improve the availability of staff to respond to water leaks, exercise/maintain valves and hydrants, and address sewer problems.

Attachments (list):	Ratings & Justifications	
	Project Map	

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Replace Water Treatment Plant Motor Control Center
Project Location	Surface Water Plant, 8214 Reservoir Ridge Road
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Proposed Schedule/ Cost				Date Improvements Complete		6/30/2030	Useful life (in years)		30
Date Improvements Begin	7/1/2028			Construction/Equipment Cost		\$ 300,000	Previous Funding Amount		
Design/Engineering Cost	\$ 50,000			Recurring Revenue Generated			For What Fiscal Year		
Annual/Recurring Cost									
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs							\$ -	\$ 350,000	\$ 350,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-	350,000	350,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	US EPA and Virginia Department of Health
Please read the instructions on the required justifying information needed.			Federal/State/Local?	Federal

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The 2018 Water and Sewer Master Plan Update Report recommended expanding the finished water pumping capacity at the water treatment plant before 2035 and tripling the size of the Finished Water Clearwell to support fire flows in commercial areas. Additional power requirements will exceed the capacity of the current motor control center (MCC) in the surface water plant. The location of the current MCC could be flooded in the event of a pipe failure so we propose to locate the new MCC in a safer area.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Relocating the MCC within the surface water plant is the least expensive alternative because it minimizes the costs of switching electrical feeds to existing equipment.
3) Indicate and quantify what the consequences would be on services if not funded.	If this project is not funded, power service for future equipment will have to be routed through equipment in various locations which will require long runs of very large wires.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The potential liability of not doing this project is higher voltage equipment located in various locations and duplication of engineering solutions for safely working around that equipment.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	Upgrading the MCC will support additional treatment plant equipment which would support improving water quality delivered to customers. Relocating the MCC will reduce the possibility of a water leak damaging the MCC and shutting the Finished Water Pumps that deliver water to the distribution system down.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Riverdale & Holly Cove Subdivision Waterlines
Project Location	Riverdale and Holly Cove Subdivisions
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2025		Date Improvements Complete	6/30/2027		Useful life (in years)	50		
Design/Engineering Cost	\$ 26,000		Construction/Equipment Cost	\$ 284,000		Previous Funding Amount			
Annual/Recurring Cost			Recurring Revenue Generated			For What Fiscal Year			
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs							\$ -	\$ 310,000	\$ 310,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-	310,000	310,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 310,000	\$ 310,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	Virginia Department of Health
Please read the instructions on the required justifying information needed.	Federal/State/Local?		State	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project replaces 300 lf of 3-inch waterline, 1,600 lf of 4-inch waterline, and 1,400 lf of 6-inch waterline in Riverdale and Holly Cove subdivisions. Modeling indicates the existing waterlines in these subdivisions are not adequate to meet customer demands and fire flow requirements during peak demand periods. The waterlines are too small and are beyond the useful service life. Replacing these waterlines in accordance with current design and construction standards will provide the needed flow and pressure at peak demand periods.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Riverdale and Holly Cove are fully developed subdivisions. There are no opportunities for extending the referenced waterlines with future development that would provide the additional hydraulic capacity this project will provide even if the condition of the pipeline material did not require replacement of these existing waterlines.
3) Indicate and quantify what the consequences would be on services if not funded.	The waterlines included in these subdivisions are beyond their useful service life and the frequency of repairs will increase the longer these lines remain in service. If this project is not funded, the costs of repairs, and possible damage to public and private property, will continue to increase.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The potential liabilities of doing this project include inconvenience to the residents from noise, dust and traffic interruptions. The liabilities of not doing the project are more and more frequent failures of the existing waterlines, the inconvenience to customers from water service interruptions and the subsequent erosion of customer confidence in our water system due to our being reactive rather than proactive.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The capital investment in this project will avoid the material and labor costs, normal hours and overtime, associated with frequent repairs as the waterlines in the Riverdale and Holly Cove subdivisions reach, and exceed, their useful service life. If available staff is not increased to handle increasing repairs in a timely manner then we will have to rely on contractors to make the needed repairs at higher costs than making them with Public Utilities staff.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Sawgrass Point Waterline Replacement
Project Location	Sawgrass Pointe Subdivision
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2020	Date Improvements Complete		6/30/2022	Useful life (in years)		50		
Design/Engineering Cost	\$ 35,000	Construction/Equipment Cost		\$ 120,000	Previous Funding Amount				
Annual/Recurring Cost		Recurring Revenue Generated			For What Fiscal Year				
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs			\$ 35,000	\$ 120,000			\$ 155,000		\$ 155,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating			35,000	120,000			155,000		155,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ 35,000	\$ 120,000	\$ -	\$ -	\$ 155,000	\$ -	\$ 155,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	Virginia Department of Health
Please read the instructions on the required justifying information needed.	Federal/State/Local?		State	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will remove/abandon 1,400 feet of 3-inch Schedule 40 PVC waterline and 1,100 feet of 4-inch Schedule 40 PVC waterline installed by the investor owned water company that installed the water system in Sawgrass Point and then extend the waterline installed by Gloucester County when they purchased the subdivision water system by 1,400 feet to bring the water system up to current standards for available flow, pressure and fire flow.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Sawgrass Pointe is a fully developed subdivision. There is no opportunity for further extensions of the referenced waterlines with future development that would require replacement of these existing waterlines.
3) Indicate and quantify what the consequences would be on services if not funded.	The waterline material and fittings installed with the original water system in this subdivision are beyond their useful service life and the frequency of repairs will increase the longer these lines remain in service. If this project is not funded, the costs of repairs, and possible damage to public and private property, will continue to increase.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The potential liabilities of doing this project include inconvenience to the residents from noise, dust and traffic interruptions. The liabilities of not doing the project are more and more frequent failures of the existing waterlines, the inconvenience to customers from water service interruptions and the subsequent erosion of customer confidence in our water system due to our being reactive rather than proactive.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The capital investment in this project will avoid the material and labor costs, normal hours and overtime, associated with frequent repairs as the waterlines in the Sawgrass Pointe subdivision reach, and exceed, their useful service life. If available staff is not increased to handle increasing repairs in a timely manner then we will have to rely on contractors to make the needed repairs at higher costs than making them with Public Utilities staff.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Project Title	South Street, Martin Street and Carriage Court
Project Location	
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Reserved for Submitted Photo(s)/Map(s)

Proposed Schedule/Cost

Proposed Schedule/ Cost									
Date Improvements Begin	7/1/2024			Date Improvements Complete	6/30/2026			Useful life (in years)	50
Design/Engineering Cost	\$ 50,000			Construction/Equipment Cost	\$ 200,000			Previous Funding Amount	\$ -
Annual/Recurring Cost				Recurring Revenue Generated				For What Fiscal Year	
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs						\$ 50,000	\$ 50,000	\$ 200,000	\$ 250,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating						50,000	50,000	200,000	250,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 200,000	\$ 250,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	Virginia Department of Health
Please read the instructions on the required justifying information needed.			Federal/State/Local?	State

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will replace approximately 2,000 feet of 1-inch, 2-inch, and 4-inch waterline in South Street, Martin Street, and Carriage Court with 8-inch PVC waterline to improve flow and pressure during peak demands, improve water quality, and improve fire flow from less than 500 gpm to approximately 1,200 gpm at all project locations.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	These are small project sites and there are no alternatives to replacing the existing pipe. The pipe is too small to burst and pull larger pipe through the old pipe and bursting would still require a temporary waterline to serve the customers during the project.
3) Indicate and quantify what the consequences would be on services if not funded.	All of the existing waterlines that will be replaced with this project are too small for adequate service to the customers during peak demand periods. The existing pipe materials have reached the end of their useful service life and need to be replaced with more reliable materials to avoid increasing maintenance costs. Not funding this project will expose Public Utilities to increasing maintenance costs to repair future breaks.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The liability of doing this project is the same as any construction project within narrow rights-of-way and the unforeseen circumstances of dealing with old waterlines that are not well documented. The liability of not doing this project are waterline failures and the difficulties/costs associated with performing this work on an emergency basis and the associated service interruptions for customers.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The capital investment in this project will reduce/eliminate future repairs to old waterlines under emergency conditions that will probably require overtime to complete the repairs in a timely manner and minimize customer inconvenience.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Surface Water Treatment Plant Façade Repairs
Project Location	8214 Reservoir Ridge Road
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Proposed Schedule/ Cost			Date Improvements Complete		TBD		Useful life (in years)		30
Date Improvements Begin	TBD		Construction/Equipment Cost		\$ 95,000		Previous Funding Amount		
Design/Engineering Cost			Recurring Revenue Generated				For What Fiscal Year		
Annual/Recurring Cost									
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 95,000					\$ 95,000		\$ 95,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating		95,000					95,000		95,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ 95,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	Virginia Department of Health
Please read the instructions on the required justifying information needed.	Federal/State/Local?		State	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The last cleaning of the exterior of the Surface Water Treatment Plant revealed significant deterioration of the mortar joints in the building façade as well as rotted wood filler strips beneath the windows. The rotted wood filler strips were replaced when the windows were replaced in conjunction with the HVAC Improvements. Correcting the remaining leaks in the walls will protect the interior of the building from moisture damage and insects.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	There are no alternatives to repairing the wall defects that will protect the treatment plant from further water-related damage and issues.
3) Indicate and quantify what the consequences would be on services if not funded.	If this project is not funded, at a minimum, there will be further deterioration in the mortar joints that will increase the costs to make those repairs. Future leaks will cause additional damage to the interior of the building that will require more extensive repairs.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The liability with doing this project is the inconvenience to the Operators to operate/maintain the treatment process in the midst of the construction dust and debris. The liability of not doing the project is the additional costs from damage caused by future leaks.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	If this project is not funded, the increased operating expense for building repairs will reduce operating revenue needed to fund other areas of the department.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Surface Water Treatment Plant Roof Replacement
Project Location	8214 Reservoir Ridge Road
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Proposed Schedule/ Cost				Date Improvements Complete		TBD		Useful life (in years)		15									
Date Improvements Begin		TBD		Construction/Equipment Cost		\$ 100,000		Previous Funding Amount											
Design/Engineering Cost				Recurring Revenue Generated				For What Fiscal Year											
Annual/Recurring Cost																			
Capital Cost/Funding Analysis				FY21		FY22		FY23		FY24		FY25		Total FY21-25		Costs Beyond		Total Project Costs	
Proposed Capital Costs								\$ 100,000						\$ 100,000				\$ 100,000	
Financing																		Total Project Financing	
General Fund Operating														\$ -				\$ -	
Enterprise Fund Operating						100,000								100,000				100,000	
Fund Balance-Committed														-				-	
Fund Balance-Unassigned														-				-	
Debt														-				-	
Grant-Federal, State, Local														-				-	
Proffers														-				-	
Other Sources														-				-	
Total Capital Funding				\$ -		\$ -		\$ 100,000		\$ -		\$ -		\$ 100,000		\$ -		\$ 100,000	
Variance-over (short)				\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	Virginia Department of Health
Please read the instructions on the required justifying information needed.	Federal/State/Local?		State	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The existing roof on the Surface Water Treatment Plant is the original roof dating to the construction of the plant in the early 1990s. This roof membrane has outlived the useful service life for the material used and is leaking in several locations. The top floor of this plant is used for storage of dry treatment chemicals, feeders for those chemicals, and storage of maintenance parts and equipment so increased leaks caused by further deterioration of the roof membrane could lead to equipment damage and loss of treatment.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	There are no alternatives that meet the project needs.
3) Indicate and quantify what the consequences would be on services if not funded.	If this project is not funded, leaks will become larger and more numerous so repair costs will escalate.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	f this project is not funded, damage to equipment, parts, and treatment chemicals from additional leaks could impact our ability to treat water to meet the needs of our customers as well as reduce operating revenue needed to fund other areas of the department.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	One of the chemical feeders on the top floor is pH adjustment of the finished water. This chemical is especially important for the flow from the RO Plant which is very aggressive. Loss of the soda ash feed due to a roof leak would require shutting down both the surface water and RO plants until that chemical feed is restored.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Terrapin Cove Road Waterline Improvements
Project Location	Terrapin Cove Rd, Yacht Haven Rd, Hermit Ln
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Proposed Schedule/ Cost				Date Improvements Complete		6/30/2027	Useful life (in years)		50
Date Improvements Begin	7/1/2025			Construction/Equipment Cost		\$ 450,000	Previous Funding Amount		
Design/Engineering Cost	\$ 50,000			Recurring Revenue Generated			For What Fiscal Year		
Annual/Recurring Cost									
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs							\$ -	\$ 500,000	\$ 500,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-	500,000	500,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	Virginia Department of Health
Please read the instructions on the required justifying information needed.	Federal/State/Local?		State	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will replace 200 lf of 2-inch, 1,650 lf of 4-inch, and 2,000 lf of 6-inch waterline in Terrapin Cove Road, Duck Haven Road, Yacht Haven Road, and Hermit Lane. Water system modeling indicates these waterlines cannot provide the needed flow and pressure to meet maximum day demands plus fire flow during peak demand periods. The waterline pipe sizes are too small and pipe materials are beyond the useful service life. Replacing these waterlines will provide the needed capacity to meet system requirements.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The parcels along these roads are nearly fully developed. There are no opportunities for extending the existing waterlines with future development that would provide the additional hydraulic capacity this project will provide even if the condition of the pipeline material did not require replacement of these existing waterlines.
3) Indicate and quantify what the consequences would be on services if not funded.	The waterlines in these streets are beyond the end of the useful service life of the pipe materials. The frequency of repairs will increase the longer these lines remain in service. If this project is not funded, the costs of repairs, and possible damage to public and private property, will continue to increase.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The potential liabilities of doing this project include inconvenience to the residents from noise, dust and traffic interruptions. The liabilities of not doing the project are more and more frequent failures of the existing waterlines, the inconvenience to customers from water service interruptions and the subsequent erosion of customer confidence in our water system due to our being reactive rather than proactive.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The capital investment in this project will avoid the material and labor costs, normal hours and overtime, associated with frequent repairs as the waterlines in these streets reach, and exceed, their useful service life. If available staff is not increased to handle increasing repairs in a timely manner then we will have to rely on contractors to make the needed repairs at higher costs than making them with Public Utilities staff.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Tillage Heights Subdivision Waterline Replacement
Project Location	Tillage Heights, Sections 1, 2, & 3
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Proposed Schedule Cost									
Date Improvements Begin	7/1/2024		Date Improvements Complete	6/30/2026			Useful life (in years)	50	
Design/Engineering Cost	\$ 35,000		Construction/Equipment Cost	\$ 125,000			Previous Funding Amount		
Annual/Recurring Cost			Recurring Revenue Generated				For What Fiscal Year		
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs						\$ 35,000	\$ 35,000	\$ 125,000	\$ 160,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating						35,000	35,000	125,000	160,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ 125,000	\$ 160,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	Virginia Department of Health
Please read the instructions on the required justifying information needed.			Federal/State/Local?	State

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project replaces 400 lf of 2-inch waterline in Holly View Drive & Colony Circle and 900 lf of 6-inch waterline in Farmwood Road in Tillage Heights. Modeling indicates existing waterlines in Holly View Drive and Colony Circle cannot adequately meet customer demands during peak demand periods. Pipe material in all three locations is beyond the useful service life. Replacing these waterlines in accordance with current design and construction standards will provide the needed flow and pressure at peak demand periods.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Tillage Heights is a fully developed subdivision. There is no opportunity for further extensions of the referenced waterlines with future development that would require replacement of these existing waterlines to supply that growth.
3) Indicate and quantify what the consequences would be on services if not funded.	The waterline segments included in this project are beyond their useful service life. The frequency of repairs will increase the longer these lines remain in service. If this project is not funded, the costs of repairs, and possible damage to public and private property, will continue to increase.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The potential liabilities of doing this project include inconvenience to the residents from noise, dust and traffic interruptions. The liabilities of not doing the project are more and more frequent failures of the existing waterlines, the inconvenience to customers from water service interruptions and the subsequent erosion of customer confidence in our water system due to our being reactive rather than proactive.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The capital investment in this project will avoid the material and labor costs, normal hours and overtime, associated with frequent repairs as the waterlines in the Tillage Heights subdivision remain in service beyond their useful service life. If available staff is not increased to handle increasing repairs in a timely manner then we will have to rely on contractors to make the needed repairs at higher costs than making them with Public Utilities staff.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Utility Yard
Project Location	To Be Determined
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2025			Date Improvements Complete	6/30/2028			Useful life (in years)	50
Design/Engineering Cost	\$ 50,000			Construction/Equipment Cost	\$ 1,450,000			Previous Funding Amount	\$ -
Annual/Recurring Cost				Recurring Revenue Generated				For What Fiscal Year	
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs							\$ -	\$ 1,500,000	\$ 1,500,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-	1,500,000	1,500,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	US EPA & VA DEQ
Please read the instructions on the required justifying information needed.			Federal/State/Local?	Federal

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	The existing Utility Yard is not large enough for buildings Utilities needs to maintain an adequate inventory of essential parts and material to support repairs in a timely manner. Present practice is to only order the materials needed for the next job which often delays waterline or sewer line repairs for up to 30 days. The ability to store enough materials to make repairs without waiting for material could allow Utilities to minimize costs for those materials through higher volume pricing and lower delivery costs.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Utilities could continue purchasing material only as needed but that has lead to recent delays in Consent Order related work and maintaining fire hydrants while waiting for parts and/or material. We could also store material at different locations but that could lead to unnecessary delays while staff search for needed material.
3) Indicate and quantify what the consequences would be on services if not funded.	Until this project is funded Utilities will continue to order smaller quantities of material and parts on a frequent basis to ensure enough material is on-hand, or no more than two days away, to make repairs promptly. A larger site would also allow Utilities to dispose of material removed when cleaning sewers without traveling to the HRSD Nansemond Plant.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Delaying repairs until parts/material needed are available can lead to higher losses of treated water or spilled wastewater during an overflow. Both situations could result in fines and/or penalties levied by regulatory agencies.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	Adequate suitable storage facilities to protect machinery from weather related deterioration could extend the service life of equipment, reduce repair and maintenance costs, as well as reduce equipment downtime due for repairs.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Water Treatment Plant SCADA Upgrade
Project Location	8214 Reservoir Ridge Road
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2020		Date Improvements Complete	6/30/2021			Useful life (in years)	10	
Design/Engineering Cost	\$ 75,000		Construction/Equipment Cost	\$ 225,000			Previous Funding Amount		
Annual/Recurring Cost			Recurring Revenue Generated				For What Fiscal Year		
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs			\$ 100,000	\$ 100,000	\$ 100,000		\$ 300,000		\$ 300,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating			100,000	100,000	100,000		300,000		300,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 300,000	\$ -	\$ 300,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification

Mandated?

No

Mandating Agency

Please read the instructions on the required justifying information needed.

Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will upgrade the existing Supervisory Control and Data Acquisition (SCADA) hardware/software that was put in place as part of the 2004 WTP SCADA upgrade and migrate the SCADA function to new hardware/software. The SCADA upgrade will make disaster recovery and system upgrades/patch management efforts more efficient and manageable. Following this upgrade, we will be able to expand and upgrade the SCADA system with little effort, due to the flexibility and simplicity of operation.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The only alternative to this upgrade is to continue operating with hardware/software that is many updates/patches behind the current hardware/software and lacks support from the manufacturer/developer.
3) Indicate and quantify what the consequences would be on services if not funded.	Without this project, we will face increased obsolescence of the technology that operates the Reverse Osmosis Plant and the inability to expand the SCADA system to assist Operators with operation of the Surface Water Plant. As the water treatment plants increase in complexity, this will increase the responsibilities placed upon the Operators and may require additional staffing to met those responsibilities.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The main liability of doing this project is the increased reliance on technology to perform routine functions within the treatment plants and water system. This will be addressed through hardware redundancy and resiliency that will be designed/built into this upgrade. Not doing this project means increased reliance on Operators to monitor ever increasing number of critical parameters the treatment process must balance to deliver a safe and reliable water supply to Gloucester citizens.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	This project will facilitate expanding the current SCADA system beyond the current capabilities to allow Operators to monitor and control the Surface Water Plant and, ultimately, the storage towers and the distribution system.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Water System Risk and Resilience Assessment
Project Location	Entire Water System
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Proposed Schedule/ Cost				Date Improvements Complete		12/31/2021	Useful life (in years)		5
Date Improvements Begin	7/1/2020			Construction/Equipment Cost			Previous Funding Amount		
Design/Engineering Cost	\$ 150,000			Recurring Revenue Generated			For What Fiscal Year		
Annual/Recurring Cost									
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 75,000	\$ 75,000				\$ 150,000		\$ 150,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating		75,000	75,000				150,000		150,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	USEPA
Please read the instructions on the required justifying information needed.	Federal/State/Local?		Federal	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Section 2013 of America's Water Infrastructure Act (AWIA) of 2018 requires community water systems that serve more than 3,300 people to complete a risk and resilience assessment by June 30, 2021, and develop an emergency response plan by December 30, 2021. The penalties for not submitting either plan by the deadlines are \$20,000 per day for each document.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	There is no alternative to preparing these documents.
3) Indicate and quantify what the consequences would be on services if not funded.	The consequence of not funding this project is \$20,000 per day after the deadline for each document.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The potential liability of not doing this project, in addition to the fines, is the potential of not being prepared for an emergency that could have been anticipated through preparation of these documents.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The effort to identify threats and develop countermeasures to those threats should protect our capital investment in the water system.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Wyncote Avenue Extended Waterline Replacement
Project Location	Wyncote Avenue and Easement
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterpa.info

Proposed Schedule/Cost

Proposed Schedule/ Cost				Date Improvements Complete		6/30/2027	Useful life (in years)		50
Date Improvements Begin	7/1/2025			Construction/Equipment Cost		\$ 400,000	Previous Funding Amount		\$ -
Design/Engineering Cost	\$ 70,000			Recurring Revenue Generated			For What Fiscal Year		
Annual/Recurring Cost									
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs							\$ -	\$ 470,000	\$ 470,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-	470,000	470,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 470,000	\$ 470,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	Virginia Department of Health
Please read the instructions on the required justifying information needed.	Federal/State/Local?		State	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will replace approximately 2,600 feet of 8-inch concrete waterline in Wyncote Avenue, between Roaring Springs Road and the cul-de-sac, and in the easement between the end of Wyncote Avenue and the 6-inch waterline that serves Lewis Avenue with 8-inch PVC and ductile iron waterline. The existing pipe material has reached the end of its useful service life and needs to be replaced to facilitate future operation and maintenance.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	There are few alternate alignments for this waterline since the portion in Wyncote Avenue serves existing customers along that road and the balance of the existing line is in a combined water and sewer easement.
3) Indicate and quantify what the consequences would be on services if not funded.	Water system modeling for the 2018 Water and Sewer Master Plan Update Report did not indicate capacity issues with the existing 8-inch waterline in Wyncote Avenue and the easement. The concrete pipe, however, has reached the end of its useful service life and future maintenance will become more and more difficult as parts become more difficult and OSHA Regulations pertaining to maintaining concrete pipe become strict to protect worker safety.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	This project faces the normal liabilities of construction within an existing right-of-way such as traffic delays and the costs of restoring the roadway to VDOT requirements as well as the liabilities of working with concrete pipe. The liability of not doing the project is interrupting water service to the Gloucester County Jail and Emergency Dispatch until this line is repaired.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The renewed useful service life of the 8-inch waterline will improve the reliability of the water supply to existing, and future, customers in the Courthouse Area. Modern pipe materials and greater availability of repair parts, when needed, will reduce the maintenance costs of the waterline within the limits of this project.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Bellehaven Subdivision Waterline Replacement
Project Location	Bellehaven Subdivision Sections A & B
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Proposed Schedule/ Cost									
Date Improvements Begin	7/1/2023			Date Improvements Complete	6/30/2025			Useful life (in years)	50
Design/Engineering Cost	\$ 30,000			Construction/Equipment Cost	\$ 150,000			Previous Funding Amount	
Annual/Recurring Cost				Recurring Revenue Generated				For What Fiscal Year	
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs					\$ 30,000	\$ 150,000	\$ 180,000		\$ 180,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating					30,000	150,000	180,000		180,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ 30,000	\$ 150,000	\$ 180,000	\$ -	\$ 180,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	Virginia Department of Health
Please read the instructions on the required justifying information needed.	Federal/State/Local?		State	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will replace 1,400 feet of 2-inch waterline in Bellehaven Drive and Sherwood Drive in the Bellehaven Village subdivision. Water system modeling indicates the existing water system cannot provide the desired fire flow capacity within a residential development. Replacing these waterlines in accordance with current design and construction standards will provide the desired fire flow at maximum day demand periods.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Bellehaven is a fully developed subdivision. The existing 2-inch waterlines are supplied through one connection to Bellehaven Drive near the Gloucester Point water tower. There may be an opportunity for an additional connections to the adjacent York River Villas subdivision but that would not eliminate the need to replace the existing galvanized waterlines to address water quality and reliability issues associated with those lines.
3) Indicate and quantify what the consequences would be on services if not funded.	All waterlines in this subdivision are at the end of their useful service life and the frequency of repairs will increase the longer these lines remain in service. If this project is not funded, the costs of repairs, and possible damage to private property, will continue to increase.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The potential liabilities of doing this project include inconvenience to the residents from noise, dust and traffic interruptions. The liabilities of not doing the project are more and more frequent failures of the existing waterlines, the inconvenience to customers from water service interruptions and the subsequent erosion of customer confidence in our water system due to our being reactive rather than proactive.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The capital investment in this project will avoid the material and labor, normal hours and overtime, costs associated with frequent repairs as the waterlines in the Bellehaven subdivision reach, and exceed, their useful service life. If available staff is not increased to handle increasing repairs in a timely manner then we will have to rely on contractors to make the needed repairs at higher costs than making them with Public Utilities staff.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Berkeley Point Subdivision Waterline Improvements
Project Location	Berkeley Point Subdivision
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Proposed Schedule/ Cost				Date Improvements Complete		6/30/2028	Useful life (in years)		50
Date Improvements Begin	7/1/2026			Construction/Equipment Cost		\$ 220,000	Previous Funding Amount		
Design/Engineering Cost	\$ 30,000			Recurring Revenue Generated			For What Fiscal Year		
Annual/Recurring Cost									
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs							\$ -	\$ 250,000	\$ 250,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-	250,000	250,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	Virginia Department of Health
Please read the instructions on the required justifying information needed.	Federal/State/Local?		State	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will replace 150 lf of 1-inch waterline, 1,300 lf of 4-inch waterline, and 450 lf of 6-inch waterline in the Berkeley Point subdivision. Modeling indicates the existing waterlines in this subdivision cannot provide meet customer demands and meet fire flow requirements during peak demand periods. The pipe material in these waterlines are too small and are beyond their useful service life. Replacing these waterlines in accordance with current design and construction standards will provide the needed flow and pressure during peak demand periods.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Berkeley Point is a fully developed subdivision. There are no opportunities for extending the existing waterlines with future development that would provide the additional hydraulic capacity this project will provide even if the condition of the pipeline material did not require replacement of these existing waterlines.
3) Indicate and quantify what the consequences would be on services if not funded.	The waterlines in this subdivision are beyond the useful service life of the pipe materials. The frequency of repairs will increase the longer these lines remain in service. If this project is not funded, the costs of repairs, and possible damage to private property, will continue to increase.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The potential liabilities of doing this project include inconvenience to the residents from noise, dust and traffic interruptions. The liabilities of not doing the project are more and more frequent failures of the existing waterlines, the inconvenience to customers from water service interruptions and the subsequent erosion of customer confidence in our water system due to our being reactive rather than proactive.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The capital investment in this project will avoid the material and labor costs, normal hours and overtime, associated with frequent repairs as the waterlines in the Berkeley Point subdivision remain in service beyond their useful service life. If available staff is not increased to handle increasing repairs in a timely manner then we will have to rely on contractors to make the needed repairs at higher costs than making them with Public Utilities staff.

Attachments (list):	Ratings & Justifications	Project Map

CIP PROJECT REQUEST FORM

Gloucester County, Virginia

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Building #4 Basement Repairs/Renovation
Project Location	7384 Carriage Court
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost									
Date Improvements Begin	9/1/2019		Date Improvements Complete	6/1/2019		Useful life (in years)	30		
Design/Engineering Cost	\$ -		Construction/Equipment Cost	\$ 143,000		Previous Funding Amount			
Annual/Recurring Cost	\$ -		Recurring Revenue Generated			For What Fiscal Year			
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 143,000					\$ 143,000		\$ 143,000
Financing									
									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating		143,000					143,000		143,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 143,000	\$ -	\$ -	\$ -	\$ -	\$ 143,000	\$ -	\$ 143,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency	
Please read the instructions on the required justifying information needed.			Federal/State/Local?	Local

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will provide approximately 2,520 square feet of usable office space by refurbishing the existing basement of Building 4 for staff currently operating in a trailer. The project includes asbestos abatement (\$10,000), waterproofing (\$40,000), Replacement of incoming electrical feed (\$10,000), Re-wire basement (\$10,000 - \$15,000), Mechanical Ducting (\$5,000), Build-out, finishings and fixtures (\$35,000-\$50,000), Contingency (\$13,000). Demo is assumed to be completed by Facility Management following asbestos abatement.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The immediate alternatives to relocating Public Utilities staff into the basement are to leave staff in the trailer adjacent to Building #4 or to relocate them to the "Utility Yard". The modular building has passed its useful service life and needs extensive repairs or replacement for that alternative to be considered further. A location for the Utility Yard has not been determined and may not be determined in the foreseeable future.
3) Indicate and quantify what the consequences would be on services if not funded.	If this project is not funded, the functional issues with the basement will remain and the space will remain unusable. The County will continue to fund maintenance on the trailer.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The liability of doing the project is dealing with the asbestos. The liability of not doing this project is the inability to use one-half of Building #4 because of the issues above.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The project will require additional maintenance and custodial costs due to the increased office space. Costs for abatement, waterproofing and incoming electrical are well-defined with confidence. The build-out cost is unlikely to exceed \$50,000 and may be significantly less depending upon the level of effort available from Facility Management.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Azalea Point Rd & Shane Rd Waterline Improvements
Project Location	Azalea Point Road and Shane Road
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Date Improvements Begin	7/1/2026		Date Improvements Complete	6/30/2028			Useful life (in years)	50	
Design/Engineering Cost	\$ 36,000		Construction/Equipment Cost	\$ 264,000			Previous Funding Amount		
Annual/Recurring Cost			Recurring Revenue Generated				For What Fiscal Year		
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs							\$ -	\$ 300,000	\$ 300,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-	300,000	300,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	Virginia Department of Health
Please read the instructions on the required justifying information needed.	Federal/State/Local?		State	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will replace 750 lf of 4-inch waterline, and 1,300 lf of 6-inch waterline in Azalea Point Road and Shane Road. Modeling indicates these waterlines cannot meet customer demands and fire flow requirements during peak demand periods. The pipe material in these waterlines are too small and are beyond their useful service life. Replacing these waterlines in accordance with current design and construction standards will provide the needed flow and pressure to meet customer demands at peak demand periods.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The parcels along Azalea Point Road and Shane Road are fully developed. There are no opportunities for extending the existing waterlines with future development that would provide the additional hydraulic capacity this project will provide even if the condition of the pipeline material did not require replacement of these existing waterlines.
3) Indicate and quantify what the consequences would be on services if not funded.	The waterlines in these streets are beyond the useful service life of the pipe materials. The frequency of repairs will increase the longer these lines remain in service. If this project is not funded, the costs of repairs, and possible damage to public and private property, will continue to increase.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The potential liabilities of doing this project include inconvenience to the residents from noise, dust and traffic interruptions. The liabilities of not doing the project are more and more frequent failures of the existing waterlines, the inconvenience to customers from water service interruptions and the subsequent erosion of customer confidence in our water system due to our being reactive rather than proactive.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The capital investment in this project will avoid the material and labor costs, normal hours and overtime, associated with frequent repairs as the waterlines in the Azalea Point Road and Shane Road reach, and exceed, their useful service life. If available staff is not increased to handle increasing repairs in a timely manner then we will have to rely on contractors to make the needed repairs at higher costs than making them with Public Utilities staff.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/24/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	COUNTY

Reserved for Submitted Photo(s)/Map(s)

Project Title	Belroi Road/Roaring Springs Road Waterline
Project Location	Belroi Road/Main Street/Roaring Springs Road
Department Name	PUBLIC UTILITIES
Contact Name/Phone/Email	James Dawson(804)693-1230/jdawson@gloucesterva.info

Proposed Schedule/Cost

Proposed Schedule/ Cost				Date Improvements Complete		6/30/2026	Useful life (in years)		50
Date Improvements Begin	7/1/2024			Construction/Equipment Cost		\$ 925,000	Previous Funding Amount		\$ -
Design/Engineering Cost	\$ 75,000			Recurring Revenue Generated			For What Fiscal Year		
Annual/Recurring Cost									
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs						\$ 75,000	\$ 75,000	\$ 925,000	\$ 1,000,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating						75,000	75,000	925,000	1,000,000
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ 925,000	\$ 1,000,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Yes	Mandating Agency	Virginia Department of Health
Please read the instructions on the required justifying information needed.	Federal/State/Local?		State	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will replace approximately 6,000 feet of 6-inch and 8-inch waterlines in Belroi Road between George Washington Memorial Highway and Main Street, Main Street between Belroi Road and Roaring Springs Road, and Roaring Springs Road between Main Street and Holly Springs Drive with 12-inch waterline to support future projects that improve fire flow in adjacent streets, in Holly Springs subdivision, and provide capacity for future extension along Roaring Springs Road to Beaverdam Park.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	There are few alternate alignments for this waterline and most of them are through narrower residential streets. There are no alternate alignments beyond Wyncote Avenue to reach Holly Springs and other subdivisions and parcels between Holly Springs and Beaverdam Park.
3) Indicate and quantify what the consequences would be on services if not funded.	Water system modeling for the 2018 Water and Sewer Master Plan Update Report revealed the existing fire flow capacity in the Holly Springs subdivision is between 1,000 and 1,500 gpm along Holly Springs Drive and between 500 and 1,000 gpm throughout the rest of the subdivision. Without this project, the additional fire flow to meet the recommended capacity of 1,000 gpm will have to follow some other alignment. Available fire flow will be less than the minimum pumper capacity of the fire services in Gloucester County until that alternative is constructed.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The potential liability of doing this project are the normal liabilities of construction within an existing right-of-way such as traffic delays and the costs of restoring the roadway to VDOT requirements. The liability of not doing the project is additional damage to property or injuries during a fire when the fire fighters do not have enough fire flow to adequately fight the fire without drawing system pressures too low for safe and reliable service.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The additional capacity of the 12-inch waterline will improve flow and pressure to existing customers, improve fire flow for enhanced fire fighting capacity during a fire event, support future water system improvements in Holly Springs, and allow future water service extension to all parcels served by Roaring Springs Road, especially Beaverdam Park which is now served by an on-site water system.

Attachments (list):	Ratings & Justifications	Project Map

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	School

Project Title	HVAC Replacement
Project Location	Peasley, TCWEC and Bethel
Department Name	Facilities
Contact Name/Phone/Email	Bryan Hartley, 693-4103, bhartley@gc.k12.va.us



Proposed Schedule/Cost

Date Improvements Begin	7/1/2020	Date Improvements Complete		6/30/2025	Useful life (in years)		20		
Design/Engineering Cost				\$ 1,279,109			Previous Funding Amount	\$ 220,000	
Annual/Recurring Cost				\$ -			For What Fiscal Year	FY20	
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 470,000	\$ 485,000	\$ 550,532	\$ 484,468	\$ 145,000	\$ 2,135,000		\$ 2,135,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		470,000	485,000	550,532	484,468	145,000	2,135,000		2,135,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 470,000	\$ 485,000	\$ 550,532	\$ 484,468	\$ 145,000	\$ 2,135,000	\$ -	\$ 2,135,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency	
Please read the instructions on the required justifying information needed.			Federal/State/Local?	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	A cyclical replacement of school HVAC equipment is necessary to maintain building mechanical systems. Peasley is in need of replacements for the water source heat exchangers in various halls, boilers, circulator pumps and piping. TCWEC's HVAC units range in age of 23-26 years old and with the increased need of space for Head Start and county agencies, the current units are not able to provide the efficiency and demand that is needed. Bethel's HVAC system is over 20 years old, parts are becoming difficult to obtain, and the air-to-air systems will need to be replaced.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	At Peasley, air-to-air systems were rejected to maintain the water source system, which proves to be more economical. At Bethel, air-to-air systems will be replaced with similar systems to reduce engineering and installation costs.
3) Indicate and quantify what the consequences would be on services if not funded.	Catastrophic failure could result in closing schools, thus resulting in a failure to serve the students and the community. Even failures of less stature could negatively impact the learning environment, thus impacting academic success for students...the ultimate division mission. Catastrophic failure or even leaks in a closed water loop system could result in water damage to school and personal property, slip hazards, and the release of antifreeze solutions, which may cause reactions in some adults or children.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Potential liabilities could result from an unsafe atmospheric environment, resulting in the growth of mold or spores that could contribute to health issues.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	Costs are as proposed by Honeywell as approximate project costs. For Peasley, an exception occurs in 2021 in that consideration must be given to the replacement of the boilers/circulator pump, and the need to inspect and possibly replace portions of the treated water piping, which has been in place for nearly 30 years.

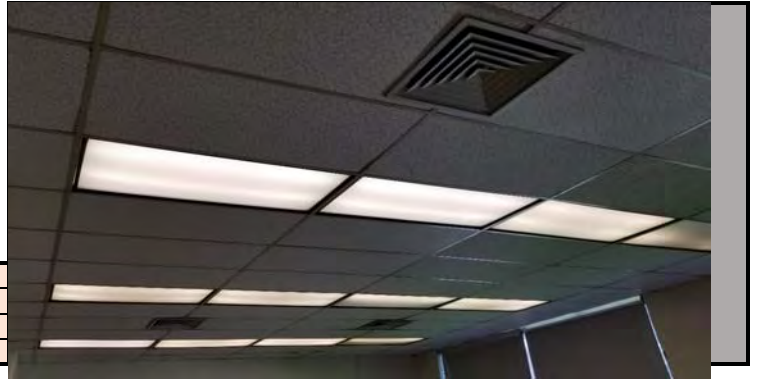
Attachments (list):	Add for HVAC	
	HVAC Ratings	
	HVAC Replacement Plan	

Project Title	HVAC
Project Narrative/Justification	
<p>5. Continued.</p> <p>2021.....Replace remaining WSHP (12), boilers, circulator pumps and piping at Peasley \$470,000 (this will complete the Peasley project)</p> <p>2022.....Replace (6) rooftop units at TCWEC \$485,000</p> <p>2023.....Replace 5 of 9 existing air-to-air rooftop systems at Bethel \$550,532</p> <p>2024.....Replace the remaining 4 air-to-air rooftop systems at Bethel \$484,468</p> <p>2025.....Replace boiler at TCWEC - \$145,000</p> <p>Moving forward with this project will directly impact the operations budget.</p>	
<p>5. Continued.</p> <p>1.) Funds in the operations budget scheduled for repair and replacement projects will remain and not be redirected to short term fixes on unfunded capital projects.</p> <p>2.) Short term fixes on capital projects will not become double work in the sense that the repair work would not occur in unscheduled design order, be short term due to the method of repair able to be funded, or simply out of the scope of the required work.</p> <p>3.) The skilled workforce would not be redirected from other needed, planned, or scheduled projects or service requirements.</p> <p>4.) The improved environment will produce recurring savings in productivity and efficiency, ultimately resulting in financial savings.</p>	

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	School

Project Title	Lighting Replacement
Project Location	Bethel, Achilles and Abingdon
Department Name	Facilities
Contact Name/Phone/Email	Bryan Hartley, 693-4103, bhartley@gc.k12.va.us



Proposed Schedule/Cost

Date Improvements Begin	7/1/2020		Date Improvements Complete	6/30/2023		Useful life (in years)	20		
Design/Engineering Cost			Construction/Equipment Cost			Previous Funding Amount	\$ 129,176		
Annual/Recurring Cost			Recurring Revenue Generated			For What Fiscal Year	FY20		
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 245,103	\$ 118,190	\$ 320,000			\$ 683,293		\$ 683,293
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		245,103	118,190	320,000			683,293		683,293
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 245,103	\$ 118,190	\$ 320,000	\$ -	\$ -	\$ 683,293	\$ -	\$ 683,293
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Mandating Agency
Please read the instructions on the required justifying information needed.		Federal/State/Local?

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Replace all T-12 fluorescent classroom/facility light fixtures in all schools with efficient LED lighting.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Due to Federal Government changes in lighting fixture requirements, the current model of lamps used in schools is no longer being manufactured. Moving to LED lighting will: 1) result in the greatest savings on energy costs for lighting; 2) provide extended lighting fixture longevity; 3) reduce labor costs with reduced need for lighting and fixture replacement; 4) reduce amperage draw resulting in savings by freeing up circuitry for existing and expanding needs of technology.
3) Indicate and quantify what the consequences would be on services if not funded.	It will be necessary to re-lamp all fixtures over the next four fiscal years as the supply of existing T-12 lamps disappears from warehouses and availability diminishes.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Reduction of funds to other projects.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	Estimates are based on \$3.22/sq. ft. as prescribed as the industry standard for estimating LED lighting. This standard was verbally communicated to us in a meeting with a local engineering firm that we have worked with previously.

Attachments (list):	Add for Lighting	
	Lighting Ratings	
	ROI for Lighting Projects	

Project Title	Lighting
Project Narrative/Justification	
5.) Continued. 2021....Lighting replacement at Bethel.....(\$245,103 for Bethel @ 76,119 sq. ft.) 2022....Lighting replacement at Achilles.....(\$118,190 for Achilles @ 36,705 sq. ft.) 2023....Lighting replacement at Abingdon.....(\$320,000 for Abingdon @ 89,793 sq. ft.) (Cost is slightly higher than the \$3.22 per sq. ft. due to the number of surface mounted lights at this location) See attached information for ROI for the lighting conversion from T-12 to LED. It is estimated to take an average of 9.5 years to recoup the cost of the project from the annual savings of the conversion.	
5.) Continued. Moving forward with this project will directly impact the operations budget. 1.) Funds in the operations budget scheduled for repair and replacement projects will remain and not be redirected to short term fixes on unfunded capital projects. 2.) Short term fixes on this capital project are limited in that the lights being replaced are T-12 light fixtures, which the federal government has restricted from production. 3.) The skilled workforce would not be redirected from other needed, planned, or scheduled projects or service requirements.	
5.) Continued. 4.) Savings occur in productivity and efficiency, ultimately resulting in financial savings.	

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	Schools

Project Title	Playground Equipment Replacement
Project Location	Botetourt, Petsworth and Bethel
Department Name	Grounds
Contact Name/Phone/Email	Bryan Hartley, 693-4103, bhartley@gc.k12.va.us



Proposed Schedule/Cost									
Date Improvements Begin	7/1/2020	Date Improvements Complete	6/30/2023	Useful life (in years)		20			
Design/Engineering Cost		Construction/Equipment Cost	\$ 613,174	Previous Funding Amount		\$ 124,479			
Annual/Recurring Cost		Recurring Revenue Generated	\$ -	For What Fiscal Year		FY19			
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 276,015	\$ 238,337	\$ 238,337			\$ 752,689		\$ 752,689
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		276,015	238,337	238,337			752,689		752,689
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 276,015	\$ 238,337	\$ 238,337	\$ -	\$ -	\$ 752,689	\$ -	\$ 752,689
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Narrative/Justification		Mandated?		No		Mandating Agency			
Please read the instructions on the required justifying information needed.						Federal/State/Local?			
1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Remove and replace existing playgrounds with age appropriate playground units. These replacements are necessary due to the age and wear of the equipment. Regular inspections and regular maintenance is ongoing. Painting and rust prevention coatings have been incorporated. Equipment and parts have been repaired and replaced as needed. Parts from previously replaced equipment have been saved and used as repair parts when possible. Currently, two significant issues need to be addressed due to the age of the equipment.								
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The current playground equipment needing replacement has reached its life expectancy. Parts are difficult to procure due to changing manufacturers and equipment designs. Opportunities for part repair and replacement have been exhausted for units requiring replacement. The superstructures are now showing signs of deterioration, and need to be addressed.								
3) Indicate and quantify what the consequences would be on services if not funded.	Damaged or worn equipment results in equipment being unavailable for school or community use, and poses a safety hazard.								
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	To avoid potential liability, increased maintenance costs will be necessary to provide safe access, or equipment will be restricted and removed.								
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	Playground equipment design is a prescriptive science with specialized equipment for different age levels to enhance motor skill development and bone and muscle growth. A recent price increase of slightly more than 10% is included in the prices listed. A reduction in the number of pieces of equipment at each school is also reflected in the long range plan as a cost savings approach. Considering the current Grounds Department managed acreage, increased sports activity maintenance, and minimal grounds staffing, the prices include contracted removal and disposal of equipment.								
Attachments (list):		Add for Playgrounds					GCPS Playground Info.		
		Playground Ratings							
		Playground Cost Estimate							

Project Title	Playgrounds
Project Narrative/Justification	
<p>1.) Continued.</p> <p>With design changes, replacement parts are no longer available to interchange with many of the larger damaged pieces. Also, significant signs of deterioration of the larger poles that support the equipment exist. It is important to maintain the equipment for safe use both during and after school for students and the community. ADA access to the playground areas needs to be added.</p>	
<p>5.) Continued.</p> <p>2021.....Botetourt - \$276,015 (see attachment - pricing reflects a 10% increase over estimate provided in 2018)</p> <p>2022.....Petersworth - \$238,337 (see attachment - pricing reflects a 10% Increase over estimate provided in 2018)</p> <p>2023.....Bethel - \$238,337 (see attachment - pricing reflects a 10% increase over estimate provided in 2018)</p> <p>*This three year process will provide a completed replacement phase.</p> <p>Attached prices were confirmed in June of 2018 with contractor as appropriate.</p>	
<p>5.) Continued.</p> <p>Moving forward with this project will directly impact the operations budget.</p> <p>1.) Funds in the operations budget scheduled for repair and replacement projects will remain and not be redirected to short term fixes on unfunded capital projects.</p> <p>2.) Short term fixes on capital projects will not become double work in the sense that the repair work would not occur in unscheduled design order, be short term due to the method of repair, or simply out of the scope of the required work. Unique to playgrounds is that equipment declared unsafe will be shutdown and removed, resulting in the need for staff to redirect energies toward creative alternatives.</p>	
<p>5. Continued.</p> <p>3.) The skilled workforce would not be redirected from other needed, planned, or scheduled projects or service requirements.</p> <p>4.) Savings occur in productivity and efficiency, ultimately resulting in financial savings.</p>	

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	School

Project Title	School Bus Replacement Prog. (8/per yr, 7/per yr FY24 & 25)
Project Location	Transportation
Department Name	Transportation
Contact Name/Phone/Email	Bryan Hartley, 693-4103, bhartley@gc.k12.va.us



Proposed Schedule/Cost									
Date Improvements Begin	7/1/2020	Date Improvements Complete		ongoing	Useful life (in years)		15		
Design/Engineering Cost		Construction/Equipment Cost		\$ 2,697,670	Previous Funding Amount		\$ 493,319		
Annual/Recurring Cost		Recurring Revenue Generated		\$ -	For What Fiscal Year		FY20		
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 800,000	\$ 824,000	\$ 848,720	\$ 764,909	\$ 787,856	\$ 4,025,485		\$ 4,025,485
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		800,000	824,000	848,720	764,909	787,856	4,025,485		4,025,485
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 800,000	\$ 824,000	\$ 848,720	\$ 764,909	\$ 787,856	\$ 4,025,485	\$ -	\$ 4,025,485
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency	
Please read the instructions on the required justifying information needed.		Federal/State/Local?		

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	In order to provide for the safe transportation of our students, the Virginia Department of Education current standard replacement cycle of fifteen (15) years is recommended. As school buses continue to age, the cost of maintenance continues to accelerate, and the structural integrity of the bus frame and body become compromised.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Continued expensive maintenance and repair costs.
3) Indicate and quantify what the consequences would be on services if not funded.	Continued expensive maintenance and repair costs or diminished bus fleet.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Unsafe vehicles will not be used, therefore, potentially less buses to use.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	A complete bus list summary is attached with age and mileage. Of the 108 active school buses currently in service, 33 Regular Ed buses and 6 Special Ed buses have over 200,000 miles. 31 buses exceed the 15 year replacement cycle recommended by VDOE. Only three special education have a climate control system, which is recommended for some students with autism and diabetes, as well as other medical impairments. Moving forward with this project will directly impact the operations budget.

Attachments (list):	Add for Buses	Bus Listing >200,000 Miles
	Bus Ratings	
	Bus Listing Summary	

Project Title	Buses
Project Narrative/Justification	
<p>5.) Continued.</p> <p>1.) Funds in the Transportation operations budget directed for safety improvements and repair and replacement of vehicle needs will remain and not be redirected to short term fixes on unfunded capital projects related to required Transportation facility operation needs.</p> <p>2.) Short term fixes on capital projects will not become double work in the sense that the repair work would not occur in unscheduled design order, be short term due to the method of repair, or simply out of the scope of the required work. As buses age and mileage increases, repair needs increase, and mileage efficiency for fuel, oil, and fluids decrease, resulting in additional costs.</p> <p>3.) The skilled workforce would not be redirected from other needed, planned, or scheduled projects or service requirements.</p>	
<p>5.) Continued.</p> <p>4.) Savings occur in productivity and efficiency of effort, ultimately resulting in financial savings.</p>	

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	X
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	School

Project Title	Bus Safety Communication System
Project Location	Transportation
Department Name	Transportation
Contact Name/Phone/Email	Bryan Hartley, 693-4103, bhartley@gc.k12.va.us



Proposed Schedule/Cost

Date Improvements Begin	7/1/2020	Date Improvements Complete	6/30/2021	Useful life (in years)	15
Design/Engineering Cost	\$ -	Construction/Equipment Cost	\$ -	Previous Funding Amount	\$ -
Annual/Recurring Cost	\$ -	Recurring Revenue Generated	\$ -	For What Fiscal Year	

Capital Cost/Funding Analysis	FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs	\$ 390,452					\$ 390,452		\$ 390,452
Financing								Total Project Financing
General Fund Operating						\$ -		\$ -
Enterprise Fund Operating						-		-
Fund Balance-Committed						-		-
Fund Balance-Unassigned	390,452					390,452		390,452
Debt						-		-
Grant-Federal, State, Local						-		-
Proffers						-		-
Other Sources						-		-
Total Capital Funding	\$ 390,452	\$ -	\$ -	\$ -	\$ -	\$ 390,452	\$ -	\$ 390,452
Variance-over (short)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency	
Please read the instructions on the required justifying information needed.			Federal/State/Local?	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	A bus safety communication system provides the capability to have immediate communication, to and from, with the respective school buildings and the transportation facility. The need for immediate communication would help provide appropriate response to threats or weather related concerns. From a logistical stance, routes are reworked frequently to address various needs. This is difficult to accomplish through many phone calls and can be more efficiently accomplished through direct communication with the fleet.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Currently, some drivers have school issued cell phones for communication purposes. Drivers are not allowed to pick up personal electronic devices while vehicles are in motion. Often times, phones are difficult to hear while driving. Even when drivers are aware of an incoming call there are significant limitations on many routes where vehicles can be pulled over. Cell phones are a reoccurring cost that do not allow immediate correspondence with our drivers.
3) Indicate and quantify what the consequences would be on services if not funded.	Without direct communication capabilities there will always be an inherent delay in notifying drivers of safety and weather concerns. There will also be delays in reworking routes as necessary. Drivers also do not have the ability to provide notification when an emergency or threat occurs in the vehicle or bus.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Safety concerns are ever increasing. Our ability to respond and support immediately is critical in securing potentially dangerous situations. The staff and communication systems within our buildings allow for this level of response. Our school busses and transport vehicles are not immune to threats or safety concerns and need the ability to communicate concerns immediately with appropriate officials.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	A bus safety communication system provides the capability to have immediate communication, to and from, with the respective school buildings and the transportation facility. The need for immediate communication would help provide appropriate response to emergency and critical issues. Such communication systems have life expectancies beyond ten years. Attached quote reflects a 5% markup over estimate received in 2018.

Attachments (list):	Bus Communication Estimate	
	Bus Communication Ratings	

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	X
County/School?	School

Reserved for Submitted Photo(s)/Map(s)

Project Title	Roofing Replacement/Recoating
Project Location	Achilles
Department Name	Facilities
Contact Name/Phone/Email	Bryan Hartley, 693-4103, bhartley@gc.k12.va.us

Proposed Schedule/Cost

Date Improvements Begin	7/1/2020		Date Improvements Complete		6/30/2021		Useful life (in years)		15
Design/Engineering Cost			Construction/Equipment Cost		\$ 225,000		Previous Funding Amount		\$ 441,000
Annual/Recurring Cost			Recurring Revenue Generated		\$ -		For What Fiscal Year		FY20
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 225,000					\$ 225,000		\$ 225,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		225,000					225,000		225,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ -	\$ 225,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency	
Please read the instructions on the required justifying information needed.		Federal/State/Local?		

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Roof systems deteriorate by nature of exposure to sun and weather. Warranties expire, and exposure maintenance is necessary. It is critical to instructional success and operational efficiency of an educational facility that the environment be safe and dry. A roof coating system is incorporated where possible (appropriate surface integrity and adherence exist). Coating provides a minimum 10-year warranted product at 50% of the cost of a new roof (coating at ~ \$6.50/sq. ft. depending on the integrity of the roof to be coated).
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Coating and recoating is a recently developed cost savings approach to roof maintenance. Some warranties extend to 15 years dependent upon roof condition.
3) Indicate and quantify what the consequences would be on services if not funded.	Deterioration of the building structure, damage to Furniture, Fixtures & Equipment (FFE), and an unhealthy environment. Continual impact upon custodial and maintenance staffs including interior cleanup and repair (after-hour cleanup/ceiling tile replacement/flooring repair/painting/etc.).
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Possible liability related to safety and health if roofs deteriorate and leak.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The GHS and Transportation Facility roofing projects are removed. 2021.... Recoating of sections of Achilles that will be approximately 5 years out of warranty. School roofs will be monitored for improvements in years beyond 2025. These costs are based on the square foot prices as proposed by our roof services company.

Attachments (list):	Add for Roofing	
	Roofing Ratings	
	Roof Replacement Plan	

Project Title	Roofing
Project Narrative/Justification	
<p>1.) Continued.</p> <p>A tight building envelope prolongs structural life and saves money.</p>	
<p>5.) Continued.</p> <p>Moving forward with this project will directly impact the operations budget.</p> <p>1.) Funds in the operations budget scheduled for repair and replacement projects will remain and not be redirected to short term fixes on unfunded capital projects.</p> <p>2.) Short term fixes on capital projects will not become double work in the sense that the repair work would not occur in unscheduled design order, be short term due to the method of repair, or simply out of the scope of the required work. Especially costly with roofing problems is the repetitive use of labor and materials to maintain a clean and healthy working environment.</p>	
<p>5.) Continued.</p> <p>3.) The skilled workforce would not be redirected from other needed, planned, or scheduled projects or service requirements.</p> <p>4.) Savings occur in productivity and efficiency, ultimately resulting in financial savings.</p>	

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	X
Capital Maintenance-Neither new nor expanding	
County/School?	School

Project Title	Paving Project
Project Location	Botetourt, Petsworth Peasley, Bethel, Achilles and TCWEC
Department Name	Grounds
Contact Name/Phone/Email	Bryan Hartley, 693-4103, bhartley@gc.k12.va.us



Proposed Schedule/Cost

Date Improvements Begin	7/1/2020		Date Improvements Complete	6/30/2025			Useful life (in years)	20	
Design/Engineering Cost			Construction/Equipment Cost				Previous Funding Amount	\$ -	
Annual/Recurring Cost			Recurring Revenue Generated	\$ -			For What Fiscal Year		
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 354,000	\$ 144,000	\$ 405,000	\$ 354,000	\$ 256,000	\$ 1,513,000		\$ 1,513,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned		354,000	144,000	405,000	354,000	256,000	1,513,000		1,513,000
Debt							-		-
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 354,000	\$ 144,000	\$ 405,000	\$ 354,000	\$ 256,000	\$ 1,513,000	\$ -	\$ 1,513,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency	
Please read the instructions on the required justifying information needed.			Federal/State/Local?	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Most of the parking and bus loop paved areas are in need of replacement. They have reached a point where repairs, seals or recoating are not sufficient to address the needs. Some cracking and shifting can create safety concerns.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Legitimate alternatives to paving are cost prohibitive. Lower cost options such as gravel are not effective options and create concerns with the safety of our students.
3) Indicate and quantify what the consequences would be on services if not funded.	Our paved surfaces will continue to deteriorate and cause safety concerns for our students. Worsening conditions also create potential issues for county owned and private vehicles. Lose heavy materials also causes vandalism concerns to our facilities and vehicles that are parked at our buildings.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Students safety is a priority. The concern with safety in certain conditions is dependent upon the each child's situation. Knowing have children offloading school operated vehicles in potentially dangerous condition increases liability. Potential damage to vehicles, both school and privately owned, is also a concern.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	The paving projects are new to the capital plan. However; there need is significant at every building and have been ranked accordingly. In addition, an appropriate maintenance schedule will have to be followed to extend the service term of each project. Sealing is recommended every three to five years.

Attachments (list):	Add for Paving	
	Paving Estimates	
	Paving Ratings	

Project Title	Paving
Project Narrative/Justification	
5.) Continued. FY2021....Botetourt - \$354,000 FY2022....Petersworth - \$144,000 FY2023....Peasley - \$405,000 FY2024....Bethel - \$354,000 FY2025....Achilles \$116,000 and TCWEC \$140,000	

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	X
Capital Maintenance-Neither new nor expanding	
County/School?	School

Reserved for Submitted Photo(s)/Map(s)

Project Title	RENOVATION of Gloucester High School
Project Location	Gloucester High School
Department Name	Facilities
Contact Name/Phone/Email	Bryan Hartley, 693-4103, bhartley@gc.k12.va.us

Proposed Schedule/Cost

Date Improvements Begin	7/1/2020		Date Improvements Complete	6/30/2023			Useful life (in years)	50	
Design/Engineering Cost			Construction/Equipment Cost				Previous Funding Amount	\$ 3,690,000	
Annual/Recurring Cost			Recurring Revenue Generated				For What Fiscal Year	FY20	
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 28,542,000	\$ 7,968,000				\$ 36,510,000		\$ 36,510,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt		28,542,000	7,968,000				36,510,000		36,510,000
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 28,542,000	\$ 7,968,000	\$ -	\$ -	\$ -	\$ 36,510,000	\$ -	\$ 36,510,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	Mandating Agency
Please read the instructions on the required justifying information needed.	Federal/State/Local?	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	A-Hall, B-Hall, and C-Hall are currently a windowless collection of individual classrooms primarily constructed of metal panels. Except for the erection of a teacher work center in A-Hall, ceiling adjustments in the commons, and the addition of computer labs in C-Hall, the upgrades since its 1975 construction have been minimal. The original 1975 HVAC system is inefficient and prone to failure. The utilities are marginalized with the advancement of technology and diversification of curricula. The fixtures, including bathrooms, are in need of upgrades and improvements.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Smaller/partial projects will fall short of creating an inviting instructional environment. The continued high maintenance costs and continued increase in inefficient operating costs will create a strain on funds that could be directed toward quality education. The potential for a reduced and/or restricted use of the facility can ultimately impact student academic achievement.
3) Indicate and quantify what the consequences would be on services if not funded.	As stated in number 2...the continued high maintenance costs and continued increase in inefficient operating costs will create a strain on funds that could be directed toward quality education. The potential for a reduced and/or restricted use of the facility can ultimately impact student academic achievement. Additionally, the potential for a catastrophic utility failure within the building could result in a large section/long term shutdown. The occurrence and the timing of the occurrence could be a significant handicap to the successful flow of the educational process.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	As previously addressed....negative influences on academic success, and reduced efficiencies, resulting in continued higher costs. ADA compliance and Fire Code and Building Code upgrades and requirements will have to be addressed should the scope of the work be reduced to any project portion defined as a remodel (such improvements would also be included in any site work encompassed by the construction of a new school building).
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	This is a needs-based project which expands by the requirements to meet safety, fire, occupancy, and ADA code requirements. With all construction that is required, it is practical to address utility efficiencies, and most importantly, an inviting 21st Century learning environment to enhance our students' opportunities for future success.

Attachments (list):		

Project Title	GHS Renovation
Project Narrative/Justification	
<p>1.) Continued.</p> <p>FY 2020 funds of \$3,690,000 (9% of total cost) will be directed toward engineering drawings and specifications. The budget amount is set in the final year as a place holder since phasing of the project will be set around conceptual design. FY21 funds of \$28,542,000 (71% of total cost) and FY22 funds of \$7,968,000 (20% of total cost) would represent the major construction years of a 26-28 month project.</p>	
<p>5.) Continued.</p> <p>The estimates for the improvements for this major remodel were the result of the GHS Masterplan Study (http://gets.gc.k12.va.us/Portals/Gloucester/District/Gloucester%20HS%20Facility%20Study_Final_June%2018%202018%20Lowest%20Resolution.pdf?ver=2018-06-21-161636-327) and review completed by Moseley Architects. The \$40,200,000 estimate for renovations is based on a variation of sq. ft. costs from \$141 per sq. ft. to \$199 per sq. ft. depending on light, medium, or heavy renovations required.</p>	
<p>5.) Continued.</p> <p>Moving forward with this project will directly impact the operations budget.</p> <p>1.)Funds in the operations budget scheduled for repair and replacement projects will remain and not be redirected to short term fixes on unfunded capital projects.</p> <p>2.)Short term fixes on capital projects will not become double work in the sense that the repair work would not occur in unscheduled design order, be short term due to the method of repair, or simply out of the scope of the required work.</p>	
<p>5.) Continued.</p> <p>3.) The skilled workforce would not be redirected from other needed, planned, or scheduled projects or service requirements.</p> <p>4.) With the total improvements of GHS, the impact of a healthy environment will result in improved productivity of employees and students. Thus, additional general fund savings will occur through greater productivity and efficiencies.</p>	

General Project Information

Date of Submission	8/30/2019
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	X
Capital Maintenance-Neither new nor expanding	
County/School?	School

Reserved for Submitted Photo(s)/Map(s)

Project Title	Bus Compound
Project Location	Old Page Middle School Site
Department Name	Facilities
Contact Name/Phone/Email	Bryan Hartley, 693-4103, bhartley@gc.k12.va.us

Proposed Schedule/Cost

Date Improvements Begin	7/1/2020	Date Improvements Complete					Useful life (in years)	30	
Design/Engineering Cost							Previous Funding Amount	\$ 750,000	
Annual/Recurring Cost							For What Fiscal Year	FY20	
Capital Cost/Funding Analysis		FY21	FY22	FY23	FY24	FY25	Total FY21-25	Costs Beyond	Total Project Costs
Proposed Capital Costs		\$ 2,650,000					\$ 2,650,000		\$ 2,650,000
Financing									Total Project Financing
General Fund Operating							\$ -		\$ -
Enterprise Fund Operating							-		-
Fund Balance-Committed							-		-
Fund Balance-Unassigned							-		-
Debt		2,650,000					2,650,000		2,650,000
Grant-Federal, State, Local							-		-
Proffers							-		-
Other Sources							-		-
Total Capital Funding		\$ 2,650,000	\$ -	\$ -	\$ -	\$ -	\$ 2,650,000	\$ -	\$ 2,650,000
Variance-over (short)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	No	Mandating Agency	
Please read the instructions on the required justifying information needed.			Federal/State/Local?	

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Renovate the existing Transportation facility and create off site facility for parking with a new facility located on a different site. This project will be conducted in conjunction with the transportation and utility needs of Gloucester County.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Alternatives were evaluated through the detailed study done with the architect. Based upon the study and the evaluation of the possible/potential alternatives, the School Board recommends this approach.
3) Indicate and quantify what the consequences would be on services if not funded.	The land where it currently resides has significant redevelopment potential for Gloucester County. An off site parking facility provides additional acreage for development.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The existing facility is dated and has several areas that need to be addressed. Upgrades to the facility are needed to accommodate the school division's fleet of buses and support vehicles, and to provide storage, training, and administrative support.
5) Indicate and quantify the impact of the capital investment on operating budgets going forward. Include any additional information to assist in the evaluation process.	A study to determine facility and site needs for the schools and the county was conducted by Hudson Architects and Associates. The budget price is within the scope of the final report as printed in March of 2017. The final price of \$6,419,700 reflects a 5% increase for inflation of annual construction costs. The link to the complete Transportation Facility Study is http://gets.gc.k12.va.us/Portals/Gloucester/District/docs/Transportationfacilities%20study/COMBINED%20TRANSPORTATION%20AND%20UTILITIES%20CENTER%20STUDY_Final_Corrected_7-10-17.pdf?ver=2018-08-01-155044-617 .
Attachments (list):	

Project Title	Bus Compound
Project Narrative/Justification	
5.) Continued. Moving forward with this project will directly impact the operations budget. 1.)Funds in the operations budget scheduled for repair and replacement projects will remain and not be redirected to short term fixes on unfunded capital projects. 2.)Short term fixes on capital projects will not become double work in the sense that the repair work would not occur in unscheduled design order, be short term due to the method of repair, or simply out of the scope of the required work.	
5.) Continued. 3.) The skilled workforce would not be redirected from other needed, planned, or scheduled projects or service requirements. 4.) With the renovations to the existing transportation facility, the impact will include increased productivity of daily operations and improved efficiency of flow of operations resulting in general fund savings.	



Supplemental Data

Gloucester County

Proposed FY2021

(1.6% COLA applied)

Schematic List of Titles

Effective July 1, 2020

Position Title/Grade	Minimum Salary	Mid Salary	Maximum Salary	Min Hrly Rate	Mid Hrly Rate	Max Hrly Rate
Grade 2	\$20,318	\$24,890	\$29,461	\$9.77	\$11.97	\$14.16
Substitute Community School Site Supv						
Grade 3	\$21,537	\$26,383	\$31,229	\$10.35	\$12.68	\$15.01
Park Aide						
Recreation Aide						
Grade 4	\$22,829	\$27,966	\$33,102	\$10.98	\$13.44	\$15.91
Custodian						
Mosquito Control Technician						
Substitute Office Worker						
Grade 5	\$24,199	\$29,644	\$35,089	\$11.63	\$14.25	\$16.87
Assistant Registrar						
Groundskeeper						
Library Clerk						
Office Assistant						
Office Associate II -DSS						
Grade 6	\$25,651	\$31,422	\$37,194	\$12.33	\$15.11	\$17.88
Cook						
Lead Custodian						
Revenue Technician						
Grade 7	\$27,190	\$33,308	\$39,426	\$13.07	\$16.01	\$18.95
4H Technician						
Office Associate III - DSS						
Utility Maintenance Worker						
Water Treatment Plant Trainee						
Grade 8	\$28,821	\$35,306	\$41,790	\$13.86	\$16.97	\$20.09
Cook II						
Customer Service Representative						
Deputy I - Circuit Court						
Deputy Treasurer I						
Library Specialist						
Revenue Specialist						

**Gloucester County
Proposed FY2021
Schematic List of Titles**

(1.6% COLA applied)

Effective July 1, 2020

Grade 9	\$30,551	\$37,425	\$44,299	\$14.69	\$17.99	\$21.30
Accounts Payable Technician						
Administrative Program Assistant I - DSS						
Class IV Water Treatment Plant Operator						
Grounds Technician						
Mechanical Technician I						
Park Maintenance Technician						
Park Ranger						
Permit Technician I						
Utility Maintenance Technician						
Utility Mechanic						
Grade 10	\$32,384	\$39,670	\$46,957	\$15.57	\$19.07	\$22.58
Accounting Technician I						
Administrative Program Assistant II - DSS						
Deputy II -Circuit Court						
Deputy Treasurer II						
Facilities Technician II						
Human Services Assistant III - DSS						
Permit Technician II						
Senior Revenue Specialist						
Vehicle/Equipment Technician II						
Grade 11	\$34,327	\$42,050	\$49,774	\$16.50	\$20.22	\$23.93
Animal Control Deputy Officer						
Administrative Assistant						
Administrative Coordinator I - DSS						
Benefit Programs Specialist I - DSS						
Class III Water Treatment Plant Operator						
Clean Community Coordinator						
Custodial Supervisor						
Deputy III -Circuit Court						
Deputy Registrar						
Deputy Treasurer III						
Dispatcher Trainee (911 Communications)						
Legal Secretary						
Library Technical Services Specialist						
Mechanical Technician II						
Real Estate Technician						
Senior Permit Technician						
Senior Utility Maintenance Technician						

Gloucester County
Proposed FY2021
Schematic List of Titles

(1.6% COLA applied)

Effective July 1, 2020

Visitor Center Coordinator						
Grade 12	\$36,386	\$44,573	\$52,760	\$17.49	\$21.43	\$25.37
Accounting Technician II						
Administrative Coordinator						
Benefit Programs Specialist II - DSS						
Customer Service Specialist						
Dispatcher I (911 Communications)						
Facilities Technician III						
GIS Technician						
Human Resources Assistant						
Library Coordinator						
Senior Utility Mechanic						
Vehicle/Equipment - Technician III						
Grade 13	\$38,570	\$47,248	\$55,926	\$18.54	\$22.72	\$26.89
Accounting Coordinator						
Administrative Coordinator II-DSS						
Animal Control Senior Officer						
Benefit Programs Specialist III - DSS						
Buyer						
Collections Coordinator						
Correctional Health Assistant						
Deputy IV -Circuit Court						
Festival Coordinator						
Legal Assistant						
Mechanical Technician III						
Park Supervisor						
Pretrial Officer						
Probation Officer						
Purchasing Coordinator						
Real Estate Appraiser I						
Revenue Coordinator						
Self Sufficiency Specialist I - DSS						
Senior Administrative Coordinator						
Vehicle/Equipment Technician III						
Video Technician						
Zoning Specialist						

Gloucester County

Proposed FY2021

(1.6% COLA applied)

Schematic List of Titles

Effective July 1, 2020

Grade 14	\$40,884	\$50,083	\$59,282	\$19.66	\$24.08	\$28.50
Asst. Emergency Mgmt Coordinator						
Athletics Supervisor						
Class II Water Treatment Plant Operator						
Codes Enforcement Officer						
Community Development Coordinator						
Community Engagement Coordinator						
Dispatcher II (911 Communications)						
Environmental Inspector I						
Facilities Maintenance Supervisor						
GIS Analyst						
Inspector I						
IT Support Specialist I						
Museums Coordinator						
Public Info and Marketing Coordinator						
Real Estate Analyst I						
Recreation Supervisor						
Self Sufficiency Specialist II - DSS						
Senior Vehicle/Equipment Technician						
Utility Foreman						
Utility Mechanic Foreman						
Grade 15	\$43,337	\$53,088	\$62,838	\$20.84	\$25.52	\$30.21
Family Services Specialist I - DSS						
IT Support Specialist II						
Librarian						
Payroll/Benefits Coordinator						
Planner I						
Real Estate Appraiser II						
Self Sufficiency Specialist III - DSS						
Senior Community Engagement Coordinator						
Senior Dispatcher (911 Communications)						
Senior Legal Assistant						
Senior Mechanical Technician						
Utility Inspector						
Grade 16	\$45,937	\$56,273	\$66,609	\$22.09	\$27.05	\$32.02
Environmental Inspector II						
Family Services Specialist II - DSS						
Inspector II						
Program Coordinator (CSA) - DSS						

**Gloucester County
Proposed FY2021
Schematic List of Titles**

(1.6% COLA applied)

Effective July 1, 2020

Senior Buyer						
Grade 17	\$48,693	\$59,649	\$70,605	\$23.41	\$28.68	\$33.94
Assistant Communications Supervisor (911)						
Benefit Programs Supervisor - DSS						
Class I Water Treatment Plant Operator						
Deputy Clerk						
Environmental Inspector II						
Family Services Specialist III - DSS						
Human Resource Analyst						
IT Support Specialist III						
Legal Administrative Coordinator						
Planner II						
Grade 18	\$51,615	\$63,228	\$74,842	\$24.81	\$30.40	\$35.98
Assistant Zoning Administrator						
Chief Animal Control Officer						
IT Systems Analyst I						
Lead Water Treatment Plant Operator						
Real Estate Analyst II						
Software Analyst I						
Grade 19	\$54,712	\$67,022	\$79,332	\$26.30	\$32.22	\$38.14
Administrative Services Manager - DSS						
Combination Inspector						
Family Services Supervisor - DSS						
IT Systems Analyst II						
Planner III						
Senior IT Support Specialist						
Software Analyst II						
Grade 20	\$57,994	\$71,043	\$84,092	\$27.88	\$34.16	\$40.43
Benefit Programs Manager - DSS						
Senior Budget and Program Analyst						
Chief Deputy - Circuit Court						
Chief Deputy - Commissioner of Revenue						
Communications Supervisor (911)						
Community Engagement and Public Info Mgr						
Park Superintendent						
Probation & Pretrial Director						
Senior Human Resource Analyst						

Gloucester County
Proposed FY2021
Schematic List of Titles

(1.6% COLA applied)

Effective July 1, 2020

Workplace Safety Training Specialist						
Utility Supervisor						
Grade 21	\$61,474	\$75,306	\$89,137	\$29.55	\$36.20	\$42.85
Assistant Commonwealth Attorney I						
Assistant Director-DSS						
Chief Deputy Treasurer						
Combination Inspector/Plans Examiner						
IT Systems Analyst III						
Public Works Engineer I						
Senior Comprehensive Planner						
Software Analyst III						
Water Treatment Plant Manager						
Grade 22	\$65,163	\$79,824	\$94,486	\$31.33	\$38.38	\$45.43
Environmental Programs Manager						
GIS Manager						
Real Estate Manager						
Senior IT Systems Analyst						
Senior Software Analyst						
Recreation & Tourism Manager						
Grade 23	\$69,072	\$84,614	\$100,155	\$33.21	\$40.68	\$48.15
Assistant Commonwealth Attorney II						
Assistant Director II - DSS						
Buildings & Grounds Director						
Emergency Management Coordinator						
Grade 24	\$73,217	\$89,691	\$106,165	\$35.20	\$43.12	\$51.04
Building Official						
Grade 25	\$77,610	\$95,072	\$112,535	\$37.31	\$45.71	\$54.10
Purchasing Agent						
Fiscal Services Manager						
Grade 26	\$82,266	\$100,776	\$119,286	\$39.55	\$48.45	\$57.35
Assistant Director of Utilities						
Grade 27	\$87,202	\$106,822	\$126,443	\$41.92	\$51.36	\$60.79
Chief Deputy Commonwealth Attorney						
Economic Development Director						
Engineering Services Director						

(1.6% COLA applied)

Gloucester County
Proposed FY2021
Schematic List of Titles

Effective July 1, 2020

Library Services Director						
Parks, Recreation and Tourism Director						
Grade 28	\$92,434	\$113,232	\$134,030	\$44.44	\$54.44	\$64.44
Assessor						
Planning, Zoning & Environmental Director						
Social Services Director - DSS						
Grade 29	\$97,980	\$120,026	\$142,072	\$47.11	\$57.70	\$68.30
Human Resources Director						
Utilities Director						
Grade 30	\$103,859	\$127,228	\$150,596	\$49.93	\$61.17	\$72.40
Chief Financial Officer						
Chief Information Technology Director						
Grade 31	\$110,091	\$134,861	\$159,632	\$52.93	\$64.84	\$76.75
Assistant County Administrator - Community Services						
Grade 32	\$116,696	\$142,953	\$169,209	\$56.10	\$68.73	\$81.35
Deputy County Administrator						

**Gloucester County
Proposed FY2021**

Pay Plan

1.6% COLA Applied

Grade	Minimum	Midpoint	Maximum	Range Spread	Range Progression
2	\$ 20,318	\$ 24,890	\$ 29,461	45.0%	
3	\$ 21,537	\$ 26,383	\$ 31,229	45.0%	6.0%
4	\$ 22,829	\$ 27,966	\$ 33,102	45.0%	6.0%
5	\$ 24,199	\$ 29,644	\$ 35,089	45.0%	6.0%
6	\$ 25,651	\$ 31,422	\$ 37,194	45.0%	6.0%
7	\$ 27,190	\$ 33,308	\$ 39,426	45.0%	6.0%
8	\$ 28,821	\$ 35,306	\$ 41,791	45.0%	6.0%
9	\$ 30,551	\$ 37,425	\$ 44,299	45.0%	6.0%
10	\$ 32,384	\$ 39,670	\$ 46,957	45.0%	6.0%
11	\$ 34,327	\$ 42,050	\$ 49,774	45.0%	6.0%
12	\$ 36,386	\$ 44,573	\$ 52,760	45.0%	6.0%
13	\$ 38,570	\$ 47,248	\$ 55,926	45.0%	6.0%
14	\$ 40,884	\$ 50,083	\$ 59,282	45.0%	6.0%
15	\$ 43,337	\$ 53,088	\$ 62,838	45.0%	6.0%
16	\$ 45,937	\$ 56,273	\$ 66,609	45.0%	6.0%
17	\$ 48,693	\$ 59,649	\$ 70,605	45.0%	6.0%
18	\$ 51,615	\$ 63,228	\$ 74,842	45.0%	6.0%
19	\$ 54,712	\$ 67,022	\$ 79,332	45.0%	6.0%
20	\$ 57,994	\$ 71,043	\$ 84,092	45.0%	6.0%
21	\$ 61,474	\$ 75,306	\$ 89,137	45.0%	6.0%
22	\$ 65,163	\$ 79,824	\$ 94,486	45.0%	6.0%
23	\$ 69,072	\$ 84,614	\$ 100,155	45.0%	6.0%
24	\$ 73,217	\$ 89,690	\$ 106,164	45.0%	6.0%
25	\$ 77,610	\$ 95,072	\$ 112,534	45.0%	6.0%
26	\$ 82,266	\$ 100,776	\$ 119,286	45.0%	6.0%
27	\$ 87,202	\$ 106,823	\$ 126,443	45.0%	6.0%
28	\$ 92,434	\$ 113,232	\$ 134,030	45.0%	6.0%
29	\$ 97,980	\$ 120,026	\$ 142,072	45.0%	6.0%
30	\$ 103,859	\$ 127,228	\$ 150,596	45.0%	6.0%
31	\$ 110,091	\$ 134,861	\$ 159,632	45.0%	6.0%
32	\$ 116,696	\$ 142,953	\$ 169,210	45.0%	6.0%

Gloucester County
Proposed FY2021 Schematic List of Titles
Sheriff Sworn Positions
1.6% COLA Applied

Effective July 1, 2020

Position Title/Grade	Minimum Salary	Mid Salary	Maximum Salary
Grade A	\$34,354	\$42,084	\$49,813
Deputy Recruit - Corrections			
Grade B	\$36,072	\$44,188	\$52,304
Deputy I - Corrections Deputy I - Court & Civil Process			
Grade C	\$37,875	\$46,397	\$54,919
Deputy II - Corrections Deputy II - Court & Civil Process			
Grade D	\$40,148	\$49,181	\$58,214
Master Deputy - Corrections Master Deputy - Court & Civil Process Recruit-Law Enforcement			
Grade E	\$42,557	\$52,132	\$61,707
Deputy I - Law Enforcement			
Grade F	\$45,110	\$55,260	\$65,410
Deputy II - Law Enforcement Investigator I Sergeant- Corrections Sergeant- Court & Civil Process			
Grade G	\$47,818	\$58,577	\$69,336
Sr Deputy-Law Enforcement Investigator II			
Grade H	\$50,686	\$62,090	\$73,494
Master Deputy- Law Enforcement Lieutenant - Corrections Lieutenant - Court & Civil Process SR Investigator			
Grade I	\$54,741	\$67,057	\$79,374
Sergeant-Law Enforcement Sergeant-Investigations			
Grade J	\$61,310	\$75,105	\$88,900
Lieutenant-Law Enforcement			
Grade K	\$64,376	\$78,861	\$93,345
Lieutenant-Investigations			
Grade L	\$72,745	\$89,112	\$105,480
Captain			
Grade M	\$81,474	\$99,806	\$118,138
Chief Deputy			

GLOUCESTER COUNTY
PROPOSED FY21
SHERIFF SWORN PERSONNEL PAY PLAN
1.6% COLA Applied

Grade	Minimum	Midpoint	Maximum	Range Spread	Range Progression
A	\$ 34,354	\$ 42,084	\$ 49,813	45.0%	
B	\$ 36,072	\$ 44,188	\$ 52,304	45.0%	5.0%
C	\$ 37,875	\$ 46,397	\$ 54,919	45.0%	5.0%
D	\$ 40,148	\$ 49,181	\$ 58,214	45.0%	6.0%
E	\$ 42,557	\$ 52,132	\$ 61,707	45.0%	6.0%
F	\$ 45,110	\$ 55,260	\$ 65,410	45.0%	6.0%
G	\$ 47,818	\$ 58,577	\$ 69,336	45.0%	6.0%
H	\$ 50,686	\$ 62,090	\$ 73,494	45.0%	6.0%
I	\$ 54,741	\$ 67,057	\$ 79,374	45.0%	8.0%
J	\$ 61,310	\$ 75,105	\$ 88,900	45.0%	12.0%
K	\$ 64,376	\$ 78,861	\$ 93,345	45.0%	5.0%
L	\$ 72,745	\$ 89,112	\$105,480	45.0%	13.0%
M	\$ 81,474	\$ 99,806	\$118,138	45.0%	12.0%

GLOUCESTER COUNTY
POSITION ALLOCATION LIST

(Does not include positions designated as work as required)

PROPOSED FISCAL YEAR 2021								
DEPARTMENT	A		B		C		D	
	COUNTY Authorized		STATE Authorized		GRANT Authorized		TOTAL Authorized	
	FT	PT	FT	PT	FT	PT	FT	PT
Administration	5						5	
County Attorney	2						2	
Human Resources	6						6	
Commissioner of Revenue	2		6				8	
RE Assessment	5	1					5	1
Treasurer	1	0	7				8	
Finance	6	0					6	0
Information Technology	8						8	
GIS	3						3	
Purchasing	3						3	
Registrar	1	1	1				2	1
Circuit Court Judge	1						1	
Clerk of Circuit Court		1	7				7	1
Victim/Witness					2	0	2	0
Commonwealth Attorney	2		7		0		9	
Sheriff	32	3	33	1			65	4
Jail	1	1	32				33	1
Probation & Pretrial					7		7	
Building Inspections	7	1					7	1
Environmental Programs	4						4	
Animal Control	4						4	
Emergency Management	2					1	2	1
Engineering	3						3	
Facilities Management	22	5					22	5
Community Engagement	7	3					7	3
Parks & Recreation	5	1					5	1
Park Operations	7						7	
Library	8	7					8	7
Planning & Zoning	7						7	
Economic Development	2						2	
Clean Community		1						1
Tourism	2	1					2	1
Extension Service	1						1	
SUBTOTALS	159.0	26.0	93.0	1.0	9.0	1.0	261.0	28.0
Social Services	51						51	
Utilities	27	2			1		28	2

GLOUCESTER COUNTY

POSITION ALLOCATION LIST

Summary of Changes FY20

<i>Changes</i>					
<u>Date</u>	<u>Department</u>	<u>County</u>	<u>State</u>	<u>Grant</u>	<u>Reason</u>
3/1/20	Clerk of the Circuit Court	Decrease Part-time by 0.5, Increase Full-time by 1			Removed part-time 16HR position, added Full time position
1/7/20	Community Engagement	Increase PT by 0.5			Add part-time 25HR position
1/1/20	Tourism	Decrease Part-time by 0.5, Increased Full-time by 1			Removed part-time 32 hr/wk position, added Full time position
11/1/19	Finance	Decrease Part-time by 0.4 Increased Full-time by 1			Full-time position added
7/1/19	Environmental	Increase Full-time by 0.5			Funding ended from Engineering
7/1/19	Engineering	Decrease Full-time by 0.5			Reduced funding to supplement Environmental position

Position Count Summary Full-Time Equivalents	FY2018 Revised Budget	FY2018 Expected	FY2019 Proposed	FY2019 Approved	FY2020 Approved	FY2021 Proposed
County Administration	4.5	5.0	5.0	5.0	5.0	5.0
County Attorney	2.0	2.0	2.0	2.0	2.0	2.0
Human Resources	4.5	5.0	5.0	5.0	6.0	6.0
Commissioner of Revenue	8.0	8.0	8.0	8.0	8.0	8.0
Real Estate Assessment	5.5	5.0	5.0	5.0	5.5	5.5
Treasurer	9.0	8.5	8.5	8.5	8.0	8.0
Financial Services	5.0	5.0	5.0	5.0	5.5	6.0
Central Purchasing	3.0	3.0	3.0	3.0	3.0	3.0
Information Technology	9.0	8.5	8.5	8.5	8.0	8.0
Geographic Information System	2.5	2.5	2.5	2.5	3.0	3.0
Registrar	2.5	2.5	2.5	2.5	2.5	2.5
Circuit Court Judge	1.0	1.0	1.0	1.0	1.0	1.0
Clerk of Circuit Court	7.0	7.0	7.0	7.0	7.0	7.5
Commonwealth Attorney's Office	7.5	8.0	9.0	9.0	9.0	9.0
Victim Witness	2.5	2.5	2.5	2.5	2.5	2.0
Sheriff's Office	64.5	65.0	65.0	65.0	67.0	67.0
Jail	34.0	33.5	33.5	33.5	33.5	33.5
Probation & Pretrial	7.0	7.0	7.0	7.0	7.0	7.0
Animal Control	4.0	4.0	4.0	4.0	4.0	4.0
Environmental Programs	4.5	3.5	3.5	3.5	4.0	4.0
Building Inspections	8.0	7.5	7.5	7.5	7.5	7.5
Emergency Management	3.0	3.0	3.0	3.0	2.5	2.5
Engineering	3.5	3.5	3.5	3.5	3.0	3.0
Building and Grounds	27.0	26.0	26.0	26.0	24.5	24.5
Community Engagement	8.0	8.0	8.0	8.0	8.0	8.5
Parks & Recreation	5.5	5.5	5.5	5.5	5.5	5.5
Park Operations	6.0	6.5	6.5	6.5	7.0	7.0
Libraries	12.0	12.0	12.0	12.0	11.5	11.5
Clean Community	0.5	0.5	0.5	0.5	0.5	0.5
Tourism	1.5	1.5	2.0	2.0	2.0	2.5
Planning & Zoning	7.0	7.0	7.0	7.0	7.0	7.0
Economic Development	2.0	2.0	2.0	2.0	2.0	2.0
Virginia Cooperative Extension	1.0	1.0	1.0	1.0	1.0	1.0
Social Services	46.0	48.0	48.0	48.0	50.0	51.0
Utilities Fund	24.5	24.5	26.5	26.5	29.0	29.0
Total County FTEs	343.0	343.0	346.5	346.5	352.5	355.0

Balance Sheet

Governmental Funds

June 30, 2019

	General	Debt Service	Capital Projects	Other Governmental Funds	Total
ASSETS					
Cash and cash equivalents	\$ 9,257,181	\$ -	\$ -	\$ -	\$ 9,257,181
Investments	17,011,746	-	127,879	-	17,139,625
Receivables (net of allowance for uncollectibles):					
Taxes receivable	25,301,275	-	-	-	25,301,275
Accounts receivable	547,516	-	-	210	547,726
Due from other funds	420,286	-	624,927	-	1,045,213
Due from other governmental units	1,502,949	140,236	116,583	331,877	2,091,645
Prepaid items	99,784	-	-	-	99,784
Total assets	<u>\$ 54,140,737</u>	<u>\$ 140,236</u>	<u>\$ 869,389</u>	<u>\$ 332,087</u>	<u>\$ 55,482,449</u>
LIABILITIES					
Accounts payable	\$ 608,914	\$ -	\$ 46,838	\$ 52,037	\$ 707,789
Accrued liabilities	1,071,214	-	-	-	1,071,214
Due to other governmental units	5,126,708	-	-	-	5,126,708
Due to other funds	624,927	140,236	-	280,050	1,045,213
Unearned revenue	62,847	-	-	-	62,847
Total liabilities	<u>\$ 7,494,610</u>	<u>\$ 140,236</u>	<u>\$ 46,838</u>	<u>\$ 332,087</u>	<u>\$ 8,013,771</u>
DEFERRED INFLOWS OF RESOURCES					
Unavailable revenue - property taxes	\$ 22,862,972	\$ -	\$ -	\$ -	\$ 22,862,972
Total deferred inflows of resources	<u>\$ 22,862,972</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 22,862,972</u>
Fund balances:					
Nonspendable	\$ 99,784	\$ -	\$ -	\$ -	\$ 99,784
Restricted	38,307	-	137,100	-	175,407
Committed	2,440,816	-	685,451	-	3,126,267
Assigned	260,000	-	-	-	260,000
Unassigned	20,944,248	-	-	-	20,944,248
Total fund balances	<u>\$ 23,783,155</u>	<u>\$ -</u>	<u>\$ 822,551</u>	<u>\$ -</u>	<u>\$ 24,605,706</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 54,140,737</u>	<u>\$ 140,236</u>	<u>\$ 869,389</u>	<u>\$ 332,087</u>	<u>\$ 55,482,449</u>

The notes to the financial statements are an integral part of this statement.

COUNTY OF GLOUCESTER, VIRGINIA

Fund Balances, Governmental Funds

Last Ten Fiscal Years

(modified accrual basis of accounting)

	2019	2018	2017	2016
General Fund				
Reserved	\$ -	\$ -	\$ -	\$ -
Unreserved	-	-	-	-
Nonspendable	99,784	390,393	400,064	48,681
Restricted	38,307	79,268	82,362	77,013
Committed	2,440,816	1,983,468	1,672,041	1,310,127
Assigned	260,000	260,000	-	-
Unassigned	20,944,248	21,141,510	20,524,588	20,009,317
Total General Fund	\$ 23,783,155	\$ 23,854,639	\$ 22,679,055	\$ 21,445,138
All Other Governmental Funds				
Reserved	\$ -	\$ -	\$ -	\$ -
Unreserved, reported in:				
Capital projects funds	-	-	-	-
Nonspendable	-	190,015	-	-
Restricted	137,100	125,000	115,400	97,400
Committed	685,451	700,298	696,419	692,639
Assigned	-	-	-	-
Unassigned	-	(190,015)	-	-
Total all other governmental funds	\$ 822,551	\$ 825,298	\$ 811,819	\$ 790,039

Note: The County implemented GASB Statement 54, the new standard for fund balance reporting, in FY11. Restatement of prior year balance is not feasible. Therefore, ten years of fund balance information in accordance with GASB 54 is not available, but will be accumulated over time.

Table 3

2015	2014	2013	2012	2011	2010
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,442
-	-	-	-	-	14,334,402
65,035	52,694	51,122	52,204	50,598	-
133,004	141,770	141,989	128,885	132,450	-
1,118,337	1,015,138	1,024,155	921,746	799,389	-
-	-	-	-	-	-
17,523,379	18,249,344	16,960,462	15,321,565	14,967,748	-
<u>\$ 18,839,755</u>	<u>\$ 19,458,946</u>	<u>\$ 18,177,728</u>	<u>\$ 16,424,400</u>	<u>\$ 15,950,185</u>	<u>\$ 14,483,844</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,000
-	-	-	-	-	2,810,371
-	-	-	-	-	-
54,400	31,400	19,000	19,000	19,000	-
4,986,303	22,701,947	13,398,162	9,840,182	5,225,558	-
-	257,062	244,485	239,297	-	-
-	-	-	-	-	-
<u>\$ 5,040,703</u>	<u>\$ 22,990,409</u>	<u>\$ 13,661,647</u>	<u>\$ 10,098,479</u>	<u>\$ 5,244,558</u>	<u>\$ 2,829,371</u>

COUNTY OF GLOUCESTER, VIRGINIA

Changes in Fund Balances, Governmental Funds
Last Ten Fiscal Years
(modified accrual basis of accounting)

	2019	2018	2017	2016
REVENUES				
General property taxes	\$ 41,213,749	\$ 40,429,513	\$ 39,605,567	\$ 38,899,618
Other local taxes	11,114,496	10,564,570	10,168,207	9,626,774
Permits, privilege fees, and regulatory licenses	459,062	438,668	591,346	361,437
Fines and forfeitures	97,257	118,878	85,667	94,470
Revenue from the use of money and property	484,500	356,250	202,694	154,286
Charges for services	1,119,975	1,090,353	1,048,851	981,125
Miscellaneous	396,215	321,874	432,749	670,380
Recovered costs	222,897	434,664	413,302	362,494
Intergovernmental revenues:				
Commonwealth	10,734,135	10,781,075	10,822,673	11,074,903
Federal	2,839,871	3,279,385	3,134,341	2,444,316
Total revenues	\$ 68,682,157	\$ 67,815,230	\$ 66,505,397	\$ 64,669,803
EXPENDITURES				
Current:				
General government administration	\$ 6,388,524	\$ 5,963,044	\$ 5,725,817	\$ 5,559,742
Judicial administration	2,067,608	1,864,417	1,659,363	1,776,474
Public safety	14,944,726	13,715,518	13,267,144	12,431,841
Public works	2,343,097	2,157,205	2,066,222	2,203,795
Health and welfare	6,259,573	5,541,116	5,465,381	5,064,135
Education	26,337,674	24,850,100	24,202,067	22,873,774
Parks, recreation, and cultural	2,416,749	2,323,548	2,342,983	2,180,280
Community development	1,108,132	1,134,167	1,034,146	1,040,427
Nondepartmental	290,585	285,585	300,585	300,585
Capital projects	2,111,755	2,682,620	3,693,480	6,548,321
Debt service:				
Principal retirement	3,053,318	4,097,070	4,186,313	10,276,799
Interest and other fiscal charges	1,434,647	1,581,253	1,751,399	2,110,911
Principal retirement-School leases	-	-	-	-
Interest and other fiscal charges-School	-	-	-	-
Total expenditures	\$ 68,756,388	\$ 66,195,643	\$ 65,694,900	\$ 72,367,084
Excess (deficiency) of revenues over (under) expenditures	\$ (74,231)	\$ 1,619,587	\$ 810,497	\$ (7,697,281)
OTHER FINANCING SOURCES (USES)				
Transfers in	\$ 7,532,333	\$ 8,279,537	\$ 8,369,496	\$ 7,729,031
Transfers out	(7,532,333)	(8,710,061)	(8,945,022)	(8,402,031)
Issuance of general obligation bonds	-	-	-	-
Bond premium issuance	-	-	-	-
Issuance of capital leases	-	-	1,020,726	-
Insurance recovery	-	-	-	-
Refunding of lease revenue bonds	-	-	-	6,725,000
Total other financing sources (uses)	\$ -	\$ (430,524)	\$ 445,200	\$ 6,052,000
Net change in fund balances	\$ (74,231)	\$ 1,189,063	\$ 1,255,697	\$ (1,645,281)
Fund balances - beginning	23,490,874	23,490,874	22,235,177	23,880,458
Fund balances - ending	\$ 23,416,643	\$ 24,679,937	\$ 23,490,874	\$ 22,235,177
Debt Service as a percentage of noncapital expenditures	6.67%	8.78%	9.30%	18.66%

Table 4

	2015		2014		2013		2012		2011		2010
\$	37,944,859	\$	37,996,998	\$	37,534,509	\$	34,600,348	\$	32,277,667	\$	31,916,749
	9,139,757		8,875,489		8,789,155		8,512,987		8,188,114		9,727,703
	379,645		352,330		307,747		318,074		262,490		285,060
	68,265		80,625		108,507		114,403		87,571		120,804
	174,416		182,207		177,210		154,387		159,151		203,980
	818,947		754,006		736,966		666,983		716,673		816,885
	438,304		579,009		664,749		672,476		516,200		477,007
	378,821		409,810		337,904		312,995		306,934		360,700
	11,800,473		11,034,381		10,781,890		10,422,899		10,517,539		9,033,241
	2,863,199		2,681,235		2,385,926		2,242,337		2,041,209		2,638,453
\$	<u>64,006,686</u>	\$	<u>62,946,090</u>	\$	<u>61,824,563</u>	\$	<u>58,017,889</u>	\$	<u>55,073,548</u>	\$	<u>55,580,582</u>
\$	5,506,522	\$	5,418,618	\$	5,027,276	\$	4,580,732	\$	4,391,984	\$	4,796,836
	1,720,444		1,812,592		1,634,575		1,644,976		1,511,513		1,473,565
	12,260,636		11,609,450		11,388,578		10,548,498		10,237,522		10,430,536
	2,156,828		2,172,118		2,119,356		2,021,420		1,879,012		1,866,165
	5,427,503		5,197,208		5,000,044		4,424,273		4,487,974		4,482,064
	23,055,992		22,839,193		22,777,077		20,419,880		20,969,964		20,323,168
	2,139,478		2,117,069		2,067,452		1,959,087		1,834,819		1,857,339
	972,068		1,034,876		901,444		746,246		731,327		728,581
	353,497		365,585		312,185		325,145		263,170		272,035
	22,500,605		14,208,476		5,825,679		5,540,772		2,925,484		2,698,567
	3,437,958		2,886,672		3,141,033		3,201,337		3,394,093		3,385,644
	2,293,936		1,653,660		1,695,351		1,702,835		1,858,998		2,012,572
	72,317		69,529		65,736		263,189		-		-
	4,041		8,255		12,048		18,318		-		-
\$	<u>81,901,825</u>	\$	<u>71,393,301</u>	\$	<u>61,967,834</u>	\$	<u>57,396,708</u>	\$	<u>54,485,860</u>	\$	<u>54,327,072</u>
\$	(17,895,139)	\$	(8,447,211)	\$	(143,271)	\$	621,181	\$	587,688	\$	1,253,510
\$	9,188,198	\$	8,000,299	\$	7,758,145	\$	10,042,633	\$	6,671,343	\$	6,578,300
	(9,861,956)		(8,674,057)		(8,431,903)		(10,522,633)		(7,171,343)		(7,078,300)
	-		15,845,000		5,999,684		500,000		-		-
	-		1,161,015		-		-		-		-
	-		-		-		-		-		-
	-		2,724,934		133,841		4,686,955		3,793,840		-
	-		-		-		-		-		-
\$	<u>(673,758)</u>	\$	<u>19,057,191</u>	\$	<u>5,459,767</u>	\$	<u>4,706,955</u>	\$	<u>3,293,840</u>	\$	<u>(500,000)</u>
\$	(18,568,897)	\$	10,609,980	\$	5,316,496	\$	5,328,136	\$	3,881,528	\$	753,510
	42,449,355		31,839,375		26,522,879		21,194,743		17,313,215		16,559,705
\$	<u>23,880,458</u>	\$	<u>42,449,355</u>	\$	<u>31,839,375</u>	\$	<u>26,522,879</u>	\$	<u>21,194,743</u>	\$	<u>17,313,215</u>
	9.20%		7.94%		8.57%		9.53%		9.84%		10.26%

Principal Property Tax Payers
Current Year and Nine Years Ago

Taxpayer	2019		2010	
	Taxable Assessed Value	Percentage of Total County Taxable Assessed Value	Taxable Assessed Value	Percentage of Total County Taxable Assessed Value
Evergreen Development Co. LLC	\$ 14,530,690	0.33 %	\$ 27,687,200	0.67 %
York River Crossing Shopping Center LLC	13,821,300	0.31	13,152,500	0.32
Wal-Mart Real Estate Business Trust	13,534,000	0.31	13,599,900	0.33
Walter Reed Memorial Hospital Inc	11,865,900	0.27		
Lowes Home Centers Inc	9,415,010	0.21	8,446,000	0.20
The Conservation Fund	9,167,870	0.21		
Horn Harbor Nursing Home Inc	8,921,450	0.20	7,188,600	0.17
Thousand Trails Inc	8,554,860	0.19	5,522,100	0.13
Gloucester Medical Arts I LLC	8,143,030	0.19	8,181,200	0.20
Aggregate Industries Land Company Inc	7,258,850	0.17		
Affordable Homes LLC			6,343,700	0.15
GH2, LLC			6,028,400	0.15
Timberneck, LLC			5,585,100	0.13
	<u>\$ 105,212,960</u>	<u>2.39 %</u>	<u>\$ 101,734,700</u>	<u>2.45 %</u>

Source: Gloucester County Commissioner of Revenue Department

Property Tax Levies and Collections
Last Ten Fiscal Years

Fiscal Year	Taxes Levied for the Fiscal Year (Original Levy)	Adjustments	Total Adjusted Levy	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
				Amount	Percentage of Original Levy		Amount	Percentage of Adjusted Levy
2010	\$ 24,014,793	\$ 13,119	\$ 24,027,912	\$ 23,210,366	96.65%	\$ 811,784	\$ 24,022,150	99.98%
2011	23,809,339	21,823	23,831,162	23,008,680	96.64%	815,414	23,824,094	99.97%
2012	25,336,144	25,647	25,361,791	24,405,721	96.33%	948,192	25,353,913	99.97%
2013	26,903,346	5,391	26,908,737	26,076,913	96.93%	822,806	26,899,719	99.97%
2014	27,043,283	(16,870)	27,026,413	26,277,315	97.17%	737,895	27,015,210	99.96%
2015	27,615,708	(3,466)	27,612,242	26,880,696	97.34%	715,850	27,596,546	99.94%
2016	28,574,808	(3,251)	28,571,557	27,850,881	97.47%	686,773	28,537,654	99.88%
2017	29,192,667	(5,176)	29,187,491	28,438,565	97.42%	672,306	29,110,871	99.74%
2018	29,569,340	(2,936)	29,566,404	28,880,722	97.67%	464,076	29,344,798	99.25%
2019	29,892,524	-	29,892,524	29,203,018	97.69%	-	29,203,018	97.69%

Source: Gloucester County Treasurer's Department

Assessed Value and Estimated Actual Value of Taxable Property
 Last Ten Fiscal Years
(in thousands of dollars)

Calendar Year Ended	Residential Property	Commercial Property	Less: Tax Exempt Property	Total Taxable Assessed Value	Total Direct Tax Rate	Estimated Actual Taxable Value
2010	\$ 3,713,586	\$ 443,021	\$ 305,263	\$ 4,156,607	0.58	\$ 4,156,607
2011	3,722,124	438,534	309,207	4,160,658	0.58	4,160,658
2012	3,752,701	439,874	306,387	4,192,575	0.65	4,192,575
2013	3,771,667	439,721	321,037	4,211,388	0.65	4,211,388
2014	3,799,377	437,932	322,225	4,237,310	0.65	4,237,310
2015	3,765,494	444,104	373,475	4,209,598	0.68	4,209,598
2016	3,797,973	443,944	358,584	4,241,916	0.695	4,241,916
2017	3,832,436	450,593	379,400	4,283,030	0.695	4,283,030
2018	3,788,637	559,903	385,986	4,348,540	0.695	4,348,540
2019	3,828,993	560,855	392,341	4,389,849	0.695	4,389,849

Source: Commissioner of Revenue Department

Assessed Value of Taxable Property Other than Real Property
Last Ten Calendar Years

Calendar Year Ended		Personal Property (1)		Machinery & Tools (1)		Boats (1)		Public Service (2)		Total
2010	\$	391,285,273	\$	8,608,825	\$	32,179,200	\$	80,613,575	\$	512,686,873
2011		385,778,693		7,811,202		35,990,400		87,981,942		517,562,237
2012		386,217,977		8,305,399		34,894,358		104,938,440		534,356,174
2013		400,536,792		8,218,191		43,702,556		155,642,943		608,100,482
2014		385,658,488		10,197,427		43,689,419		155,392,600		594,937,934
2015		385,720,050		10,298,798		41,513,977		158,444,423		595,977,248
2016		399,860,453		8,258,417		42,504,814		137,719,792		588,343,476
2017		401,812,412		8,221,958		43,339,570		139,424,060		592,798,000
2018		416,210,705		9,127,041		49,670,200		141,956,353		616,964,299
2019		443,372,502		9,117,208		55,722,634		149,841,016		658,053,360

(1) Source: Commissioner of Revenue, BOS eliminated the Boat Tax effective calendar year 2015

(2) Property assessments performed by the State Corporation Commission and includes real estate

Ratio of General Bonded Debt Outstanding
Last Ten Fiscal Years

Fiscal Year	General Bonded Debt Outstanding General Obligation Bonds				Percentage of Actual Taxable Value of Property (b)
	Governmental Activities	Business- type Activities	Total	Per Capita(a)	
2010	\$ 20,343,490	\$ 10,465	\$ 20,353,955	\$ 552.23	0.49%
2011	18,965,853	-	18,965,853	512.77	0.46%
2012	18,089,833	-	18,089,833	489.23	0.43%
2013	22,804,937	-	22,804,937	612.51	0.54%
2014	38,548,607	-	38,548,607	1,035.56	0.91%
2015	36,773,293	-	36,773,293	991.94	0.87%
2016	34,798,831	-	34,798,831	940.94	0.82%
2017	32,755,003	-	32,755,003	881.25	0.76%
2018	30,741,581	-	30,741,581	826.52	0.71%
2019	28,373,341	-	28,373,341	762.85	0.65%

Note: Details regarding the County's outstanding debt can be found in the notes to the financial statements.

(a) Population data can be found in Table 12

(b) See Table 7 for property value data

(c) Italicized amounts are estimates.

Applicable Virginia Code Sections

§ 10.1-1124. Counties and certain cities to pay annual sums for forest protection, etc.

A. Upon presentation to its governing body of an itemized statement duly certified by the State Forester, each county in this Commonwealth, or city which enters into a contract with the State Forester under § 10.1-1125 to provide forest fire prevention, shall repay into the state treasury annually any amounts expended in the preceding year by the State Forester in such county or city for forest protection, forest fire detection, forest fire prevention and forest fire suppression, not to exceed in any one year an amount measured by the acreage, computed, beginning July 1, 2008, upon the basis of seven cents per acre of privately owned forests in the county or city and beginning July 1, 2009, nine cents per acre, according to the most recent United States Forest Survey. In any additions or deductions of acreage from that given by this survey, any land, other than commercial orchards, sustaining as its principal cover a growth of trees or woody shrubs shall be considered forest land, irrespective of the merchantability of the growth, and cutover land shall be considered as forest land unless it has been cleared or improved for other use. Open land shall be considered as forest land when it bears at least 80 well-distributed seedlings or sprouts of woody species per acre. The amounts so repaid by the counties or cities into the state treasury shall be credited to the Forestry Operations Fund for forest protection, forest fire detection, forest fire prevention and forest fire suppression in the Commonwealth and, with such other funds as may be appropriated by the General Assembly or contributed by the United States or any governmental or private agency for these purposes, shall be used and disbursed by the State Forester for such purposes. In cities this subsection shall be subject to § 10.1-1125.

B. In any case in which the State Forester and the governing body of any county or city cannot agree upon the additions or deductions to privately owned forest acreage in a particular county or city, or to changes in forest acreage from year to year, the question shall be submitted to the judge of the circuit court of the county or city by a summary proceeding, and the decision of the judge certified to the governing body and to the State Forester, respectively, shall be conclusive and final.

Code 1950, § 10-46; 1964, c. 79; 1984, c. 715; 1986, c. 567; 1988, c. 891; 2008, c. 254.

§ 15.2-107. Advertisement and enactment of certain fees and levies.

All levies and fees imposed or increased by a locality pursuant to the provisions of Chapters 21 (§ [15.2-2100](#) et seq.) or 22 (§ [15.2-2200](#) et seq.) shall be adopted by ordinance. The advertising requirements of subsection F of § [15.2-1427](#), or § [15.2-2204](#), as appropriate, shall apply, except as modified in this section.

The advertisement shall include the following:

1. The time, date, and place of the public hearing.
2. The actual dollar amount or percentage change, if any, of the proposed levy, fee or increase.
3. A specific reference to the Code of Virginia section or other legal authority granting the legal authority for enactment of such proposed levy, fee, or increase.
4. A designation of the place or places where the complete ordinance, and information concerning the documentation for the proposed fee, levy or increase are available for examination by the public no later than the time of the first publication.

(1987, c. 389, § 15.1-29.14; 1997, c. [587](#); 2005, c. [72](#).)

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2. The actual dollar amount or percentage change, if any, of the proposed levy, fee or increase.
3. A specific reference to the Code of Virginia section or other legal authority granting the legal authority for enactment of such proposed levy, fee, or increase.
4. A designation of the place or places where the complete ordinance, and information concerning the documentation for the proposed fee, levy or increase are available for examination by the public no later than the time of the first publication.

(1987, c. 389, § 15.1-29.14; 1997, c. [587](#); 2005, c. [72](#).)

§ 15.2-414. County purchasing agent.

A. The county shall have a county purchasing agent. The county administrator shall, unless and until the board selects a county purchasing agent or designates some other officer to act as county purchasing agent, exercise the powers conferred and perform the duties imposed upon the county purchasing agent.

B. The county purchasing agent shall, subject to such exceptions as the board may allow, make all purchases for the county and its departments, officers and agencies.

C. The county purchasing agent may also transfer supplies, materials and equipment between, and sell surplus equipment, materials and supplies not needed by, the departments, officers and agencies of the county.

D. With the approval of the board, the county purchasing agent may establish specifications or standards for equipment, materials and supplies to be purchased and inspect deliveries to determine their compliance with such specifications and standards.

E. All purchases and sales by the county purchasing agent shall be made in accordance with Chapter 43 (§ 2.2-4300 et seq.) of Title 2.2 and under such rules and regulations consistent with Chapter 43 of Title 2.2 as the board provides.

F. The county purchasing agent shall have charge of such storage rooms and warehouses of the county as the board provides.

Code 1950, § 15-376; 1950, p. 125; 1962, c. 623, § 15.1-712; 1972, c. 820; 1982, c. 647; 1997, c. 587.

§ 15.2-1414.3. Alternative procedure for establishing salaries of boards of supervisors; limits; fringe benefits.

In lieu of other provisions of law, the boards of supervisors of the several counties may establish annually, by ordinance, and pay in monthly installments each of their members an annual salary pursuant to the following procedure and schedule:

1. On a date determined by the board of supervisors, not earlier than May 1 nor later than June 30 each year, the board, after public hearing pursuant to notice in the manner and form provided in §§ [15.2-1426](#) and [15.2-1427](#), shall establish by ordinance the salary of its members for the ensuing fiscal year not to exceed the maximums herein set out.

2. Counties within the following population brackets shall be allowed to set salaries for board members not to exceed the following amounts:

Population	Annual Salary
200,000 and over	\$ 15,000
105,000 to 199,999	13,000
80,000 to 104,999	11,000
50,000 to 79,999	9,000
25,000 to 49,999	7,000
15,000 to 24,999	5,500
14,999 and under	4,000

The maximum annual salaries herein provided may be adjusted in any year or years, by ordinance as above provided, by an inflation factor not to exceed five percent.

3. Any board of supervisors may fix, by ordinance as above provided, annually an additional sum to be paid as hereinabove provided to the chairman and vice-chairman of the board not to exceed \$1,800 and \$1,200, respectively, without regard to the maximum salary limits.

4. In addition to and without regard for the salary limits herein set out, any board of supervisors by resolution may grant to its members any or all of the fringe benefits in the manner and form as such benefits are provided for county employees or any of them.

(1984, c. 221, § 14.1-46.01:1; 1990, cc. 63, 854; 1998, c. [872](#).)

§ 15.2-1427. Adoption of ordinances and resolutions generally; amending or repealing ordinances.

A. Unless otherwise specifically provided for by the Constitution or by other general or special law, an ordinance may be adopted by majority vote of those present and voting at any lawful meeting.

B. On final vote on any ordinance or resolution, the name of each member of the governing body voting and how he voted shall be recorded; however, votes on all ordinances and resolutions adopted prior to February 27, 1998, in which an unanimous vote of the governing body was recorded, shall be deemed to have been validly recorded. The governing body may adopt an ordinance or resolution by a recorded voice vote unless otherwise provided by law, or any member calls for a roll call vote. An ordinance shall become effective upon adoption or upon a date fixed by the governing body.

C. All ordinances or resolutions heretofore adopted by a governing body shall be deemed to have been validly adopted, unless some provision of the Constitution of Virginia or the Constitution of the United States has been violated in such adoption.

D. An ordinance may be amended or repealed in the same manner, or by the same procedure, in which, or by which, ordinances are adopted.

E. An amendment or repeal of an ordinance shall be in the form of an ordinance which shall become effective upon adoption or upon a date fixed by the governing body, but, if no effective date is specified, then such ordinance shall become effective upon adoption.

F. In counties, except as otherwise authorized by law, no ordinance shall be passed until after descriptive notice of an intention to propose the ordinance for passage has been published once a week for two successive weeks prior to its passage in a newspaper having a general circulation in the county. The second publication shall not be sooner than one calendar week after the first publication. The publication shall include a statement either that the publication contains the full text of the ordinance or that a copy of the full text of the ordinance is on file in the clerk's office of the circuit court of the county or in the office of the county administrator; or in the case of any county organized under the form of government set out in Chapter 5, 7 or 8 of this title, a statement that a copy of the full text of the ordinance is on file in the office of the clerk of the county board. Even if the publication contains the full text of the ordinance, a complete copy shall be available for public inspection in the offices named herein.

In counties, emergency ordinances may be adopted without prior notice; however, no such ordinance shall be enforced for more than sixty days unless readopted in conformity with the provisions of this Code.

G. In towns, no tax shall be imposed except by a two-thirds vote of the council members.

(Code 1950, §§ 15-8, 15-10; 1950, p. 113; 1954, c. 529; 1956, cc. 218, 664; 1956, Ex. Sess., c. 40; 1958, cc. 190, 279; 1960, c. 606; 1962, c. 623, § 15.1-504; 1966, cc. 405, 612; 1968, c. 625; 1970, c. 581; 1972, cc. 41, 837; 1973, c. 380; 1978, c. 235; 1983, c. 11; 1997, c. [587](#); 1998, c. [823](#); 2000, c. [895](#).)

§ 15.2-1541. Administrative head of government.

Every chief administrative officer shall be the administrative head of the local government in which he is employed. He shall be responsible to the governing body for the proper management of all the affairs of the locality which the governing body has authority to control.

He shall, unless it is otherwise provided by general law, charter or by ordinance or resolution of the governing body:

1. See that all ordinances, resolutions, directives and orders of the governing body and all laws of the Commonwealth required to be enforced through the governing body or officers subject to the control of the governing body are faithfully executed;
2. Make reports to the governing body from time to time as required or deemed advisable upon the affairs of the locality under his control and supervision;
3. Receive reports from, and give directions to, all heads of offices, departments and boards of the locality under his control and supervision;
4. Submit to the governing body a proposed annual budget, in accordance with general law, with his recommendations;
5. Execute the budget as finally adopted by the governing body;
6. Keep the governing body fully advised on the locality's financial condition and its future financial needs;
7. Appoint all officers and employees of the locality, except as he may authorize the head of an office, department and board responsible to him to appoint subordinates in such office, department and board;
8. Perform such other duties as may be prescribed by the governing body.

§ 15.2-2503. Time for preparation and approval of budget; contents.

All officers and heads of departments, offices, divisions, boards, commissions, and agencies of every locality shall, on or before the first day of April of each year, prepare and submit to the governing body an estimate of the amount of money needed during the ensuing fiscal year for his department, office, division, board, commission or agency. If such person does not submit an estimate in accordance with this section, the clerk of the governing body or other designated person or persons shall prepare and submit an estimate for that department, office, division, board, commission or agency.

The governing body shall prepare and approve a budget for informative and fiscal planning purposes only, containing a complete itemized and classified plan of all contemplated expenditures and all estimated revenues and borrowings for the locality for the ensuing fiscal year. The itemized contemplated expenditures shall include any discretionary funds to be designated by individual members of the governing body and the specific uses and funding allocation planned for those funds by the individual member; however, notwithstanding any provision of law to the contrary, general or special, an amendment to a locality's budget that changes the uses or allocation or both of such discretionary funds may be adopted by the governing body of the locality. The governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which the fiscal year begins. The governing body shall annually publish the approved budget on the locality's website, if any, or shall otherwise make the approved budget available in hard copy as needed to citizens for inspection.

(Code 1950, § 15-575; 1959, Ex. Sess., c. 69; 1962, c. 623, § 15.1-160; 1976, c. 762; 1978, c. 551; 1997, c. 587; 2008, c. 353; 2013, c. 747.)

§ 15.2-2506. Publication and notice; public hearing; adjournment; moneys not to be paid out until appropriated.

A brief synopsis of the budget which, except in the case of the school division budget, shall be for informative and fiscal planning purposes only, shall be published once in a newspaper having general circulation in the locality affected, and notice given of one or more public hearings, at least seven days prior to the date set for hearing, at which any citizen of the locality shall have the right to attend and state his views thereon. Any locality not having a newspaper of general circulation may in lieu of the foregoing notice provide for notice by written or printed handbills, posted at such places as it may direct. The hearing shall be held at least seven days prior to the approval of the budget as prescribed in § [15.2-2503](#). With respect to the school division budget, which shall include the estimated required local match, such hearing shall be held at least seven days prior to the approval of that budget as prescribed in § [22.1-93](#). With respect to the budget of a constitutional officer, if the proposed budget reduces funding of such officer at a rate greater than the average rate of reduced funding for other agencies appropriated through such locality's general fund, exclusive of the school division, the locality shall give written notice to such constitutional officer at least 14 days prior to adoption of the budget. If a constitutional officer determines that the proposed budget cuts would impair the performance of his statutory duties, such constitutional officer shall make a written objection to the local governing body within seven days after receipt of the written notice and shall deliver a copy of such objection to the Compensation Board. The local governing body shall consider the written objection of such constitutional officer. The governing body may adjourn such hearing from time to time. The fact of such notice and hearing shall be entered of record in the minute book.

In no event, including school division budgets, shall such preparation, publication and approval be deemed to be an appropriation. No money shall be paid out or become available to be paid out for any contemplated expenditure unless and until there has first been made an annual, semiannual, quarterly or monthly appropriation for such contemplated expenditure by the governing body, except funds appropriated in a county having adopted the county executive form of government, outstanding grants may be carried over for one year without being re-appropriated.

(Code 1950, § 15-577; 1956, Ex. Sess., c. 67; 1959, Ex. Sess., c. 69; 1962, c. 623, § 15.1-162; 1976, c. 762; 1978, cc. 126, 551; 1984, c. 485; 1997, c. [587](#); 2009, c. [280](#); 2014, cc. [360](#), [589](#).)

§ 22.1-92. Estimate of moneys needed for public schools; notice of costs to be distributed.

A. It shall be the duty of each division superintendent to prepare, with the approval of the school board, and submit to the governing body or bodies appropriating funds for the school division, by the date specified in § 15.2-2503, the estimate of the amount of money deemed to be needed during the next fiscal year for the support of the public schools of the school division. The estimate shall set up the amount of money deemed to be needed for each major classification prescribed by the Board of Education and such other headings or items as may be necessary.

Upon preparing the estimate of the amount of money deemed to be needed during the next fiscal year for the support of the public schools of the school division, each division superintendent shall also prepare and distribute, within a reasonable time as prescribed by the Board of Education, notification of the estimated average per pupil cost for public education in the school division for the coming school year in accordance with the budget estimates provided to the local governing body or bodies. Such notification shall also include actual per pupil state and local education expenditures for the previous school year. The notice may also include federal funds expended for public education in the school division.

The notice shall be made available in a form provided by the Department of Education and shall be published on the school division's website or in hard copy upon request. To promote uniformity and allow for comparisons, the Department of Education shall develop a form for this notice and distribute such form to the school divisions for publication.

B. Before any school board gives final approval to its budget for submission to the governing body, the school board shall hold at least one public hearing to receive the views of citizens within the school division. A school board shall cause public notice to be given at least 10 days prior to any hearing by publication in a newspaper having a general circulation within the school division. The passage of the budget by the local government shall be conclusive evidence of compliance with the requirements of this section.

(Code 1950, §§ 22-120.3, 22-120.5; 1959, Ex. Sess., c. 79, § 1; 1980, c. 559; 1986, c. 282; 1994, cc. 453, 788; 2011, c. 216; 2012, cc. 805, 836.)

§ 22.1-93. Approval of annual budget for school purposes.

Notwithstanding any other provision of law, including but not limited to Chapter 25 (§ 15.2-2500 et seq.) of Title 15.2, the governing body of a county shall prepare and approve an annual budget for educational purposes by May first or within thirty days of the receipt by the county of the estimates of state funds, whichever shall later occur, and the governing body of a municipality shall prepare and approve an annual budget for educational purposes by May fifteen or within thirty days of the receipt by the municipality of the estimates of state funds, whichever shall later occur. Upon approval, each local school division shall publish the approved annual budget, including the estimated required local match, on the division's website, and the document shall also be made available in hard copy as needed to citizens for inspection.

The Superintendent of Public Instruction shall, no later than the fifteenth day following final adjournment of the Virginia General Assembly in each session, submit estimates to be used for budgetary purposes relative to the Basic School Aid Formula to each school division and to the local governing body of each county, city and town that operates a separate school division. Such estimates shall be for each year of the next biennium or for the then next fiscal year.

(Code 1950, § 22-127; 1956, Ex. Sess., c. 67; 1959, Ex. Sess., c. 79, § 1; 1968, c. 614; 1971, Ex. Sess., c. 162; 1975, c. 443; 1978, c. 551; 1980, c. 559; 1981, c. 541; 2008, cc. 353, 404; 2009, c. 280; 2011, c. 216.)

§ 37.2-509. Mental health, developmental, and substance abuse services; allocation of funds by Department; reduction of funds.

A. At the beginning of each fiscal year, the Department shall allocate available state-controlled funds to community services boards for disbursement in accordance with procedures established by the Department and performance contracts approved by the Department. Allocations of state-controlled funds to each community services board shall be determined by the Department, after careful consideration of all of the following factors:

1. The total amounts of state-controlled funds appropriated for this purpose;
2. Previous allocations of state-controlled funds to each community services board;
3. Requirements or conditions attached to appropriations of state-controlled funds by the General Assembly, the Governor, or federal granting authorities;
4. Community services board input about the uses of and methodologies for allocating existing and new state-controlled funds; and
5. Other relevant and appropriate considerations.

Allocations to any community services board for operating expenses, including salaries and other costs, or the construction of facilities shall not exceed 90 percent of the total amount of state and local matching funds provided for these expenses or such construction, unless a waiver is granted by the Department pursuant to policy adopted by the Board.

B. The Department shall notify the governing body of each city or county that established the community services board before implementing any reduction of state-controlled funds. Before any city or county reduces local government matching funds, it shall notify its community services board and the Department.

C. All fees collected by the community services board shall be included in its performance contract and retained and used by the board for mental health, developmental, and substance abuse services purposes.

1968, c. 477, § 37.1-199; 1972, c. 629; 1974, c. 273; 1976, c. 671; 1977, cc. 88, 351; 1980, c. 582; 1985, c. 309; 1998, c. 680; 2005, c. 716; 2012, cc. 476, 507.

Virginia Communications Sales and Use Tax

§ 58.1-645. Short title.

This chapter shall be known and may be cited as the "Virginia Communications Sales and Use Tax Act."

2006, c. 780.

§ 58.1-646. Administration of chapter.

The Tax Commissioner shall administer and enforce the collection of the taxes and penalties imposed by this chapter.

2006, c. 780.

§ 58.1-647. Definitions.

Terms used in this chapter shall have the same meanings as those used in Chapter 6 of this title, unless defined otherwise, as follows:

"Cable service" means the one-way transmission to subscribers of (i) video programming as defined in 47 U.S.C. § 522 (20) or (ii) other programming service, and subscriber interaction, if any, which is required for the selection of such video programming or other programming service. Cable service does not include any video programming provided by a commercial mobile service provider as defined in 47 U.S.C. § 332 (d) and any direct-to-home satellite service as defined in 47 U.S.C. § 303 (v).

"Call-by-call basis" means any method of charging for telecommunications services where the price is measured by individual calls.

"Coin-operated communications service" means a communications service paid for by means of inserting coins in a coin-operated telephone.

"Communications services" means the electronic transmission, conveyance, or routing of voice, data, audio, video, or any other information or signals, including cable services, to a point or between or among points, by or through any electronic, radio, satellite, cable, optical, microwave, or other medium or method now in existence or hereafter devised, regardless of the protocol used for the transmission or conveyance. The term includes, but is not limited to, (i) the connection, movement, change, or termination of communications services; (ii) detailed billing of communications services; (iii) sale of directory listings in connection with a communications service; (iv) central office and custom calling features; (v) voice mail and other messaging services; and (vi) directory assistance.

"Communications services provider" means every person who provides communications services to customers in the Commonwealth and is or should be registered with the Department as a provider.

"Cost price" means the actual cost of the purchased communications service computed in the same manner as the sales price.

"Customer" means the person who contracts with the seller of communications services. If the person who utilizes the communications services is not the contracting party, the person who utilizes the services on his own behalf or on behalf of an entity is the customer of such service. "Customer" does not include a reseller of communications services or the mobile communications services of a serving carrier under an agreement to serve the customer outside the communications service provider's licensed service area.

"Customer channel termination point" means the location where the customer either inputs or receives the private communications service.

"Information service" means the offering of a capability for generating, acquiring, storing, transforming, processing, retrieving, using, or making available information via communications services for purposes other than the electronic transmission, conveyance, or routing.

"Internet access service" means a service that enables users to access content, information, electronic mail, or other services offered over the Internet, and may also include access to proprietary content, information, and other services as part of a package of services offered to users. "Internet access service" does not include telecommunications services, except to the extent telecommunications services are purchased, used, or sold by a provider of Internet access to provide Internet access.

"Place of primary use" means the street address representative of where the customer's use of the communications services primarily occurs, which must be the residential street address or the primary business street address of the customer. In the case of mobile communications services, the place of primary use shall be within the licensed service area of the home service provider.

"Postpaid calling service" means the communications service obtained by making a payment on a call-by-call basis either through the use of a credit card or payment mechanism such as a bank card, travel card, debit card, or by a charge made to a telephone number that is not associated with the origination or termination of the communications service.

"Prepaid calling service" means the right to access exclusively communications services, which must be paid for in advance and which enables the origination of calls using an access number or authorization code, whether manually or electronically dialed, and that is sold in predetermined units or dollars that decrease in number with use.

"Private communications service" means a communications service that entitles the customer or user to exclusive or priority use of a communications channel or group of channels between or among channel termination points, regardless of the manner in which such channel or channels are connected, and includes switching capacity, extension lines, stations, and any other associated services that are provided in connection with the use of such channel or channels.

"Retail sale" or a "sale at retail" means a sale of communications services for any purpose other than for resale or for use as a component part of or for the integration into communications services to be resold in the ordinary course of business.

"Sales price" means the total amount charged in money or other consideration by a communications services provider for the sale of the right or privilege of using communications services in the Commonwealth, including any property or other services that are part of the sale. The sales price of communications services shall not be reduced by any separately identified components of the charge that constitute expenses of the communications services provider, including but not limited to, sales taxes on goods or services purchased by the communications services provider, property taxes, taxes measured by net income, and universal-service fund fees.

"Service address" means, (i) the location of the telecommunications equipment to which a customer's call is charged and from which the call originates or terminates, regardless of where the call is billed or paid. If the location is not known in clause (i), "service address" means (ii) the origination point of the signal of the telecommunications system or in information received by the seller from its service provider, where the system used to transport such signals is not that of the seller. If the location is not known in clauses (i) and (ii), the service address means (iii) the location of the customer's place of primary use.

2006, c. 780.

§ 58.1-648. Imposition of sales tax; exemptions.

A. Beginning January 1, 2007, there is levied and imposed, in addition to all other taxes and fees of every kind imposed by law, a sales or use tax on the customers of communications services in the amount of 5% of the sales price of each communications service that is sourced to the Commonwealth in accordance with § 58.1-649.

B. The sales price on which the tax is levied shall not include charges for any of the following: (i) an excise, sales, or similar tax levied by the United States or any state or local government on the purchase, sale, use, or consumption of any communications service that is permitted or required to be added to the sales price of such service, if the tax is stated separately; (ii) a fee or assessment levied by the United States or any state or local government, including but not limited to, regulatory fees and emergency telephone surcharges, that is required to be added to the price of service if the fee or assessment is separately stated; (iii) coin-operated communications services; (iv) sale or recharge of a prepaid calling service; (v) provision of air-to-ground radiotelephone services, as that term is defined in 47 C.F.R. § 22.99; (vi) a communications services provider's internal use of communications services in connection with its business of providing communications services; (vii) charges for property or other services that are not part of the sale of communications services, if the charges are stated separately from the charges for communications services; (viii) sales for resale; (ix) charges for communications services to the Commonwealth, any political subdivision of the Commonwealth, and the federal government and any agency or instrumentality of the federal government; and (x) charges for communications services to any customers on any federal military bases or installations when a franchise fee or similar fee for access is payable to the federal government, or any agency or instrumentality thereof, with respect to the same communications services.

C. Communications services on which the tax is hereby levied shall not include the following: (i) information services; (ii) installation or maintenance of wiring or equipment on a customer's premises; (iii) the sale or rental of tangible personal property; (iv) the sale of advertising, including but not limited to, directory advertising; (v) bad check charges; (vi) billing and collection services; (vii) Internet access service, electronic mail service, electronic bulletin board service, or similar services that are incidental to Internet access, such as voice-capable e-mail or instant messaging; (viii) digital products delivered electronically, such as software, downloaded music, ring tones, and reading materials; and (ix) over-the-air radio and television service broadcast without charge by an entity licensed for such purposes by the Federal Communications Commission. Also, those entities exempt from the tax imposed in accordance with the provisions of Article 4 (§ 58.1-3812 et seq.) of Chapter 38 of Title 58.1, in effect on January 1, 2006, shall continue to be exempt from the tax imposed in accordance with the provisions of this chapter.

2006, c. 780; 2007, c. 811.

§ 58.1-649. Sourcing rules for communication services.

A. Except for the defined communication services in subsection C, the sale of communications service sold on a call-by-call basis shall be sourced to the Commonwealth when the call (i) originates and terminates in the Commonwealth or (ii) either originates or terminates in the Commonwealth and the service address is also located in the Commonwealth.

B. Except for the defined communication services in subsection C, a sale of communication services sold on a basis other than a call-by-call basis, shall be sourced to the customer's place of primary use.

C. The sale of the following communication services shall be sourced to the Commonwealth as follows:

1. Subject to the definitions and exclusions of the federal Mobile Telecommunications Sourcing Act, 4 U.S.C. § 116, a sale of mobile communication services shall be sourced to the customer's place of primary use.

2. A sale of postpaid calling service shall be sourced to the origination point of the communications signal as first identified by either (i) the seller's communications system, or (ii) information received by the seller from its service provider, where the system used to transport such signals is not that of the seller.

3. A sale of a private communications service shall be sourced as follows:

- a. Service for a separate charge related to a customer channel termination point shall be sourced to each jurisdiction in which such customer channel termination point is located;
- b. Service where all customer termination points are located entirely within one jurisdiction shall be sourced to such jurisdiction in which the customer channel termination points are located;
- c. Service for segments of a channel between two customer channel termination points located in different jurisdictions and which segments of a channel are separately charged shall be sourced 50% to each jurisdiction in which the customer channel termination points are located; and
- d. Service for segments of a channel located in more than one jurisdiction and which segments are not separately billed shall be sourced in each jurisdiction based on a percentage determined by dividing the number of customer channel termination points in each jurisdiction by the total number of customer channel termination points.

2006, c. 780.

§ 58.1-650. Bundled transaction of communications services.

A. For purposes of this chapter, a bundled transaction of communications services includes communications services taxed under this chapter and consists of distinct and identifiable properties, services, or both, sold for one nonitemized charge for which the tax treatment of the distinct properties and services is different.

B. In the case of a bundled transaction described in subsection A, if the charge is attributable to services that are taxable and services that are nontaxable, the portion of the charge attributable to the nontaxable services shall be subject to tax unless the communications services provider can reasonably identify the nontaxable portion from its books and records kept in the regular course of business.

2006, c. 780.

§ 58.1-651. Tax collectible by communication service providers; jurisdiction.

A. The tax levied by § 58.1-648 shall be collectible by all persons who are communications services providers, who have sufficient contact with the Commonwealth to qualify under subsection B, and who are required to be registered under § 58.1-653. However, the communications services provider shall separately state the amount of the tax and add that tax to the sales price of the service. Thereafter, the tax shall be a debt from the customer to the communications services provider until paid and shall be recoverable at law in the same manner as other debts.

B. A communications services provider shall be deemed to have sufficient activity within the Commonwealth to require registration if he does any of the activities listed in § 58.1-612.

C. Nothing contained in this chapter shall limit any authority that the Commonwealth may enjoy under the provisions of federal law or an opinion of the United States Supreme Court to require the collection of communications sales and use taxes by any communications services provider.

2006, c. 780.

§ 58.1-652. Customer remedy procedures for billing errors.

If a customer believes that an amount of tax, or an assignment of place of primary use or taxing jurisdiction included on a billing is erroneous, the customer shall notify the communications service provider in writing. The customer shall include in this written notification the street address for the customer's place of primary use, the account name and number for which the customer seeks a correction, a description of the error asserted by the customer, and any

other information that the communications service provider reasonably requires to process the request. Within 15 days of receiving a notice under this section in the provider's billing dispute office, the communications service provider shall review its records, within an additional 15 days, to determine the customer's taxing jurisdiction. If this review shows that the amount of tax or assignment of place of primary use or taxing jurisdiction is in error, the communications service provider shall correct the error and refund or credit the amount of tax erroneously collected from the customer for a period of up to two years. If this review shows that the amount of tax or assignment of place of primary use or taxing jurisdiction is correct, the communications service provider shall provide a written explanation to the customer. The procedures in this section shall be the first course of remedy available to customers seeking correction of assignment of place of primary use or taxing jurisdiction, or a refund of or other compensation for taxes erroneously collected by the communications service provider, and no cause of action based upon a dispute arising from such taxes shall accrue until a customer has reasonably exercised the rights and procedures set forth in this subsection.

2006, c. 780.

§ 58.1-653. Communications services providers' certificates of registration; penalty.

A. Every person desiring to engage in or conduct business as a communications services provider in the Commonwealth shall file with the Tax Commissioner an application for a certificate of registration.

B. Every application for a certificate of registration shall set forth the name under which the applicant transacts or intends to transact business, the location of his place of business, and such other information as the Tax Commissioner may reasonably require.

C. When the required application has been made, the Tax Commissioner shall issue to each applicant a certificate of registration. A certificate of registration is not assignable and is valid only for the person in whose name it is issued and for the transaction of the business designated therein.

D. Whenever a person fails to comply with any provision of this chapter or any rule or regulation relating thereto, the Tax Commissioner, upon a hearing after giving the noncompliant person 30 days' notice in writing, specifying the time and place of the hearing and requiring him to show cause why his certificate of registration should not be revoked or suspended, may revoke or suspend the certificate of registration held by that person. The notice may be personally served or served by registered mail directed to the last known address of the noncompliant person.

E. Any person who engages in business as a communications services provider in the Commonwealth without obtaining a certificate of registration, or after a certificate of registration has been suspended or revoked, shall be guilty of a Class 2 misdemeanor as shall each officer of a corporation that so engages in business as an unregistered communications services provider. Each day's continuance in business in violation of this section shall constitute a separate offense.

F. If the holder of a certificate of registration ceases to conduct his business, the certificate shall expire upon cessation of business, and the certificate holder shall inform the Tax Commissioner in writing within 30 days after he has ceased to conduct business. If the holder of a certificate of registration desires to change his place of business, he shall so inform the Tax Commissioner in writing and his certificate shall be revised accordingly.

G. This section shall also apply to any person who engages in the business of furnishing any of the things or services taxable under this chapter. Moreover, it shall apply to any person who is liable only for the collection of the use tax.

2006, c. 780.

§ 58.1-654. Returns by communications services providers; payment to accompany return.

A. Every communications services provider required to collect or pay the sales or use tax shall, on or before the twentieth day of the month following the month in which the tax is billed, transmit to the Tax Commissioner a return

showing the sales price, or cost price, as the case may be, and the tax collected or accrued arising from all transactions taxable under this chapter. In the case of communications services providers regularly keeping books and accounts on the basis of an annual period that varies from 52 to 53 weeks, the Tax Commissioner may make rules and regulations for reporting consistent with such accounting period.

A sales or use tax return shall be filed by each registered communications services provider even though the communications services provider is not liable to remit to the Tax Commissioner any tax for the period covered by the return.

B. At the time of transmitting the return required under subsection A, the communications services provider shall remit to the Tax Commissioner the amount of tax due after making appropriate adjustments for accounts uncollectible and charged off as provided in § 58.1-655. The tax imposed by this chapter shall, for each period, become delinquent on the twenty-first day of the succeeding month if not paid.

2006, c. 780.

§ 58.1-655. Bad debts.

In any return filed under the provisions of this chapter, the communications services provider may credit, against the tax shown to be due on the return, the amount of sales or use tax previously returned and paid on accounts that are owed to the communications services provider and that have been found to be worthless within the period covered by the return. The credit, however, shall not exceed the amount of the uncollected payment determined by treating prior payments on each debt as consisting of the same proportion of payment, sales tax, and other nontaxable charges as in the total debt originally owed to the communications services provider. The amount of accounts for which a credit has been taken that are thereafter in whole or in part paid to the communications services provider shall be included in the first return filed after such collection.

2006, c. 780.

§ 58.1-656. Discount.

For the purpose of compensating a communications services provider holding a certificate of registration under § 58.1-653 for accounting for and remitting the tax levied by this chapter, a communications services provider shall be allowed the following percentages of the first 3% of the tax levied by § 58.1-648 and accounted for in the form of a deduction in submitting his return and paying the amount due by him if the amount due was not delinquent at the time of payment.

Monthly Taxable Sales Percentage

\$0 to \$62,500	4%
\$62,501 to \$208,000	3%
\$208,001 and above	2%

The discount allowed by this section shall be computed according to the schedule provided, regardless of the number of certificates of registration held by a communications services provider.

2006, c. 780.

§ 58.1-657. Sales presumed subject to tax; exemption certificates; Internet access service providers.

A. All sales are subject to the tax until the contrary is established. The burden of proving that a sale of communications services is not taxable is upon the communications services provider unless he takes from the taxpayer a certificate to the effect that the service is exempt under this chapter.

B. The exemption certificate mentioned in this section shall relieve the person who obtains such a certificate from any liability for the payment or collection of the tax, except upon notice from the Tax Commissioner that the certificate is no longer acceptable. The exemption certificate shall be signed, manually or electronically, by and bear the name and address of the taxpayer; shall indicate the number of the certificate of registration, if any, issued to the taxpayer; shall indicate the general character of the communications services sold or to be sold under a blanket exemption certificate; and shall be substantially in the form as the Tax Commissioner may prescribe.

C. In the case of a provider of Internet access service that purchases a telecommunications service to provide Internet access, the Internet access provider shall give the communications service provider a certificate of use containing its name, address and signature, manually or electronically, of an officer of the Internet access service provider. The certificate of use shall state that the purchase of telecommunications service is being made in its capacity as a provider of Internet access in order to provide such access. Upon receipt of the certificate of use, the communications service provider shall be relieved of any liability for the communications sales and use tax related to the sale of telecommunications service to the Internet access service provider named in the certificate. In the event the provider of Internet access uses the telecommunications service for any taxable purpose, that provider shall be liable for and pay the communications sales and use tax directly to the Commonwealth in accordance with § 58.1-658.

D. If a taxpayer who holds a certificate under this section and makes any use of the service other than an exempt use or retention, demonstration, or display while holding the communications service for resale in the regular course of business, such use shall be deemed a taxable sale by the taxpayer as of the time the service is first used by him, and the cost of the property to him shall be deemed the sales price of such retail sale.

2006, c. 780.

§ 58.1-658. Direct payment permits.

A. Notwithstanding any other provision of this chapter, the Tax Commissioner shall authorize a person who uses taxable communications services within the Commonwealth to pay any tax levied by this chapter directly to the Commonwealth and waive the collection of the tax by the communications services provider. No such authority shall be granted or exercised except upon application to the Tax Commissioner and issuance by the Tax Commissioner of a direct payment permit. If a direct payment permit is issued, then payment of the communications sales and use tax on taxable communications services shall be made directly to the Tax Commissioner by the permit holder.

B. On or before the twentieth day of each month every permit holder shall file with the Tax Commissioner a return for the preceding month, in a form prescribed by the Tax Commissioner, showing the total value of the taxable communications services so used, the amount of tax due from the permit holder, which amount shall be paid to the Tax Commissioner with the submitted return, and other information as the Tax Commissioner deems reasonably necessary. The Tax Commissioner, upon written request by the permit holder, may grant a reasonable extension of time for filing returns and paying the tax. Interest on the tax shall be chargeable on every extended payment at the rate determined in accordance with § 58.1-15.

C. A permit granted pursuant to this section shall continue to be valid until surrendered by the holder or cancelled for cause by the Tax Commissioner.

D. A person holding a direct payment permit that has not been cancelled shall not be required to pay the tax to the communications services provider as otherwise required by this chapter. Such persons shall notify each communications services provider from whom purchases of taxable communications services are made of their direct payment permit number and that the tax is being paid directly to the Tax Commissioner. Upon receipt of

notice, a communications services provider shall be absolved from all duties and liabilities imposed by this chapter for the collection and remittance of the tax with respect to sales of taxable communications services to the direct payment permit holder. Communications services providers who make sales upon which the tax is not collected by reason of the provisions of this section shall maintain records in a manner that the amount involved, and identity of each purchaser may be ascertained.

E. Upon the cancellation or surrender of a direct payment permit, the provisions of this chapter, without regard to this section, shall thereafter apply to the person who previously held the direct payment permit, and that person shall promptly notify in writing communications services providers from whom purchases of taxable communications services are made of such cancellation or surrender. Upon receipt of notice, the communications services provider shall be subject to the provisions of this chapter, without regard to this section, with respect to all sales of taxable communications services thereafter made to the former direct payment permit holder.

2006, c. 780.

§ 58.1-659. Collection of tax; penalty.

A. The tax levied by this chapter shall be collected and remitted by the communications services provider, but the communications services provider shall separately state the amount of the tax and add such tax to the sales price or charge. Thereafter, the tax shall be a debt from the customer to the communications services provider until paid and shall be recoverable at law in the same manner as other debts.

B. Notwithstanding any exemption from taxes that any communications services provider now or hereafter may enjoy under the Constitution or laws of the Commonwealth, or any other state, or of the United States, a communications services provider shall collect the tax from the customer of taxable communications services and shall remit the same to the Tax Commissioner as provided by this chapter.

C. Any communications services provider collecting the communications sales or use tax on transactions exempt or not taxable under this chapter shall remit to the Tax Commissioner such erroneously or illegally collected tax unless or until he can affirmatively show that the tax has been refunded to the customer or credited to his account.

D. Any communications services provider who intentionally neglects, fails, or refuses to collect the tax upon every taxable sale of communications services made by him, or his agents or employees on his behalf, shall be liable for and pay the tax himself. Moreover, any communications services provider who intentionally neglects, fails, or refuses to pay or collect the tax herein provided, either by himself or through his agents or employees, shall be guilty of a Class 1 misdemeanor.

All sums collected by a communications services provider as required by this chapter shall be deemed to be held in trust for the Commonwealth.

2006, c. 780.

§ 58.1-660. Sale of business.

If any communications services provider liable for any tax, penalty, or interest levied by this chapter sells his business or stock of goods or quits the business, he shall make a final return and payment within 15 days after the date of selling or quitting the business. His successors or assigns, if any, shall withhold a sufficient amount of the purchase money to cover taxes, penalties, and interest due and unpaid until the former owner produces a receipt from the Tax Commissioner showing that all taxes, penalties, and interest have been paid or a certificate stating that no taxes, penalties, or interest are due. If the purchaser of a business or stock of goods fails to withhold the purchase money as required above, he shall be personally liable for the payment of the taxes, penalties, and interest due and unpaid that were incurred by the business operation of the former owner. In no event, however, shall the tax, penalties, and interest due by the purchaser be more than the purchase price paid for the business or stock of goods.

2006, c. 780.

§ 58.1-661. Certain provisions in Chapter 6 of this title to apply, mutatis mutandis.

The provisions in §§ 58.1-630 through 58.1-637 of this title shall apply to this chapter, mutatis mutandis, except as herein provided and except that whenever the term "dealer" is used in these sections, the term "communications services provider" shall be substituted. The Tax Commissioner shall promulgate regulations to interpret and clarify the applicability of §§ 58.1-630 through 58.1-637 to this chapter.

2006, c. 780.

§ 58.1-662. Disposition of communications sales and use tax revenue; Communications Sales and Use Tax Trust Fund; localities' share.

A. There is hereby created in the Department of the Treasury a special non-reverting fund which shall be known as the Communications Sales and Use Tax Trust Fund (the Fund). The Fund shall be established on the books of the Comptroller and any funds remaining in the Fund at the end of a biennium shall not revert to the general fund but shall remain in the Fund. Interest earned on the funds shall be credited to the Fund. After transferring moneys from the Fund to the Department of Taxation to pay for the direct costs of administering this chapter, the moneys in the Fund shall be allocated to the Commonwealth's counties, cities, and towns, and distributed in accordance with subsection C, after the payment (i) for the telephone relay service center is made to the Department for the Deaf and Hard-of-Hearing in accordance with the provisions of § 51.5-115 and (ii) of any franchise fee amount due to localities in accordance with any cable franchise in effect as of January 1, 2007.

B. The localities' share of the net revenue distributable under this section among the counties, cities, and towns shall be apportioned by the Tax Commissioner and distributed as soon as practicable after the close of each month during which the net revenue was received into the Fund. The distribution of the localities' share of such net revenue shall be computed with respect to the net revenue received in the state treasury during each month.

C. The net revenue distributable among the counties, cities, and towns shall be apportioned and distributed monthly according to each county's, city's, and town's pro rata distribution from the Fund in fiscal year 2010. Beginning July 1, 2011, the percentage share of the distribution due to Lancaster County shall be adjusted as if, in addition to the revenues Lancaster County received from telecommunications and television cable taxes in fiscal year 2006, it received \$270,497 in local consumer utility taxes on telephone service in fiscal year 2006.

An amount equal to the total franchise fee paid to each locality with a cable franchise existing on the effective date of this section at the rate in existence on January 1, 2007, shall be subtracted from the amount owed to such locality prior to the distribution of moneys from the Fund.

The Department of Taxation shall adjust the percentage share of distribution from the Fund due to each locality entitled to a distribution from the Fund upon a ruling by the Tax Commissioner in favor of a county, city, or town, provided that any such ruling in favor of a county, city, or town shall not result in more than an aggregate of \$100,000 being redistributed from all other counties, cities, and towns. Counties, cities, and towns are authorized to request such ruling. The Tax Commissioner shall issue no such ruling changing the current distribution in favor of a county, city, or town unless the county, city, or town provides evidence to the Tax Commissioner that it had collected telecommunications and television cable funds (local consumer utility tax on landlines and wireless, E-911, business license tax in excess of 0.5 percent, cable franchise fee, video programming excise tax, local consumer utility tax on cable television) in fiscal year 2006 from local tax rates adopted on or before January 1, 2006.

D. For the purposes of the Comptroller making the required transfers, the Tax Commissioner shall make a written certification to the Comptroller no later than the twenty-fifth of each month certifying the communications sales and use tax revenues generated in the preceding month. Within three calendar days of receiving such certification, the Comptroller shall make the required transfers to the Communications Sales and Use Tax Trust Fund.

E. If errors are made in any distribution, or adjustments are otherwise necessary, the errors shall be corrected and adjustments made in the distribution for the next month or for subsequent months.

2006, c. 780; 2008, cc. 25, 148; 2009, cc. 680, 683; 2010, cc. 285, 365, 385; 2011, c. 364.

§ 58.1-3007. Notice prior to increase of local tax levy; hearing.

Before any local tax levy shall be increased in any county, city, town, or district, such proposed increase shall be published in a newspaper having general circulation in the locality affected at least seven days before the increased levy is made and the citizens of the locality shall be given an opportunity to appear before, and be heard by, the local governing body on the subject of such increase.

(Code 1950, §§ 58-846.1, 58-851; 1954, c. 465; 1959, Ex. Sess., c. 52; 1966, c. 231; 1970, c. 325; 1975, cc. 47, 48, 541; 1976, c. 567; 1979, c. 576; 1981, c. 143; 1984, c. 675.)

§ 58.1-3321. Effect on rate when assessment results in tax increase; public hearings.

A. When any annual assessment, biennial assessment or general reassessment of real property by a county, city or town would result in an increase of 1 percent or more in the total real property tax levied, such county, city, or town shall reduce its rate of levy for the forthcoming tax year so as to cause such rate of levy to produce no more than 101 percent of the previous year's real property tax levies, unless subsection B of this section is complied with, which rate shall be determined by multiplying the previous year's total real property tax levies by 101 percent and dividing the product by the forthcoming tax year's total real property assessed value. An additional assessment or reassessment due to the construction of new or other improvements, including those improvements and changes set forth in [§ 58.1-3285](#), to the property shall not be an annual assessment or general reassessment within the meaning of this section, nor shall the assessed value of such improvements be included in calculating the new tax levy for purposes of this section. Special levies shall not be included in any calculations provided for under this section.

B. The governing body of a county, city, or town may, after conducting a public hearing, which shall not be held at the same time as the annual budget hearing, increase the rate above the reduced rate required in subsection A above if any such increase is deemed to be necessary by such governing body.

Notice of the public hearing shall be given at least 30 days before the date of such hearing by the publication of a notice in (i) at least one newspaper of general circulation in such county or city and (ii) a prominent public location at which notices are regularly posted in the building where the governing body of the county, city, or town regularly conducts its business, except that such notice shall be given at least 14 days before the date of such hearing in any year in which neither a general appropriation act nor amendments to a general appropriation act providing appropriations for the immediately following fiscal year have been enacted by April 30 of such year. Any such notice shall be at least the size of one-eighth page of a standard size or a tabloid size newspaper, and the headline in the advertisement shall be in a type no smaller than 18-point. The notice described in clause (i) shall not be placed in that portion, if any, of the newspaper reserved for legal notices and classified advertisements. The notice described in clauses (i) and (ii) shall be in the following form and contain the following information, in addition to such other information as the local governing body may elect to include:

NOTICE OF PROPOSED REAL PROPERTY TAX INCREASE

The (name of the county, city or town) 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 percent.

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 \$. . . . per \$100 of assessed value. This rate will be known as the "lowered tax rate."

3. Effective Rate Increase: The (name of the county, city or town) proposes to adopt a tax rate of \$. . . . per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$..... per \$100, or. . . . 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 of (name of county, city or town) will exceed last year's by. . . . percent.

A public hearing on the increase will be held on (date and time) at (meeting place).

C. All hearings shall be open to the public. The governing body shall permit persons desiring to be heard an opportunity to present oral testimony within such reasonable time limits as shall be determined by the governing body.

D. The provisions of this section shall not be applicable to the assessment of public service corporation property by the State Corporation Commission.

E. Notwithstanding other provisions of general or special law, the tax rate for taxes due on or before June 30 of each year, may be fixed on or before April 15 of that tax year.

(Code 1950, § 58-785.1; 1975, c. 622; 1979, c. 473; 1980, c. 396; 1981, c. 212; 1984, c. 675; 1990, c. 579; 2007, c. [948](#); 2009, cc. [30](#), [511](#).)

§ 58.1-3503. General classification of tangible personal property.

A. Tangible personal property is classified for valuation purposes according to the following separate categories which are not to be considered separate classes for rate purposes:

1. Farm animals, except as exempted under § 58.1-3505.

2. Farm machinery, except as exempted under § 58.1-3505.

3. Automobiles, except those described in subdivisions 7, 8, and 9 of this subsection and in subdivision A 8 of § 58.1-3504, which shall be valued by means of a recognized pricing guide or if the model and year of the individual automobile are not listed in the recognized pricing guide, the individual vehicle may be valued on the basis of percentage or percentages of original cost. In using a recognized pricing guide, the commissioner shall use either of the following two methods. The commissioner may use all applicable adjustments in such guide to determine the value of each individual automobile, or alternatively, if the commissioner does not utilize all applicable adjustments in valuing each automobile, he shall use the base value specified in such guide which may be either average retail, wholesale, or loan value, so long as uniformly applied within classifications of property. If the model and year of the individual automobile are not listed in the recognized pricing guide, the taxpayer may present to the commissioner proof of the original cost, and the basis of the tax for purposes of the motor vehicle sales and use tax as described in § 58.1-2405 shall constitute proof of original cost. If such percentage or percentages of original cost do not accurately reflect fair market value, or if the taxpayer does not supply proof of original cost, then the commissioner may select another method which establishes fair market value.

4. Trucks of less than two tons, which may be valued by means of a recognized pricing guide or, if the model and year of the individual truck are not listed in the recognized pricing guide, on the basis of a percentage or percentages of original cost.

5. Trucks and other vehicles, as defined in § 46.2-100, except those described in subdivisions 4, and 6 through 10 of this subsection, which shall be valued by means of either a recognized pricing guide using the lowest value specified in such guide or a percentage or percentages of original cost.
6. Manufactured homes, as defined in § 36-85.3, which may be valued on the basis of square footage of living space.
7. Antique motor vehicles, as defined in § 46.2-100, which may be used for general transportation purposes as provided in subsection C of § 46.2-730.
8. Taxicabs.
9. Motor vehicles with specially designed equipment for use by the handicapped, which shall not be valued in relation to their initial cost, but by determining their actual market value if offered for sale on the open market.
10. Motorcycles, mopeds, all-terrain vehicles, and off-road motorcycles as defined in § 46.2-100, campers and other recreational vehicles, which shall be valued by means of a recognized pricing guide or a percentage or percentages of original cost.
11. Boats weighing under five tons and boat trailers, which shall be valued by means of a recognized pricing guide or a percentage or percentages of original cost.
12. Boats or watercraft weighing five tons or more, which shall be valued by means of a percentage or percentages of original cost.
13. Aircraft, which shall be valued by means of a recognized pricing guide or a percentage or percentages of original cost.
14. Household goods and personal effects, except as exempted under § 58.1-3504.
15. Tangible personal property used in a research and development business, which shall be valued by means of a percentage or percentages of original cost.
16. Programmable computer equipment and peripherals used in business which shall be valued by means of a percentage or percentages of original cost to the taxpayer, or by such other method as may reasonably be expected to determine the actual fair market value.
17. All tangible personal property employed in a trade or business other than that described in subdivisions 1 through 16 of this subsection, which shall be valued by means of a percentage or percentages of original cost.
18. Outdoor advertising signs regulated under Article 1 (§ 33.2-1200 et seq.) of Chapter 12 of Title 33.2.
19. All other tangible personal property.

B. Methods of valuing property may differ among the separate categories, so long as each method used is uniform within each category, is consistent with requirements of this section and may reasonably be expected to determine actual fair market value as determined by the commissioner of revenue or other assessing official; however, assessment ratios shall only be used with the concurrence of the local governing body. A commissioner of revenue shall upon request take into account the condition of the property. The term "condition of the property" includes, but is not limited to, technological obsolescence of property where technological obsolescence is an appropriate factor for valuing such property. The commissioner of revenue shall make available to taxpayers on request a reasonable description of his valuation methods. Such commissioner, or other assessing officer, or his authorized agent, when using a recognized pricing guide as provided for in this section, may automatically extend the assessment if the pricing information is stored in a computer.

Code 1950, §§ 58-829, 58-829.3, 58-829.5; 1960, c. 418; 1970, cc. 325, 655; 1974, c. 445; 1975, cc. 47, 541; 1976, c. 567; 1978, cc. 155, 178, 656, 843; 1979, c. 576; 1980, c. 412; 1981, c. 236; 1982, c. 633; 1984, cc. 675, 689; 1985, c. 105; 1987, c. 568; 1991, cc. 253, 255; 1994, c. 827; 1996, c. 529; 1997, cc. 192, 250, 433, 457; 2006, c. 896; 2013, cc. 287, 652, 783.

§ 58.1-3506. Other classifications of tangible personal property for taxation.

A. The items of property set forth below are each declared to be a separate class of property and shall constitute a classification for local taxation separate from other classifications of tangible personal property provided in this chapter:

1. a. Boats or watercraft weighing five tons or more, not used solely for business purposes;
- b. Boats or watercraft weighing less than five tons, not used solely for business purposes;
2. Aircraft having a maximum passenger seating capacity of no more than 50 that are owned and operated by scheduled air carriers operating under certificates of public convenience and necessity issued by the State Corporation Commission or the Civil Aeronautics Board;
3. Aircraft having a registered empty gross weight equal to or greater than 20,000 pounds that are not owned or operated by scheduled air carriers recognized under federal law, but not including any aircraft described in subdivision 4;
4. Aircraft that are (i) considered Warbirds, manufactured and intended for military use, excluding those manufactured after 1954, and (ii) used only for (a) exhibit or display to the general public and otherwise used for educational purposes (including such flights as are necessary for testing, maintaining, or preparing such aircraft for safe operation), or (b) airshow and flight demonstrations (including such flights necessary for testing, maintaining, or preparing such aircraft for safe operation), shall constitute a new class of property. Such class of property shall not include any aircraft used for commercial purposes, including transportation and other services for a fee;
5. All other aircraft not included in subdivisions A 2, A 3, or A 4 and flight simulators;
6. Antique motor vehicles as defined in § 46.2-100 which may be used for general transportation purposes as provided in subsection C of § 46.2-730;
7. Tangible personal property used in a research and development business;
8. Heavy construction machinery not used for business purposes, including land movers, bulldozers, front-end loaders, graders, packers, power shovels, cranes, pile drivers, forest harvesting and silvicultural activity equipment and ditch and other types of diggers;
9. Generating equipment purchased after December 31, 1974, for the purpose of changing the energy source of a manufacturing plant from oil or natural gas to coal, wood, wood bark, wood residue, or any other alternative energy source for use in manufacturing and any cogeneration equipment purchased to achieve more efficient use of any energy source. Such generating equipment and cogeneration equipment shall include, without limitation, such equipment purchased by firms engaged in the business of generating electricity or steam, or both;
10. Vehicles without motive power, used or designed to be used as manufactured homes as defined in § 36-85.3;
11. Computer hardware used by businesses primarily engaged in providing data processing services to other nonrelated or nonaffiliated businesses;
12. Privately owned pleasure boats and watercraft, 18 feet and over, used for recreational purposes only;

13. Privately owned vans with a seating capacity of not less than seven nor more than 15 persons, including the driver, used exclusively pursuant to a ridesharing arrangement as defined in § 46.2-1400;
14. Motor vehicles specially equipped to provide transportation for physically handicapped individuals;
15. Motor vehicles (i) owned by members of a volunteer emergency medical services agency or a member of a volunteer fire department or (ii) leased by volunteer emergency medical services personnel or a member of a volunteer fire department if the volunteer is obligated by the terms of the lease to pay tangible personal property tax on the motor vehicle. One motor vehicle that is owned by each volunteer member who meets the definition of "emergency medical services personnel" in § 32.1-111.1 or volunteer fire department member, or leased by each volunteer member who meets the definition of "emergency medical services personnel" in § 32.1-111.1 or volunteer fire department member if the volunteer is obligated by the terms of the lease to pay tangible personal property tax on the motor vehicle, may be specially classified under this section, provided the volunteer regularly responds to emergency calls. The volunteer shall furnish the commissioner of revenue, or other assessing officer, with a certification by the chief of the volunteer emergency medical services agency or volunteer fire department, that the volunteer is an individual who meets the definition of "emergency medical services personnel" in § 32.1-111.1 or a member of the volunteer fire department who regularly responds to calls or regularly performs other duties for the emergency medical services agency or fire department, and the motor vehicle owned or leased by the volunteer is identified. The certification shall be submitted by January 31 of each year to the commissioner of revenue or other assessing officer; however, the commissioner of revenue or other assessing officer shall be authorized, in his discretion, and for good cause shown and without fault on the part of the volunteer, to accept a certification after the January 31 deadline. In any county that prorates the assessment of tangible personal property pursuant to § 58.1-3516, a replacement vehicle may be certified and classified pursuant to this subsection when the vehicle certified as of the immediately prior January date is transferred during the tax year;
16. Motor vehicles (i) owned by auxiliary members of a volunteer emergency medical services agency or volunteer fire department or (ii) leased by auxiliary members of a volunteer emergency medical services agency or volunteer fire department if the auxiliary member is obligated by the terms of the lease to pay tangible personal property tax on the motor vehicle. One motor vehicle that is regularly used by each auxiliary volunteer fire department or emergency medical services agency member may be specially classified under this section. The auxiliary member shall furnish the commissioner of revenue, or other assessing officer, with a certification by the chief of the volunteer emergency medical services agency or volunteer fire department, that the volunteer is an auxiliary member of the volunteer emergency medical services agency or fire department who regularly performs duties for the emergency medical services agency or fire department, and the motor vehicle is identified as regularly used for such purpose; however, if a volunteer meets the definition of "emergency medical services personnel" in § 32.1-111.1 or volunteer fire department member and an auxiliary member are members of the same household, that household shall be allowed no more than two special classifications under this subdivision or subdivision 15. The certification shall be submitted by January 31 of each year to the commissioner of revenue or other assessing officer; however, the commissioner of revenue or other assessing officer shall be authorized, in his discretion, and for good cause shown and without fault on the part of the auxiliary member, to accept a certification after the January 31 deadline;
17. Motor vehicles owned by a nonprofit organization and used to deliver meals to homebound persons or provide transportation to senior or handicapped citizens in the community to carry out the purposes of the nonprofit organization;
18. Privately owned camping trailers as defined in § 46.2-100, and privately owned travel trailers as defined in § 46.2-1500, which are used for recreational purposes only, and privately owned trailers as defined in § 46.2-100, which are designed and used for the transportation of horses except those trailers described in subdivision A 11 of § 58.1-3505;
19. One motor vehicle owned and regularly used by a veteran who has either lost, or lost the use of, one or both legs, or an arm or a hand, or who is blind or who is permanently and totally disabled as certified by the Department of Veterans Services. In order to qualify, the veteran shall provide a written statement to the commissioner of revenue or other assessing officer from the Department of Veterans Services that the veteran has been so designated or classified by the Department of Veterans Services as to meet the requirements of this section, and

that his disability is service-connected. For purposes of this section, a person is blind if he meets the provisions of § 46.2-100;

20. Motor vehicles (i) owned by persons who have been appointed to serve as auxiliary police officers pursuant to Article 3 (§ 15.2-1731 et seq.) of Chapter 17 of Title 15.2 or (ii) leased by persons who have been so appointed to serve as auxiliary police officers if the person is obligated by the terms of the lease to pay tangible personal property tax on the motor vehicle. One motor vehicle that is regularly used by each auxiliary police officer to respond to auxiliary police duties may be specially classified under this section. In order to qualify for such classification, any auxiliary police officer who applies for such classification shall identify the vehicle for which this classification is sought, and shall furnish the commissioner of revenue or other assessing officer with a certification from the governing body that has appointed such auxiliary police officer or from the official who has appointed such auxiliary officers. That certification shall state that the applicant is an auxiliary police officer who regularly uses a motor vehicle to respond to auxiliary police duties, and it shall state that the vehicle for which the classification is sought is the vehicle that is regularly used for that purpose. The certification shall be submitted by January 31 of each year to the commissioner of revenue or other assessing officer; however, the commissioner of revenue or other assessing officer shall be authorized, in his discretion, and for good cause shown and without fault on the part of the member, to accept a certification after the January 31 deadline;

21. Until the first to occur of June 30, 2019, or the date that a special improvements tax is no longer levied under § 15.2-4607 on property within a Multicounty Transportation Improvement District created pursuant to Chapter 46 (§ 15.2-4600 et seq.) of Title 15.2, tangible personal property that is used in manufacturing, testing, or operating satellites within a Multicounty Transportation Improvement District, provided that such business personal property is put into service within the District on or after July 1, 1999;

22. Motor vehicles which use clean special fuels as defined in § 46.2-749.3, which shall not include any vehicle described in subdivision 38 or 40;

23. Wild or exotic animals kept for public exhibition in an indoor or outdoor facility that is properly licensed by the federal government, the Commonwealth, or both, and that is properly zoned for such use. "Wild animals" means any animals that are found in the wild, or in a wild state, within the boundaries of the United States, its territories or possessions. "Exotic animals" means any animals that are found in the wild, or in a wild state, and are native to a foreign country;

24. Furniture, office, and maintenance equipment, exclusive of motor vehicles, that are owned and used by an organization whose real property is assessed in accordance with § 58.1-3284.1 and that is used by that organization for the purpose of maintaining or using the open or common space within a residential development;

25. Motor vehicles, trailers, and semitrailers with a gross vehicle weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce;

26. All tangible personal property employed in a trade or business other than that described in subdivisions A 1 through A 19, except for subdivision A 17, of § 58.1-3503;

27. Programmable computer equipment and peripherals employed in a trade or business;

28. Privately owned pleasure boats and watercraft, motorized and under 18 feet, used for recreational purposes only;

29. Privately owned pleasure boats and watercraft, nonmotorized and under 18 feet, used for recreational purposes only;

30. Privately owned motor homes as defined in § 46.2-100 that are used for recreational purposes only;

31. Tangible personal property used in the provision of Internet services. For purposes of this subdivision, "Internet service" means a service, including an Internet Web-hosting service, that enables users to access content, information, electronic mail, and the Internet as part of a package of services sold to customers;

32. Motor vehicles (i) owned by persons who serve as auxiliary, reserve, volunteer, or special deputy sheriffs or (ii) leased by persons who serve as auxiliary, reserve, volunteer, or special deputy sheriffs if the person is obligated by the terms of the lease to pay tangible personal property tax on the motor vehicle. For purposes of this subdivision, the term "auxiliary deputy sheriff" means auxiliary, reserve, volunteer, or special deputy sheriff. One motor vehicle that is regularly used by each auxiliary deputy sheriff to respond to auxiliary deputy sheriff duties may be specially classified under this section. In order to qualify for such classification, any auxiliary deputy sheriff who applies for such classification shall identify the vehicle for which this classification is sought, and shall furnish the commissioner of revenue or other assessing officer with a certification from the governing body that has appointed such auxiliary deputy sheriff or from the official who has appointed such auxiliary deputy sheriff. That certification shall state that the applicant is an auxiliary deputy sheriff who regularly uses a motor vehicle to respond to such auxiliary duties, and it shall state that the vehicle for which the classification is sought is the vehicle that is regularly used for that purpose. The certification shall be submitted by January 31 of each year to the commissioner of revenue or other assessing officer; however, the commissioner of revenue or other assessing officer shall be authorized, in his discretion, and for good cause shown and without fault on the part of the member, to accept a certification after the January 31 deadline;

33. Forest harvesting and silvicultural activity equipment;

34. Equipment used primarily for research, development, production, or provision of biotechnology for the purpose of developing or providing products or processes for specific commercial or public purposes, including medical, pharmaceutical, nutritional, and other health-related purposes; agricultural purposes; or environmental purposes but not for human cloning purposes as defined in § 32.1-162.21 or for products or purposes related to human embryo stem cells. For purposes of this section, biotechnology equipment means equipment directly used in activities associated with the science of living things;

35. Boats or watercraft weighing less than five tons, used for business purposes only;

36. Boats or watercraft weighing five tons or more, used for business purposes only;

37. Tangible personal property which is owned and operated by a service provider who is not a CMRS provider and is not licensed by the FCC used to provide, for a fee, wireless broadband Internet service. For purposes of this subdivision, "wireless broadband Internet service" means a service that enables customers to access, through a wireless connection at an upload or download bit rate of more than one megabyte per second, Internet service, as defined in § 58.1-602, as part of a package of services sold to customers;

38. Low-speed vehicles as defined in § 46.2-100;

39. Motor vehicles with a seating capacity of not less than 30 persons, including the driver;

40. Motor vehicles powered solely by electricity;

41. Tangible personal property designed and used primarily for the purpose of manufacturing a product from renewable energy as defined in § 56-576;

42. Motor vehicles leased by a county, city, town, or constitutional officer if the locality or constitutional officer is obligated by the terms of the lease to pay tangible personal property tax on the motor vehicle;

43. Computer equipment and peripherals used in a data center. For purposes of this subdivision, "data center" means a facility whose primary services are the storage, management, and processing of digital data and is used to house (i) computer and network systems, including associated components such as servers, network equipment and

appliances, telecommunications, and data storage systems; (ii) systems for monitoring and managing infrastructure performance; (iii) equipment used for the transformation, transmission, distribution, or management of at least one megawatt of capacity of electrical power and cooling, including substations, uninterruptible power supply systems, all electrical plant equipment, and associated air handlers; (iv) Internet-related equipment and services; (v) data communications connections; (vi) environmental controls; (vii) fire protection systems; and (viii) security systems and services;

44. Motor vehicles (i) owned by persons who serve as uniformed members of the Virginia Defense Force pursuant to Article 4.2 (§ 44-54.4 et seq.) of Chapter 1 of Title 44 or (ii) leased by persons who serve as uniformed members of the Virginia Defense Force pursuant to Article 4.2 (§ 44-54.4 et seq.) of Chapter 1 of Title 44 if the person is obligated by the terms of the lease to pay tangible personal property tax on the motor vehicle. One motor vehicle that is regularly used by a uniformed member of the Virginia Defense Force to respond to his official duties may be specially classified under this section. In order to qualify for such classification, any person who applies for such classification shall identify the vehicle for which the classification is sought and shall furnish to the commissioner of the revenue or other assessing officer a certification from the Adjutant General of the Department of Military Affairs under § 44-11. That certification shall state that (a) the applicant is a uniformed member of the Virginia Defense Force who regularly uses a motor vehicle to respond to his official duties, and (b) the vehicle for which the classification is sought is the vehicle that is regularly used for that purpose. The certification shall be submitted by January 31 of each year to the commissioner of the revenue or other assessing officer; however, the commissioner of revenue or other assessing officer shall be authorized, in his discretion, and for good cause shown and without fault on the part of the member, to accept a certification after the January 31 deadline;

45. If a locality has adopted an ordinance pursuant to subsection D of § 58.1-3703, tangible personal property of a business that qualifies under such ordinance for the first two tax years in which the business is subject to tax upon its personal property pursuant to this chapter. If a locality has not adopted such ordinance, this classification shall apply to the tangible personal property for such first two tax years of a business that otherwise meets the requirements of subsection D of § 58.1-3703;

46. Miscellaneous and incidental tangible personal property employed in a trade or business that is not classified as machinery and tools pursuant to Article 2 (§ 58.1-3507 et seq.), merchants' capital pursuant to Article 3 (§ 58.1-3509 et seq.), or short-term rental property pursuant to Article 3.1 (§ 58.1-3510.4 et seq.), and has an original cost of less than \$500. A county, city, or town shall allow a taxpayer to provide an aggregate estimate of the total cost of all such property owned by the taxpayer that qualifies under this subdivision, in lieu of a specific, itemized list; and

47. Commercial fishing vessels and property permanently attached to such vessels.

B. The governing body of any county, city or town may levy a tax on the property enumerated in subsection A at different rates from the tax levied on other tangible personal property. The rates of tax and the rates of assessment shall (i) for purposes of subdivisions A 1, 2, 3, 4, 5, 6, 8, 11 through 20, 22 through 24, and 26 through 46, not exceed that applicable to the general class of tangible personal property, (ii) for purposes of subdivisions A 7, 9, 21, and 25, not exceed that applicable to machinery and tools, and (iii) for purposes of subdivision A 10, equal that applicable to real property. If an item of personal property is included in multiple classifications under subsection A, then the rate of tax shall be the lowest rate assigned to such classifications.

C. Notwithstanding any other provision of this section, for any qualifying vehicle, as such term is defined in § 58.1-3523, (i) included in any separate class of property in subsection A and (ii) assessed for tangible personal property taxes by a county, city, or town receiving a payment from the Commonwealth under Chapter 35.1 (§ 58.1-3523 et seq.) for providing tangible personal property tax relief, the county, city, or town may levy the tangible personal property tax on such qualifying vehicle at a rate not to exceed the rates of tax and rates of assessment required under such chapter.

Code 1950, §§ 58-829.2:1, 58-829.3, 58-829.5 to 58-829.9, 58-831.01; 1960, c. 418; 1970, c. 655; 1976, c. 567; 1978, c. 155; 1979, cc. 351, 576; 1980, c. 412; 1981, cc. 236, 445; 1982, c. 633; 1984, c. 675; 1985, c. 220; 1986, c. 195; 1988, c. 822; 1989, cc. 80, 694; 1990, cc. 677, 693; 1991, cc. 247, 330, 478; 1992, cc. 642, 680; 1993, c. 100; 1994, cc. 171, 221, 266, 631; 1995, c. 142; 1996, cc. 537, 603, 605; 1997, cc. 244, 250, 433, 457; 1999, cc. 289, 358; 2000,

cc. 409, 413, 441, 442, 604; 2001, cc. 41, 447; 2002, cc. 6, 63, 148, 337; 2003, cc. 657, 670; 2004, cc. 4, 556, 591; 2004, Sp. Sess. I, c. 1; 2005, cc. 271, 325, 357; 2006, cc. 200, 231, 400; 2007, cc. 88, 322, 609; 2008, cc. 26, 94, 143; 2009, cc. 40, 44; 2010, cc. 264, 849; 2012, cc. 97, 288; 2013, cc. 39, 271, 287, 393, 652; 2014, cc. 50, 409; 2015, cc. 487, 502, 503, 593, 615; 2016, c. 483; 2017, cc. 116, 447.

§ 58.1-3819. Transient occupancy tax.

A. Any county, by duly adopted ordinance, may levy a transient occupancy tax on hotels, motels, boarding houses, travel campgrounds, and other facilities offering guest rooms rented out for continuous occupancy for fewer than 30 consecutive days. Such tax shall be in such amount and on such terms as the governing body may, by ordinance, prescribe. Such tax shall not exceed two percent of the amount of charge for the occupancy of any room or space occupied; however, Accomack County, Albemarle County, Alleghany County, Amherst County, Augusta County, Bedford County, Bland County, Botetourt County, Brunswick County, Campbell County, Caroline County, Carroll County, Craig County, Cumberland County, Dickenson County, Dinwiddie County, Floyd County, Franklin County, Frederick County, Giles County, Gloucester County, Goochland County, Grayson County, Greene County, Greensville County, Halifax County, Highland County, Isle of Wight County, James City County, King George County, Loudoun County, Madison County, Mecklenburg County, Montgomery County, Nelson County, Northampton County, Page County, Patrick County, Powhatan County, Prince Edward County, Prince George County, Prince William County, Pulaski County, Rockbridge County, Russell County, Smyth County, Spotsylvania County, Stafford County, Tazewell County, Warren County, Washington County, Wise County, Wythe County, and York County may levy a transient occupancy tax not to exceed five percent, and any excess over two percent shall be designated and spent solely for tourism and travel, marketing of tourism or initiatives that, as determined after consultation with the local tourism industry organizations, including representatives of lodging properties located in the county, attract travelers to the locality, increase occupancy at lodging properties, and generate tourism revenues in the locality. If any locality has enacted an additional transient occupancy tax pursuant to subsection C of § 58.1-3823, then the governing body of the locality shall be deemed to have complied with the requirement that it consult with local tourism industry organizations, including lodging properties. If there are no local tourism industry organizations in the locality, the governing body shall hold a public hearing prior to making any determination relating to how to attract travelers to the locality and generate tourism revenues in the locality.

B. The tax imposed hereunder shall not apply to rooms or spaces rented and continuously occupied by the same individual or same group of individuals for 30 or more days in hotels, motels, boarding houses, travel campgrounds, and other facilities offering guest rooms. In addition, that portion of any tax imposed hereunder in excess of two percent shall not apply to travel campgrounds in Stafford County.

C. Nothing herein contained shall affect any authority heretofore granted to any county, city or town to levy such a transient occupancy tax. The county tax limitations imposed pursuant to § 58.1-3711 shall apply to any tax levied under this section, *mutatis mutandis*.

D. Any county, city or town that requires local hotel and motel businesses, or any class thereof, to collect, account for and remit to such locality a local tax imposed on the consumer may allow such businesses a commission for such service in the form of a deduction from the tax remitted. Such commission shall be provided for by ordinance, which shall set the rate thereof at no less than three percent and not to exceed five percent of the amount of tax due and accounted for. No commission shall be allowed if the amount due was delinquent.

E. All transient occupancy tax collections shall be deemed to be held in trust for the county, city or town imposing the tax.

Code 1950, § 76.1; 1970, c. 443; 1971, Ex. Sess., c. 214; 1973, c. 433; 1974, c. 614; 1983, c. 313; 1984, c. 675; 1985, c. 556; 1992, cc. 263, 834; 1996, c. 833; 1997, cc. 757, 764; 1998, cc. 729, 733; 1999, cc. 233, 234, 241, 253, 260; 2000, c. 470; 2001, cc. 571, 585; 2003, c. 939; 2004, cc. 7, 610; 2005, cc. 76, 915; 2006, cc. 67, 376; 2007, cc. 86, 596, 767; 2008, c. 230; 2009, cc. 13, 31, 116, 497, 513, 524; 2010, c. 505; 2011, cc. 385, 606; 2012, c. 290; 2013, cc. 19, 200, 319, 378; 2014, c. 188; 2015, cc. 57, 78, 98; 2016, c. 51; 2017, c. 23.

§ 58.1-3833. County food and beverage tax.

A. Any county is hereby authorized to levy a tax on food and beverages sold, for human consumption, by a restaurant, as such term is defined in subdivision 9 of § 35.1-1, not to exceed four percent of the amount charged for such food and beverages. Such tax shall not be levied on food and beverages sold through vending machines or by (i) boardinghouses that do not accommodate transients; (ii) cafeterias operated by industrial plants for employees only; (iii) restaurants to their employees as part of their compensation when no charge is made to the employee; (iv) volunteer fire departments and volunteer emergency medical services agencies; nonprofit churches or other religious bodies; or educational, charitable, fraternal, or benevolent organizations the first three times per calendar year and, beginning with the fourth time, on the first \$100,000 of gross receipts per calendar year from sales of food and beverages (excluding gross receipts from the first three times), as a fundraising activity, the gross proceeds of which are to be used by such church, religious body or organization exclusively for nonprofit educational, charitable, benevolent, or religious purposes; (v) churches that serve meals for their members as a regular part of their religious observances; (vi) public or private elementary or secondary schools or institutions of higher education to their students or employees; (vii) hospitals, medical clinics, convalescent homes, nursing homes, or other extended care facilities to patients or residents thereof; (viii) day care centers; (ix) homes for the aged, infirm, handicapped, battered women, narcotic addicts, or alcoholics; or (x) age-restricted apartment complexes or residences with restaurants, not open to the public, where meals are served and fees are charged for such food and beverages and are included in rental fees. Also, the tax shall not be levied on food and beverages: (a) when used or consumed and paid for by the Commonwealth, any political subdivision of the Commonwealth, or the United States; or (b) provided by a public or private nonprofit charitable organization or establishment to elderly, infirm, blind, handicapped, or needy persons in their homes, or at central locations; or (c) provided by private establishments that contract with the appropriate agency of the Commonwealth to offer food, food products, or beverages for immediate consumption at concession prices to elderly, infirm, blind, handicapped, or needy persons in their homes or at central locations.

Grocery stores and convenience stores selling prepared foods ready for human consumption at a delicatessen counter shall be subject to the tax, for that portion of the grocery store or convenience store selling such items.

This tax shall be levied only if the tax is approved in a referendum within the county which shall be held in accordance with § 24.2-684 and initiated either by a resolution of the board of supervisors or on the filing of a petition signed by a number of registered voters of the county equal in number to 10 percent of the number of voters registered in the county, as appropriate on January 1 of the year in which the petition is filed with the court of such county. However, no referendum initiated by a resolution of the board of supervisors shall be authorized in a county in the three calendar years subsequent to the electoral defeat of any referendum held pursuant to this section in such county. The clerk of the circuit court shall publish notice of the election in a newspaper of general circulation in the county once a week for three consecutive weeks prior to the election. If the voters affirm the levy of a local meals tax, the tax shall be effective in an amount and on such terms as the governing body may by ordinance prescribe. If such resolution of the board of supervisors or such petition states for what projects and/or purposes the revenues collected from the tax are to be used, then the question on the ballot for the referendum shall include language stating for what projects and/or purposes the revenues collected from the tax are to be used.

Any referendum held for the purpose of approving a county food and beverage tax pursuant to this section shall, in the language of the ballot question presented to voters, contain the following text in a paragraph unto itself: "If this food and beverage tax is adopted and a maximum tax rate of four percent is imposed, then the total tax imposed on all prepared food and beverage shall be..." followed by the total, expressed as a percentage, of all existing ad valorem taxes applicable to the transaction added to the four percent county food and beverage tax to be approved by the referendum.

The term "beverage" as set forth herein shall mean alcoholic beverages as defined in § 4.1-100 and nonalcoholic beverages served as part of a meal. The tax shall be in addition to the sales tax currently imposed by the county pursuant to the authority of Chapter 6 (§ 58.1-600 et seq.). Collection of such tax shall be in a manner prescribed by the governing body.

B. Notwithstanding the provisions of subsection A, Roanoke County, Rockbridge County, Frederick County, Arlington County, and Montgomery County, are hereby authorized to levy a tax on food and beverages sold for human consumption by a restaurant, as such term is defined in § 35.1-1 and as modified in subsection A above and subject to the same exemptions, not to exceed four percent of the amount charged for such food and beverages, provided that the governing body of the respective county holds a public hearing before adopting a local food and beverage tax, and the governing body by unanimous vote adopts such tax by local ordinance. The tax shall be effective in an amount and on such terms as the governing body may by ordinance prescribe.

C. Nothing herein contained shall affect any authority heretofore granted to any county, city or town to levy a meals tax. The county tax limitations imposed pursuant to § 58.1-3711 shall apply to any tax levied under this section, mutatis mutandis. All food and beverage tax collections and all meals tax collections shall be deemed to be held in trust for the county, city or town imposing the applicable tax. The wrongful and fraudulent use of such collections other than remittance of the same as provided by law shall constitute embezzlement pursuant to § 18.2-111.

D. No county which has heretofore adopted an ordinance pursuant to subsection A shall be required to submit an amendment to its meals tax ordinance to the voters in a referendum.

E. Notwithstanding any other provision of this section, no locality shall levy any tax under this section upon (i) that portion of the amount paid by the purchaser as a discretionary gratuity in addition to the sales price; (ii) that portion of the amount paid by the purchaser as a mandatory gratuity or service charge added by the restaurant in addition to the sales price, but only to the extent that such mandatory gratuity or service charge does not exceed 20 percent of the sales price; or (iii) alcoholic beverages sold in factory sealed containers and purchased for off-premises consumption or food purchased for human consumption as "food" is defined in the Food Stamp Act of 1977, 7 U.S.C. § 2012, as amended, and federal regulations adopted pursuant to that act, except for the following items: sandwiches, salad bar items sold from a salad bar, prepackaged single-serving salads consisting primarily of an assortment of vegetables, and nonfactory sealed beverages.

1988, c. 847; 1989, c. 391; 1990, cc. 846, 862; 1992, c. 263; 1993, c. 866; 1999, c. 366; 2000, c. 626; 2001, c. 619; 2003, c. 792; 2004, c. 610; 2004, Sp. Sess. I, c. 3; 2005, c. 915; 2006, cc. 568, 602; 2009, c. 415; 2014, c. 673; 2015, cc. 502, 503; 2017, c. 833.

Applicable Gloucester County Code Sections

Sec. 3-28. - Animal control officers and deputies to enforce article and applicable provisions of state dog laws.

Pursuant to the provisions of section 3.2-6555 of the Code of Virginia, the animal control officer and his deputies shall enforce the provisions of this article and the applicable provisions of the comprehensive animal laws, Title 3.2, Chapter 65 of the Code of Virginia, within this county, under the general supervision of the county administrator.

(Ord. of 7-1-2008(1), § (2); Ord. of 7-7-2009)

Sec. 3-29. - Penalty for violation of Article II.

A violation of this article shall be deemed a Class 3 misdemeanor, unless a different class or punishment is provided therefor.

(Ord. of 7-1-2008(1), § (2); Ord. of 7-7-2009)

Sec. 3-30. - License required; unlicensed dogs prohibited.

It shall be unlawful for any person to own or have in his custody within the county, a dog four (4) months or more of age, unless such dog is licensed as provided in this article.

(Ord. of 7-1-2008(1), § (2))

Sec. 3-31. - Amount of license tax, kennel tax; exemptions.

(a) The license tax shall be as follows:

Dog (Male or Female)	Type of Rabies Certificate* (up to three (3) years)	License Tax
Unneutered/unspayed	One (1) year Multiyear (up to three (3) years)	\$10.00 25.00
Neutered/spayed*	One (1) year Multiyear	3.00 8.00

*Evidence from a licensed veterinarian required.

Abatement of the multiyear license tax will be made only in cases where the rabies certificate expires in less than twelve (12) months. In those cases, the tax applicable to a one-year certificate will be imposed.

(1) The annual tax for dog kennels shall be as follows:

Number Up to:	of Dogs**	License Tax
5-10		\$50.00
20		100.00
30		150.00
40		200.00
50		250.00
**Kennel licenses shall be sold in blocks of ten (10).		

Duplicate licenses to replace current previously purchased licenses shall be issued by the treasurer's office for one dollar (\$1.00) per tag.

(b) No license tax shall be levied on any dog that is trained and serves as a guide dog for a blind person, or that is trained and serves as a hearing dog for a deaf or hearing-impaired person, or that is trained and serves as a service dog for a mobility-impaired person or otherwise disabled person. Terms used in this section are defined as follows:

Hearing dog means a dog trained to alert its owner by touch to sounds of danger and sounds to which the owner should respond.

Mobility-impaired person means any person who has completed training to use a dog for service or support because he is unable to move about without the aid of crutches, a wheelchair, or any other form of support or because of limited functional ability to ambulate, climb, descend, sit, rise, or perform any related function.

Otherwise disabled person means any person who has a physical, sensory, intellectual, developmental, or mental disability or a mental illness.

Service dog means a dog trained to do work or perform tasks for the benefit of a mobility-impaired or otherwise disabled person. The work or tasks performed by a service dog shall be directly related to the individual's disability or disorder. Examples of work or tasks include providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting an individual to the presence of allergens, retrieving items, carrying items, providing physical support and assistance with balance and stability, and preventing or interrupting impulsive or destructive behaviors. The provision of emotional support, well-being, comfort, or companionship shall not constitute work or tasks for the purposes of this definition.

(Ord. of 7-1-2008(1), § (2); Ord. of 7-7-2009; Ord. of 11-5-2014)

Sec. 3-32. - When license tax due and payable.

(a) The license tax for each dog is due no later than thirty (30) days after a dog has reached the age of four (4) months, or no later than thirty (30) days after an owner acquires a dog four (4) months of age or older. Such license tax shall cover a license period which runs concurrently with the rabies vaccination and shall expire upon expiration of the current rabies vaccination.

(b) All kennel licenses shall be due on January 1 and not later than January 31 of each year.

(c) It shall be unlawful for the owner of any dog to fail to pay the license tax when due. Upon conviction of any owner for a violation of this provision, in addition to any penalty imposed, the court may order the confiscation and proper disposition of the dog.

(Ord. of 7-1-2008(1), § (2))

Sec. 3-33. - Certification of inoculation or vaccination prerequisite for issuance of license.

(a) No license shall be issued for any dog pursuant to section 3-31, unless at the time of application the applicant presents to the treasurer's office a certificate issued by a currently licensed veterinarian or currently licensed veterinary technician who was under the immediate and direct supervision of a licensed veterinarian on the premises. Such certificate shall be valid on the date of application and shall show that such dog has been inoculated or vaccinated against rabies. The license period shall cover the timeframe which runs concurrently with the rabies vaccination and shall expire upon expiration of the current rabies vaccination.

(b) No metal tag shall be issued for any dog subject to a kennel license issued pursuant to section 3-31, unless at the time of application the applicant presents to the treasurer's office a certificate issued by a currently licensed veterinarian or currently licensed veterinary technician who was under the immediate and direct supervision of a licensed veterinarian on the premises. Such certificate shall be valid on the date of application and shall show that such dog has been inoculated or vaccinated against rabies. The metal tag shall be valid for the period of the kennel license or until the expiration of the current rabies vaccination, whichever occurs first.

(Ord. of 7-1-2008(1), § (2))

Sec. 3-34. - Issuance and design of license tag; required wearing of tag.

(a) Upon receipt of a proper application, current certificate(s) of vaccination, as required by section 3-51 and prescribed license tax, the treasurer's office shall issue a dog or kennel license.

(b) Each dog license shall consist of a license tax receipt and a metal tag.

(c) Each kennel license shall consist of a license tax receipt and metal tags. Metal kennel tags shall only be issued for the number of dogs that the owner can show satisfactory evidence have been vaccinated against rabies as required in section 3-51. All other unused kennel tags will be held by the treasurer's office to be given to the owner of said kennel license, if they wish to license additional vaccinated dogs.

(d) On such receipt, the treasurer's office shall record the name and address of the owner or custodian, the date of payment, the period for which the license is issued, the serial number of the tag, and whether male, female, unsexed, or kennel. The receipt information shall be retained by the treasurer's office, open to public inspection, during the period for which such license is valid.

(e) The metal license tag shall be stamped or permanently marked to show that it was issued by Gloucester County, Virginia, and to show the serial number.

(f) The metal license tag shall be affixed to the collar of the dog to which it relates, and must be worn by such dog at all times except:

(1) When the dog is competing in a dog show; or

(2) When the dog has a skin condition which would be exacerbated by the wearing of a collar.

(Ord. of 7-1-2008(1), § (2); Ord. of 7-7-2009)

Sec. 3-35. - Payment of license tax subsequent to summons.

Payment of the license tax subsequent to a summons to appear before a court for failure to do so within the time required, shall not operate to relieve such owner from the penalties or court costs provided under Va. Code §§ 16.1-69.48:1 or 17.1-275.1.

(Ord. of 7-1-2008(1), § (2); Ord. of 2-5-2013(1))

Sec. 3-36. - Effect of dog not wearing collar bearing metal license tag as evidence.

Any dog not wearing a collar bearing a valid metal license tag shall prima facie be deemed to be unlicensed, and in any proceedings under this article the burden of proof of the fact that such dog has been licensed, or is otherwise not required to bear a tag at the time, shall be on the owner of the dog.

(Ord. of 7-1-2008(1), § (2))

Sec. 3-37. - Impoundment and redemption of dogs found at large without metal license tag.

The animal control officer shall seize and impound, at a facility designated for such purpose by the board of supervisors, any dog found running at large without wearing a valid metal license tag, and any other dog requiring impoundment by any provision of this Code or any provision of the Code of Virginia. If the owner or custodian of any dog so impounded can be ascertained, that person shall be given notice of such impoundment. Prior to redemption of the dog, the owner or custodian shall pay an impoundment fee of twenty dollars (\$20.00) for each and every time the same animal is impounded, and a boarding fee of ten dollars (\$10.00) per day for each day that the animal remains impounded in the county's facility. All fees and medical expenses accrued shall be paid to the treasurer's office prior to the release of the dog to the owner.

(Ord. of 7-1-2008(1), § (2))

Sec. 3-38. - Dangerous and vicious dogs.

(a) As used in this section:

(1) Dangerous dog means a canine or canine crossbreed that has bitten, attacked, or inflicted injury on a person or companion animal that is a dog or cat, or killed a companion animal that is a dog or cat. However, when a dog attacks or bites a companion animal that is a dog or cat, the attacking or biting dog shall not be deemed dangerous:

a. If no serious physical injury as determined by a licensed veterinarian has occurred to the dog or cat as a result of the attack or bite;

b. If both animals are owned by the same person;

c. If such attack occurs on the property of the attacking or biting dog's owner or custodian; or

d. For other good cause as determined by the court. No dog shall be found to be a dangerous dog as a result of biting, attacking, or inflicting injury on a dog or cat while engaged with an owner or custodian as part of lawful hunting or participating in an organized, lawful dog-handling event. No dog that has bitten, attacked, or inflicted injury on a person shall be found to be a dangerous dog if the court determines, based on the totality of the evidence before it, that the dog is not dangerous or a threat to the community.

(2) Vicious dog means a canine or canine crossbreed that has:

a. Killed a person;

b. Inflicted serious injury to a person. "Serious injury" means an injury having a reasonable potential to cause death or any injury other than a sprain or strain, including serious disfigurement, serious impairment of health, or serious impairment of bodily function and requiring significant medical attention; or

c. Continued to exhibit the behavior that resulted in a previous finding by a court or on or before July 1, 2006, by an animal control officer as authorized by local ordinance, that it is a dangerous dog, provided that its owner has been given notice of that finding.

(b) Any law enforcement officer or animal control officer who has reason to believe that a canine or canine crossbreed within the county is a dangerous dog or vicious dog shall apply to a magistrate serving the county for the issuance of a summons requiring the owner or custodian, if known, to appear before the general district court at a specified time. The summons shall advise the owner of the nature of the proceeding and the matters at issue. If a law enforcement officer successfully makes an application for the issuance of a summons, he shall contact the local animal control officer and inform him of the location of the dog and the relevant facts pertaining to his belief that the dog is dangerous or vicious. The animal control officer shall confine the animal until such time as evidence shall be heard and a verdict rendered. If the animal control officer determines that the owner or custodian can confine the animal in a manner that protects the public safety, he may permit the owner or custodian to confine the animal until such time as evidence shall be heard and a verdict rendered. The court, through its contempt powers, may compel the owner, custodian or harbinger of the animal to produce the animal. If, after hearing the evidence, the court finds that the animal is a dangerous dog, the court shall order the animal's owner to comply with the provisions of this section. If, after hearing the evidence, the court finds that the animal is a vicious dog, the court shall order the animal euthanized in accordance with the provisions of section 3.2-6562 of the Code of Virginia. The court, upon finding the animal to be a dangerous or vicious dog, may order the owner, custodian, or harbinger thereof to pay restitution for actual damages to any person injured by the animal or whose companion animal was injured or killed by the animal. The court, in its discretion, may also order the owner to pay all reasonable expenses incurred in caring and providing for such dangerous dog from the time the animal is taken into custody until such time as the animal is disposed of or returned to the owner. The procedure for appeal and trial shall be the same as provided by law for misdemeanors. Trial by jury shall be as provided in Article 4 (section 19.2-260 et seq.) of Chapter 15 of Title 19.2 of the Code of Virginia. The commonwealth or county shall be required to prove its case beyond a reasonable doubt.

(c) No canine or canine crossbreed shall be found to be a dangerous dog or vicious dog solely because it is a particular breed, nor is the ownership of a particular breed of canine or canine crossbreed prohibited. No animal shall be found to be a dangerous dog or vicious dog if the threat, injury or damage was sustained by a person who was:

(1) Committing, at the time, a crime upon the premises occupied by the animal's owner or custodian;

(2) Committing, at the time, a willful trespass upon the premises occupied by the animal's owner or custodian;
or

(3) Provoking, tormenting, or physically abusing the animal, or can be shown to have repeatedly provoked, tormented, abused, or assaulted the animal at other times. No police dog that was engaged in the performance of its duties as such at the time of the acts complained of shall be found to be a dangerous dog or a vicious dog. No animal that, at the time of the acts complained of, was responding to pain or injury, or was protecting itself, its kennel, its offspring, a person, or its owner's or custodian's property, shall be found to be a dangerous dog or a vicious dog.

(d) If the owner of an animal found to be a dangerous dog is a minor, the custodial parent or legal guardian shall be responsible for complying with all requirements of this section.

(e) The owner of any animal found to be a dangerous dog shall, within forty-five (45) days of such finding, obtain a dangerous dog registration certificate from the animal control department after a fee of one hundred fifty dollars (\$150.00) is paid to the treasurer's office, in addition to other fees that may be authorized by law. The treasurer's office shall also provide the owner with a uniformly designed tag that identifies the animal as a dangerous dog. The owner shall affix the tag to the animal's collar and ensure that the animal wears the collar and tag at all

times. By January 31 of each year, until such time as the dangerous dog is deceased, all certificates obtained pursuant to this subsection shall be updated and renewed for a fee of eighty-five dollars (\$85.00) and in the same manner as the initial certificate was obtained. The animal control officer shall post registration information on the Virginia Dangerous Dog Registry.

(f) All dangerous dog registration certificates or renewals thereof required to be obtained under this section shall only be issued to persons eighteen (18) years of age or older who present satisfactory evidence:

(1) Of the animal's current rabies vaccination, if applicable;

(2) That the animal has been neutered or spayed; and

(3) That the animal is and will be confined in a proper enclosure or is and will be confined inside the owner's residence, or is and will be muzzled and confined in the owner's fenced-in yard until the proper enclosure is constructed. In addition, owners who apply for certificates or renewals thereof under this section shall not be issued a certificate or renewal thereof unless they present satisfactory evidence that:

a. Their residence is and will continue to be posted with clearly visible signs warning both minors and adults of the presence of a dangerous dog on the property; and

b. The animal has been permanently identified by means of electronic implantation.

All certificates or renewals thereof required to be obtained under this section shall only be issued to persons who present satisfactory evidence that the owner has liability insurance coverage, to the value of at least one hundred thousand dollars (\$100,000.00), that covers animal bites. The owner may obtain and maintain a bond in surety, in lieu of liability insurance, to the value of at least one hundred thousand dollars (\$100,000.00).

(g) While on the property of its owner, an animal found to be a dangerous dog shall be confined indoors or in a securely enclosed and locked structure of sufficient height and design to prevent its escape or direct contact with or entry by minors, adults, or other animals. While so confined within the structure, the animal shall be provided for according to Va. Code Section 3.2-6503. When off its owner's property, an animal found to be a dangerous dog shall be kept on a leash and muzzled in such a manner as not to cause injury to the animal or interfere with the animal's vision or respiration, but so as to prevent it from biting a person or another animal.

(h) The owner shall cause the local animal control officer to be promptly notified of:

(1) The names, addresses, and telephone numbers of all owners;

(2) All of the means necessary to locate the owner and the dog at any time;

(3) Any complaints or incidents of attack by the dog upon any person or cat or dog;

(4) Any claims made or lawsuits brought as a result of any attack;

(5) Chip identification information;

(6) Proof of insurance or surety bond; and

(7) The death of the dog.

(i) After an animal has been found to be a dangerous dog, the animal's owner shall immediately, upon learning of same, cause the animal control department to be notified if the animal:

- (1) Is loose or unconfined;
- (2) Bites a person or attacks another animal; or
- (3) Is sold, given away, or dies.

Any owner of a dangerous dog who relocates to a new address shall, within ten (10) days of relocating, provide written notice to the animal control department of the old address from which the animal has moved and the new address to which the animal has been moved.

(j) Any owner or custodian of a canine or canine crossbreed or other animal is guilty of a:

- (1) Class 2 misdemeanor, if the canine or canine crossbreed previously declared a dangerous dog pursuant to this section, when such declaration arose out of a separate and distinct incident, attacks and injures or kills a cat or dog that is a companion animal belonging to another person;
- (2) Class 1 misdemeanor if the canine or canine crossbreed previously declared a dangerous dog pursuant to this section, when such declaration arose out of a separate and distinct incident, bites a human being or attacks a human being causing bodily injury; or
- (3) Class 6 felony, if any owner or custodian whose willful act or omission in the care, control, or containment of a canine, canine crossbreed, or other animal is so gross, wanton, and culpable as to show a reckless disregard for human life, and is the proximate cause of such dog or other animal attacking and causing serious bodily injury to any person. Such conduct shall be charged under section 3.2-6540(J)(3) of the Code of Virginia.

The provisions of this subsection shall not apply to any animal that, at the time of the acts complained of, was responding to pain or injury, or was protecting itself, its kennel, its offspring, a person, or its owner's or custodian's property, or when the animal is a police dog that is engaged in the performance of its duties at the time of the attack.

(k) The owner of any animal that has been found to be a dangerous dog, who willfully fails to comply with the requirements of this section, is guilty of a Class 1 misdemeanor.

Whenever an owner or custodian of an animal found to be a dangerous dog is charged with a violation of this section, the animal control officer shall confine the dangerous dog until such time as evidence shall be heard and a verdict rendered. The court, through its contempt powers, may compel the owner, custodian, or harbinger of the animal to produce the animal.

Upon conviction, the court may (i) order the dangerous dog to be disposed of by a local governing body pursuant to Va. Code Section 3.2-6562 or (ii) grant the owner up to 45 days to comply with the requirements of this section, during which time the dangerous dog shall remain in the custody of the animal control officer until compliance has been verified. If the owner fails to achieve compliance within the time specified by the court, the court shall order the dangerous dog to be disposed of by the county pursuant to Va. Code Section 3.2-6562. The court, in its discretion, may order the owner to pay all reasonable expenses incurred in caring and providing for such dangerous dog from the time the animal is taken into custody until such time that the animal is disposed of or returned to the owner.

(l) All fees collected pursuant to this section, less the costs incurred by the animal control department in producing and distributing the certificates and tags required by this section and fees due to the State Veterinarian for maintenance of the Virginia Dog Registry, shall be paid into a special dedicated fund in the treasury of the county for the purpose of paying the expenses of any training course required under section 3.2-6556 of the Code of Virginia.

(Ord. of 7-1-2008(1), § (2); Ord. of 7-7-2009; Ord. of 2-5-2013(1); Ord. of 11-5-2014)

Sec. 5-8. - Schedule of fees.

The fees for various types of permits shall be as hereinafter specified by sections 5-9 through 5-12, both inclusive. If applicable permit is obtained after work has started, the fee hereinafter specified shall be twice the amount shown.

(Ord. of 1-7-97; Ord. of 8-7-2001; Ord. of 6-3-2008)

Sec. 5-9. - Building permit fees.

Building permit fees shall be as follows:

- (a) Minimum permit fee: Thirty-five dollars (\$35.00).
- (b) Occupancy inspection fee (no permit required): Thirty-five dollars (\$35.00).
- (c) Reinspection fee: Fifty dollars (\$50.00) for the first offense; One hundred dollars (\$100.00) thereafter.
- (d) Basic permit fee:
 - (1) Useable area under roof, per building:
Commercial/Industrial: Twenty cents (\$0.20) per square foot.
Residential (stick-built): Twelve cents (\$0.12) per square foot.
Residential (modular): Ten cents (\$0.10) per square foot.
Residential (manufactured): Eight cents (\$0.08) per square foot.
 - (2) All other structures: Ten cents (\$0.10) per square foot area (including accessory structures, pole barns, sheds, detached garages, patios, decks, ramps, loading docks, support structures, etc.).
- (3) Completion of previously unfinished interior space: Six cents (\$0.06) per square foot.
- (e) Tents and other temporary structures permit fee: Thirty-five dollars (\$35.00).
- (f) Reserved.
- (g) Fireplaces, heaters (solid fuel burning) and chimneys permit fee:
 - (1) Stationary fireplaces with chimney: Thirty-five dollars (\$35.00).
 - (2) Freestanding fireplaces and heaters: Thirty-five dollars (\$35.00).
 - (3) Chimneys: Thirty-five dollars (\$35.00).
- (4) Fireplaces, heaters, and chimneys shall be included in new construction permit fees only if so noted at time of issuing permit.
- (h) Attached garages: Permit fee same as (d)(2).
- (i) All other structures as defined in the basic building code not included in the above fee schedule (includes commercial exterior siding, commercial reroofing, fire damage, general repairs, swimming pools,

communication/cell towers and steeples): Ten dollars (\$10.00) per one thousand dollars (\$1,000.00) of valuation or fraction thereof. Valuation shall be based on current fair market value of labor and material.

(j) Permit reissuance fee: A permit becoming invalid, as specified by the code, may be reissued up to a period of five (5) years and charged a fee of ten dollars (\$10.00) for each six-month period thereof.

(k) Farm building: Exempt as defined by section 36-97 of the Code of Virginia.

(l) Plans examination: A fee of fifty dollars (\$50.00) shall be charged for the reviewing of residential plans when submittal is required by Title 54.1 of the Code of Virginia or when no zoning permit has yet been issued. A fee of one hundred fifty dollars (\$150.00) shall be charged for reviewing of commercial plans.

(m) Appeals: For each appeal to the BBCA, the fee shall be two hundred dollars (\$200.00).

(n) Demolition fee: Thirty-five dollars (\$35.00).

(o) Moving structures to a location outside of the county limits: Same as the schedule contained in this section.

(p) Moving structures to a location within the county limits: Same as the basic fee in this section.

(q) Sign permit: Base fee of thirty-five dollars (\$35.00). For the erection and/or relocation of signs, the fee is as follows:

0—24 square feet \$ 5.00

25—49 square feet 6.00

50—74 square feet 8.00

75—99 square feet 10.00

100—299 square feet 20.00

300 square feet and over 25.00

(r) Amusement devices (as defined in the Virginia Uniform Statewide Building Code):

Kiddie ride: Fee—fifteen dollars (\$15.00) per ride.

Definition: An amusement ride designed primarily for use by children up to twelve (12) years of age that requires simple reassembly procedures prior to operation, and that does not require complex inspections prior to operation. Examples of kiddie rides include, but are not limited to the following:

Airplane Swing	Kiddie Car
Alligators	Kiddie Ferris Wheel
Amtrak Train	Kiddie Motorcycles
Bear in the Air	Kiddie Train
Bumble Bees	Merry-Go-Round
Caterpillar Train	Mini Bumper Cars
Clown-A-Round	Mini Scrambler

Clown Pillow	Moon Walk
Convoy	Motorcycle Jumps
Flying Saucer	Red Baron
Giant Slide	River Canoes
Go-Gator Coaster	Sky Fighter
Italian Kiddie Swings	Space Castle
Jolly Caterpillar	Turnpike Autos
Kiddie Boats	

Major ride: Fee—twenty-five dollars (\$25.00) per ride.

Definition: Major ride means "flat ride" or "circular ride", as defined by ASTM Standards on Amusement Rides and Devices, [2] not classified as "spectacular ride" or "kiddie ride," that may be inspected principally from the ground (i.e., inspector remains within a height not greater than twenty (20) feet off the ground or loading platform). Examples of major rides include, but are not limited to, the following:

All "Dark Rides"	Rock-O-Plane
Astro Liner	Round-Up
Bumper Boats	Scrambler
Bumper Cars	Side Winder
Double Loop	Spider
Far Out	Tempest
Gravitron	Tilt-A-Whirl
Hurricane	Tip Top
Jules Vern	Tub-O-Fun
Krazy Cars	Twister

Spectacular ride: Fee—forty-five dollars (\$45.00) per ride.

Definitions: Spectacular ride means "high ride," flat ride," or "circular ride," as defined by ASTM Standards on Amusement Rides and Devices, [3] which because of their height, size, length, capacity, or complexity of assembly and operation require greater amount of inspection effort. Examples of spectacular rides include, but are not limited to, the following:

Armour	Loch Ness Monster
Cortina Bobs	Ranger
Ferris Wheel	Rebel Yell
Flying Bobs	Shock Wave
Galatica	Toboggan
Giant Wheel	Wild Mouse
Himilaya	Sky Diver
Log Flume	Sky Wheel

Looping Star	Super Cat
Music Express	Super Himilaya
Music Fest	Super Loop
1001 Nights	Super Roundup
Paratrooper	Swiss Bobs
Pirate Ship	Viking Ship
Roller Coasters	Wave Swinger
Galaxy	Yo Yo
High Rise	Zipper

Circular ride: An amusement ride whose motion is primarily rotary in a fixed or variable plane from horizontal to forty-five (45) degrees above horizontal.

Flat ride: An amusement ride that operates on a single level whether over a controlled, fixed course or track, or confined to a limited area of operation.

High ride: An amusement ride whose motion is in a fixed or variable plane from horizontal or vertical.

(Ord. of 2-22-78; Ord. of 6-28-78; Ord. of 5-1-84; Ord. of 6-7-88; Ord. of 9-20-88; Ord. of 12-18-90; Ord. of 1-7-97; Ord. of 8-7-2001; Ord. of 6-3-2008)

Footnotes:

--- (2) --- Note— ASTM definitions (ASTM designation: F 747-86)

--- (3) --- Note— ASTM definitions (ASTM designation: F 747-86)

Sec. 5-10. - Electrical permit fees.

Electrical permit fees shall be as follows:

- (a) Minimum permit fee: Thirty-five dollars (\$35.00).
- (b) Reinspection fee: Fifty dollars (\$50.00) for the first offense; one hundred dollars (\$100.00) thereafter.
- (c) New service equipment permit fee (new construction fees based on total ampacity of service equipment and subpanels feeder overcurrent protection):
 - (1) Single-phase:
 - 0 amps to 125 amps: Forty dollars (\$40.00).
 - 126 amps to 200 amps: Sixty dollars (\$60.00).
 - Over 200 amps: Sixty dollars (\$60.00), plus five dollars (\$5.00) per fifty (50) amps or fraction thereof over two hundred (200) amps.
 - (2) Three-phase:

0 amps to 125 amps: Forty-five dollars (\$45.00).

126 amps to 200 amps: Sixty-five dollars (\$65.00).

Over 200 amps: Sixty-five dollars (\$65.00) plus ten dollars (\$10.00) per fifty (50) amps or fraction thereof over two hundred (200) amps.

(d) Relocations and service increase permit fee:

(1) Relocation: Thirty-five dollars (\$35.00) (to move existing service only, no additional outlets).

(2) Service increases:

a. Single-phase:

Up to 200 amps increase: Forty dollars (\$40.00).

Over 200 amps increase: Forty dollars (\$40.00), plus ten dollars (\$10.00) per fifty (50) amps or fraction thereof over two hundred (200) amps. Outlets are not included in service increases.

b. Three-phase:

Up to 200 amps increase: Forty-five dollars (\$45.00).

Over 200 amps increase: Sixty dollars (\$60.00), plus ten dollars (\$10.00) per fifty (50) amps or fraction thereof over two hundred (200) amps.

(e) Add-ons to existing service permit fee:

1—25 outlets: Ten dollars (\$10.00).

26—50 outlets: Twenty dollars (\$20.00).

51—100 outlets: Twenty-five dollars (\$25.00).

101—200 outlets: Thirty-five dollars (\$35.00).

Over 200 outlets: Thirty-five dollars (\$35.00).

(f) Outlets for fixed appliances, equipment connections, branch circuits and/or feeders: Add an additional five dollars (\$5.00) to the existing service permit fee.

(g) Manufactured home permit fee: Same as (c)(1) (electrical).

(h) Permit reissuance fee (electrical): Permits becoming invalid as specified by the code may be reissued up to a period of five (5) years and charged a fee of ten dollars (\$10.00) for each six-month period thereof.

(Ord. of 2-22-78; Ord. of 5-1-84; Ord. of 12-18-90; Ord. of 1-7-97; Ord. of 8-7-2001; Ord. of 6-3-2008)

Sec. 5-11. - Mechanical permit fees.

Mechanical permit fees shall be as follows:

- (a) Minimum permit fee: Thirty-five dollars (\$35.00).
- (b) Reinspection fee: Fifty dollars (\$50.00) for the first offense; one hundred dollars (\$100.00) thereafter.
- (c) Basic permit fee:
 - (1) New construction:
 - a. First one thousand dollars (\$1,000.00) value: Thirty-five dollars (\$35.00).
 - b. Over one thousand dollars (\$1,000.00) value: Thirty dollars (\$30.00), plus ten dollars (\$10.00) per one thousand dollars (\$1,000.00) or fraction thereof over one thousand dollars (\$1,000.00).
 - (2) For replacement, repair, or alteration of mechanical system or equipment in existing buildings, structures or additions thereto:
 - a. First one thousand dollars (\$1,000.00) value: Fifteen dollars (\$15.00).
 - b. Over one thousand dollars (\$1,000.00) value: Fifteen dollars (\$15.00), plus three dollars (\$3.00) per one thousand dollars (\$1,000.00) or fraction thereof over one thousand dollars (\$1,000.00).

Exceptions: Domestic cooking equipment and space heaters in dwelling units are exempt from mechanical permit fees. Inspections of this equipment are required.

- (d) Fuel piping permit fee:
 - (1) Minimum permit fee: Thirty-five dollars (\$35.00).
 - (2) Each outlet (furnace, gas logs, generator, etc.): Eight dollars (\$8.00).

Fee applies when permit is issued for fuel piping work only.

- (e) Residential liquid petroleum gas (i.e., butane, propane, etc.) fuel oil tanks and associated piping permit fee: Thirty-five dollars (\$35.00).

- (f) Commercial tanks and associated piping for flammable liquids permit fee (capacity in gallons):

Up to 50,000 gallons: One hundred fifty dollars (\$150.00).

Up to 50,000 gallons: Two hundred fifty dollars (\$250.00).

- (g) Fire suppression system permit fee:
 - (1) New construction: Thirty-five dollars (\$35.00) plus ten dollars (\$10.00) per one thousand dollars (\$1,000.00) value or fraction thereof over one thousand dollars (\$1,000.00).
 - (2) All others: Fifteen dollars (\$15.00) plus ten dollars (\$10.00) per one thousand dollars (\$1,000.00) value or fraction thereof over one thousand dollars (\$1,000.00).
- (h) Elevators, dumbwaiters, moving stairways, moving walks, manlifts on special hoisting and conveying equipment permit fee:

- (1) New construction: Thirty-five dollars (\$35.00) plus ten dollars (\$10.00) per one thousand dollars (\$1,000.00) value or fraction thereof over one thousand dollars (\$1,000.00).
- (2) All others: Fifteen dollars (\$15.00) plus ten dollars (\$10.00) per one thousand dollars (\$1,000.00) value or fraction thereof over one thousand dollars (\$1,000.00).
- (3) Reinspection fee: Fifty dollars (\$50.00) for the first offense; one hundred dollars (\$100.00) thereafter.
- (i) Permit reissuance fee: Permits becoming invalid as specified by the code may be reissued up to a period of five (5) years and charged a fee of ten dollars (\$10.00) for each six-month period.
- (j) All boilers: Thirty-five dollars (\$35.00).

(Ord. of 2-22-78; Ord. of 5-1-84; Ord. of 12-18-90; Ord. of 1-7-97; Ord. of 8-7-2001; Ord. of 6-3-2008)

Sec. 5-12. - Plumbing permit fees.

Plumbing permit fees shall be as follows:

- (a) Minimum permit fee: Thirty-five dollars (\$35.00).
- (b) Reinspection fee: Fifty dollars (\$50.00) for the first offense; one hundred dollars (\$100.00) thereafter.
- (c) Basic permit fee: Base fee of fifteen dollars (\$15.00) plus:
 - (1) Fixture, appliance and appurtenances: Five dollars (\$5.00) each.
 - (2) Water distribution system: Five dollars (\$5.00) each. Includes water service on new construction.
 - (3) Water service pipe: Five dollars (\$5.00) each.
 - (4) Building drain connection: Five dollars (\$5.00) each.
 - (5) Water mains: Five dollars (\$5.00) each.
- (d) Permit reissuance fee: Permits becoming invalid as specified by the code may be reissued up to a period of five (5) years and charged a fee of ten dollars (\$10.00) for each six-month period thereof.

(Ord. of 2-22-78; Ord. of 5-1-85; Ord. of 12-18-90; Ord. of 1-7-97; Ord. of 8-7-2001; Ord. of 6-3-2008)

Sec. 5-13. - Refund of permit fees; service charge.

The building official shall authorize the refunding of any permit fee upon application by the person or corporation who paid such fee under the following conditions:

- (a) If the work authorized by the permit has not been started and no inspections have been made, the permit fee less a service charge of five dollars (\$5.00) shall be refunded.
- (b) If the work authorized by the permit has been started and inspections have been made, the permit fee less a service and inspection charge of thirty-five dollars (\$35.00) per inspection made shall be refunded unless the permit fee is thirty-five dollars (\$35.00) or less in which case no refund shall be made.

(Ord. of 2-22-78; Ord. of 6-3-2008)

Sec. 5-14. - Exemption from permit fee.

Where the owner of any premises is the United States of America, the Commonwealth of Virginia, the County of Gloucester, or instrumentalities thereof, the payment of any permit fee established in sections 5-9 through 5-12 is hereby waived.

(Ord. of 2-22-78; Ord. of 6-28-78)

Sec. 5-16. - Unsafe structures.

(a) The county administrator or the county administrator's designee may order the removal, repair or securing of any building, wall or any other structure which might endanger the public health or safety of other residents of the county. Repair may include maintenance work to the exterior of a building to prevent deterioration of the building or adjacent buildings.

(b) The county administrator or the county administrator's designee may remove, repair or secure any building, wall or any other structure which may endanger the public health or safety of other residents of the county when the owner and lien holder of such property, after reasonable notice and a reasonable time to do so, has failed to remove, repair or secure said building, wall or other structure.

(c) Reasonable notice to the owner and lien holder of such property includes a written notice. The notice shall specify the required repairs or improvements to be made to the structure, or require the unsafe structure, or portion of the structure to be taken down and removed within a stipulated time. The written notice shall be provided first by certified or registered mail, return receipt requested, sent to the last known address of the property owner. No action shall be taken by the county to remove, repair or secure any building, wall or other structure for at least thirty (30) days following the return of the receipt. In the event the owner or lien holder makes no response or the written notice is not delivered, notice shall then be published once a week for two successive weeks in a newspaper having general circulation in the county. No action shall be taken by the county to remove, repair or secure any building, wall or other structure for at least thirty (30) days following the last published notice.

(d) In the event the county, through its own agents or employees, removes, repairs or secures any building, wall or any other structure after complying with the notice provisions of this section, the cost or expenses thereof shall be chargeable to and paid by the owners of such property and may be collected as taxes are collected.

(e) Every charge authorized by this section with which the owner of any such property has been assessed and which remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local taxes and enforceable in the same manner as provided in Articles 3 (§ 58.1-3940 et seq.) and 4 (§ 58.1-3965 et seq.) of Chapter 39 of Title 58.1. In order to facilitate the sale of the property, such liens may be waived, but only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.

(f) Any owner failing to comply with orders of the county administrator or his designee given pursuant to the provisions of this section shall be assessed a civil penalty of one thousand dollars (\$1,000.00), such sum to be collected from the owner or added to any lien imposed by Section (e) of this section.

(Ord. of 2-22-78; Ord. of 7-6-2004(2))

Glossary of Terms

3S Program: Service, Savings, Strategy program designed to identify, implement, and document value generating initiatives in alignment with the value production strategy and incorporate into the service delivery on a day to day basis.

Accrual Basis Accounting: A basis of accounting under which revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities for benefits received, notwithstanding that the receipt of the revenue or the payment of the expenditure may take place, in whole or in part, in another accounting period.

Ad Valorem: A tax levied in proportion to value of the property against which it is levied.

Adopted Budget: The budget approved by the Board of Supervisors and enacted via a budget appropriation ordinance.

ACA: Acronym for Affordable Care Act.

Agency: A separate organizational unit of County government established to deliver services to citizens.

Agency Fund: Agency Funds account for assets held by the government in a trustee capacity or as agent or custodian for individuals, private organizations, other governmental units, or other funds.

Appropriation: An authorization made by the Board of Supervisors that permits the county to incur obligations and to make expenditures of resources. The Board appropriates annually, at the beginning of each fiscal year by department, agency, or project, based upon the adopted budget. The Board may approve additional appropriations during the fiscal year by amending the budget and appropriating the funds for expenditure.

Appropriation Resolution: A legally binding document prepared by the County Administration which delineates by fund and function all expenditures and revenue adopted by the Board of Supervisors which are reflected in the Adopted Budget.

ARRA: American Reinvestment and Recovery Act.

Assessed Valuation: A value placed on real or personal property for use as a basis for levying taxes. The value used represents fair market value. *See Tax Rate.*

Asset: Property owned by the government that has monetary value.

Authorized Positions: Employee positions, as authorized in the adopted budget.

Audit: A comprehensive investigation of the manner in which the government's resources were actually utilized. A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the legislative body's appropriations. A performance audit consists of a review of how well the government met its stated goals. An annual financial audit of each municipality by an independent certified public accountant is required by the Commonwealth of Virginia, Auditor of Public Accounts.

Auditor of Public Accounts: A State agency that oversees accounting, financial reporting, and audit requirements for units of local government in the State of Virginia.

Balanced Budget: For a fiscal year - planned resources (available funds) equal planned expenditures. Planned resources may include the appropriation of available fund balance.

Balance Sheet: A financial statement that discloses the assets, liabilities, and fund balance of a fund or governmental unit as of a specific date.

Bond: A written promissory note in which the government becomes legally obligated to pay principal and interest on specific dates, in exchange for the receipt of funds. Payment terms relative to principal and interest are detailed in a trust agreement and bond ordinance. The most common types of bonds are general obligation and revenue bonds. Generally, bonds are issued for the construction of large capital projects, such as building, utility systems, parks, etc. General obligation bonds require approval through a voter referendum for counties in Virginia. General obligation bonds are normally backed by the taxing authority of the government; whereas, revenues bonds are supported by the revenues generated by the underlying project or program.

Bond Anticipation Note (BAN): Short-term, interest-bearing note issued by a government in anticipation of bond proceeds to be received at a later date. The note is retired from proceeds of the bonds to which it is related.

Bond Rating: The rating of bonds is a statement of a locality's economic, financial, and managerial condition. It represents the business community's assessment of the investment quality of a local government. Highly rated bonds attract more competition in the marketplace, thereby lowering interest costs paid by the County government and its taxpayers.

BOS: Acronym for the Board of Supervisors.

BPOL: Acronym for Business, Professional, Occupational License or Business License Tax.

Budget Adjustment or Transfer: A legal procedure utilized by the County Administrator to revise a budget appropriation from one classification of expenditure to another within the same department, fund, or agency. The County Administrator may also transfer any amount available in the contingency fund across departments or agencies.

Budget Calendar: The schedule of essential dates or milestones that the County departments follow in the preparation, adoption, and administration of the budget.

Budget Unit: Appropriation control mechanism for a specific activity within a function to assist in accomplishing a major service or program the locality is responsible (Sheriff within Public Safety).

Capital Assets: Assets of significant value and having a useful life of several years. Capital assets, also referred to as fixed assets, are primarily made up of buildings acquired or constructed by the County.

Capital Budget: A plan of proposed expenditures for capital assets and the means of financing them, usually the first year of the capital improvement program. The capital budget typically is enacted as part of the total annual budget, which includes both operating and capital outlays.

Capital Expenditures: A project representing expenditures for capital items greater than \$50K per unit and has a useful life of five years or more. More detail guidelines of what qualifies as a capital project are provided under the CIP Organization and Eligibility section.

Capital Outlay: Expenditures for acquiring items of a substantial nature, typically between \$1,000-\$50,000/unit, that are expected to have a useful life of several years; they can include expenditures for routine maintenance of capital assets.

Capital Improvement Program (CIP): A Capital Improvement Program (CIP) budget is separate from the operating budget. Items proposed in the CIP are usually acquisitions, enhancements, or construction projects designed to improve the value of government assets. Items in the CIP have a useful life of greater than five years and a cost of at least \$50,000. Examples of capital improvement projects include new roads, sewer lines, buildings, recreational facilities and large-scale remodeling.

Capitalization: The conversion of an expenditure to an asset on the balance sheet. A capitalization threshold is the monetary part of the criteria by which an organization determines whether an asset should be reported on the balance sheet. The criteria also include the item's estimated useful life. Capitalization thresholds may differ from

one organization to another depending on materiality; typically, the larger the organization, the higher its capitalization threshold.

Cash Basis Accounting: Revenue is recognized upon the receipt of cash. Normally applied to transactions-whose receipt-cannot be estimated or determined with certainty.

Children's Services Act (CSA) formerly known as Comprehensive Services Act (CSA): In 1992, the Virginia General Assembly enacted the Comprehensive Services Act for At-Risk Youth & Families. This act blended funds previously received separately by Social Services, Mental Health, Public Schools, and Court Services. Effective July 1, 2015 the name changed to Children's Services Act. This act is intended to improve efforts to meet the needs of families with children and youth who have or who are at risk of having serious emotional or behavioral difficulties.

Code of Virginia: The statutory law of the U.S. state of Virginia, and consists of the codified legislation of the Virginia General Assembly. The 1950 Code of Virginia is the revision currently in force. Since 1953, the General Assembly has revised the code on a title-by-title basis rather than enacting entirely new revisions of the code as it had in the past.

COLA: Cost of Living Adjustment

Collection Rate: For taxes, the collection rate equals net billings (total billings minus abatements) divided by net collections (total collections minus refunds).

Component Unit: An entity for which the government is considered to be financially accountable. It is reported in a separate column in the financial statements to emphasize that it is legally separate from the County. Gloucester County has one discretely presented component unit, the Gloucester County School Board, which was created as a separate legal entity by the County to oversee the operations and management of its publicly funded primary and secondary schools.

Comprehensive Annual Financial Report (CAFR): Financial report that contains, at minimum, three sections: 1) introductory, 2) financial, and 3) statistical, and whose financial section provides information on each individual fund and component unit.

Comprehensive Plan: A plan adopted by the legislative body which governs the growth and/or development of a community. It may include land use, transportation, environmental, or other component plans.

Connection Fees: Fees charged to join or to extend an existing utility system. Often referred to as tap fees or system development fees.

Consent Order or Consent Special Order: Issued under the authority of Virginia Code Sections 62.1-44.15(8a) between the State Water Control Board and several localities and special districts in the Hampton Roads region to resolve certain alleged violations of environmental laws and regulations. Failure to comply shall constitute a violation of an order of the Board and shall affect appropriate enforcement actions by any other federal, state, or local regulatory authority.

Constitutional Officers: Officials elected to positions established by the Code of Virginia, which include the: Clerk of Circuit Court, Commissioner of Revenue, Commonwealth Attorney, Sheriff and Treasurer.

Contingency: A budgetary reserve to provide for emergency or unanticipated expenditures.

Current: A term denoting the operation of the present fiscal period, as opposed to past or future periods. It often is used to refer to items likely to be used up or converted into cash within one year.

Current Taxes: Levied taxes due within one year.

DARE: Acronym for law enforcement program in Drug Abuse Resistance Education.

Debt Service: The County's obligation to pay principal and interest in accordance with bond or other debt instruments.

Debt Ratios: Comparative statistics showing the relationship between an entity's outstanding debt and factors such as its tax base, income, or population. Such ratios often are used to assess the credit quality of an entity's bonds.

Debt Service Fund: Debt service funds account for the resources accumulated and payments made for principal and interest on long-term General obligation debt of governmental funds.

Deficit: Expenditures in excess of revenue.

Delinquent Taxes: Taxes that remains unpaid on or after the date on which a penalty for nonpayment is attached. Taxes that remain unpaid after the statutory due date.

Department: A major administrative division of the County; indicates overall management responsibility for an operation or a group of related operations within a functional area.

Designated Fund Balance: That portion of fund balance which has been set aside (designated) for a specific future purpose.

Development Fee: A fee charged to developers by governmental entities to cover the infrastructure costs associated with a new development. These fees often are tied to a standard measure, such as square footage or number of bedrooms per dwelling unit.

DMV: Acronym for Department of Motor Vehicles – a State agency.

Economic Development Authority (EDA): Also known as Industrial Development Authority (IDA); it was created by the County as allowed by Section 15.2-4903 of Virginia Code as a political subdivision of the Commonwealth, which targets industry sectors that are most suited for success in Gloucester; industries whose needs can be met by and whose deep sense of community fits Gloucester.

Encumbrance: The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditures.

Enterprise Fund: A fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to ensure that revenues are adequate to meet all necessary expenses. Enterprise funds are established for services such as water and sewer. Generally, enterprise funds do not receive support from tax receipts.

Enterprise Resource Planning (ERP) System: A business management suite of integrated applications that an organization can use to collect, store, manage, and interpret data typically in real-time from many business activities and facilitates error-free transactions and production. ERP facilitates information flow between all business functions and manages connections to outside stakeholders while maintaining internal controls.

Expected Budget: The original adopted budget plus any transfers and amendments passed as of a certain date.

Expenditure: This term refers to the outflow of funds for the procurement of goods, services, assets or the payment of liabilities. Note: Encumbrances are not expenditures, but rather, a reserve of funds to be expended at a later date.

Expenses: Charges incurred (whether paid immediately or unpaid) for operation, maintenance, interest, and other charges. Expense are related to the accrual basis of accounting and are recognized when goods or services are delivered to the government.

FMRR: Acronym for Facilities Maintenance, Repair, and Replacement. See Capital Outlay.

Federal Information Processing Standards (FIPS) Codes: A standardized set of numeric codes to ensure uniform identification of geographic entities such as cities, counties, and towns. The Virginia Department of Taxation uses FIPS codes to identify where a business is located and where their sales take place.

Fiduciary Funds: Fiduciary Funds account for assets held by the government in a trustee capacity or as agent or custodian for individuals, private organizations, other governmental units, or other funds. These funds include the County's Agency Funds.

FICA: Federal Insurance Contribution Act, the portion that the County contributes as a percentage of an employee's income.

Fiscal Year (FY): The 12-month period of time that defines a government budgetary or operating year. The Code of Virginia requires that local governments adopt a July 1 to June 30 fiscal year.

Fixed Assets: Long-term assets such as land, buildings, vehicles, machinery, furniture and other equipment.

Franchise: A legal agreement between the government and another entity (often a private company) to provide a service or product in the community in exchange for a fee (e.g., cable television).

Fringe Benefits: Payment for employee benefits such as social security, retirement, health insurance and worker's compensation.

Full Faith and Credit: An unconditional pledge of the general taxing power of a government to repay debt obligations. Normally, general obligation bonds are issued with the full faith and credit of the government, based on the ability to tax.

Full Time Equivalent (FTE): A unit that indicates the workload of an employee in a way that makes workloads or class loads comparable across various contexts. An FTE of 1.0 is equivalent to a full-time worker, while an FTE of 0.5 signals half of a full workload.

Full Time Position: An employment position authorized by the Board of Supervisors and included in the table of authorized positions. Funding may or may not be included in the budget for the positions.

Function: A major classification or grouping of tasks or related activities directed toward a common goal, major service, or regulatory program for which the government is responsible such as public safety.

Fund: An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or government functions, including cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, that are segregated for attaining certain objectives in accordance with special regulations, restrictions, or limitations. Commonly used funds are general fund, special revenue funds, debt service funds, capital project fund, enterprise funds, trust and agency funds, and internal service funds.

Fund Balance: Fund balance is the excess of assets over liabilities and is therefore also known as surplus funds. Occasionally, a portion of fund balance is appropriated during the budget process to balance revenues with planned expenditures. An Enterprise Fund may refer to these funds as retained earnings. Rating agencies like to see an unassigned fund balance reserve of between 15 to 25 percent. In June 2017, Gloucester County revised its fund balance policy reserve target to between 14 and 16 percent of expected governmental fund expenditures.

General Fund: The largest fund within the county, the General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges and other types of revenue. This fund usually includes most of the basic operating services such as public safety, contributions to other agencies and county services such as schools and social services, parks and recreation, public works and general and judicial administration.

General Ledger: A file that contains a listing of the various accounts necessary to reflect the financial position of the government.

General Obligation (GO) Bonds: Bonds that finance a variety of public projects such as buildings and improvements. The repayment of these bonds is usually made from the General Fund, and these bonds are backed by the full faith and credit of the issuing government.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards of and guidelines for financial accounting and reporting. GAAP govern the form and content of the basic financial statements of a governmental entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial position. The Government Accounting Standards Board is the authoritative source for GAAP relative to state and local governments. The Financial Accounting Standards Board is the authoritative source of GAAP for private entities and non-profits.

GIS: Acronym for Geographic Information System. GIS is a technology that is used to view and analyze data from a geographic perspective. The technology is a piece of an organization's overall information system framework. GIS links location to information (such as people to addresses, buildings to parcels, or streets within a network) and layers that information to give a better understanding of how it all interrelates.

Government Accounting Standards Board (GASB): The authoritative source for GAAP relative to state and local governments.

Government Finance Officers Association of the United States and Canada (GFOA): The GFOA functions to enhance and promote the professional management of governments for the public benefit. The GFOA provides a variety of training and education resources for finance professionals through-out the United States and Canada; to include a certification program.

Grant: A contribution by a government or other organization to support a particular function. Grants may be classified as either categorical or block (operational or capital), depending upon the amount of discretion allowed the grantee.

Hampton Roads Economic Development Alliance (HREDA): Their mission is to market Hampton Roads worldwide as the Region of Choice for business investment and expansion.

Hampton Roads Planning District Commission (HRPDC): One of 21 regional Planning District Commissions in the Commonwealth of Virginia representing this area's seventeen local governments. The HRPDC was formed in 1990 by the merger of the Southeastern Virginia Planning District Commission and the Peninsula Planning District Commission.

Hampton Roads Small Business Development Center (HRSBDC): Part of a statewide network that is directed by George Mason University. Their mission is to contribute to the growth and development of the economy by providing management, technical, and other assistance and information to the region's small business community.

Health Maintenance Plan (HMP): The portion contributed by the County towards the employees' selected health care plan.

Industrial Development Authority (IDA): See Economic Development Authority.

Interfund Transfer: A resource recorded in one fund may be moved to another fund with the approval of the Board of Supervisors. An example of an interfund transfer would be a transfer of funds from the General Fund to the Debt Service Fund for payments on principal and interest on bonds.

Intergovernmental Revenue: Revenue received from another government for a specific purpose.

Investment: Securities and real estate purchased and held for the production of income in the form of interest dividends, rentals, or base payments.

IT: Acronym for Information Technology.

Land Use Plan: A plan specifying the permitted land uses in various parts of the community.

Lease: A financing approach to acquire the use of an asset in which installment payments are made. A “true lease” is one in which an individual or organization (the lessee) acquires the use of an asset over the term of the lease, and ownership is retained by the lessor during the lease period. A “lease-purchase” agreement permits the lessee to purchase the asset at the end of the lease term for a predetermined price.

Levy: The total amount of taxes, special assessments, or charges imposed by the government.

Local Government Investment Pool (LGIP): A voluntary investment vehicle operated by the State Treasurer. Over 530 local governments have participated in the pool since it was started in 1986.

Liability: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

Line of Duty: The Virginia Retirement System Line of Duty Act, established by Section 9.1-400 of the Virginia Code, provides benefits to public safety first responders and their survivors who lose their life or become disabled in the line of duty.

Line Item Budget: A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.), along with the dollar amount budgeted for each specified category.

Liquidity: The ability to meet short-term expenditures promptly using cash on hand or by converting an investment to cash with minimum risk to principal or accrued interest.

Long Term Debt: Debt that matures more than one year after the date of issuance.

Magisterial District: United States Census Bureau defines as a minor civil division that is a nonfunctioning subdivision used in conducting elections or recording land ownership, and are not governments. These districts are unique to counties only and do not exist in Virginia’s 39 independent cities. The only other state to use magisterial districts outside of Virginia is West Virginia.

Mandate: Any responsibility, action, or procedure that is imposed by one sphere of government on another through constitutional, legislative, administrative, executive, or judicial action as a direct order that is required as a condition of aid.

Maturities: The dates on which the principal or stated values of investments or debt instruments are scheduled to be redeemed.

Middle Peninsula Economic Development Resource Organization (MPEDRO): Formed during the Summer of 2016 with six counties and two towns, the organization is focused on job growth and development in the region.

Middle Peninsula Planning District Commission (MPPDC): Designed to promote the economic, social, and physical development of Virginia’s Middle Peninsula.

Modified Accrual: Revenues are recorded when susceptible to accrual, i.e., both measurable and available to finance expenditures of the fiscal period.

Objectives: A statement of results to be achieved by a specific period of time in order to accomplish stated goals. Objectives describe specific measurable outputs within a designated time frame.

Operating Budget: The portion of the budget that pertains to daily operations that provide basic governmental services for a given period (typically a fiscal year). The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel and fuel and the proposed means of financing them (revenue estimates).

Operating Expenditure: Expenditures for day-to-day operations, such as office supplies, routine maintenance of equipment, and travel. Also known as operating and maintenance expenditures, they exclude expenditures for capital purposes.

Ordinance: A law or regulation enacted by the Board of Supervisors.

Part-Time Work-As-Required (PT WAR): Employees who typically work less than twenty hours a week on average and only as needed such as for special events or seasonal.

Pay as You Go (PAYGo): The procurement of capital assets with available cash reserves.

Peninsula Council for Workforce Development (PCFWD): Centers on identifying the workforce needs of Peninsula-based employers, job seekers, and youth with a mission to help keep this region globally competitive and economically strong.

Performance Contract or Energy Savings Performance Contract: Alternative financing mechanism designed to accelerate investment in cost effective energy conservation measures without up-front capital costs. The energy service company conducts a comprehensive energy audit identifying improvements to save energy and guarantees that the improvements will generate energy cost savings sufficient to pay for the project over the term of the contract. After the contract ends, all additional cost savings accrue to the department.

Performance Measures: Specific, quantitative measures defining the quantity, quality, and efficiency of service efforts. Performance measure may include output measure – the amount of work performed within an activity or program (e.g., total miles of streets cleaned), outcome measure – the results obtained through a program or activity (e.g., reduced incidence of vandalism due to a new street lighting program), or productivity measure – the amount of work performed or results obtained per unit of inputs (e.g., miles of streets cleaned per dollar spent).

Personal Property: A category of property, other than real estate, so identified for purposes of taxation. It includes personally owned items, corporate property and business equipment. Examples include automobiles, motorcycles, trailers, boats, airplanes, and manufacturing equipment.

Program: A single project or activity, or a group of projects or activities, related to a single purpose that is to be carried out in a specific period.

Property Tax: Property taxes are levied on both real and personal property according to the property's valuation and the tax rate.

Property Tax Rate: The level at which property values are calculated to determine the amount of taxes to be collected.

Proprietary Fund: A type of fund that accounts for governmental operations that are financed and operated in a manner similar to private business enterprises. Proprietary fund types used by the County include the Utilities Fund.

Real Property: Real estate, including land and improvements (building, fencing, paving, etc.) classified for purposes of tax assessment.

Reassessment: A periodic re-appraisal of the value of property to serve as a basis for taxation.

Records Management System (RMS): the information system used by the Clerk's Office for deeds, land, and other records which can be access by the public through a secured remote access.

Reserve: An account used to indicate that a portion of fund equity is legally restricted for a specific purpose or not available for appropriation or subsequent spending.

Recurring Expenditures: Expenditures expected to be funded every year in order to maintain current/status quo service levels. Salaries, benefits, materials, and services are common examples of recurring expenditures. Capital asset acquisitions are typically not thought of as recurring because although some capital assets may be acquired every year, they are not the same assets year after year.

Recurring Revenues: The portion of the government's revenues that can reasonably be expected to continue year to year, with some degree of predictability. Property taxes are an example of recurring revenue. A settlement from a lawsuit is a good example of non-recurring revenue.

Resolution: The official position or will of a legislative body, such as the Board of Supervisors.

Resource Management Area (RMA): per Virginia Administrative Code 9VAC25-830-90, shall include land types, that, if improperly used or developed, have a potential for causing significant water quality degradation or for diminishing the functional value of the Resource Protection Area.

Revenue: Funds that the government receives as income; includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

Revenue Anticipation Note (RAN): Short-term, interest-bearing note issued by a government in anticipation of revenues to be received at a later date. The note is retired from the revenues to which it is related.

Revenue Bonds: Typically issued to construct assets that will support an enterprise fund operation, such as the utilities fund. Revenue generated from, in this example, the utilities operation is pledged to the repayment of the bonds.

Revenue Estimate: The amount of revenue expected to be provided by a specific revenue source for some future period, typically a fiscal year.

School Resource Officer (SRO): A law enforcement officer assigned to work directly with a school or schools.

Service Levels: A descriptive section in the budget narratives, detailing past performance and changes in the quality and quantity of services provided.

Special Assessment: A compulsory levy imposed on certain properties to defray part or all of the cost of a specific improvement or service deemed to benefit primarily those parties upon whom the levy is imposed.

Special Revenue Fund: The Special Revenue Fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Standards of Quality (SOQ): The Commonwealth's minimum requirement that must be met by all Schools and School Divisions.

Standard Operating Procedures (SOP): A set of step-by-step instructions to help carry out complex routine operations. The goal is to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with necessary requirements.

STEAM: acronym for Science, Technology, Engineering, Arts, and Mathematics

Structurally Balanced Budget: A budget that supports financial sustainability for multiple years into the future where recurring revenues are equal to recurring expenditures.

Tax Anticipation Note (TAN): Short-term, interest-bearing note issued by a government in anticipation of tax revenues to be received at a later date. The note is retired from the tax revenues to which it is related.

Tax Base: The total property valuations on which each taxing authority levies its tax rates.

Tax Rate: The amount of tax levied for each \$100 of assessed value.

TC Walker (Thomas Calhoun Walker) Building: Formerly an elementary school, currently being used for as office and storage space for School Administration, as well as to conduct community events.

Unit Cost: The cost required to produce a specific product or unit of service (e.g., the cost to purify one thousand gallons of water).

Virginia Association of Counties (VACO): An organization that exists to support county officials and to effectively represent, promote and protect the interests of counties to better serve the people of Virginia.

Virginia Department of Transportation (VDOT): An agency of the Commonwealth manages various transportation needs including interstate highways, routes, rights-of-way, and bridges

Virginia Information Technology Agency (VITA): The Commonwealth's consolidated information technology organization that provides cybersecurity, IT infrastructure services, and IT governance.

Virginia Juvenile Community Crime Control Act (VJCCCA):

Virginia Public Assistance (VPA): Also known Social Services.

Virginia Public School Authority (VPSA): Created by the General Assembly in 1962 for the purpose of supplementing the existing method of capital programs for public schools.

Virginia Resource Authority (VRA): Created by the General Assembly in 1984 for the purpose of supporting cost-effective community investment in infrastructure for areas such as public safety, water, wastewater, transportation, and broadband.

Virginia Retirement System (VRS): An independent agency of the Commonwealth of Virginia that administers retirement and other post-employment benefits and services. More than 800 employers participate in the VRS on behalf of their employees including state agencies, public colleges and universities, school boards, political subdivisions, and special authorities.

Virtual Software Library (VSL): An information retrieval system in which collections are stored in digital formats and easily accessed by networked computers or through the internet.

Yield: The rate earned on an investment based on the price paid for the investment, the interest earned during the period held, and the selling price or redemption value of the investment.

