

# COUNTY OF GLOUCESTER



PROPOSED  
BUDGET  
FOR FY2023





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**County of Gloucester  
Virginia**

For the Fiscal Year Beginning

**July 01, 2021**

*Christopher P. Morill*

Executive Director



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## *Reader's Guide to the Proposed Budget Document*

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The purpose of the FY2023 Proposed Budget Document is to provide useful and concise information about Gloucester County's financial plans and operations to residents, elected officials, and interested parties in order to develop an adopted budget.

The County's budget is organized first by fund and then along functional lines including a brief description of each department, major objectives, operating programs and any significant changes in operations. Each departmental summary provides a breakdown of historical and current year budgeted figures, the current year proposed expenditures by personnel, operating, capital outlay (facilities maintenance, repair, and replacement or FMRR), and number of full-time equivalents (FTEs). The functional priorities of each department are also outlined on the departmental summary pages.

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.

### **INTRODUCTION**

This section provides general information regarding the County's economic status as well as an overview of the proposed budget. The introduction section includes the following components:

- County Budget Highlights and Summary
  - High-level snapshot providing some quick facts of what is accomplished (objectives and priorities) of the adopted budget and summarizing the revenue sources and expenditure uses or funds supported.
  - Summary table of the County's major fund – the General Fund
- 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

### **FINANCIAL SUMMARIES**

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 functional responsibilities and programs, a budget overview, and details of any major budgetary fluctuations
- Expenditure totals by fund
- Expenditures by fund, function and department
- Contribution totals are provided for outside civic and other agencies

#### **FY2023 – FY2027 PROPOSED CAPITAL IMPROVEMENT PLAN (CIP)**

This section provides detailed information on the capital projects in the proposed Five-Year Capital Improvements Plan 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 and historical financial data from the County's Annual Comprehensive Financial Report that may be helpful to reference during development of the adopted budget.

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## *Gloucester County Principal Officers*

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### Current Board Members

Robert "JJ" Orth, Chair, Abingdon District  
Christopher "Chris" Hutson, Vice Chair, Gloucester Point District  
Phillip N. Bazzani, York District  
Ashley C. Chriscoe, At-Large  
Michael "Mike" Hedrick, Ware District  
Kenneth "Ken" Gibson, Petsworth District  
Kevin M. Smith, At-Large



### Other Officials

Carol Steele, Acting County Administrator  
George Bains, P.E., Deputy County Administrator  
Cheryl J. Spivey, Chief Financial Officer  
Walter R. Clemons, Ph.D., Superintendent, GCPS  
Heather R. Lucas, Chief Financial Officer, GCPS  
Tara L. Thomas, Treasurer  
Jo Anne Harris, Commissioner of Revenue  
Darrell W. Warren Jr., Sheriff  
John T. Dusewicz, Commonwealth Attorney  
Cathy Dale, Clerk of Circuit Court

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## *Highlights & Summary of the FY23 Proposed County Budget*

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### **Quick Facts of the FY2023 Proposed Budget:**

*The FY23 Proposed Budget provides for:*

- ✓ Maintenance of the County and Schools' established Compensation Plans
- ✓ Full support of Gloucester Volunteer Fire and Rescue Service and Abingdon Volunteer Fire and Rescue Service requests
- ✓ Other incremental funding for only the most critical/mandatory obligations
- ✓ Cash Funding of only highest priority, non-bondable CIP & FMRR requests
- ✓ VPSA financing for qualifying GCPS projects

The Proposed FY23 Budget is balanced with a \$.03 proposed Real Estate tax rate increase.

### **Highlights of the FY2023 Proposed Budget:**

*The FY23 Proposed Budget incorporates:*

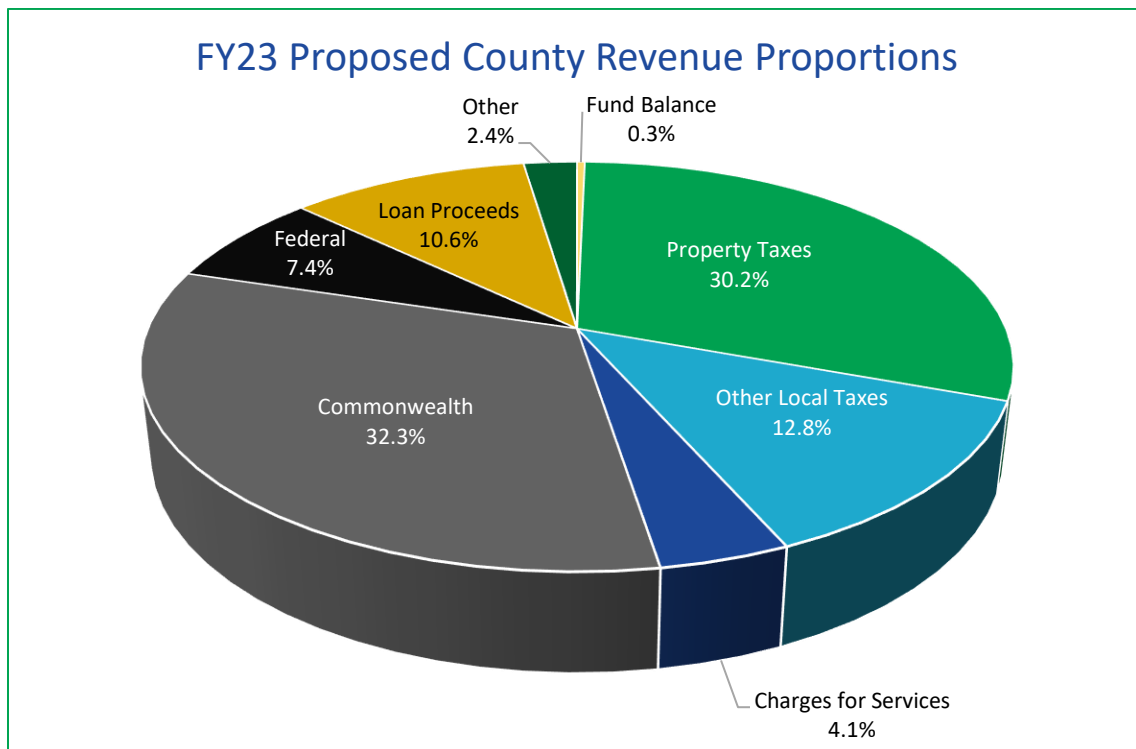
- ✓ 1% local option sales tax to support debt service on all eligible projects
- ✓ Full leverage of State Funds for compensation – no dollars left on the table
- ✓ Expenditure underspend projections; Substantial vacancy/transfer savings





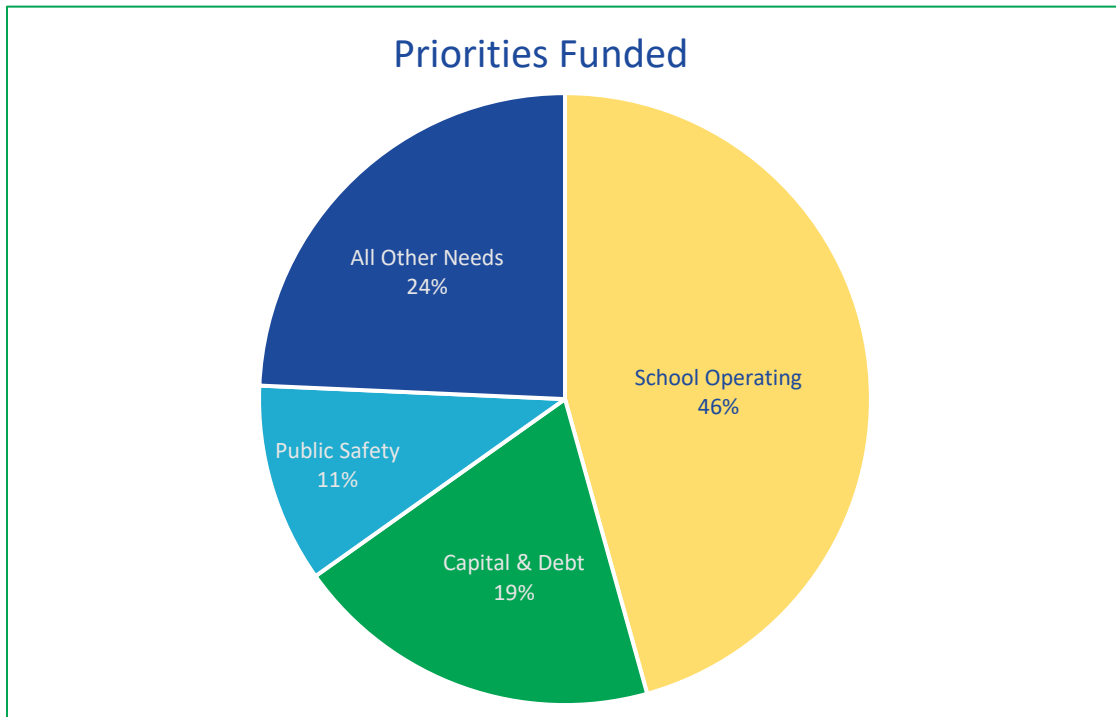
## Revenue Summary

Revenue Summary by Category	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22-FY23	% Change FY22-FY23
General Property Taxes	\$44,427,622	\$43,568,935	\$46,806,211	\$3,237,276	7.4%
Other Local Taxes	13,433,651	16,742,000	19,772,110	3,030,110	18.1%
Licenses, Permits, & Fees	440,781	451,795	459,651	7,856	1.7%
Fines & Forfeitures	44,321	91,900	48,219	(43,681)	-47.5%
Use of Money & Property	160,877	263,560	145,401	(118,159)	-44.8%
Charges for Services	5,805,859	5,608,190	6,358,103	749,913	13.4%
Miscellaneous	1,128,866	9,719,971	2,531,926	(7,188,045)	-74.0%
Recovered Costs	445,384	606,378	466,768	(139,610)	-23.0%
Commonwealth	43,814,637	45,556,287	49,947,681	4,391,394	9.6%
Federal	9,268,333	13,433,315	11,386,549	(2,046,766)	-15.2%
Loan Proceeds	10,909,188	58,881,033	16,345,615	(42,535,418)	-72.2%
Fund Balance	10,298	7,800,366	533,698	(7,266,668)	-93.2%
<b>Total County Revenue</b>	<b>\$129,889,818</b>	<b>\$202,723,730</b>	<b>\$154,801,933</b>	<b>(\$47,921,797)</b>	<b>-23.6%</b>



## Expenditure Summary

Category Expenditure Summary	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22-FY23	% Change FY22-FY23
General Fund	\$32,705,094	\$35,496,502	\$36,858,519	\$1,362,017	3.8%
School Operating	62,041,979	67,688,689	70,698,259	3,009,570	4.4%
School Cafeteria	2,163,832	2,821,277	3,040,279	219,002	7.8%
School Special Education	568,627	659,600	783,268	123,668	18.7%
Social Services	5,053,445	5,954,083	6,002,746	48,663	0.8%
Children's Services Act	1,192,538	1,524,000	1,524,000	0	0.0%
Capital Fund	2,785,726	73,736,573	20,218,228	(53,518,345)	-72.6%
Debt Service Fund	9,422,323	4,929,561	5,889,360	959,799	19.5%
School Sales Tax	0	4,710,974	4,092,500	(618,474)	-13.1%
Gloucester Sanitary Districts #1	19,598	25,850	25,585	(265)	-1.0%
Gloucester Point Sanitary	20,238	20,842	25,267	4,425	21.2%
Utility Fund	4,795,820	5,041,454	5,464,810	423,356	8.4%
Mosquito Control	108,151	114,325	179,112	64,787	56.7%
<b>Total County Expenditures</b>	<b>\$120,877,372</b>	<b>\$202,723,730</b>	<b>\$154,801,933</b>	<b>(\$47,921,797)</b>	<b>-23.6%</b>



## Budget Development Objective:

*To adopt a balanced sustainable budget that:*

- ✓ Aligns with Board of Supervisors' (BOS) guidance and strategic priorities;
- ✓ Delivers enhanced value to County citizens;
- ✓ Aligns resources with needs;
- ✓ Accurately projects anticipated expenditures, revenues, and vacancy/transfer savings;
- ✓ Best leverages taxpayer dollars for our local economic engine for the benefit of the citizens and businesses in our community;
- ✓ Best leverages State funding to support local compensation actions needed to keep up with inflation/SSA COLA
- ✓ Sets up a resilient operating budget beyond current year; and
- ✓ Supports the current and future needs of our community



## Priorities and Guiding Principles in developing the FY2023 Budget:

- ✓ Compensation improvements (County & School)
- ✓ 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 FY2023 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 beginning on **page 42** of this document.

General Fund Summary	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
Real Estate Tax Rate	0.695	0.695	0.725	0.030	4.3%
Revenue (net Fund Balance)	\$69,215,050	\$67,531,818	\$72,918,145	\$5,386,327	8.0%
Use of Fund Balance	10,298	7,269,152	479,667	(6,789,485)	-93.4%
<b>Total General Fund Revenue</b>	<b>\$69,225,348</b>	<b>\$74,800,970</b>	<b>\$73,397,812</b>	<b>(\$1,403,158)</b>	<b>-1.9%</b>
General Administration	6,482,122	7,652,125	8,087,880	435,755	5.7%
Judicial Administration	2,157,099	2,246,399	2,305,231	58,832	2.6%
Public Safety	16,294,149	17,598,706	17,749,497	150,791	0.9%
Public Works	2,538,460	2,661,657	2,978,028	316,371	11.9%
Health and Welfare	689,530	696,941	711,193	14,252	2.0%
Education	657,549	717,325	759,971	42,646	5.9%
Parks, Recreation and Cultural	2,247,145	2,815,538	2,865,875	50,337	1.8%
Community Development	1,241,906	1,471,781	1,534,642	62,861	4.3%
Contributions	276,500	322,306	322,306	0	0.0%
Contingency-Pay Matters/FMRR	120,635	(686,278)	(456,104)	230,174	-33.5%
Transfer-School Fund	25,597,700	27,742,836	28,742,836	1,000,000	3.6%
Transfer-Social Services Fund	1,439,956	1,905,752	1,838,029	(67,723)	-3.6%
Transfer-Children's Services Act	468,659	650,000	650,000	0	0.0%
Transfer-Capital Fund	1,291,714	4,953,441	1,121,978	(3,831,463)	-77.3%
Transfer-Debt Service Fund	3,625,623	4,052,441	4,186,450	134,009	3.3%
Transfer-Utilities Fund	11,266	0	0	0	0.0%
<b>Total General Fund Expense</b>	<b>\$65,140,013</b>	<b>\$74,800,970</b>	<b>\$73,397,812</b>	<b>(\$1,403,158)</b>	<b>-1.9%</b>

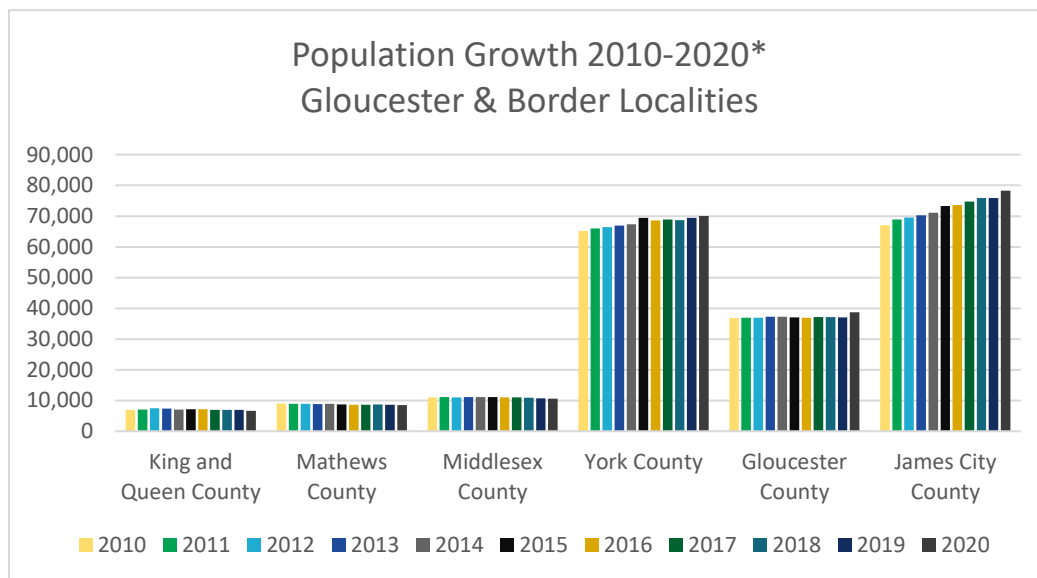
## Statistical Information

### Introduction

The information below, pooled from multiple sources, provides a statistical profile of Gloucester County to aid in the process of decision making and development of the adopted budget.

### Demographic Profile

Geographically speaking, Gloucester shares a border with Mathews, Middlesex, King and Queen, York and James City Counties. Generally, Gloucester ranks 3<sup>rd</sup> among its border Counties in population size and growth. Gloucester falls in the middle on the growth scale, where James City County and York County are both seeing more rapid growth, and other neighboring localities are seeing slower or negative population growth.



Source: University of Virginia Weldon Cooper Center Intercensal Estimates for Virginia Counties and Cities

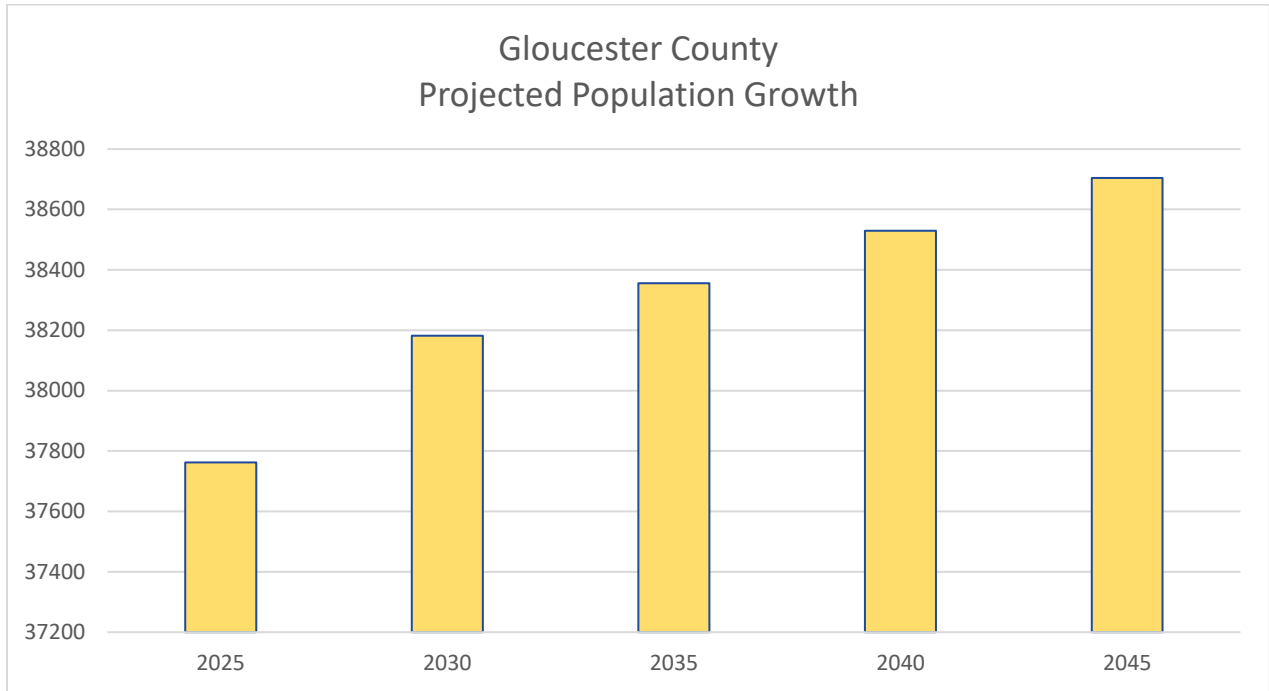
\*2010 and 2020 figures updated using US Census Bureau data

According to the 2020 census, Gloucester County's population was 38,711 - a 5% growth from the 2010 census.

	King & Queen	Mathews	Middlesex	Gloucester	York	James City County
2010 Population	6,945	8,978	10,959	36,858	65,464	67,009
2020 Population	<b>6,608</b>	<b>8,533</b>	<b>10,625</b>	<b>38,711</b>	<b>70,045</b>	<b>78,254</b>
10-Year Growth	-5%	-5%	-3%	5%	7%	17%

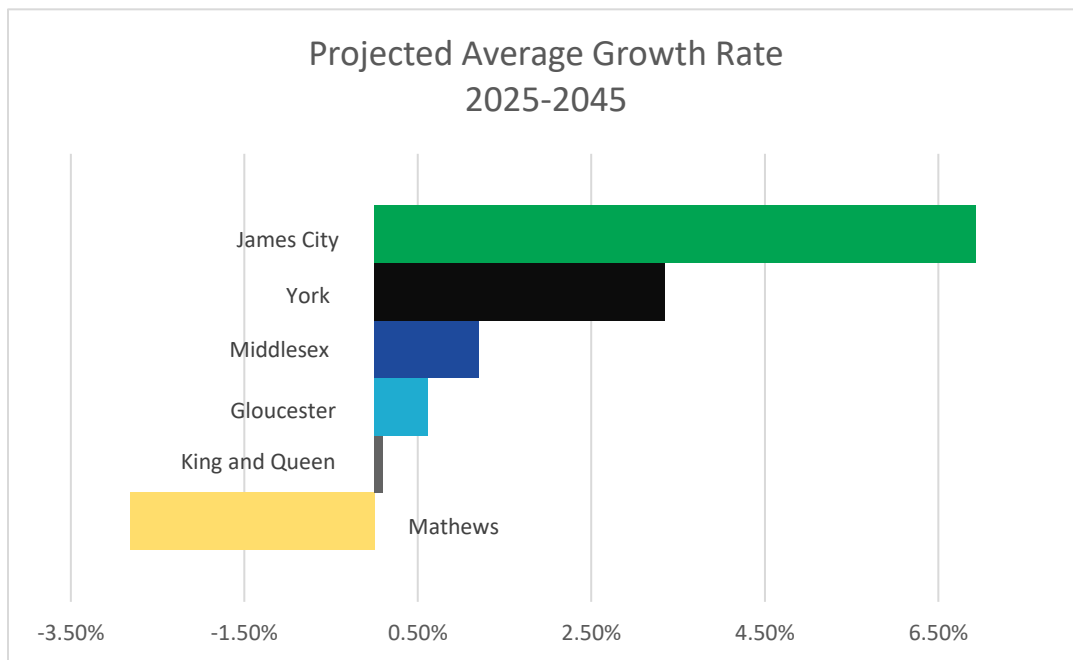


According to estimates from the University of Virginia Weldon Cooper Center, Gloucester’s population is projected to grow, on average, at a rate of .62% annually.



Source: University of Virginia Weldon Cooper Center Virginia Population Projections

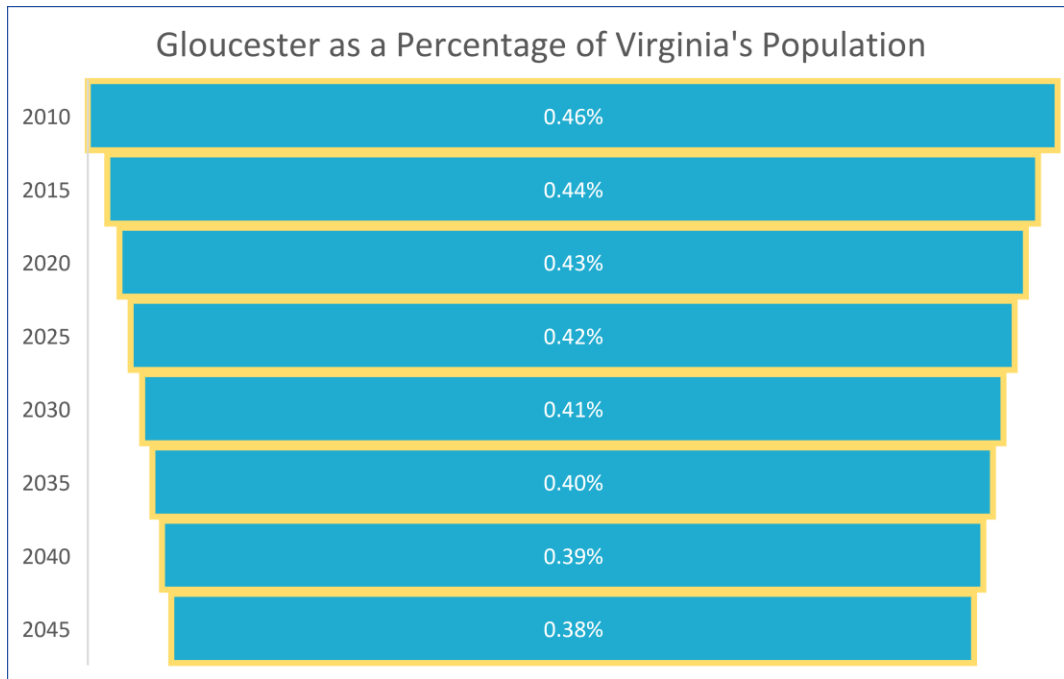
In comparison to neighboring localities, Gloucester’s average projected growth rate ranks 4<sup>th</sup>, behind James City County, York County and Middlesex County.



Source: University of Virginia Weldon Cooper Center Virginia Population Projections

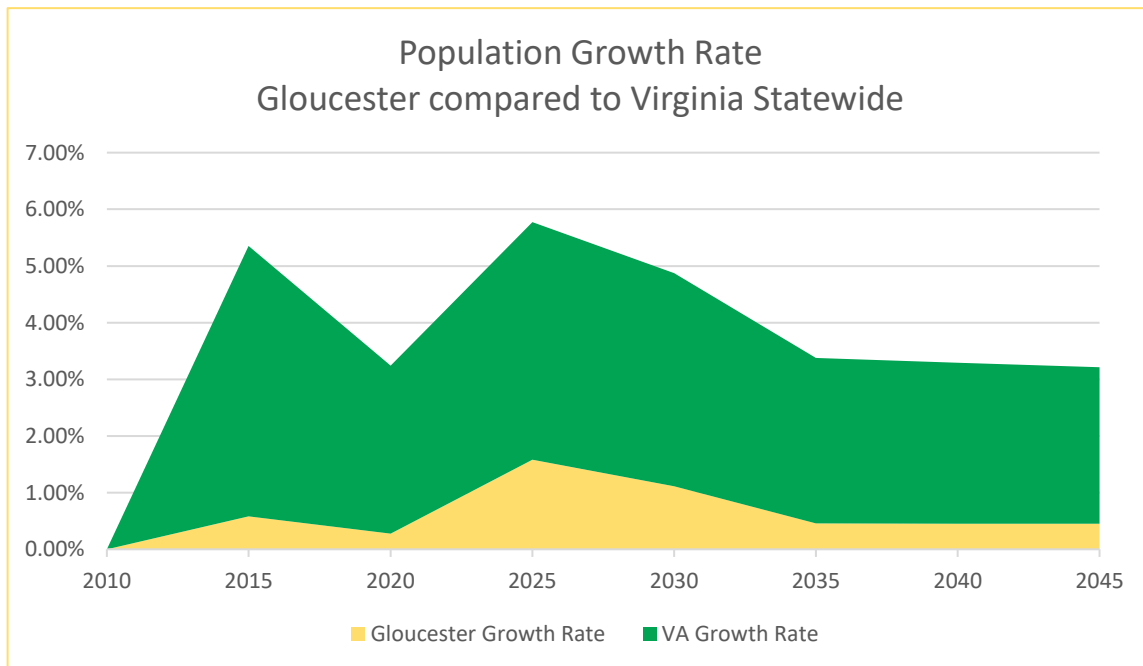


When considering revenue sources, a portion of County funds come from the State of Virginia. As of the 2020 census, Gloucester's population made up .43% of the State's total population. However, Virginia's overall population is anticipated to grow at a faster rate than the population of Gloucester. Over the next 25 years, Gloucester is expected to make up a decreasing proportion of Virginia's overall population.



Source: University of Virginia Weldon Cooper Center Virginia Population Estimates and Projections

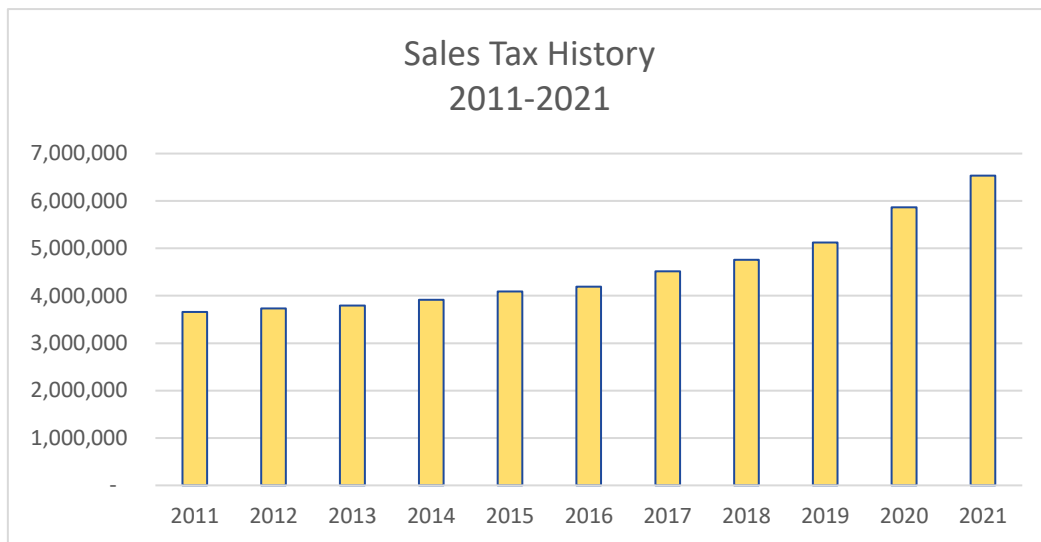
While Gloucester's growth rate is much lower than the State's total population growth rate, the trend of growth is in-line with the state, based on historical data (2010-2020) and future projections (2025-2045).



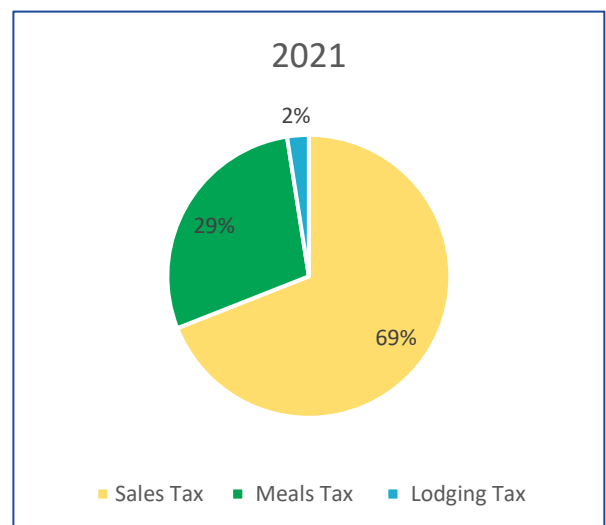
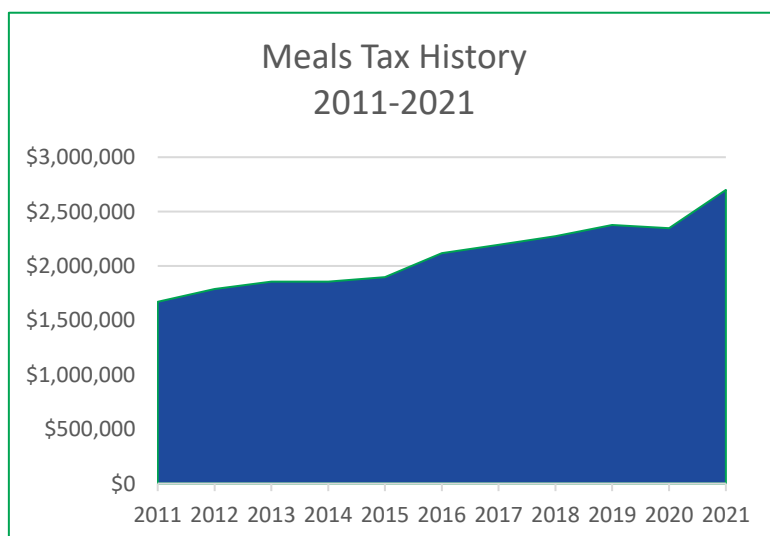
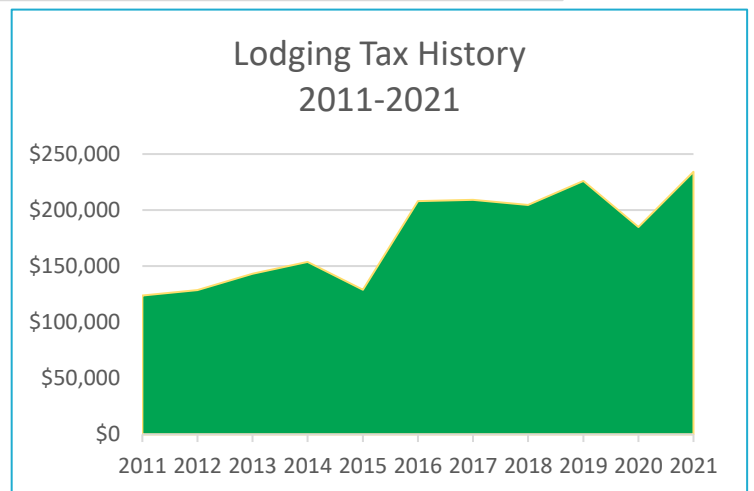
Source: University of Virginia Weldon Cooper Center Virginia Population Estimates and Projections

## Sales Tax

Aside from property taxes, other local taxes are the second largest local revenue stream supporting the general fund. Over the past decade, sales, meals and lodging tax have all continued to grow. Sales tax has increased by 79% since 2010, compared to 62% growth in meals tax and 89% growth in lodging tax. Statistical representations of each are shown below.

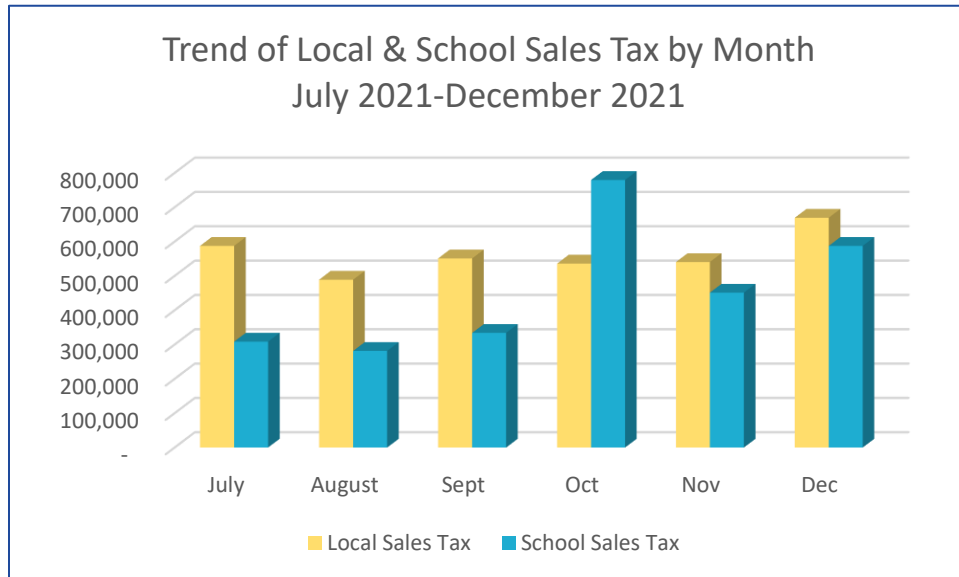


Fiscal Year	Lodging Tax	Meals Tax
2011	123,926	1,669,468
2012	128,646	1,789,149
2013	143,402	1,857,427
2014	153,758	1,857,472
2015	129,125	1,896,892
2016	208,127	2,116,485
2017	209,149	2,194,699
2018	204,599	2,274,619
2019	225,940	2,377,951
2020	184,993	2,346,997
2021	234,217	2,699,399



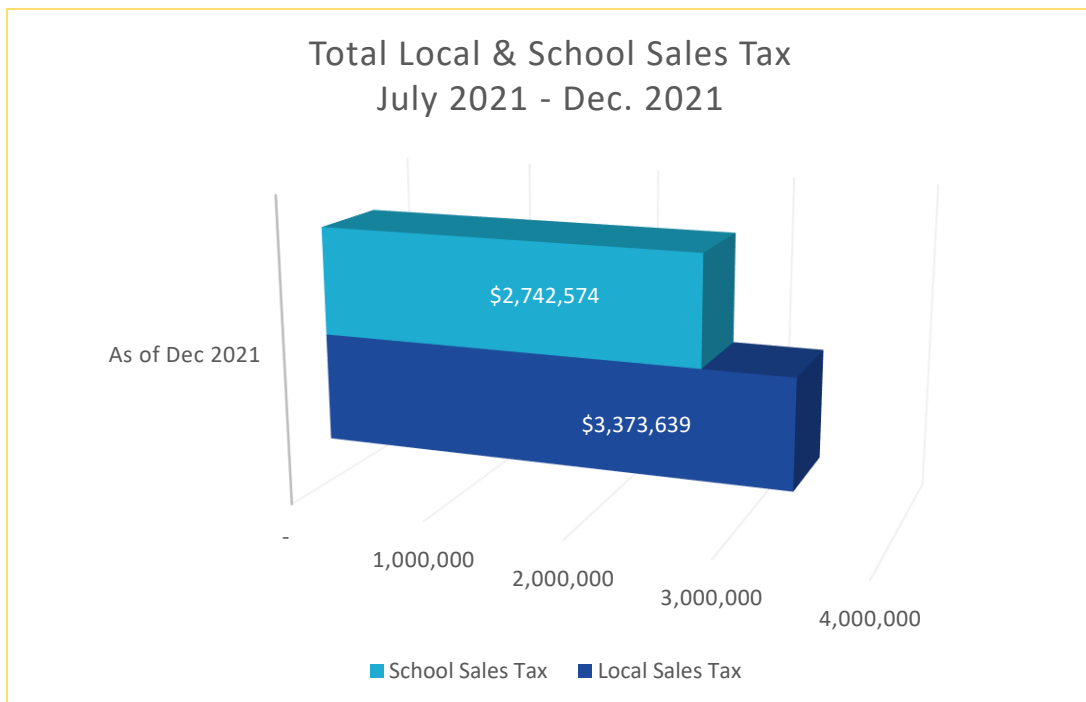
### School Sales Tax

On November 3, 2020, County voters passed an increase of up to 1% in local option sales tax by referendum. The new 1% tax went into effect on July 1, 2021, and the chart below shows the first six months of deposits received in comparison to the 1% local sales tax.

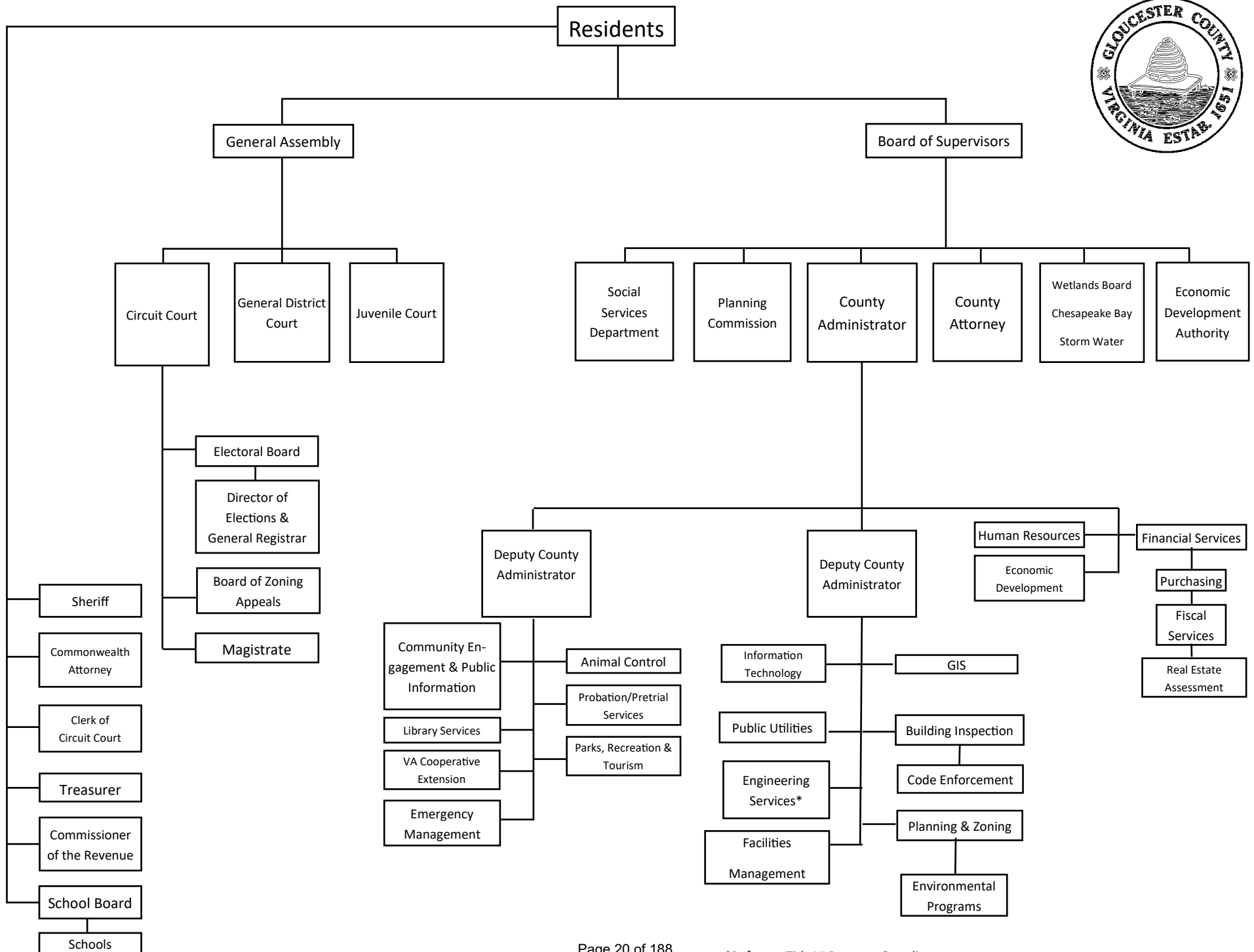


As is expected with any new law, full compliance to see a consistent revenue stream takes time. The first three months of deposits were noticeably low, and it was determined that the state of Virginia had a glitch in their system that caused smaller than actual deposits to localities. The State made the localities whole in October, which is clear from the October deposit in the chart above.

Year-to-date, total school sales tax deposits amount to \$2.7M, or 81% compared to the local 1% sales tax.



# Gloucester County Organizational Chart



# Map of Gloucester County Election (Magisterial) Districts Redistricting 2021 (Adopted)

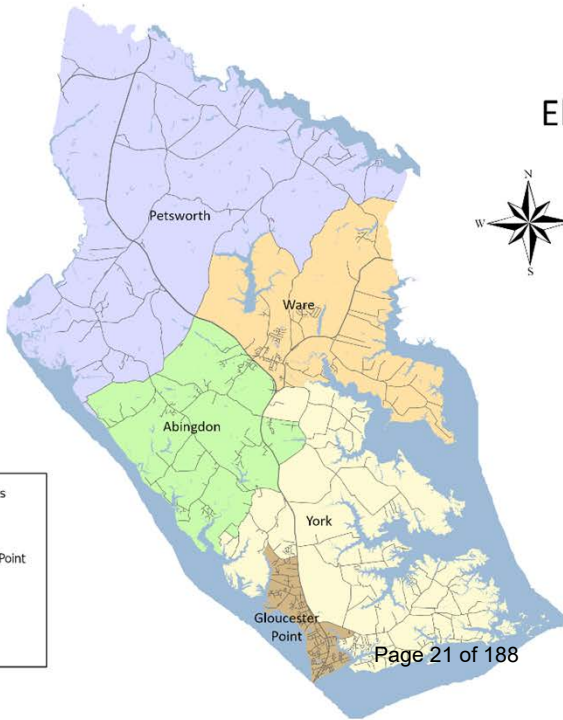


District	Population
Abingdon	7807
Gloucester Point	7770
Petsworth	7632
Ware	7582
York	7920

0 2 4 6 8 Miles

Created By:  
GIS Office

Date: November 17, 2021



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

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### **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 intermediate and long-term future, Gloucester will benefit from a responsive steady and consistent economic growth enabled by a robust infrastructure, business-friendly government, and a top-notch public education system. Gloucester's citizens will continue to 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 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 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.
- ✓ 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.

### 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.

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

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***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

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## *Gloucester County Budget Overview*

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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. 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. For the FY2022 budget, the Board of Supervisors Chair and Vice-Chair held a town hall in March for additional public comment. 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 11/30/2021	Legal Requirement or Reference
8/2/2021	Chief Financial Officer	Update and Distribute FY23-FY27 CIP Submission Request Package	N/A
8/03/2021 thru 9/01/2021	Subject Matter Experts	Provide CIP assistance to department heads and project managers	N/A
9/3/2021	Department Heads, State & Constitutional Officers, Schools	Submit CIP Project Requests for FY23-FY27 to CFO	N/A
9/07/2021 thru 9/17/2021	Finance Budget Team	Review CIP Project Requests for completeness, prepare scoring sheets, draft and print CIP notebooks (unbound)	N/A
10/8/2021	County Administrator's CIP Development Team	Begin development of the Proposed FY22-FY26 CIP (Meet with Dept Directors on CIP project requests if needed)	VA Code 15.2-2239
10/8/2021	Finance Budget Team	Finalize and print CIP notebooks and scoring sheets	N/A
10/14/2021	Planning Commission, County Administrator, CIP Development Team, Requesting Department Directors, School Superintendent	5 Year CIP requests presented to Planning Commission (Work Session); Requesting Directors make presentations	VA Code 15.2-2239
10/18/2021	Acting County Administrator/Chief Financial Officer	Distribute Budget Development Message to align Directors with BOS short and long term goals and strategic initiatives; and Operating Budget Development Instructions	N/A
10/18/2021 thru 11/17/2021	Fiscal Services Manager	Conduct any necessary trainings and/or assist with the budget submission process	N/A
10/19/2021	Board of Supervisors and School Board	Joint Board Meeting to set joint budget meeting calendar, priorities for School Capital Projects. Board of Supervisors approves resolution setting the FY2023 Budget Calendar	N/A
10/29/2021	Chief Financial Officer	Provide County Administrator initial preliminary revenue projections	N/A
On or before 11/5/2021	County Departments	Submit Personnel Budget Requests to Human Resources	N/A
On or before 11/18/2021	County Departments	Submit Operating Budget Requests	N/A
December 2021	Chief Financial Officer	Review Released Governor's Budget/ Refine Revenue Projections as necessary	N/A
12/2/2021	Utilities Advisor Committee	Score Utility Projects	N/A
12/02/2021	Planning Commission	Reviews requests and provides input for the development of Proposed 5 Year CIP (FY23-FY27); confirms Comp Plan alignment	VA Code 15.2-2239
12/03/2021	Department Heads, State & Constitutional Officers, Schools	Submit FMRR Operating Budget Requests to Finance	
12/06/2021 thru 12/10/2021	CIP Development Team	Score CIP Project Requests	N/A

December - January 2021	Budget Leadership Team, County Departments	Meet with State & Constitutional Officers, & Department Directors on budget requests	N/A
January 2022 Board of Supervisors Worksession	County Administrator, CIP Development Team	Present Proposed 5 Year CIP (FY23-FY27) to BOS at Work Session; Request Public Hearing	VA Code 15.2-2239
January 2022	Deputy Clerk, Chief Financial Officer	Advertise Proposed 5 Year CIP (FY23-FY27) (7 days prior to public hearing)	N/A
January - April 2022	School & County Finance Directors	Monitor General Assembly/Revise Projections as necessary	VA Code 22.1-93
February 2022	Board of Supervisors, County Administrator	Meet individually with Board Supervisors to discuss budget	N/A
February 2022	Board of Supervisors, County Administrator	Conduct Public Hearing on Proposed 5 Year CIP (FY23-FY27) at BOS Regular Meeting; CA solicits BOS guidance on budget in public forum	N/A
3/7/2022	County Administrator	Present County Administrator's Proposed FY2023 Budget to the Board of Supervisors-Non-Regular Meeting	VA Code 15.2-1541
3/11/2022	County Administrator, Chief Financial Officer	Provide Proposed Budget Book; detail budget overview and Q&A with the BOS - Budget Worksession	VA Code 15.2-1541
3/15/2022	Board of Supervisors	Presentation of School Board's Recommended Budget to the Board of Supervisors in Joint Work Session; Budget discussion	N/A
3/16/2022	Board of Supervisors	Budget Worksession	N/A
March 2022	Board of Supervisors	Adopt resolution authorizing the County Administrator to advertise for Public Hearing the FY2023 Proposed County Budget and CY2022 Proposed Tax Levies-Non-Regular Meeting	VA Code 15.2-2506
March 2022	Deputy Clerk, Chief Financial Officer	Advertise FY2023 Proposed Budget (7 days prior to public hearing) and Proposed Tax Levies for CY2022 (once/wk for two weeks prior to passage)	VA Code 15.2-2506, 58.1-3321
March 2022	Board of Supervisors	Potential Town Hall Meeting on Proposed FY2023 Operating Budget and 5 Year CIP	N/A
3/23/2022	Board of Supervisors	Conduct Public Hearing on Proposed FY2023 Budget, Tax Rate for CY2022	VA Code 15.2-2506
April 6, 11 & 14 2022	Board of Supervisors	Possible BOS Budget Work Sessions	N/A
4/18/2022	Board of Supervisors	Adopt Budget for FY2023 and related Tax Rate Ordinances for CY2022	VA Code 15.2-2503, 22.1-93

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## *Basis of Budgeting and Fund Structure Guidelines*

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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 its original budget 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 Annual Comprehensive 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 Annual Comprehensive 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, Special Revenue Fund 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.

Governmental Funds										
Fund to Function Relationship										
Fund	General Admin.	Judicial Admin.	Public Safety	Public Works	Health & Welfare	Education	Parks, Rec. Cultural	Community Development	Debt Service	Capital Projects
General Fund	✓	✓	✓	✓	✓	✓	✓	✓		
<b>Special Revenue Funds:</b>										
Virginia Public Assistance					✓					
Comprehensive Services Act					✓					
School Operating Fund						✓				
School Cafeteria Fund						✓				
Capital Projects Fund										✓
Debt Service Fund									✓	

### 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 like 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.

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## *Fund Balance Policy Overview*

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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.

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## *Other Financial Policies and Guidelines*

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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 Annual Comprehensive Financial Report (ACFR) will be presented to the Board of Supervisors no later than December, following the end of the previous fiscal year. The County Administrator 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. This policy was updated in 2020.

### **Future Guidelines and Policies under development or consideration**

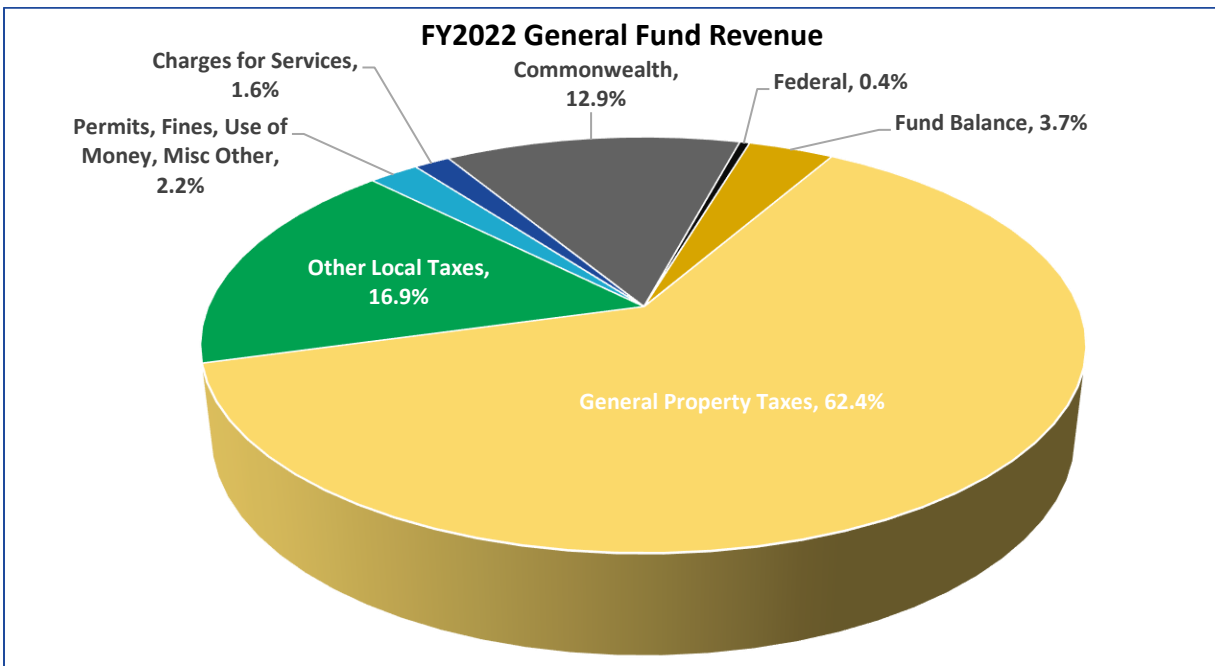
The County is committed to high standards of financial management as demonstrated by the BOS Governance priority. Administration regularly reviews current policies and ordinances to maximize operational efficiencies and best practices; preserve fiscal integrity; and improve fiscal stability to promote 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 – a draft revision, which complies 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"), is currently being vetted.
- ✓ Five-Year Capital Improvement Plan and Manual – updated 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 2018 update is a refresh of the original priorities for the next three-year period.
- ✓ 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.

## Revenue Summary

General Fund Revenues	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
General Property Taxes	\$44,251,884	\$43,430,884	\$46,630,474	\$3,199,590	7.4%
Other Local Taxes	13,433,651	11,742,000	14,522,110	2,780,110	23.7%
Licenses, Permits, & Fees	440,781	451,795	459,651	7,856	1.7%
Fines & Forfeitures	44,321	91,900	48,219	(43,681)	-47.5%
Use of Money & Property	151,810	241,986	136,335	(105,651)	-43.7%
Charges for Services	936,965	1,099,750	920,375	(179,375)	-16.3%
Miscellaneous	232,454	220,870	98,245	(122,625)	-55.5%
Recovered Costs	445,384	606,378	466,768	(139,610)	-23.0%
Commonwealth	8,808,934	9,345,150	9,312,528	(32,622)	-0.3%
Federal	346,109	301,105	323,439	22,334	7.4%
Loan Proceeds	122,756	-	-	-	0.0%
Fund Balance	10,298	7,269,152	479,667	(6,789,485)	-93.4%
<b>Total General Fund Revenues</b>	<b>\$69,225,348</b>	<b>\$74,800,970</b>	<b>\$73,397,812</b>	<b>(\$1,403,158)</b>	<b>-1.9%</b>

Funding sources for the General Fund are heavily reliant upon the General Property and Other Local Taxes. As illustrated below, 79.3% of all General Fund revenues comes from General Property and Other Local Taxes with funding from the Commonwealth coming in next highest at 12.9%.



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## *Revenues by Source*

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### 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.

<b>Property Tax Revenue</b>	<b>FY2021 Actual</b>	<b>FY2022 Revised Budget</b>	<b>FY2023 Proposed</b>	<b>\$ Change FY22 to FY23</b>	<b>% Change FY22 to FY23</b>
CURRENT REAL ESTATE	\$31,076,178	\$31,242,884	\$33,073,215	\$1,830,331	5.9%
DELINQUENT REAL ESTATE	1,189,802	850,000	1,070,648	220,648	26.0%
PUBLIC SERVICE CORP	1,062,377	1,034,000	901,157	(132,843)	-12.8%
CURRENT PERS PROP	9,387,596	8,935,000	9,765,198	830,198	9.3%
DELINQUENT PERS PROP	906,270	780,000	1,110,028	330,028	42.3%
MANUFACTURED HOME	61,033	47,000	60,817	13,817	29.4%
PENALTIES	368,015	350,000	408,942	58,942	16.8%
INTEREST	200,615	192,000	240,469	48,469	25.2%
<b>Total</b>	<b>\$44,251,884</b>	<b>\$43,430,884</b>	<b>\$46,630,474</b>	<b>\$3,199,590</b>	<b>7.4%</b>

## 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.

<b>Other Local Taxes</b>	<b>FY2021 Actual</b>	<b>FY2022 Revised Budget</b>	<b>FY2023 Proposed</b>	<b>\$ Change FY22 to FY23</b>	<b>% Change FY22 to FY23</b>
LOCAL SALES TAX	\$6,262,576	\$5,500,000	\$6,863,773	\$1,363,773	24.8%
CONSUMER UTILITY TAX	757,551	740,000	761,787	21,787	2.9%
BUSINESS LICENSE TAX	2,011,717	1,843,000	2,011,717	168,717	9.2%
MEALS TAX	2,699,399	2,439,000	3,138,414	699,414	28.7%
LODGING TAX	234,217	221,000	353,006	132,006	59.7%
OTHER LOCAL TAXES	1,468,190	999,000	1,393,412	394,412	39.5%
<b>Total</b>	<b>\$13,433,651</b>	<b>\$11,742,000</b>	<b>\$14,522,110</b>	<b>\$2,780,110</b>	<b>23.7%</b>

## Licenses, Permits and Fees

**This budget revenue source is derived from various permits, fees, and licenses required by local ordinances.**

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.

<b>Licenses, Permits, and Fees</b>	<b>FY2021 Actual</b>	<b>FY2022 Revised Budget</b>	<b>FY2023 Proposed</b>	<b>\$ Change FY22 to FY23</b>	<b>% Change FY22 to FY23</b>
PERMITS & FEES	\$440,781	\$451,795	\$459,651	\$7,856	1.7%
<b>Total</b>	<b>\$440,781</b>	<b>\$451,795</b>	<b>\$459,651</b>	<b>\$7,856</b>	<b>1.7%</b>



### Fines & Forfeitures

This budget revenue source 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.

Fines and Forfeitures	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
FINES & FORFEITURES	\$44,321	\$91,900	\$48,219	(\$43,681)	-47.5%
Total	\$44,321	\$91,900	\$48,219	(\$43,681)	-47.5%

### Revenue from Use of Money and Property

This budget revenue source 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.

Use of Money and Property	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
USE OF MONEY	\$151,810	\$241,986	\$136,335	(\$105,651)	-43.7%
Total	\$151,810	\$241,986	\$136,335	(\$105,651)	-43.7%

### Charges for Services

Charges for services include charges for various services and 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 fees for classes, landfill, and Daffodil Festival related are the large items in this section. Revenues from Daffodil Festival and related events 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.

Charges for Services	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
CHARGES FOR SERVICES	\$936,965	\$1,099,750	\$920,375	(\$179,375)	-16.3%
Total	\$936,965	\$1,099,750	\$920,375	(\$179,375)	-16.3%

## 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. It also includes the SunTrust rebate the County receives for using their purchase card. The rebate is calculated at approximately 1% of total annual spend done with the purchase card.

<b>Miscellaneous Revenues</b>	<b>FY2021 Actual</b>	<b>FY2022 Revised Budget</b>	<b>FY2023 Proposed</b>	<b>\$ Change FY22 to FY23</b>	<b>% Change FY22 to FY23</b>
MISCELLANEOUS	\$232,454	\$220,870	\$98,245	(\$122,625)	-55.5%
Total	<b>\$232,454</b>	<b>\$220,870</b>	<b>\$98,245</b>	<b>(\$122,625)</b>	<b>-55.5%</b>

## Recovered Costs

**The County is reimbursed for various costs, in which the revenue is recognized as recovered costs and the offsetting expenditure is recognized in the respective departmental budget.**

Extra duty overtime by the Sheriff's Department is billed to citizens and individuals requesting security. The offsetting expenditures for these billings are in each respective department's expenditure budget.

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 of the costs. The offsetting expenditures are in the 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.

<b>Recovered Costs</b>	<b>FY2021 Actual</b>	<b>FY2022 Revised Budget</b>	<b>FY2023 Proposed</b>	<b>\$ Change FY22 to FY23</b>	<b>% Change FY22 to FY23</b>
RECOVERED COSTS	\$445,384	\$606,378	\$466,768	(\$139,610)	-23.0%
Total	<b>\$445,384</b>	<b>\$606,378</b>	<b>\$466,768</b>	<b>(\$139,610)</b>	<b>-23.0%</b>

## 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 restructuring of local consumer taxes on telephones and other communication equipment (Communications Sales and Use Tax) took effect January 1, 2007 per State 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 most of the funding needed for this activity with offsetting expenditures budgeted in Probation and Pretrial.

Revenue from the Commonwealth	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
COMMUNICATION SALES TAX	\$1,125,191	\$1,155,048	\$1,117,265	(\$37,783)	-3.3%
CAR TAX REIMBURSEMENT	2,778,640	2,778,640	2,778,640	0	0.0%
LIBRARIES	173,569	163,227	174,407	11,180	6.8%
OTHER CATEGORICAL AID	689,688	675,862	643,172	(32,690)	-4.8%
CONSTITUTIONAL & STATE	3,909,737	4,455,973	4,491,723	35,750	0.8%
NON-CATEGORICAL AID	132,109	116,400	107,322	(9,078)	-7.8%
<b>Total</b>	<b>\$8,808,934</b>	<b>\$9,345,150</b>	<b>\$9,312,528</b>	<b>(\$32,622)</b>	<b>-0.3%</b>

## 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.

Revenue from the Federal Government	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
RECOVERED COSTS	\$141,334	\$120,000	\$120,000	\$0	0.0%
FEDERAL GRANTS	187,958	167,461	189,795	22,334	13.3%
OTHER	16,816	13,644	13,644	0	0.0%
<b>Total</b>	<b>\$346,109</b>	<b>\$301,105</b>	<b>\$323,439</b>	<b>\$22,334</b>	<b>7.4%</b>

## Loan Proceeds

Loan proceeds are budgeted in the General Fund to pay attorney and financial advisor fees, referred to as issuance costs, for the services they provide to assist the County in preparing and selling long-term debt obligations, such as bonds.

Loan Proceeds	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
Loan Proceeds	\$122,756	\$0	\$0	\$0	0.0%
<b>Total</b>	<b>\$122,756</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

## 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:

- **Non-spendable** - includes amounts that are not in a spendable form or are required to be maintained intact (endowment trust). This component consists of prepaid items.
- **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, and state asset forfeiture funds, and cash 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 funds committed to mosquito control, tourism, the Daffodil Festival, program donations, subsequent expenditures, park projects, probation & pretrial, cable services, older adult capital projects, and the facilities, maintenance, repair and replacements (FMRR) added in FY2016.
- **Assigned** – amounts the County intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. 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 can be used for one-time, like capital project funding, or emergent needs. The revised BOS Fund Balance Policy was adopted in June 2017.

<b>Use of Fund Balance*</b>	<b>FY2021 Actual</b>	<b>FY2022 Revised Budget</b>	<b>FY2023 Proposed</b>	<b>\$ Change FY22 to FY23</b>	<b>% Change FY22 to FY23</b>
FUND BALANCE-NONSPENDABLE	\$0	\$0.00	\$0.00	\$0.00	0.0%
FUND BALANCE-COMMITTED	0	1,813,481	295,000	(1,518,481)	-83.7%
FUND BALANCE-UNASSIGNED	0	5,272,671	1,667	(5,271,004)	-100.0%
FUND BALANCE-RESTRICTED	10,298	0	0	0	0.0%
FUND BALANCE-ASSIGNED	0	183,000	183,000	0	0.0%
<b>Total</b>	<b>\$10,298</b>	<b>\$7,269,152</b>	<b>\$479,667</b>	<b>(\$6,789,485)</b>	<b>-93.4%</b>

### **Budget Comments:**

Use of Committed Fund Balance consists of a rebalancing of Cable Services to support Cable FMRR projects, as well as use of Committed Fund Balances to support Tourism and Mosquito Control capital projects. The FMRR is allocated to specific capital outlay projects designated by the County Administrator. The use is in alignment with the BOS Fund Balance Policy. For years prior to FY20, two-fifths of cable television franchise tax collected less the appropriate expenses were committed for the program as well. Beginning in FY20, cable TV franchise tax no longer exists. A new communication tax was enacted that is not restricted to cable.

Use of Unassigned Fund Balance is consistent with the Board of Supervisor's Fund Balance policy. It consists of use of \$1.6k of excess above the revised unassigned fund balance target range of 14%-16% to fund FY2023 needs.

Use of Assigned Fund Balance is for the County Administrator's Contingency funded at \$183K.

Use of Restricted Fund Balance consists of the remaining balances in the asset forfeiture accounts for the Sheriff's and Commonwealth Attorney's offices. No use of restricted fund balance is included in the FY23 proposed budget.

## General Fund Expenditure by Department Summary

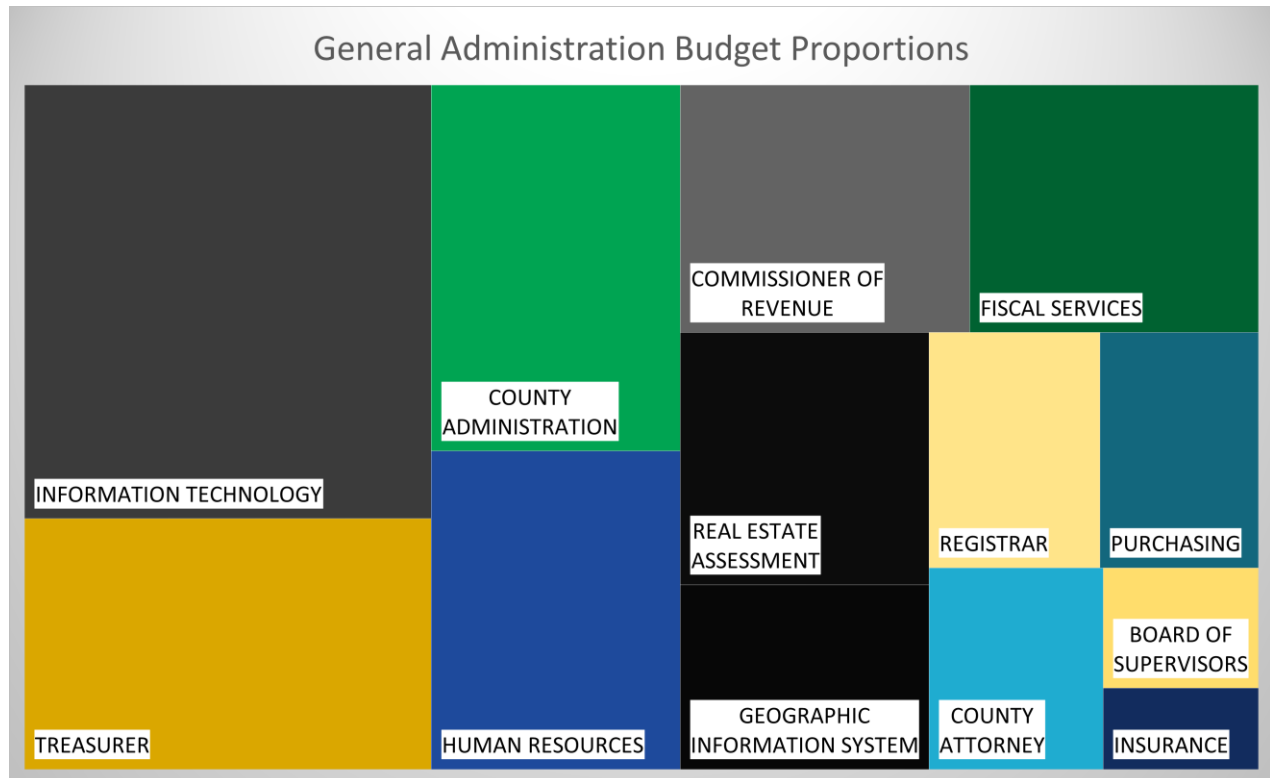
Function	Department/Budget Unit	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget
General Administration	BOARD OF SUPERVISORS	\$158,934	\$179,778	\$178,997
General Administration	COUNTY ADMINISTRATION	709,934	824,308	872,935
General Administration	COUNTY ATTORNEY	308,263	321,609	336,155
General Administration	HUMAN RESOURCES	568,069	718,265	758,696
General Administration	COMMISSIONER OF REVENUE	571,323	618,830	686,121
General Administration	REAL ESTATE ASSESSMENT	449,519	532,955	601,189
General Administration	TREASURER	733,789	851,142	976,959
General Administration	FISCAL SERVICES	538,445	627,622	684,495
General Administration	PURCHASING	191,965	324,552	357,105
General Administration	INSURANCE	216,769	224,275	120,649
General Administration	INFORMATION TECHNOLOGY	1,482,979	1,621,604	1,689,606
General Administration	GEOGRAPHIC INFORMATION SYSTEM	315,155	433,989	439,636
General Administration	REGISTRAR	236,977	373,196	385,337
<b>General Administration Total</b>	<b>General Administration Total</b>	<b>\$6,482,122</b>	<b>\$7,652,125</b>	<b>\$8,087,880</b>
Judicial Administration	CIRCUIT COURT JUDGE	\$79,006	\$89,201	\$103,427
Judicial Administration	GENERAL DISTRICT COURT	13,715	16,397	18,823
Judicial Administration	COMMISSIONER OF ACCOUNTS	888	0	0
Judicial Administration	MAGISTRATE	675	500	500
Judicial Administration	J&D COURT	10,891	12,385	9,690
Judicial Administration	COURT SERVICE UNIT	169,256	156,469	169,343
Judicial Administration	GROUP HOME COMMISSION	228,672	92,903	110,447
Judicial Administration	CLERK OF CIRCUIT COURT	579,607	729,678	668,904
Judicial Administration	COMMONWEALTH ATTORNEY	946,114	1,006,040	1,085,700
Judicial Administration	VICTIM WITNESS	128,274	142,826	138,397
<b>Judicial Administration Total</b>	<b>Judicial Administration Total</b>	<b>\$2,157,099</b>	<b>\$2,246,399</b>	<b>\$2,305,231</b>
Public Safety	SHERIFF	\$6,757,524	\$7,257,982	\$6,973,219
Public Safety	JAIL	3,234,612	3,429,626	3,553,287
Public Safety	PROBATION & PRETRIAL	487,629	568,850	582,512
Public Safety	ANIMAL CONTROL	472,868	481,475	465,743
Public Safety	FIRE AND RESCUE	3,226,216	3,540,601	3,808,721
Public Safety	MEDICAL EXAM	760	2,000	2,000
Public Safety	STATE FOREST SERVICE	7,497	7,497	7,497
Public Safety	ENVIRONMENTAL PROGRAMS	320,465	386,358	397,533
Public Safety	BUILDING INSPECTIONS	609,998	646,977	663,864
Public Safety	EMERGENCY MANAGEMENT	266,602	282,322	308,891
Public Safety	EMERGENCY RESPONSE	68,506	0	0
Public Safety	RADIO OPERATIONS & MAINTENANCE	841,473	995,018	986,230
<b>Public Safety Total</b>	<b>Public Safety Total</b>	<b>\$16,294,149</b>	<b>\$17,598,706</b>	<b>\$17,749,497</b>
Public Works	ENGINEERING	\$321,316	\$330,046	\$377,521
Public Works	REFUSE LANDFILL	26,414	15,516	16,786
Public Works	FACILITIES MANAGEMENT	2,190,731	2,316,095	2,583,721
<b>Public Works Total</b>	<b>Public Works Total</b>	<b>\$2,538,460</b>	<b>\$2,661,657</b>	<b>\$2,978,028</b>
Health and Welfare	HEALTH DEPARTMENT	\$550,681	\$558,092	\$559,833
Health and Welfare	MENTAL HEALTH	138,849	138,849	151,360
<b>Health and Welfare Total</b>	<b>Health and Welfare Total</b>	<b>\$689,530</b>	<b>\$696,941</b>	<b>\$711,193</b>
Education	COMMUNITY ENGAGEMENT	\$565,946	\$620,497	\$658,715

Education	CABLE SERVICES	77,037	81,971	86,399
Education	COMMUNITY COLLEGE	14,566	14,857	14,857
<b>Education Total</b>	<b>Education Total</b>	<b>\$657,549</b>	<b>\$717,325</b>	<b>\$759,971</b>
Parks, Recreation, Cultural	PARKS & RECREATION	\$519,152	\$717,666	\$711,972
Parks, Recreation, Cultural	PARK OPERATIONS	590,684	832,510	803,848
Parks, Recreation, Cultural	DAFFODIL FESTIVAL	18,774	64,771	65,275
Parks, Recreation, Cultural	LIBRARIES	1,118,534	1,200,591	1,284,780
<b>Parks, Recreation, Cultural Total</b>	<b>Parks, Recreation, Cultural Total</b>	<b>\$2,247,145</b>	<b>\$2,815,538</b>	<b>\$2,865,875</b>
Community Development	CLEAN COMMUNITY	\$23,846	\$23,956	\$25,537
Community Development	TOURISM	178,120	262,909	251,661
Community Development	PLANNING & ZONING	663,521	765,744	824,733
Community Development	ECONOMIC DEVELOPMENT	272,325	309,035	315,402
Community Development	VIRGINIA COOPERATIVE EXTENSION	104,094	110,137	117,309
<b>Community Development Total</b>	<b>Community Development Total</b>	<b>\$1,241,906</b>	<b>\$1,471,781</b>	<b>\$1,534,642</b>
<b>Contributions</b>	<b>CIVIC CONTRIBUTIONS</b>	<b>\$276,500</b>	<b>\$322,306</b>	<b>\$322,306</b>
<b>Contingency</b>	<b>CONTINGENCY &amp; OTHER BUDGET MATTERS</b>	<b>\$120,635</b>	<b>(\$686,278)</b>	<b>(\$456,104)</b>
<b>Transfers Out</b>	<b>TRANSFERS OUT</b>	<b>\$32,434,918</b>	<b>\$39,304,470</b>	<b>\$36,539,293</b>
<b>Grand Total</b>		<b>\$65,140,013</b>	<b>\$74,800,970</b>	<b>\$73,397,812</b>



## General Administration Summary

Department/Budget Unit	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget
BOARD OF SUPERVISORS	\$158,934	\$179,778	\$178,997
COUNTY ADMINISTRATION	\$709,934	\$824,308	\$872,935
COUNTY ATTORNEY	\$308,263	\$321,609	\$336,155
HUMAN RESOURCES	\$568,069	\$718,265	\$758,696
COMMISSIONER OF REVENUE	\$571,323	\$618,830	\$686,121
REAL ESTATE ASSESSMENT	\$449,519	\$532,955	\$601,189
TREASURER	\$733,789	\$851,142	\$976,959
FISCAL SERVICES	\$538,445	\$627,622	\$684,495
PURCHASING	\$191,965	\$324,552	\$357,105
INSURANCE	\$216,769	\$224,275	\$120,649
INFORMATION TECHNOLOGY	\$1,482,979	\$1,621,604	\$1,689,606
GEOGRAPHIC INFORMATION SYSTEM	\$315,155	\$433,989	\$439,636
REGISTRAR	\$236,977	\$373,196	\$385,337
<b>General Administration Total</b>	<b>\$6,482,122</b>	<b>\$7,652,125</b>	<b>\$8,087,880</b>



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## Board of Supervisors

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**The Gloucester County Board of Supervisors serves, by law, as the governing body of the County.**

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.

### Functional Priorities:

- ✓ Establishes guiding policy and plans
- ✓ Adopt the County's Budget including Capital Improvement Plan and appropriate 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

### Did you know?

- ✓ The Board is composed of seven members who are elected by the people
- ✓ Board members serve four-year staggered terms
- ✓ The County is divided into five voting magisterial districts, each of which is entitled to one representative. Two members are elected at-large.
- ✓ For more information: <https://www.gloucesterva.info/1091/Board-of-Supervisors>

### Budget Summary:

Board of Supervisors	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$63,729	\$63,770	\$63,770	\$0	0.0%
Operating	95,205	116,008	115,227	(781)	-0.7%
<b>Total</b>	<b>\$158,934</b>	<b>\$179,778</b>	<b>\$178,997</b>	<b>(\$781)</b>	<b>-0.4%</b>

### Budget Comments:

- ❖ 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).

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## County Administration

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**County Administration is responsible for leading the daily operations of the County government.**

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.

### Functional Responsibilities:

- ✓ 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 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

### Did you know?

County Administration works alongside six Constitutional Officers and the County Attorney to lead a team of more than 300 employees across 20 departments.

### Budget Summary:

County Administration	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$673,913	\$739,776	\$792,798	\$53,022	7.2%
Operating	36,021	84,532	80,137	(4,395)	-5.2%
<b>Total</b>	<b>\$709,934</b>	<b>\$824,308</b>	<b>\$872,935</b>	<b>\$48,627</b>	<b>5.9%</b>
<i>Full Time Equivalents</i>	<b>5.0</b>	<b>5.5</b>	<b>5.0</b>	<b>(0.50)</b>	

### Budget Comments:

- ❖ FY23 Proposed budget includes \$18,588 for Hampton Roads Military and Federal Facilities Alliance (HRMFFA) membership.
- ❖ FY22 operating costs included renovation to Administration suite, resulting in an overall decrease in the FY23 operating budget.
- ❖ Personnel budget reflects decrease of 1 full-time Community Development Coordinator position moved to Planning & Zoning and classification change for Administrative Coordinator from part-time to full-time.

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## County Attorney

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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.

### Functional Responsibilities:

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

### Did you know?

*The County Attorney also serves as the legal representative for:*

- ✓ The School Board and School Administration
- ✓ The Board of Zoning Appeals
- ✓ The Planning Commission
- ✓ The Department of Social Services
- ✓ The Industrial Development Authority

### Budget Summary:

County Attorney	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$301,448	\$310,530	\$325,659	\$15,129	4.9%
Operating	6,816	11,079	10,496	(583)	-5.3%
<b>Total</b>	<b>\$308,263</b>	<b>\$321,609</b>	<b>\$336,155</b>	<b>\$14,546</b>	<b>4.5%</b>
<i>Full Time Equivalents</i>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	

### Budget Comments:

- ❖ None

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## Human Resources

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The Gloucester County Human Resources (HR) Department provides employee recruitment, selection, and retention services to County departments.

### Functional Responsibilities:

- ✓ Provide recruitment services, including drug screenings, employment physicals and background checks for all County departments except Sheriff and Social Services.
- ✓ Administer employee performance management, employee relations, worker's compensation, employee safety and unemployment benefit claims.
- ✓ Ensure compliance with federal and state employment regulations and mandates and required reporting.
- ✓ Administer the County's Personnel Policies & Procedures Manual (PPPM) and pay classification systems.
- ✓ Administer employee benefits and payroll as well as maintain personnel and time records.

### Did you know?

The Human Resource Department in Gloucester processed 105 new hires in 2020. Human Resources also processed 10 retirees with average years of service of 19+ years.

Information on job opportunities can be found here: <https://www.gloucesterva.info/347/Job-Opportunities>

### Budget Summary:

Human Resources	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$478,853	\$593,587	\$638,621	\$45,034	7.6%
Operating	89,216	124,678	120,075	(4,603)	-3.7%
<b>Total</b>	<b>\$568,069</b>	<b>\$718,265</b>	<b>\$758,696</b>	<b>\$40,431</b>	<b>5.6%</b>
<i>Full Time Equivalents</i>	6.0	6.0	6.0	0.0	

### Budget Comments:

❖ None

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## Commissioner of Revenue

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The Gloucester County Commissioner of Revenue serves the citizens 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.

### Functional Responsibilities:

- ✓ Administers real estate tax rolls
- ✓ Registers and assesses personal property
- ✓ Audits and enforcement of business taxes
- ✓ Administers tax relief program for the elderly & disabled
- ✓ Manages tax exemptions for qualified veterans and KIA widows.

### Did you know?



The Commissioner of Revenue's Office provides **FREE** Virginia state tax preparation services to taxpayers.

### Budget Summary:

Commissioner of Revenue	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$551,799	\$597,556	\$661,746	\$64,190	10.7%
Operating	19,524	21,274	24,375	3,101	14.6%
<b>Total</b>	<b>\$571,323</b>	<b>\$618,830</b>	<b>\$686,121</b>	<b>\$67,291</b>	<b>10.9%</b>
<i>Full Time Equivalents</i>	<b>8.0</b>	<b>8.0</b>	<b>8.6</b>	<b>0.6</b>	

### Budget Comments:

- ❖ Personnel budget includes the addition of 1 part-time position
- ❖ Operating increase due mainly to higher cost of recognized pricing guides, required by state law, for pricing automobiles

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## Real Estate Assessment

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The Gloucester County Real Estate Assessment Department is responsible for assessing property values on real estate based on fair market value consistent with Virginia State Law.

### Functional Responsibilities:

- ✓ Manages bi-annual general reassessment
- ✓ Conducts assessment reviews
- ✓ Assesses new constructions permits/splits and combines/sales validation
- ✓ Maintains County web-based property database (Vision)
- ✓ Analyzes and reports meaningful information for various County departments

### Did you know?

Of 24,980 real estate parcels in Gloucester County, over 2500 (or approximately 10%) are residentially improved waterfront properties that are accessible by navigable rivers, creeks or other water way.

### Budget Summary:

Real Estate Assessment	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$418,495	\$499,942	\$534,364	\$34,422	6.9%
Operating	31,024	33,013	66,825	33,812	102.4%
<b>Total</b>	<b>\$449,519</b>	<b>\$532,955</b>	<b>\$601,189</b>	<b>\$68,234</b>	<b>12.8%</b>
<i>Full Time Equivalents</i>	5.5	5.5	5.6	0.1	

### Budget Comments:

- ❖ Operating costs increased due to anticipated costs of reassessment in FY2023. Increases are anticipated in professional services (\$25k), postage (\$10k), and Board of Equalization salaries (\$2.6k).
- ❖ Full Time Equivalent (FTE) count methodology was updated in FY2023. Actual personnel count did not increase.

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## Treasurer

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The Treasurer's Office is responsible for receipting and accounting for all County revenues.

### Functional Responsibilities:

- ✓ Records and accounts for revenues of all County funds (including Schools and Social Services)
- ✓ Manages County investments
- ✓ Directs collection efforts for delinquent taxes, utilities, returned checks, and any other County fines or fees
- ✓ Processes receipts for monies due to the County including:
  - Real estate and personal property taxes
  - Dog licenses
  - Utility payments
  - Parking tickets and other fines or fees
  - Virginia income tax and estimated payments

### Did you know?

Three of the seven employees of the Treasurer's Office have been employed by the Treasurer's Office for over twenty years.

### Budget Summary:

Treasurer	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$567,426	\$628,318	\$695,054	\$66,736	10.6%
Operating	166,363	222,824	281,905	59,081	26.5%
<b>Total</b>	<b>\$733,789</b>	<b>\$851,142</b>	<b>\$976,959</b>	<b>\$125,817</b>	<b>14.8%</b>
<i>Full Time Equivalents</i>	8.0	8.0	8.0	0.0	

### Budget Comments:

- ❖ Operating increase (\$55k) due change in accounting method for credit card fees, where offsetting revenue is included in the General Fund budget.



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## *Fiscal Services*

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**Fiscal Services is responsible for the financial management and planning of the County.**

### **Functional Responsibilities:**

- ✓ Handles accounts payable function for all funds
- ✓ Manages debt compliance and reporting
- ✓ Manages fixed asset program
- ✓ Grants Management and Reporting
- ✓ Financial Record Keeping and Reporting
- ✓ Operating & Capital Budget Development and Monitoring

### **Budget Summary:**

<b>Fiscal Services</b>	<b>FY2021 Actual</b>	<b>FY2022 Amended Budget</b>	<b>FY2023 Proposed</b>	<b>\$ Change FY2022 to FY2023</b>	<b>% Change FY2022 to FY2023</b>
Personnel (includes PT WAR)	\$400,235	\$550,229	\$593,949	\$43,720	7.9%
Operating	138,211	77,393	90,546	13,153	17.0%
<b>Total</b>	<b>\$538,445</b>	<b>\$627,622</b>	<b>\$684,495</b>	<b>\$56,873</b>	<b>9.1%</b>
<i>Full Time Equivalents</i>	6.0	6.0	6.0	0.0	

### **Budget Comments:**

- ❖ Operating increase (\$11.6K) due to increase of audit fees (competitively bid in FY2022).

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## Central Purchasing

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Central Purchasing is responsible for competitively buying all materials, supplies, services and construction for the County and Schools pursuant to the requirement of the Code of Virginia §15.2-414 and Chapter 22 of the Gloucester County Code.

### Functional Responsibilities:

- ✓ 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
- ✓ Management of Inquiries and Business Communications.
- ✓ Participation in State and National Purchasing Associations

### Budget Summary:

Purchasing	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$198,303	\$236,402	\$264,496	\$28,094	11.9%
Operating	(6,338)	88,150	92,609	4,459	5.1%
<b>Total</b>	<b>\$191,965</b>	<b>\$324,552</b>	<b>\$357,105</b>	<b>\$32,553</b>	<b>10.0%</b>
<i>Full Time Equivalents</i>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>	

### Budget Comments:

- ❖ Operating increase \$24.5k change in process – the printer and copier maintenance contract is now being centralized within the Purchasing Department, offset by other operating decreases.
- ❖ FY2021 actual of (\$6.3k) was a result of a change in accounting method with postage.

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## *Insurance*

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**Virginia Risk Sharing Association (VRSA) provides coverage and risk management expertise to local government entities throughout Virginia. VRSA is the County's insurance carrier for property, liability, and automobile insurance.**

### **Functional Purpose:**

- ✓ Pools Risks give members benefits in comprehensive coverages, cost savings, and price stability.
- ✓ Administers the Line of Duty Act which is a Health Benefits Plan for eligible disabled persons and family members.

### **For More Information:**

Additional information about the Virginia Risk Sharing Association is available at: <https://www.vrsa.us/>

### **Budget Summary:**

<b>Insurance</b>	<b>FY2021 Actual</b>	<b>FY2022 Amended Budget</b>	<b>FY2023 Proposed</b>	<b>\$ Change FY2022 to FY2023</b>	<b>% Change FY2022 to FY2023</b>
Line of Duty	\$99,169	\$99,169	\$0	(\$99,169)	-100.0%
Vehicle Insurance	46,087	46,696	46,263	(433)	-0.9%
Surety Bond	500	578	400	(178)	-30.8%
Volunteer Accident	4,535	5,809	4,535	(1,274)	-21.9%
General Liability	25,363	24,972	25,531	559	2.2%
Property	41,115	42,760	39,420	(3,340)	-7.8%
Flood	0	4,291	4,500	209	4.9%
<b>Total</b>	<b>\$216,769</b>	<b>\$224,275</b>	<b>\$120,649</b>	<b>(\$103,626)</b>	<b>-46.2%</b>

### **Budget Comments:**

- ❖ Line of Duty insurance relocated to the Public Safety function to reflect the expense within the appropriate function, allocated proportionately among the Sheriff's Office and Gloucester and Abingdon Volunteer Fire Departments.

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## Information Technology

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The Department of Information Technology (DIT) provides reliable technology and technology-based services to the County.

### Functional Responsibilities:

- ✓ 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

### Did you know?

Information Technology staff manage the audio-visual services for the County Board meetings to make those meetings available by both television and web.

### Budget Summary:

Information Technology	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$739,687	\$820,927	\$896,418	\$75,491	9.2%
Operating	743,292	800,677	793,188	(7,489)	-0.9%
<b>Total</b>	<b>\$1,482,979</b>	<b>\$1,621,604</b>	<b>\$1,689,606</b>	<b>\$68,002</b>	<b>4.2%</b>
<i>Full Time Equivalents</i>	8.0	8.0	8.0	0.0	

### Budget Comments:

- ❖ Operating decrease due to FMRR, which is initially budgeted within Contingency and then transferred to the respective departments based on the County Administrator's approved spending plan.

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## Geographic Information Systems

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Geographic Information Systems (GIS) guarantees 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.

### Functional Responsibilities:

- ✓ Addressing Services: this includes responsibility of addressing all structures & parcels permitted by the Building Inspections Dept & according to GIS addressing policy, maintaining addressing database, and distributing data to state agencies.
- ✓ Parcel Maintenance Services: this includes responsibility for performing feature class updates where it pertains to parcel splits, subdivisions, lot line vacations, boundary line adjustments, etc., cross reference data between COR and Assessment to deliver accurate parcel information
- ✓ Mapping Services: create custom maps for internal & external usage, supports the design and print distribution maps for Map Books (used by local law enforcement, UPS, FedEx), Mutual Aid Map Books, Street, and Zoning Maps.
- ✓ Application Services: promote and support the use of GIS web application and services, ArcGIS, Database Administration, Pictometry Administration, 3<sup>rd</sup> Party Software Support, and Reporting Services.

### Budget Summary:

Geographic Information Systems	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$246,202	\$257,214	\$280,459	\$23,245	9.0%
Operating	68,953	176,775	159,177	(17,598)	-10.0%
<b>Total</b>	<b>\$315,155</b>	<b>\$433,989</b>	<b>\$439,636</b>	<b>\$5,647</b>	<b>1.3%</b>
<i>Full Time Equivalents</i>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>	

### Budget Comments:

- ❖ Operating decrease due to FMRR, which is initially budgeted within Contingency and then transferred to the respective departments based on the County Administrator's approved spending plan.

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## Registrar

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The Registrar's Office manages elections within the county and assists voters with registration and other election related matters.

### Functional Responsibilities:

- ✓ 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
- ✓ Developing Online services; for Voters, Election Officers and Candidates

### Did you know?

The Gloucester County Registrar's Office processed nearly 4,000 absentee ballots by mail in the 2020 Election compared to only 800 in the 2016 Election.



### Budget Summary:

Registrar	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$194,280	\$298,367	\$307,027	\$8,660	2.9%
Operating	42,697	74,829	78,310	3,481	4.7%
<b>Total</b>	<b>\$236,977</b>	<b>\$373,196</b>	<b>\$385,337</b>	<b>\$12,141</b>	<b>3.3%</b>
<i>Full Time Equivalents</i>	2.5	3.0	3.2	0.2	

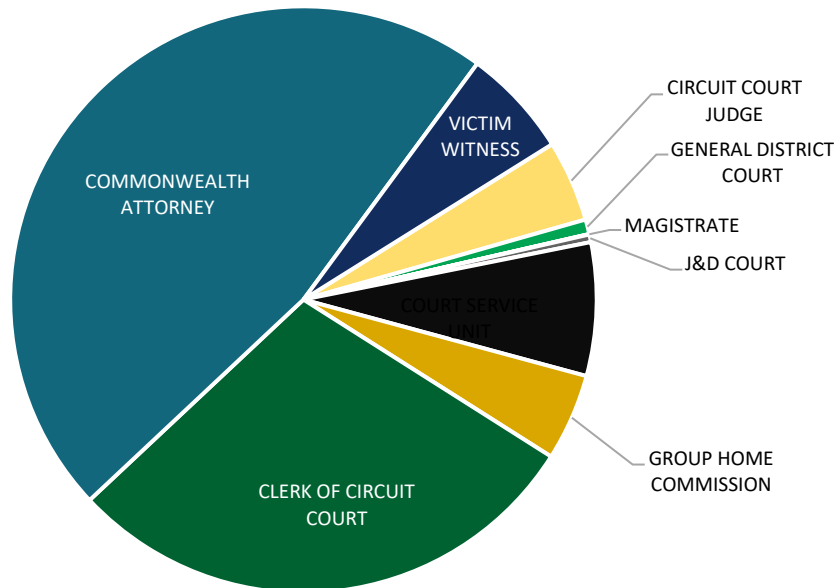
### Budget Comments:

- ❖ Full Time Equivalent (FTE) count methodology was updated in FY2023. Actual personnel count did not increase.

## Judicial Administration Summary

Department/Budget Unit	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget
CIRCUIT COURT JUDGE	\$79,006	\$89,201	\$103,427
GENERAL DISTRICT COURT	13,715	16,397	18,823
COMMISSIONER OF ACCOUNTS	888	0	0
MAGISTRATE	675	500	500
J&D COURT	10,891	12,385	9,690
COURT SERVICE UNIT	169,256	156,469	169,343
GROUP HOME COMMISSION	228,672	92,903	110,447
CLERK OF CIRCUIT COURT	579,607	729,678	668,904
COMMONWEALTH ATTORNEY	946,114	1,006,040	1,085,700
VICTIM WITNESS	128,274	142,826	138,397
<b>Judicial Administration Total</b>	<b>\$2,157,099</b>	<b>\$2,246,399</b>	<b>\$2,305,231</b>

Judicial Administration Budget Proportions



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### *Circuit Court Judge*

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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. It also handles all civil cases of Domestic Relations nature and Felonies or Offenses that may be punished by serving time in the state penitentiary system.

#### **Budget Summary:**

<b>Circuit Court Judge</b>	<b>FY2021 Actual</b>	<b>FY2022 Amended Budget</b>	<b>FY2023 Proposed</b>	<b>\$ Change FY2022 to FY2023</b>	<b>% Change FY2022 to FY2023</b>
Personnel (includes PT WAR)	\$68,106	\$69,901	\$82,633	\$12,732	18.2%
Operating	10,900	19,300	20,794	1,494	7.7%
<b>Total</b>	<b>\$79,006</b>	<b>\$89,201</b>	<b>\$103,427</b>	<b>\$14,226</b>	<b>15.9%</b>
<i>Full Time Equivalents</i>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>	

#### **Budget Comments:**

- ❖ Operating increase (\$2.4k) due to Polycom update, partially offset by other operational decreases.

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### *General District Court*

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The General District Court has a Judge rule over proceedings instead of a Trial by Jury. The Circuit Court handles traffic violations, misdemeanor criminal charges, and holds the preliminary hearings for felony cases. It is also the first step to address civil issues such as money disputes, landlord, and tenant actions, and even personal injury cases.

#### **Budget Summary:**

<b>General District Court</b>	<b>FY2021 Actual</b>	<b>FY2022 Amended Budget</b>	<b>FY2023 Proposed</b>	<b>\$ Change FY2022 to FY2023</b>	<b>% Change FY2022 to FY2023</b>
Operating	\$13,715	\$16,397	\$18,823	\$2,426	14.8%
<b>Total</b>	<b>\$13,715</b>	<b>\$16,397</b>	<b>\$18,823</b>	<b>\$2,426</b>	<b>14.8%</b>

#### **Budget Comments:**

- ❖ Operating increase (\$3.2k) for rapid date and time stamper that was delayed in FY22 and other increased supply costs, offset partially by other operating decreases.



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### Commissioner of Accounts

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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	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Operating	\$888	\$0	\$0	\$0	0.0%
Total	\$888	\$0	\$0	\$0	0.0%

#### Budget Comments:

- ❖ The only County expenditures incurred related to the Commissioner of Accounts are postage and paper, both of which were centralized in FY22, leaving no need for an FY23 budget.

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### Magistrate's Office

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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.

#### Budget Summary:

Magistrate	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Operating	\$675	\$500	\$500	\$0	0.0%
Total	\$675	\$500	\$500	\$0	0.0%

#### Budget Comments:

- ❖ None

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### *Juvenile and Domestic Relations District Court*

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The Juvenile and Domestic Relations District Court hears all matters involving juveniles such as criminal or traffic matters. It also hears family matters such as custody, visitation, support, and abuse. The Gloucester J&DR Court serves the citizens of Gloucester, Mathews, and Middlesex Counties.

#### **Budget Summary:**

J&D Court	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Operating	\$10,891	\$12,385	\$9,690	(\$2,695)	-21.8%
<b>Total</b>	<b>\$10,891</b>	<b>\$12,385</b>	<b>\$9,690</b>	<b>(\$2,695)</b>	<b>-21.8%</b>

#### **Budget Comments:**

- ❖ Operating decrease due to analyzing historical trends of actual costs based on current needs.

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### *9<sup>th</sup> District Court Services Unit*

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The Virginia Department of Juvenile Justice-9th District Court Services Unit strives 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.

#### **Budget Summary:**

Court Service Unit	FY2021 Actual	FY2022 Requested	FY2022 Proposed	Dollar Change	% Change FY2022 to FY2023
Operating	\$169,256	\$156,469	\$169,343	\$12,874	8.2%
<b>Total</b>	<b>\$169,256</b>	<b>\$156,469</b>	<b>\$169,343</b>	<b>\$12,874</b>	<b>8.2%</b>

#### **Budget Comments:**

- ❖ Operating increase (\$13k) due to increase in Merrimac Detention Center cost.

## Colonial Group Home Commission

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 mission 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.

### Budget Summary:

Colonial Group Home Commission	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Operating	\$228,672	\$92,903	\$110,447	\$17,544	18.9%
<b>Total</b>	<b>\$228,672</b>	<b>\$92,903</b>	<b>\$110,447</b>	<b>\$17,544</b>	<b>18.9%</b>

### Budget Comments:

- ❖ Closure of Crossroads resulted in a budgetary credit in FY22.

## Clerk of Circuit Court

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.

### Budget Summary:

Clerk of Circuit Court	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$545,122	\$577,600	\$637,050	\$59,450	10.3%
Operating	34,485	152,078	31,854	(120,224)	-79.1%
<b>Total</b>	<b>\$579,607</b>	<b>\$729,678</b>	<b>\$668,904</b>	<b>(\$60,774)</b>	<b>-8.3%</b>
<i>Full Time Equivalents</i>	<i>7.5</i>	<i>7.5</i>	<i>8.0</i>	<i>0.5</i>	

### Budget Comments:

- ❖ Operating decrease (\$117k) due to Library of Virginia Circuit Court Records Preservation Grant included in FY22 budget (appropriated February 4, 2022).
- ❖ Personnel increase includes addition of 1 part-time position (16 hours).

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## Commonwealth's Attorney Office

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The Commonwealth's Attorney's Office is responsible for prosecuting all felony, domestic violence, and serious misdemeanor cases in Gloucester County where the Code of Virginia requires. The Victim-Witness Assistance Program is housed within this office and is responsible for assisting victims of crimes as their cases proceed through the criminal justice system.

### Budget Summary:

Commonwealth Attorney	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$928,397	\$976,049	\$1,060,001	\$83,952	8.6%
Operating	17,717	29,991	25,699	(4,292)	-14.3%
<b>Total</b>	<b>\$946,114</b>	<b>\$1,006,040</b>	<b>\$1,085,700</b>	<b>\$79,660</b>	<b>7.9%</b>
<i>Full Time Equivalents</i>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>0.0</b>	

### Budget Comments:

- ❖ Operating decrease (\$1k) due to centralizing copier contract within Central Purchasing and (\$3.2k) decrease in use of Asset Forfeiture funds.

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## Victim Witness

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The purpose of the Victim Witness program 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 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.

### Budget Summary:

Victim Witness	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$127,208	\$140,901	\$136,472	(\$4,429)	-3.1%
Operating	1,067	1,925	1,925	0	0.0%
<b>Total</b>	<b>\$128,274</b>	<b>\$142,826</b>	<b>\$138,397</b>	<b>(\$4,429)</b>	<b>-3.1%</b>
<i>Full Time Equivalents</i>	<b>2.0</b>	<b>2.5</b>	<b>2.5</b>	<b>0.0</b>	

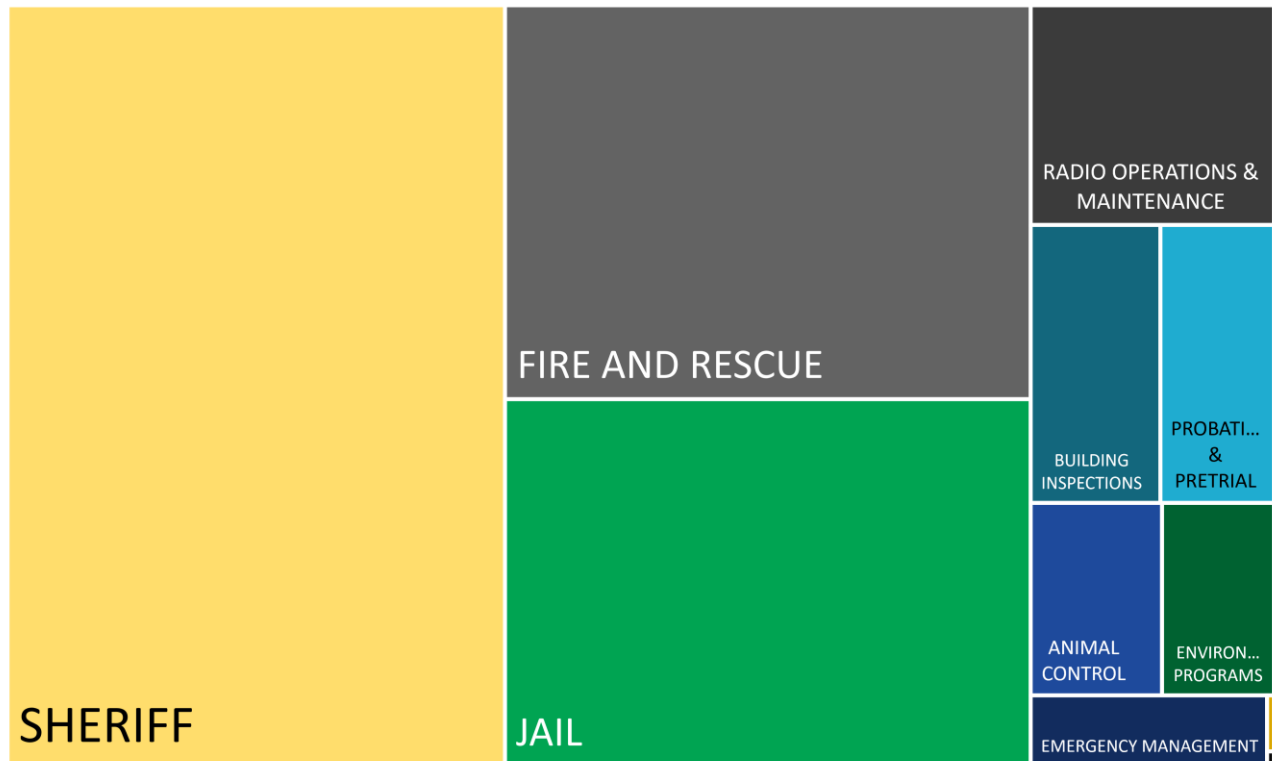
### Budget Comments:

- ❖ Personnel decrease due to change in employee health insurance selection.

## Public Safety Summary

Department/Budget Unit	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget
SHERIFF	\$6,757,524	\$7,257,982	\$6,973,219
JAIL	3,234,612	3,429,626	3,553,287
PROBATION & PRETRIAL	487,629	568,850	582,512
ANIMAL CONTROL	472,868	481,475	465,743
FIRE AND RESCUE	3,226,216	3,540,601	3,808,721
MEDICAL EXAM	760	2,000	2,000
STATE FOREST SERVICE	7,497	7,497	7,497
ENVIRONMENTAL PROGRAMS	320,465	386,358	397,533
BUILDING INSPECTIONS	609,998	646,977	663,864
EMERGENCY MANAGEMENT	266,602	282,322	308,891
EMERGENCY RESPONSE	68,506	0	0
RADIO OPERATIONS & MAINTENANCE	841,473	995,018	986,230
<b>Public Safety Total</b>	<b>\$16,294,149</b>	<b>\$17,598,706</b>	<b>\$17,749,497</b>

### Public Safety Budget Proportions

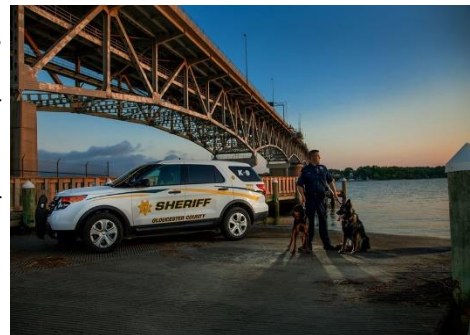


## Sheriff's Office

**The Mission of the Sheriff's Office is to provide peace and security of all residents and visitors of Gloucester County. The Sheriff's Office strives to carry out its responsibilities diligently, courteously and take pride in the services provided. Working in cooperation with community agencies and groups helps to promote understanding and to enhance the law enforcement capabilities.**

### Department Overview:

- ✓ 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
- ✓ Additional 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.
- ✓ An active and professional K9 program consisting of two dogs (Zeus and Duke) who are handled by one of the few officers in the region that possesses certification as a certified trainer through the American Society of Canine Trainers (ASCT).
- ✓ 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



### Did you know?

In Feb. 2021 one of our deputies was recognized as the overall regional Top Cop for the Greater Hampton Roads area.

### Budget Summary:

Sheriff	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$5,736,659	\$6,053,779	\$6,175,551	\$121,772	2.0%
Operating	1,020,865	1,204,203	797,668	(406,535)	-33.8%
<b>Total</b>	<b>\$6,757,524</b>	<b>\$7,257,982</b>	<b>\$6,973,219</b>	<b>(\$284,763)</b>	<b>-3.9%</b>
<i>Full Time Equivalents</i>	<b>67.0</b>	<b>67.5</b>	<b>67.4</b>	<b>-0.1</b>	

### Budget Comments:

- ❖ Operating decrease due to (\$367k) Sheriff vehicles as part of FMRR, which is initially budgeted within Contingency and then transferred to the respective departments based on the County Administrator's approved spending plan.
- ❖ Operating decrease also attributed to (\$78k) centralization of the County's fuel contract.
- ❖ Personnel increase includes a change in classification for the Dare Officer from Part-Time to Full-Time. FTE count methodology was updated in FY2023 to count actual FTEs. Actual personnel did not decrease.

## Jail

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 medical staff is comprised of two state certified nurses who are responsible for the daily evaluation of minor illnesses, injury reports, and wellness checks.

### Budget Summary:

Jail	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$2,402,002	\$2,581,630	\$2,691,002	\$109,372	4.2%
Operating	832,610	847,996	862,285	14,289	1.7%
<b>Total</b>	<b>\$3,234,612</b>	<b>\$3,429,626</b>	<b>\$3,553,287</b>	<b>\$123,661</b>	<b>3.6%</b>
<i>Full Time Equivalents</i>	<b>33.5</b>	<b>33.5</b>	<b>33.6</b>	<b>0.1</b>	

- ❖ FTE count methodology was updated in FY2023 to count actual FTEs. Actual personnel did not decrease.

## Probation & Pretrial Services

The mission of the Probation Agency is to provide sentencing alternatives to the judiciary and the local criminal justice systems. The mission of the Pretrial Agency is to reduce overcrowding caused by the detention of pretrial defendants, assist the courts in making better informed bond decisions, and enhance public safety through evaluation and supervision of pretrial detainees.

### Budget Summary:

Probation & Pretrial	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$443,717	\$525,598	\$543,035	\$17,437	3.3%
Operating	43,912	43,252	39,477	(3,775)	-8.7%
<b>Total</b>	<b>\$487,629</b>	<b>\$568,850</b>	<b>\$582,512</b>	<b>\$13,662</b>	<b>2.4%</b>
<i>Full Time Equivalents</i>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>	

### Budget Comments:

- ❖ Operating decrease (\$4.7K) due to grant revenue re-appropriated in FY22 that is anticipated to be expended prior to FY23.

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## Animal Control

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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.

### Functional Responsibilities:

- ✓ Maintain the County's Animal Shelter
- ✓ Enforce State & County animal laws; issue summons for violations, prepare court cases and appear in court
- ✓ Investigate complaints of cruelty, dog fighting, animal bites, dangerous dogs, care of companion animals and livestock
- ✓ Ensure there is an Animal Control Officer available after normal duty hours and on weekends to respond to emergency calls (24-hour coverage)
- ✓ Pick up all stray / unlicensed dogs in the County; Control and manage County Animal Shelter in accordance with State regulations
- ✓ Assist Sheriff and other law enforcement agencies
- ✓ Ensure dog & exotic animal owners purchase County dog licenses and permits
- ✓ Manage and input all data on complaint cases and animals handled; submit annual report to the State Veterinarian
- ✓ Implement the County EOP Animal Annex / Shelter during emergencies
- ✓ Euthanize vicious, injured, or diseased and unclaimed animals utilizing humane methods

### Budget Summary:

Animal Control	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$303,354	\$301,329	\$313,401	\$12,072	4.0%
Operating	169,514	180,146	152,342	(27,804)	-15.4%
<b>Total</b>	<b>\$472,868</b>	<b>\$481,475</b>	<b>\$465,743</b>	<b>(\$15,732)</b>	<b>-3.3%</b>
<i>Full Time Equivalents</i>	4.0	4.0	4.0	0.0	

### Budget Comments:

- ❖ Operating decrease (\$9.1K) due to centralization of fuel and telephone contracts



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## Volunteer Fire & Rescue

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Fire & Rescue services are provided by two organizational groups: Abingdon Volunteer Fire & Rescue (AVFR) and Gloucester Volunteer Fire & Rescue Squad (GVFRS). The volunteer fire & rescue squads 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.

### Functional Responsibilities:

- ✓ 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

### For more information:

For more information on the volunteer fire & rescue squads that serve Gloucester County visit:

<http://www.gvfrs.org/>

<https://www.avfr.com/>

### Budget Summary:

Volunteer Fire & Rescue	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Line of Duty Insurance	\$0	\$0	\$45,854	\$45,854	100.0%
Abingdon	1,455,541	1,503,017	1,552,686	49,669	3.3%
Abingdon Grant	91,989	91,460	88,275	(3,185)	-3.5%
Gloucester	1,581,861	1,849,843	2,027,657	177,814	9.6%
Gloucester Grant	91,989	91,460	88,275	(3,185)	-3.5%
Pen EMS Council	4,835	4,821	5,974	1,153	23.9%
<b>Total</b>	<b>\$3,226,216</b>	<b>\$3,540,601</b>	<b>\$3,808,721</b>	<b>\$268,120</b>	<b>7.6%</b>

### Budget Comments:

- ❖ Operating increase (\$45.8K) due to line of duty coverage moved from General Admin. to Public Safety function and fully funding requested increases by Gloucester and Abingdon Volunteer Fire & Rescue.

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### *Medical Exam*

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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	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Medical Services	\$760	\$2,000	\$2,000	\$0	0.0%
<b>Total</b>	<b>\$760</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$0</b>	<b>0.0%</b>

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### *State Forest Service*

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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	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
State Forest Service	\$7,497	\$7,497	\$7,497	\$0	0.0%
<b>Total</b>	<b>\$7,497</b>	<b>\$7,497</b>	<b>\$7,497</b>	<b>\$0</b>	<b>0.0%</b>

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## Environmental Programs

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Environmental Programs overall purpose is to conserve the land, water, air, and other natural resources of Gloucester County and to promote the public health and welfare of the people of Gloucester through implementation of various regulatory programs enabled by the state to provide for such environmental protection.

### Functional Responsibilities:

- ✓ Administration of the Chesapeake Bay program
- ✓ The Dunes and Beaches program (related to the Wetlands program)
- ✓ The Erosion and Sediment Control program - Projects identifying disturbance in excess of 2,500 square feet submit a land disturbance application for review and approval.
- ✓ The stormwater program reinforces water quality objectives of the CBPA stipulating the use of state-approved stormwater Best Management Practices (BMP).
- ✓ Issue open burning permits for qualifying projects, advises seasonal burning restrictions of both the Departments of Forestry and Environmental Quality, and responds to complaints

### Did you know?

Gloucester County offers more than 506 miles of shoreline, the second most of any county in Virginia!

### Budget Summary:

Environmental Programs	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$305,715	\$367,626	\$377,977	\$10,351	2.8%
Operating	14,750	18,732	19,556	824	4.4%
<b>Total</b>	<b>\$320,465</b>	<b>\$386,358</b>	<b>\$397,533</b>	<b>\$11,175</b>	<b>2.9%</b>
<i>Full Time Equivalents</i>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>	



*VIMS Living Shoreline in Gloucester  
Photo credit: Steve Droter, Chesapeake Bay Program*

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## *Building Inspections*

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**The mission of the Building Inspections Department is to protect the health, safety, and welfare of the general public by assuring 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.**

### **Functional Responsibilities:**

- ✓ Processes permit applications: In order help applicants with completing appropriate paperwork to assure completeness, provide information on other departments or agencies that may have requirements associated with their proposed project.
- ✓ Plan Review: Complete examination of building and trade plans, as well as site plans for required compliance with the Virginia Uniform Statewide Building Code (USBC) which includes Accessible and Usable Buildings and Facilities.
- ✓ Issuance of building and trade permits. Provides an opportunity to provide information on the responsibility for scheduling the required inspections, etc.
- ✓ Inspections: County building inspectors hold both state and national certification(s) in the various trade disciplines associated with construction projects from footing/foundation to building and trade finals.
- ✓ Code update training: Providing building code update information on the Building Inspections web-site as well conducting training opportunities locally and through our Virginia Building & Code Officials Association (VBCOA).

### **Budget Summary:**

<b>Building Inspections</b>	<b>FY2021 Actual</b>	<b>FY2022 Amended Budget</b>	<b>FY2023 Proposed</b>	<b>\$ Change FY2022 to FY2023</b>	<b>% Change FY2022 to FY2023</b>
Personnel (includes PT WAR)	\$577,223	\$592,829	\$628,462	\$35,633	6.0%
Operating	32,775	54,148	35,402	(18,746)	-34.6%
<b>Total</b>	<b>\$609,998</b>	<b>\$646,977</b>	<b>\$663,864</b>	<b>\$16,887</b>	<b>2.6%</b>
<i>Full Time Equivalents</i>	<i>7.5</i>	<i>7.5</i>	<i>7.6</i>	<i>0.1</i>	

### **Budget Comments:**

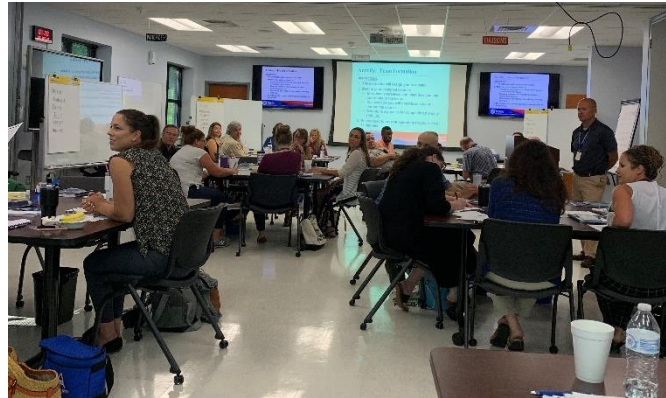
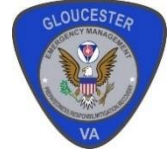
- ❖ Operating decreases due to centralization of (\$5k) telephone , (\$4.3k) fuel , and (\$1.2k) copier contracts. Other operating decreases of \$7.7k are a result of analysis of historical actual costs in relation to current year needs.
- ❖ FTE count methodology was updated in FY2023 to count actual FTEs. Actual personnel did not decrease.

## Emergency Management

**Gloucester County's Department of 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.**

### Functional Responsibilities:

- ✓ 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



### Budget Summary:

<b>Emergency Management</b>	<b>FY2021 Actual</b>	<b>FY2022 Amended Budget</b>	<b>FY2023 Proposed</b>	<b>\$ Change FY2022 to FY2023</b>	<b>% Change FY2022 to FY2023</b>
Personnel (includes PT WAR)	\$199,136	\$212,957	\$241,942	\$28,985	13.6%
Operating	67,466	69,365	66,949	(2,416)	-3.5%
<b>Total</b>	<b>\$266,602</b>	<b>\$282,322</b>	<b>\$308,891</b>	<b>\$26,569</b>	<b>9.4%</b>
<b>Full Time Equivalents</b>	<b>2.5</b>	<b>2.5</b>	<b>2.6</b>	<b>0.1</b>	

### Budget Comments:

- ❖ Modest operating decreases due to centralization of telephone, fuel and copier contracts.
- ❖ FTE count methodology was updated in FY2023 to count actual FTEs. Actual personnel did not change..

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### *Radio Operations and Maintenance*

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Gloucester County entered 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 to support the mission-critical needs of the individual and collective public safety and public service personnel, and citizens' property and business interests. The Department of Engineering manages this program.

#### **Budget Summary:**

<b>Radio Operations &amp; Maintenance</b>	<b>FY2021 Actual</b>	<b>FY2022 Amended Budget</b>	<b>FY2023 Proposed</b>	<b>\$ Change FY2022 to FY2023</b>	<b>% Change FY2022 to FY2023</b>
Operating	\$841,473	\$995,018	\$986,230	(\$8,788)	-0.9%
<b>Total</b>	<b>\$841,473</b>	<b>\$995,018</b>	<b>\$986,230</b>	<b>(\$8,788)</b>	<b>-0.9%</b>

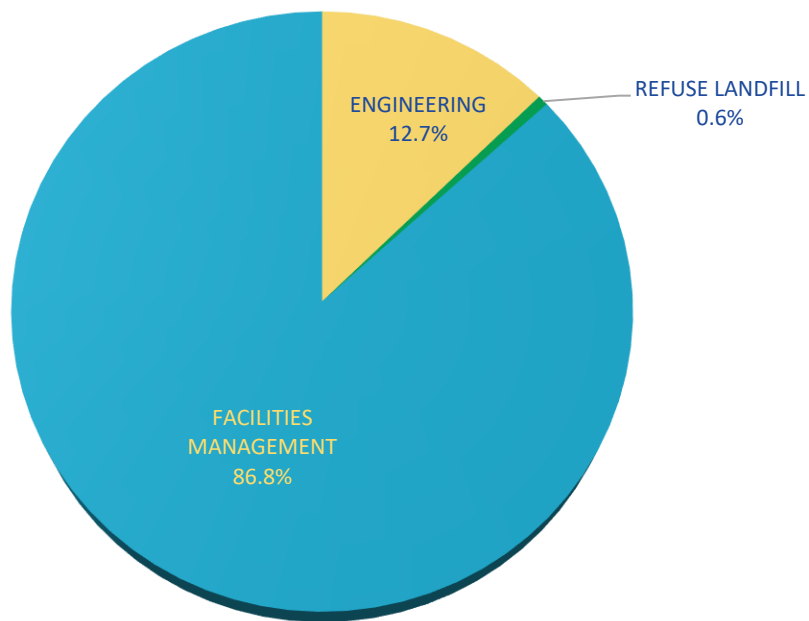
#### **Budget Comments:**

- ❖ Operating decrease resulting from slight reduction in contract costs, partially offset by addition of \$12.8k for new pagers.

## Public Works Summary

Department/Budget Unit	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget
ENGINEERING	\$321,316	\$330,046	\$377,521
REFUSE LANDFILL	26,414	15,516	16,786
FACILITIES MANAGEMENT	2,190,731	2,316,095	2,583,721
<b>Public Works Total</b>	<b>\$2,538,460</b>	<b>\$2,661,657</b>	<b>\$2,978,028</b>

Public Works Budget Proportions



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## Engineering Services

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The Engineering Services Department serves as a technical resource supporting the Board of Supervisors' vision. The Department provides directions, general information and contact information for any entity calling for Engineering. This includes citizens, consultants, contractors, and salespersons.

### Functional Responsibilities:

- ✓ Provides the County facility capital and non-capital construction project management.
- ✓ Provides engineering and technical support services to the all departments within the County
- ✓ Provides oversight of 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.
- ✓ Responsible for the administration and growth of the Community Rating System (CRS) with the County. This function includes facilitating the Floodplain Management Committee, Program for Public Information, and other CRS-drive plans.
- ✓ Manages or Administers the Public Service Radio System Admin., Security Support Services, and Hazard Mitigation Management.

### Budget Summary:

Engineering Services	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$299,654	\$304,318	\$337,245	\$32,927	10.8%
Operating	21,662	25,728	40,276	14,548	56.5%
<b>Total</b>	<b>\$321,316</b>	<b>\$330,046</b>	<b>\$377,521</b>	<b>\$47,475</b>	<b>14.4%</b>
<i>Full Time Equivalents</i>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>	

### Budget Comments:

- ❖ Operating increase includes \$16.7k increase in Professional Services for gas monitoring at Landfill



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### *Refuse Landfill*

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The purpose of this budget unit is to provide post closure care and maintenance of 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	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Closure Plan	\$26,414	\$15,516	\$16,786	\$1,270	8.2%
Total	\$26,414	\$15,516	\$16,786	\$1,270	8.2%

#### Budget Comments:

❖ None

## Facilities Management

**The Facilities Management Department is responsible for maintenance, general repairs, groundskeeping, and custodial care of County properties. The department also provides maintenance and inspections services on County vehicles and equipment as well as furnish seasonal mosquito control in the designated districts.**

### Functional Responsibilities:

- ✓ Upkeep and repair of all County buildings and grounds.
- ✓ Scheduled repair and maintenance of County vehicles and equipment.
- ✓ Custodial care of County buildings.
- ✓ Coordination with other County departments as well as contracted vendors in the completion of various repairs as well as projects.
- ✓ In house remodels and minor construction projects.
- ✓ Maintains blue and green road name signs throughout the County



### Budget Summary:

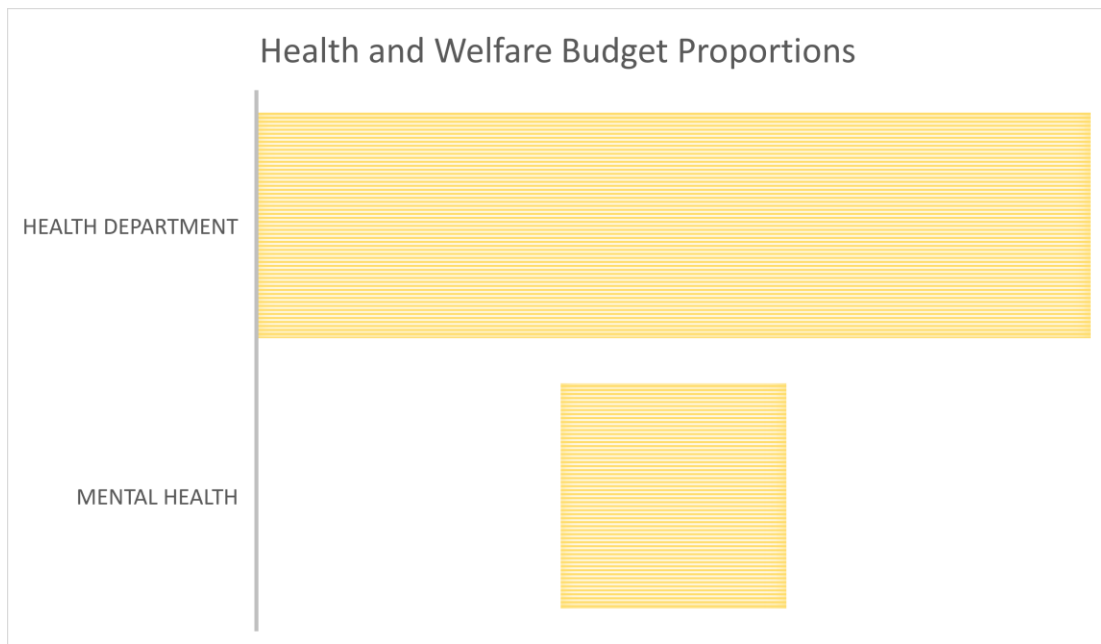
Facilities Management	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$1,329,955	\$1,448,777	\$1,600,694	\$151,917	10.5%
Operating	860,775	867,318	983,027	115,709	13.3%
<b>Total</b>	<b>\$2,190,731</b>	<b>\$2,316,095</b>	<b>\$2,583,721</b>	<b>\$267,626</b>	<b>11.6%</b>
<i>Full Time Equivalents</i>	24.5	24.5	25.0	0.5	

### Budget Comments:

- ❖ Operating increase due to centralization of fuel contract (\$177k) and increase in materials costs for repairs and maintenance (\$36k).
- ❖ Operating increase also is offset by a decrease in FMRR (\$92k), which is initially budgeted within Contingency and then transferred to the respective departments based on the County Administrator's approved spending plan.
- ❖ Personnel increase reflects a count correction reduction of .5 and the addition of 1 full-time custodian.

## Health and Welfare Summary

Department/Budget Unit	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget
HEALTH DEPARTMENT	\$550,681	\$558,092	\$559,833
MENTAL HEALTH	138,849	138,849	151,360
<b>Health and Welfare Total</b>	<b>\$689,530</b>	<b>\$696,941</b>	<b>\$711,193</b>



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## Health Department

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**Health Department services are provided by the Three Rivers Health District, a local health district of the Virginia Department of Health (VDH).**

VDH's mission is to protect and promote the well-being of all people in Virginia. The opportunity for health begins with our families, neighborhoods, schools and jobs.

### Functional Responsibilities:

- ✓ Clinical services: Monitor and investigate reportable and emerging diseases as well as outbreaks of infectious disease
- ✓ Home visiting programs: The Resource Mothers program is designed to assure healthy pregnancies for high-risk teens and the children they produce
- ✓ HIV medical care is offered twice per month at the Gloucester HD in collaboration with EVMS Infectious Disease Physicians
- ✓ Until Help Arrives: This educational program provided by the Three Rivers Health District Medical Reserve Corps, teaches the public what to do to help injured people when at the scene of an accident or disaster until professional help arrives
- ✓ Environmental Health Services: Protecting and promoting a healthy aquaculture shellfish industry, diverse business interests including commercial and tourist food facilities, hotels, campground, and marinas, on-site septic and well permitting, and Chesapeake Bay Act matters

### For More Information:

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.

To view the draft plan visit:

<http://www.vahealthinnovation.org/wp-content/uploads/2016/01/Plan-for-WellBeing-DRAFT.pdf>

### Budget Summary:

Health Department	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Operating	\$550,681	\$558,092	\$559,833	\$1,741	0.3%
Total	\$550,681	\$558,092	\$559,833	\$1,741	0.3%

### Budget Comments:

- ❖ Requested increase due to adding Chief Operating Officer into the District.

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## *Mental Health*

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**This budget provides funding to the Middle Peninsula-Northern Neck Community Services Board.**

The Middle Peninsula-Northern Neck Community Service Board 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. Its mission is to provide comprehensive clinical and support services to those who need it.

### **Functional Programs:**

The Middle Peninsula Northern-Neck CSB provides services related to:

- ✓ Early intervention
- ✓ Intellectual Disability
- ✓ Mental Health
- ✓ Prevention
- ✓ Substance Use

### **For More Information:**

For additional information visit: <https://www.mpnnscsb.org/>

### **Budget Summary:**

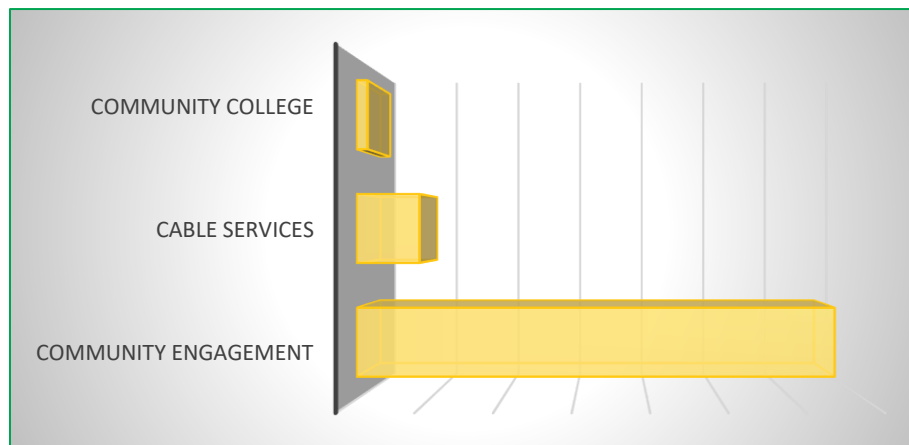
<b>Mental Health</b>	<b>FY2021 Actual</b>	<b>FY2022 Amended Budget</b>	<b>FY2023 Proposed</b>	<b>\$ Change FY2022 to FY2023</b>	<b>% Change FY2022 to FY2023</b>
Operating	\$138,849	\$138,849	\$151,360	\$12,511	9.0%
<b>Total</b>	<b>\$138,849</b>	<b>\$138,849</b>	<b>\$151,360</b>	<b>\$12,511</b>	<b>9.0%</b>

### **Budget Comments:**

- ❖ Requested increase based on 2020 Census.

## Education Summary

Department/Budget Unit	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget
COMMUNITY ENGAGEMENT	\$565,946	\$620,497	\$658,715
CABLE SERVICES	77,037	81,971	86,399
COMMUNITY COLLEGE	14,566	14,857	14,857
<b>Education Total</b>	<b>\$657,549</b>	<b>\$717,325</b>	<b>\$759,971</b>



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## Community Engagement and Public Information

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The Community Engagement and Public Information (CE&PI) Department strives to inspire you to build a thriving community. CE&PI provides current information while fostering local and school partnerships, engaging citizens to access resources and opportunities to shape their community.

### Functional Responsibilities:

- ✓ Coordination of Community Use (non-school usage) of school facilities
- ✓ Coordination of community services, programs, resources, and efforts to prevent duplication and maximize impacts
- ✓ Publish citizen publication (The Beehive), Community School Newsletters, Weekly Town Crier, social websites, and other publications as needed
- ✓ Manage all FOIA requests for the County
- ✓ Manage/update volunteer database for county, school, and community volunteer opportunities
- ✓ Recruit volunteers & partnership programs for a variety of services and projects

### Budget Summary:

Community Engagement & Public Information	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$544,734	\$583,306	\$623,464	\$40,158	6.9%
Operating	21,212	37,191	35,251	(1,940)	-5.2%
<b>Total</b>	<b>\$565,946</b>	<b>\$620,497</b>	<b>\$658,715</b>	<b>\$38,218</b>	<b>6.2%</b>
<i>Full Time Equivalents</i>	8.5	8.5	8.6	0.1	

### Budget Comments:

- ❖ FTE count methodology was updated in FY2023 to count actual FTEs. Actual personnel did not change.

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### *Cable Services*

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As a division of the Department of Community Engagement, Cable Services manages the County's cable franchise agreement; citizen complaints/inquires; county/school partnership for GCTV & DUKETV; budget; GCTV programming & scheduling; local video production; and upkeep of 3 broadcast facilities (w/ DIT Dept.).

#### **Budget Summary:**

Cable Services	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$1,423	\$2,691	\$2,699	\$8	0.3%
Operating	75,613	79,280	83,700	4,420	5.6%
<b>Total</b>	<b>\$77,037</b>	<b>\$81,971</b>	<b>\$86,399</b>	<b>\$4,428</b>	<b>5.4%</b>

#### **Budget Comments:**

- ❖ Operating increase in Other Contracted Services (\$14.3k) due to replacement of Granicus software with Escribe, offset by other operational decreases.

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### *Community College*

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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.

For more information visit: <https://www.rappahannock.edu/>

#### **Budget Summary:**

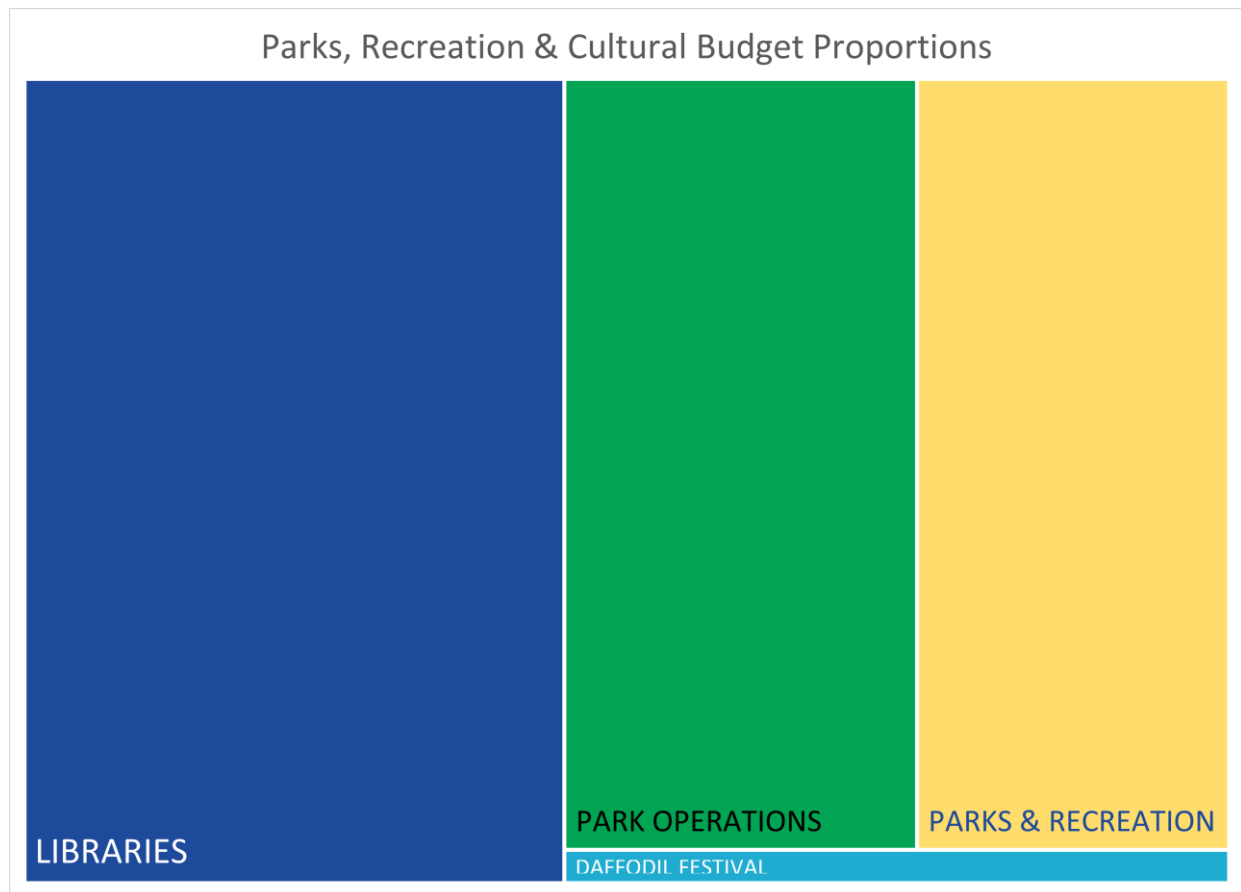
Community College	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Operating	\$14,566	\$14,857	\$14,857	\$0	0.0%
<b>Total</b>	<b>\$14,566</b>	<b>\$14,857</b>	<b>\$14,857</b>	<b>\$0</b>	<b>0.0%</b>



## Parks, Recreation & Cultural Summary

Department/Budget Unit	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget
PARKS & RECREATION	\$519,152	\$717,666	\$711,972
PARK OPERATIONS	590,684	832,510	803,848
DAFFODIL FESTIVAL	18,774	64,771	65,275
LIBRARIES	1,118,534	1,200,591	1,284,780
<b>Parks, Recreation, Cultural Total</b>	<b>\$2,247,145</b>	<b>\$2,815,538</b>	<b>\$2,865,875</b>

Parks, Recreation & Cultural Budget Proportions



## Parks & Recreation

The Parks, Recreation, and Tourism (PRT) Department 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.

### Functional Responsibilities:

- ✓ 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



### Budget Summary:

Parks & Recreation	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$503,109	\$596,815	\$633,532	\$36,717	6.2%
Operating	16,042	120,851	78,440	(42,411)	-35.1%
<b>Total</b>	<b>\$519,152</b>	<b>\$717,666</b>	<b>\$711,972</b>	<b>(\$5,694)</b>	<b>-0.8%</b>
<i>Full Time Equivalents</i>	5.5	5.5	5.5	0.0	

### Budget Comments:

- ❖ Operating expenses decreased due to \$36k donation revenue and \$13.7k in grant revenue that was budgeted in FY22.



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## Park Operations

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**Park Operations, a division of the 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, Beaverdam Park, Ark Park & Abingdon Park, Brown Park, Gloucester Point Beach Park, and Tyndall's Point Park.

### Functional Responsibilities:

- ✓ Provide youth, adult and family enrichment through nature related and outdoor programs
- ✓ Recruit, hire, train and supervise park volunteers
- ✓ Customer Service – assist park visitors, respond to inquiries, and handle registrations, reservations, sales and rentals
- ✓ Organize and oversee special events including set-up and take down of equipment
- ✓ Patrol, supervise and maintain grounds and parks facilities.



### Budget Summary:

Park Operations	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$481,447	\$592,168	\$686,725	\$94,557	16.0%
Operating	109,237	240,342	117,123	(123,219)	-51.3%
<b>Total</b>	<b>\$590,684</b>	<b>\$832,510</b>	<b>\$803,848</b>	<b>(\$28,662)</b>	<b>-3.4%</b>
<i>Full Time Equivalents</i>	<b>7.0</b>	<b>7.0</b>	<b>8.0</b>	<b>1.0</b>	

### Budget Comments:

- ❖ Operating expenses decreases mainly due to \$58.6k in donation revenue budgeted for spending in FY22 and \$57.5k decrease in FMRR, which is initially budgeted within Contingency and then transferred to the respective departments based on the County Administrator's approved spending plan.
- ❖ Personnel includes addition of 1 full-time Park Maintenance Technician.

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## *Daffodil Festival*

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**Gloucester's largest annual event is the Daffodil Festival.**

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.

### **Functional Responsibilities:**

- ✓ Marketing & Advertising – local, regional and state advertising, digital promotions
- ✓ Customer Service – respond to inquiries from vendors, applicants, visitors and attendees
- ✓ Organize and assist with set up and take down of equipment
- ✓ Special Projects – beautification efforts, scholarships
- ✓ Organize and coordinate events such as the parade, entertainment, vendors, etc.



### **Budget Summary:**

<b>Daffodil Festival</b>	<b>FY2021 Actual</b>	<b>FY2022 Amended Budget</b>	<b>FY2023 Proposed</b>	<b>\$ Change FY2022 to FY2023</b>	<b>% Change FY2022 to FY2023</b>
Personnel (includes PT WAR)	\$7,018	\$15,771	\$17,775	\$2,004	12.7%
Operating	11,756	49,000	47,500	(1,500)	-3.1%
<b>Total</b>	<b>\$18,774</b>	<b>\$64,771</b>	<b>\$65,275</b>	<b>\$504</b>	<b>0.8%</b>

### **Budget Comments:**

- ❖ \$1.5k decrease in program supplies for festival.

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## Libraries

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The Gloucester County Public Library promotes reading, fosters lifelong learning and provides informational, educational, and cultural resources to citizens in our community.

### Functional Responsibilities:

- ✓ Circulation and customer services: reference, readers' advisory, materials for check-out, collection of fines/fees, technical assistance to patrons using public computers and personal devices, interlibrary loans, and other material requests.
- ✓ Technology: wi-fi, internet, public computers, and training to help citizens achieve their learning requirements.
- ✓ Programming: educational classes, activities, and events provide an opportunity for all ages and backgrounds to gather for discovery, participation, reflection, and growth.
- ✓ Facilities: comfortable spaces to meet friends, to study, to locate reading materials, to use wi-fi, internet or public computers that meet citizens' individual needs.

### Budget Summary:

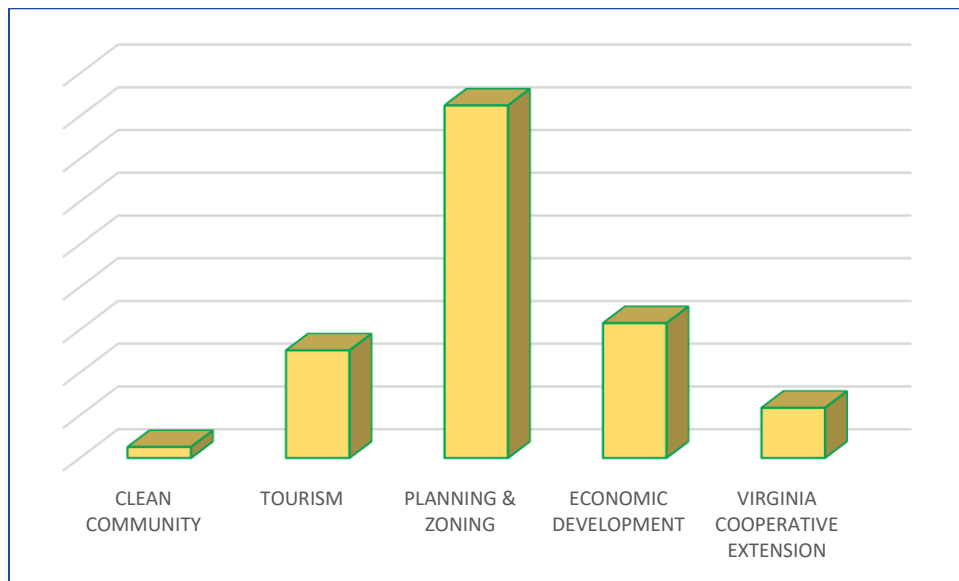
Libraries	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$646,978	\$744,345	\$807,989	\$63,644	8.6%
Operating	471,556	456,246	476,791	20,545	4.5%
<b>Total</b>	<b>\$1,118,534</b>	<b>\$1,200,591</b>	<b>\$1,284,780</b>	<b>\$84,189</b>	<b>7.0%</b>
<i>Full Time Equivalents</i>	11.5	11.0	11.6	0.6	

### Budget Comments:

- ❖ Operating increase due to \$14.5k increase in lease of building and \$6.5k increase in state funded library materials.
- ❖ FTE count includes an adjustment for an FTE that was excluded in prior year count. No new positions were added to this Department in FY2023.

## Community Development Summary

Department/Budget Unit	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget
CLEAN COMMUNITY	\$23,846	\$23,956	\$25,537
TOURISM	\$178,120	\$262,909	\$251,661
PLANNING & ZONING	\$663,521	\$765,744	\$824,733
ECONOMIC DEVELOPMENT	\$272,325	\$309,035	\$315,402
VIRGINIA COOPERATIVE EXTENSION	\$104,094	\$110,137	\$117,309
<b>Community Development Total</b>	<b>\$1,241,906</b>	<b>\$1,471,781</b>	<b>\$1,534,642</b>



## Clean Community

The Department of Community Engagement is designed to promote and coordinate recycling, community clean-ups and beautification efforts, as well as provide educational information and outreach.

### Functional Responsibilities:

- ✓ Organize and implement community clean-up days and beautification efforts
- ✓ Marketing & Advertising – community print and digital marketing on upcoming events and topics of interest
- ✓ Customer Service – respond to inquiries from the public, volunteer management
- ✓ Fundraising – pursue appropriate grants and donations
- ✓ Administration – budget, liaise with Clean Community Committee



### Budget Summary:

Clean Community	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$20,448	\$20,165	\$21,791	\$1,626	8.1%
Operating	3,398	3,791	3,746	(45)	-1.2%
<b>Total</b>	<b>\$23,846</b>	<b>\$23,956</b>	<b>\$25,537</b>	<b>\$1,581</b>	<b>6.6%</b>
<i>Full Time Equivalents</i>	0.5	0.5	0.5	0.0	

### Budget Comments:

❖ None



## Tourism

**The Tourism department promotes Gloucester County as a destination for visitors.**

It organizes events, cares for historic buildings, and assists with the development of tourism related assets. Tourism operates the Museum of History, a State Certified Visitor Center, and a second Information Center located at Gloucester Point.

### Functional Responsibilities:

- ✓ Customer Service - respond to inquiries, greet and assist visitors, coordinate group tours
- ✓ Operation of County Museum of History and Visitor Centers
- ✓ Organize and assist with events and festivals including set-up and take down of equipment
- ✓ Marketing - design and produce advertising pieces, special promotions, exhibits and displays
- ✓ Assist with preservation and care of historic buildings and collect and maintain historic records



### Budget Summary:

Tourism	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$98,942	\$161,247	\$174,255	\$13,008	8.1%
Operating	79,178	101,662	77,406	(24,256)	-23.9%
<b>Total</b>	<b>\$178,120</b>	<b>\$262,909</b>	<b>\$251,661</b>	<b>(\$11,248)</b>	<b>-4.3%</b>
<i>Full Time Equivalents</i>	2.5	2.5	2.5	0.0	

### Budget Comments:

- ❖ Operating reduction due to \$10k grant funds
- ❖ Operating reduction also attributed to \$14k in FMMR budgeted for use in FY22, which is initially budgeted within Contingency and then transferred to the respective departments based on the County Administrator's approved spending plan.



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## Planning and Zoning

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**The Department of Planning and Zoning assists the County and its citizens achieve planning and development goals.**

The Department of Planning and Zoning is committed to assisting the County in realizing its long-range planning goals and visions through a cooperative partnership with the community, Planning Commission and Board of Supervisors. Planning and Zoning staff aspire to help citizens achieve their subdivision and development goals consistent with the community's directives as set forth by the Gloucester County Planning Commission and Board of Supervisors in the adopted plans and ordinances.

### Functional Responsibilities:

- ✓ Implementation and enforcement of the Zoning Ordinance through the issuance of zoning permits for construction, signs and businesses and providing staff to the Board of Zoning Appeals for appeals and variance requests.
- ✓ Long Range Planning – Support to the Planning Commission in their advisory role to the Board of Supervisors to prepare and update of the County's Comprehensive Plan.
- ✓ Current Planning – review of subdivisions and site plans and of applications for re-zonings, special exceptions, and conditional use permits
- ✓ Transportation Planning – represent the County of several regional transportation committees and work with VDOT and HRTPO to secure funding for transportation projects and move existing funded projects along
- ✓ Customer Service – Staff from Planning and Zoning spend a significant amount of time responding to inquiries from citizens, applicants, developers, realtors, businesses and prospective businesses, lenders, etc.

### Budget Summary:

Planning & Zoning	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$646,131	\$744,118	\$804,433	\$60,315	8.1%
Operating	17,389	21,626	20,300	(1,326)	-6.1%
<b>Total</b>	<b>\$663,521</b>	<b>\$765,744</b>	<b>\$824,733</b>	<b>\$58,989</b>	<b>7.7%</b>
<i>Full Time Equivalents</i>	<b>7.0</b>	<b>7.0</b>	<b>8.0</b>	<b>1.0</b>	

### Budget Comments:

- ❖ Personnel reflects increase of 1 full-time Community Development Coordinator position moved from County Administration.

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## Economic Development

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The Department of Economic Development strives to enhance the quality of life and raise the standards of living for Gloucester County residents through aggressive business recruitment and expansion assistance.

### Functional Responsibilities:

- ✓ Develop an Annual Marketing Plan to promote the County's assets to new targeted businesses and support the marketing efforts of the Virginia Economic Development Partnership in trade shows, marketing missions and conferences.
- ✓ Continue to market the Small Business Incentive Program to new and existing businesses for new job creation and capital investment for the County.
- ✓ Continue an aggressive Existing Business Program to assist in the retention and growth of our business community.
- ✓ Develop "Opportunity Zone" literature/ads for the County of Gloucester, positioning the County as more competitive in new business recruitments.
- ✓ Encourage and support private investments in buildings and sites.
- ✓ Provide services/program to our Homebased Businesses to assist in their future growth and success.

### Budget Summary:

Economic Development	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$183,785	\$190,485	\$202,814	\$12,329	6.5%
Operating	88,540	118,550	112,588	(5,962)	-5.0%
<b>Total</b>	<b>\$272,325</b>	<b>\$309,035</b>	<b>\$315,402</b>	<b>\$6,367</b>	<b>2.1%</b>
<i>Full Time Equivalents</i>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	

### Budget Comments:

- ❖ Reduction in operating due to \$9.7 decrease in Hampton Roads Workforce Council dues.

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## Virginia Cooperative Extension

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**Virginia Cooperative Extension helps lead the engagement mission of Virginia Tech and Virginia State University, the commonwealth's land-grant universities.**

Building local relationships and collaborative partnerships, we help people put scientific knowledge to work through learning experiences that improve economic, environmental, and social well-being.

### Functional Responsibilities:

- ✓ Administers the 4-H Youth Development which emphasizes a "learning by doing" philosophy of youth development.
- ✓ Administers the Family and Consumer Sciences (FCS) program which strives to improve the well-being of Virginia families through educational programs.
- ✓ Administers the Family Nutrition Program works to educate and inform limited-resource families about nutrition.
- ✓ Helps agriculture, forestry, and nursery/landscape industries use the most current technology and management practices.
- ✓ Administers the Extension Master Gardener and Virginia Master Naturalist programs which utilizes volunteer educators to promote environmentally sound horticulture practices and serve as citizen scientists and stewards helping Virginia conserve and manage natural resources.

### Budget Summary:

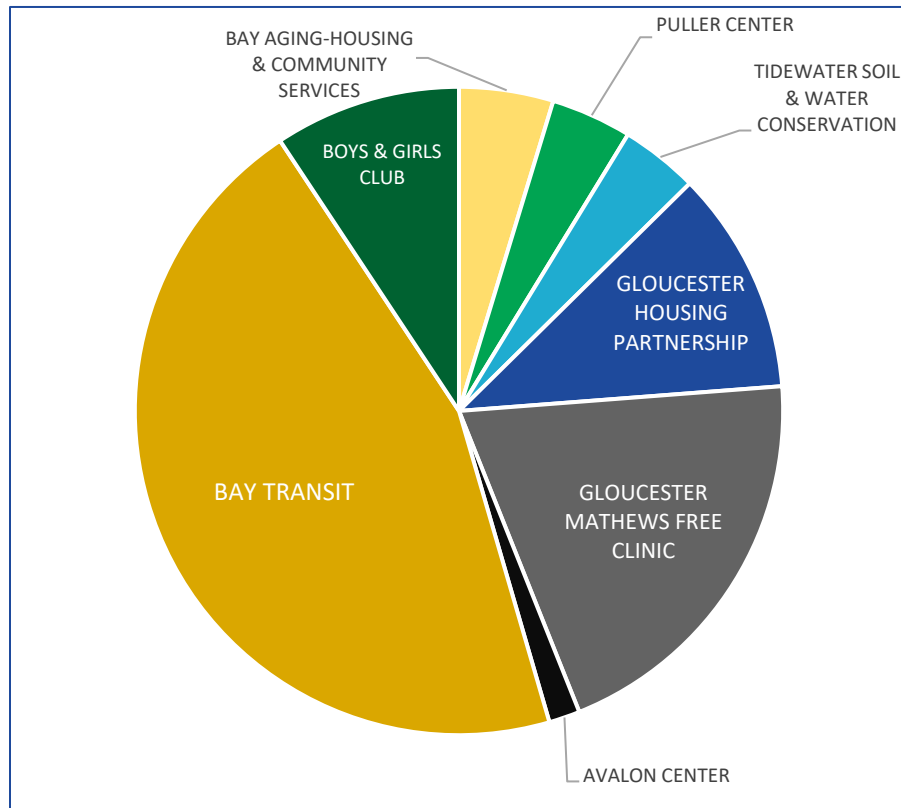
Virginia Cooperative Extension	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Personnel (includes PT WAR)	\$53,020	\$54,658	\$58,070	\$3,412	6.2%
Operating	51,074	55,479	59,239	3,760	6.8%
<b>Total</b>	<b>\$104,094</b>	<b>\$110,137</b>	<b>\$117,309</b>	<b>\$7,172</b>	<b>6.5%</b>
<i>Full Time Equivalents</i>	1.0	1.0	1.0	0.0	

### Budget Comments:

- ❖ Operating increase due to \$3.7k in County portion of salaries and benefits of 4 State Extension agents serving Gloucester

## Civic Contributions/Non-Departmental Summary

CIVIC ORGANIZATION	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed Budget
BAY AGING-HOUSING & COMMUNITY SERVICES	\$15,000	\$15,150	\$15,150
PULLER CENTER	13,000	13,000	13,000
TIDEWATER SOIL & WATER CONSERVATION	12,500	12,500	12,500
GLOUCESTER HOUSING PARTNERSHIP	36,000	36,000	36,000
GLOUCESTER MATHEWS FREE CLINIC	65,000	65,000	65,000
AVALON CENTER	5,000	5,000	5,000
BAY TRANSIT	0	145,656	145,656
BOYS & GIRLS CLUB	30,000	30,000	30,000
OTHER	100,000	0	0
<b>TOTAL CIVIC CONTRIBUTIONS</b>	<b>\$276,500</b>	<b>\$322,306</b>	<b>\$322,306</b>



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### *Bay Aging*

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The County's partnership with Bay Aging helps to provide residents opportunities for home and community services.

#### **Budget Summary:**

Bay Aging-Housing & Community Services	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Contribution	\$15,000	\$15,150	\$15,150	\$0	0.0%
<b>Total</b>	<b>\$15,000</b>	<b>\$15,150</b>	<b>\$15,150</b>	<b>\$0</b>	<b>0.0%</b>

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### *Bay Transit*

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#### **Bay Transit has several accessibility opportunities for Gloucester residents:**

- Public transportation from 6 a.m. to 6 p.m., Monday - Friday for people of all ages;
- New Freedom Mobility Management gives seniors and people with disabilities access to health care services within/outside the service region and hours of operation beyond Bay Transit's normal operating schedule;
- MedCarry, a volunteer, non-emergency medical transportation service, is used mostly in the local area; and
- Courthouse Circulator and the Hive Express are popular dedicated routes that give people ready access to health services, county offices, restaurants, clinics, shopping, library and more
- Bay Transit also partners with GUEST to carry the homeless to assigned churches for safe overnight stays.

#### **Budget Summary:**

Bay Transit	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Contribution	\$0	\$145,656	\$145,656	\$0	0.0%
<b>Total</b>	<b>\$0</b>	<b>\$145,656</b>	<b>\$145,656</b>	<b>\$0</b>	<b>0.0%</b>

#### **Budget Comment:**

- ❖ In FY21, Bay Transit notified the County that no contribution was needed because the funding had been filled by COVID relief dollars.

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### *VersAbility's Puller Center*

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**VersAbility's Puller Center provides paid minimum wage employment, job training, and day support services to people with disabilities living in the ten counties of the Middle Peninsula and Northern Neck.**

This program provides support not typically found in employment settings, including medication administration, ongoing prompting, and emotional and behavior supports. The Puller Center also serves individuals with disabilities who are unable to work or who have retired from work by providing a day support program that offers structured activities and learning opportunities. Individuals in this program participate in a community art class through Bay School of the Arts, clean an area of Beaverdam Park, generously donate their time to deliver lunches for Meals on Wheels, and visit local attractions

**For more information visit:** <https://versability.org/employment-programs/puller-center/>

#### **Budget Summary:**

<b>VersAbility-Puller Center</b>	<b>FY2021 Actual</b>	<b>FY2022 Amended Budget</b>	<b>FY2023 Proposed</b>	<b>\$ Change FY2022 to FY2023</b>	<b>% Change FY2022 to FY2023</b>
Contribution	\$13,000	\$13,000	\$13,000	\$0	0.0%
<b>Total</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$0</b>	<b>0.0%</b>

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### *Avalon Center*

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**Avalon Center supports, counsels and shelters women, children and men fleeing domestic and sexual violence, stalking and sex-trafficking.**

Through a 24-hour help line, trained advocates provide crisis intervention, information and referrals, and safety planning. Avalon provides hospital accompaniment, legal advocacy, emergency shelter, rehousing and support services that include case management, individual and group counseling, as well as life skills programs. For youth, Avalon offers advocacy and case management for children who are victims or witnesses of violent crimes or bullying. Youth services include supervised court-ordered visitation and/or custody exchange and outreach about healthy relationships and safety. Avalon served more than 1,700 individuals during the last fiscal year.

#### **Budget Summary:**

<b>Avalon (formerly Laurel Shelter)</b>	<b>FY2021 Actual</b>	<b>FY2022 Amended Budget</b>	<b>FY2023 Proposed</b>	<b>\$ Change FY2022 to FY2023</b>	<b>% Change FY2022 to FY2023</b>
Contribution	\$5,000	\$5,000	\$5,000	\$0	0.0%
<b>Total</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>0.0%</b>

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### *Boys & Girls Club*

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Since 2001, Boys & Girls Clubs of the Virginia Peninsula has been committed to providing Gloucester County youth with access to a safe and supportive environment that fosters transformative learning opportunities through innovative and engaging programs and activities.

Under the leadership and guidance of the Unit Director, our Gloucester County Unit continues to provide a variety of dynamic programs that focus on five core areas: Education & Career Development, Character & Leadership Development, Health & Life Skills, Sports, Fitness & Recreation and The Arts.

#### **Budget Summary:**

Boys & Girls Club	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Contribution	\$30,000	\$30,000	\$30,000	\$0	0.0%
<b>Total</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$0</b>	<b>0.0%</b>

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### *Tidewater Soil & Water Conservation District*

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The Tidewater Soil and Water Conservation District administers the Virginia Agricultural Cost Share (VACS) Best Management Program and promotes natural resources conservation.

The goal of VACS is to improve water quality by reducing non-point source pollutants and environmental contamination. The pollutant reductions help in achieving the Chesapeake Bay Watershed Implementation Plan goals. Additional programs/services include: pasture clearing plans, two annual \$1,000 college scholarships, youth conservation camp scholarships, SOL based educational programs, Arbor Day programs, farm tours, Clean Water Farm Award, Envirothon, poster contest, assisting property owners with natural resources concerns and promoting environmental stewardship.

#### **Budget Summary:**

Tidewater Soil & Water Conservation	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Contribution	\$12,500	\$12,500	\$12,500	\$0	0.0%
<b>Total</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$0</b>	<b>0.0%</b>

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### *Gloucester Housing Partnership*

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The Gloucester Housing Partnership provides a wide range of home repairs to qualified Gloucester County residents.

Though the scope of each project varies on the needs of the client, each repair is specifically tailored to meet one of our four fundamental goals: Warm, Safe, Dry and Accessible.

#### **Budget Summary:**

Gloucester Housing Partnership	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Contribution	\$36,000	\$36,000	\$36,000	\$0	0.0%
<b>Total</b>	<b>\$36,000</b>	<b>\$36,000</b>	<b>\$36,000</b>	<b>\$0</b>	<b>0.0%</b>

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### *Gloucester Mathews Care Clinic*

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The Gloucester Mathews Care Clinic provides care for the uninsured and underinsured adults of Gloucester and Mathews counties, and has six main healthcare components:

- |                 |                             |
|-----------------|-----------------------------|
| 1) Chronic Care | 4) Behavioral Health Care   |
| 2) Acute Care   | 5) Patient Health Education |
| 3) Dental Care  | 6) On-site pharmacy         |

#### **Budget Summary:**

Gloucester Mathews Free Clinic	FY2021 Actual	FY2022 Amended Budget	FY2023 Proposed	\$ Change FY2022 to FY2023	% Change FY2022 to FY2023
Contribution	\$65,000	\$65,000	\$65,000	\$0	0.0%
<b>Total</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$0</b>	<b>0.0%</b>



## Contingency & Other Budget Matters Summary

BUDGET UNIT	FY2023 Proposed Budget
CONTINGENCY	\$183,000
FMRR/CAPITAL OUTLAY NEW	350,000
ADMINISTRATIVE INCREASES	30,000
TRANSFER SAVINGS	(319,104)
VACANCY SAVINGS	(700,000)
<b>TOTAL CONTINGENCY/OTHER BUDGET MATTERS</b>	<b>(\$456,104)</b>

### Purpose/Objective:

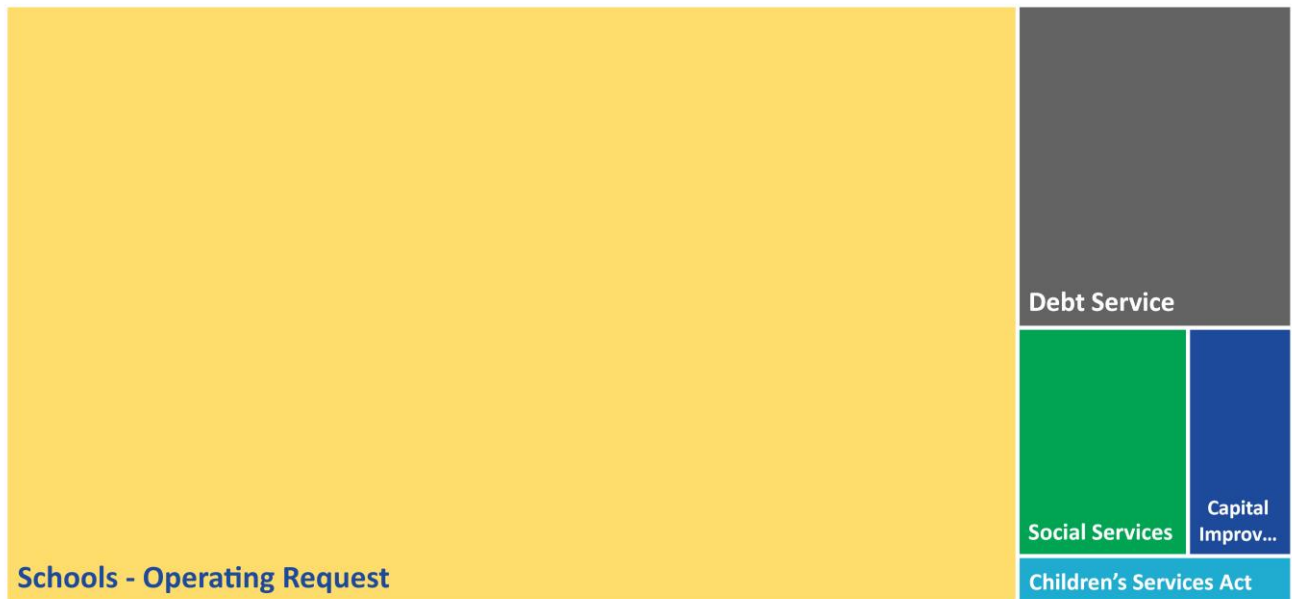
The Contingency provides funds for the County Administrator's initiatives and uncertainties relative to State and Federal funding as well as to offset costs related to unforeseen emergent needs, including unanticipated expenditures of a nonrecurring nature, or to meet unexpected small increases in service delivery costs. This section is also used during the budget development process (Approved 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.

## Other Funds & General Fund Transfers Summary

Fund	Proposed Fund Budget	FY23 Proposed General Fund Transfer
Schools - Operating Request	71,469,461	\$28,742,836
Social Services	6,002,746	1,838,029
Children's Services Act	1,524,000	650,000
Capital Improvements	20,218,228	1,121,978
Debt Service	5,889,360	4,186,450
Utilities	5,464,810	-
Gloucester Sanitary District #1	25,585	-
Gloucester Point Sanitary District	25,267	-
Mosquito Control	179,112	-

**Total Proposed Transfers** \$36,539,293

### GENERAL FUND SUPPORT TO OTHER FUNDS \$36,539,293



## Schools – Operating, Special Education, and Cafeteria Funds

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.

School Operating Fund					
Revenues	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
Local Revenue	\$199,202	\$300,596	\$300,596	\$0	0.0%
Local Transfer	25,597,700	27,742,836	28,742,836	1,000,000	3.6%
State Revenue	32,334,527	32,872,469	34,882,039	2,009,570	6.1%
Federal Revenue	3,910,551	6,772,788	6,772,788	0	0.0%
<b>Total revenues</b>	<b>\$62,041,979</b>	<b>\$67,688,689</b>	<b>\$70,698,259</b>	<b>\$3,009,570</b>	<b>4.4%</b>

Expenditures	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
School Operating	\$62,041,979	\$67,688,689	\$70,698,259	\$3,009,570	4.4%
<b>Total expenditures</b>	<b>\$62,041,979</b>	<b>\$67,688,689</b>	<b>\$70,698,259</b>	<b>\$3,009,570</b>	<b>4.4%</b>

Special Education Fund					
Revenues	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
Local Revenue	\$561,598	\$633,600	\$757,268	\$123,668	19.5%
State Revenue	7,029	26,000	26,000	0	0.0%
<b>Total revenues</b>	<b>\$568,627</b>	<b>\$659,600</b>	<b>\$783,268</b>	<b>\$123,668</b>	<b>18.7%</b>

Expenditures	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
Special Education	\$568,627	\$659,600	\$783,268	\$123,668	18.7%
<b>Total expenditures</b>	<b>\$568,627</b>	<b>\$659,600</b>	<b>\$783,268</b>	<b>\$123,668</b>	<b>18.7%</b>

Cafeteria Fund					
Revenues	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY23 to FY22	% Change FY23 to FY22
Local Revenue	\$32,090	\$1,353,885	\$1,353,885	\$0	0.0%
State Revenue	23,313	46,291	101,515	55,224	119.3%
Federal Revenue	2,108,428	1,421,101	1,584,879	163,778	11.5%
<b>Total revenues</b>	<b>\$2,163,832</b>	<b>\$2,821,277</b>	<b>\$3,040,279</b>	<b>\$219,002</b>	<b>7.8%</b>

Expenditures	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY23 to FY22	% Change FY23 to FY22
Cafeteria expenses	\$2,163,832	\$2,821,277	\$3,040,279	\$219,002	7.8%
<b>Total expenditures</b>	<b>\$2,163,832</b>	<b>\$2,821,277</b>	<b>\$3,040,279</b>	<b>\$219,002</b>	<b>7.8%</b>

❖ Proposed County transfer to Schools increased by \$1m.

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## *Children's Services Act*

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**The Children's Service Act 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**

### **Functional Responsibilities:**

- ✓ The process is an extremely complex process that must include a utilization review and management component as well as comply with general accounting standards.
- ✓ Supports the County and School programs, goals, and objectives.

### **Budget Summary:**

<b>Revenues</b>	<b>FY2021 Actual</b>	<b>FY2022 Revised Budget</b>	<b>FY2023 Proposed</b>	<b>\$ Change FY22 to FY23</b>	<b>% Change FY22 to FY23</b>
Local	\$3,873	\$3,720	\$3,720	\$0	0.0%
Local Transfer	468,659	650,000	650,000	0	0.0%
State	670,135	852,280	852,280	0	0.0%
Federal	49,872	18,000	18,000	0	0.0%
<b>Total revenues</b>	<b>\$1,192,539</b>	<b>\$1,524,000</b>	<b>\$1,524,000</b>	<b>\$0</b>	<b>0.0%</b>

<b>Expenditures</b>	<b>FY2021 Actual</b>	<b>FY2022 Revised Budget</b>	<b>FY2023 Proposed</b>	<b>\$ Change FY22 to FY23</b>	<b>% Change FY22 to FY23</b>
Children Services	\$1,192,538	\$1,524,000	\$1,524,000	\$0	0.0%
<b>Total expenditures</b>	<b>\$1,192,538</b>	<b>\$1,524,000</b>	<b>\$1,524,000</b>	<b>\$0</b>	<b>0.0%</b>

## Social Services

**Social Services mission it to help Gloucester citizens triumph over poverty, abuse, and neglect to shape strong futures for themselves, their families, and our community.**

### Functional Responsibilities:

- ✓ Administers Supplemental Nutritional Assistance Program (SNAP, formerly known as Food Stamps) and Medicaid assistance
- ✓ Provides Temporary Assistance to Needy Families (TANF, formerly known as a welfare check)
- ✓ Administers Virginia Initiative to Employment not Welfare (VIEW, a required work/education program for TANF recipients)
- ✓ Oversees Subsidized Child Care to participants in the VIEW program
- ✓ Provides services to assist adults to remain in their home (Adult Services)
- ✓ Provides 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

### Budget Summary:

Revenues	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
Local	\$234	\$0	\$0	\$0	0.0%
Local Transfer	1,439,956	1,905,752	1,838,029	(67,723)	-3.6%
State	1,342,116	1,664,213	1,714,569	50,356	3.0%
Federal	2,271,139	2,384,118	2,450,148	66,030	2.8%
Total revenues	\$5,053,445	\$5,954,083	\$6,002,746	\$48,663	0.8%

Expenditures	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
Social Services	\$5,053,445	\$5,954,083	\$6,002,746	\$48,663	0.8%
Total expenditures	\$5,053,445	\$5,954,083	\$6,002,746	\$48,663	0.8%

Full Time Equivalents	51.0	50.0	51.0
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### Budget Comments:

- ❖ Includes splits/offsets to accommodate proposed FY23 5.6% COLA

*Capital Improvement Fund*

**Functional Purpose:**

- ✓ Minimum cost of \$50K per unit
- ✓ Minimum useful life of five years

- ✓ 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.
- ✓ Purchase of land and existing structures
- ✓ Communications and Information Technology Projects



**Budget Summary:**

Expenditures	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY23 to FY22	% Change FY23 to FY22
Capital Projects	\$2,785,726	\$73,736,573	\$20,218,228	(\$53,518,345)	-72.6%
<b>Total expenditures</b>	<b>\$2,785,726</b>	<b>\$73,736,573</b>	<b>\$20,218,228</b>	<b>(\$53,518,345)</b>	<b>-72.6%</b>

## Proposed FY2023 Projects:

Department	Capital Project	FY23 Projected Cost	Proposed Funding Source
Schools	GHS Renovation Completion	\$15,500,000	Debt
Schools	Division Restroom Renovations	513,500	Debt
	<b>Subtotal-Debt</b>	<b>\$16,013,500</b>	
Engineering	Dredging Aberdeen & Timberneck	\$2,938,000	Grant
Administration	Aberdeen Pier	120,750	25% Paygo, 75% Grant
	<b>Subtotal-Grant</b>	<b>\$3,058,750</b>	
Parks, Recreation & Tourism	Woodville Park Fields Renovation	\$855,728	Paygo
Parks, Recreation & Tourism	Historic Building Preservation	250,000	Paygo
Administration	Aberdeen Pier	40,250	25% Paygo, 75% Grant
	<b>Subtotal-Paygo</b>	<b>\$1,145,978</b>	
	<b>Total proposed projects</b>	<b>\$20,218,228</b>	

**\*See page [113](#) for detailed request pages for each of these projects\***

## Budget Comments:

- ❖ Recommend using the balance of Sales Tax Funds to complete as much as possible of GHS Renovation
- ❖ No match required for dredging project. The Port Authority only has \$1.5M; carry balance to a future year.
- ❖ Year One Restroom Renovation is for GHS and can be covered within overall construction project.
- ❖ Aberdeen Pier project requires a 25% grant match through the Virginia Port Authority

## Debt Service

### Functional Purpose:

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. 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. Exceptions include local issuers of general obligation school bonds sold to the Virginia Public School Authority ("VPSA"). VPSA, established in 1962, is a bond bank which provides low-cost financing of capital projects for primary and secondary public schools in Virginia localities. Debt secured solely by the revenues generated by the system for which the bonds were issued may also be issued in any amount without a public referendum.

Debt Policy Compliance	FY2021	Policy
Total general obligation/lease debt	33,325,075	
FY21 Debt as % of Assessed Value	0.71%	3%
FY21 Debt Service as % of General Governmental Expenditures	3.49%	15%

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 a debt policy that sets parameters on the amount of annual debt service payments, for tax supported debt. This policy, updated in June 2020, 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.

### Summary of County Outstanding Debt, including School Board debt:

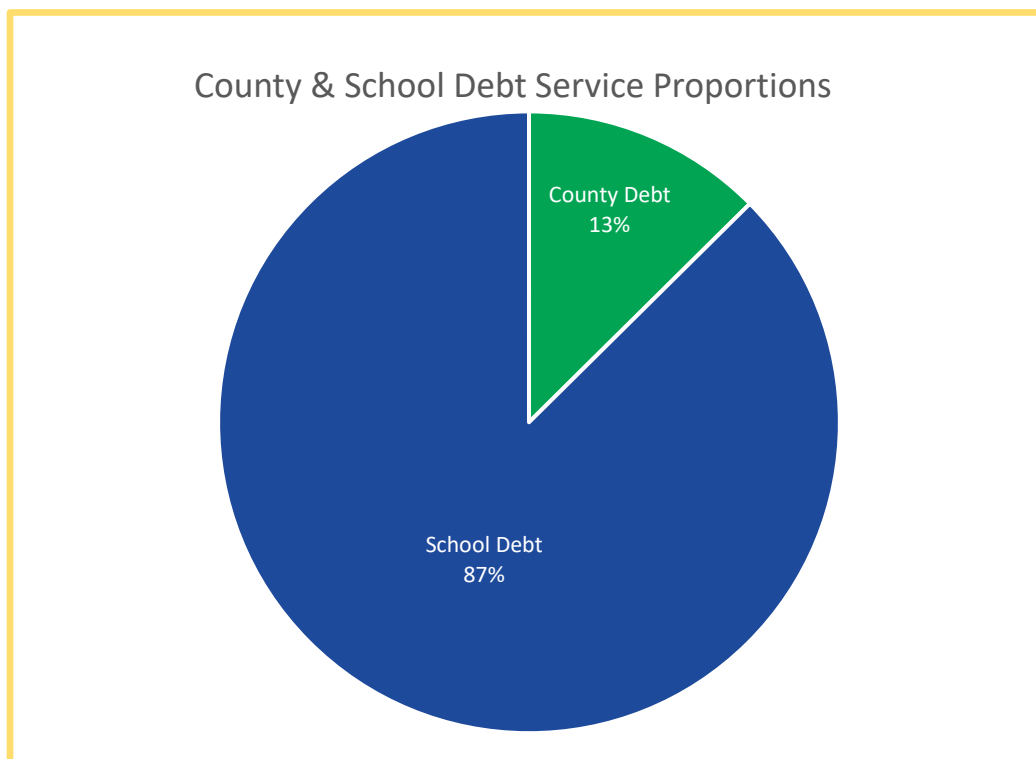
	Date Issued	Original Amount	Debt Service Prin & Int FY2021	Balance at June 30, 2021	Debt Service P&I Budget FY2022	Estimated Balance at June 30, 2022	Last Payment Due
<b>General Government Debt</b>							
<b>School GO Bonds VPSA</b>							
Achilles & Botetourt	November 6, 2003	7,525,000	597,920	1,670,000	601,655	1,140,000	July 15, 2023
Abingdon Elementary	November 9, 2006	6,505,000	496,440	2,615,000	499,422	2,225,000	July 15, 2026
Abingdon	November 8, 2007	6,364,713	459,375	2,456,303	448,125	2,122,429	July 15, 2027
VPSA 2011	December 15, 2011	500,000	61,250	290,000	61,250	250,000	December 1, 2030
VPSA 2012	October 31, 2012	5,999,684	630,367	4,199,772	630,367	3,799,793	December 1, 2034
VPSA 2013	November 21, 2013	15,845,000	1,244,000	11,235,000	1,248,474	10,410,000	July 15, 2033
VPSA 2020	November 10, 2020	4,870,000	-	4,870,000	336,115	4,755,000	July 15, 2041
VPSA 2022	TBD	52,521,426	-	-	-	52,521,426	TBD
<b>Total School Debt</b>			<b>3,489,352</b>	<b>27,336,075</b>	<b>3,825,408</b>	<b>77,223,648</b>	
<b>PRIMARY GOVERNMENT DEBT</b>							
Courthouse Series 2020 Refunding	September 9, 2020	5,335,000	404,772	4,989,000	546,653	4,528,000	November 1, 2030
Communications System	TBD	1,000,000	-	1,000,000	200,000	800,000	TBD
<b>Total County Debt</b>			<b>404,772</b>	<b>5,989,000</b>	<b>746,653</b>	<b>5,328,000</b>	
<b>Grand Total Debt</b>			<b>3,894,124</b>	<b>33,325,075</b>	<b>4,572,061</b>	<b>82,551,648</b>	



## Budget Summary:

Revenues	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
Local Transfer	\$3,625,623	\$4,052,441	\$4,186,450	\$134,009	3.3%
Local Transfer-School Sales Tax	0	289,024	1,157,500	868,476	300.5%
Federal	357,122	238,096	237,295	(801)	-0.3%
Loan Proceeds	5,335,000	350,000	308,115	(41,885)	-12.0%
<b>Total revenues</b>	<b>\$9,317,744</b>	<b>\$4,929,561</b>	<b>\$5,889,360</b>	<b>\$959,799</b>	<b>19.5%</b>

Expenditures	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
Debt Service	\$9,422,323	\$4,929,561	\$5,889,360	\$959,799	19.5%
<b>Total expenditures</b>	<b>\$9,422,323</b>	<b>\$4,929,561</b>	<b>\$5,889,360</b>	<b>\$959,799</b>	<b>19.5%</b>



## Budget Comments:

- ❖ \$134k increase to local transfer is estimated debt service on additional borrowing for school projects that does not qualify for School Sales Tax funding (Transportation facility).
- ❖ \$868.4k increase to local transfer is estimated debt service on additional borrowing for school projects that do qualify for School Sales Tax funding (High School Renovation/Bathrooms)

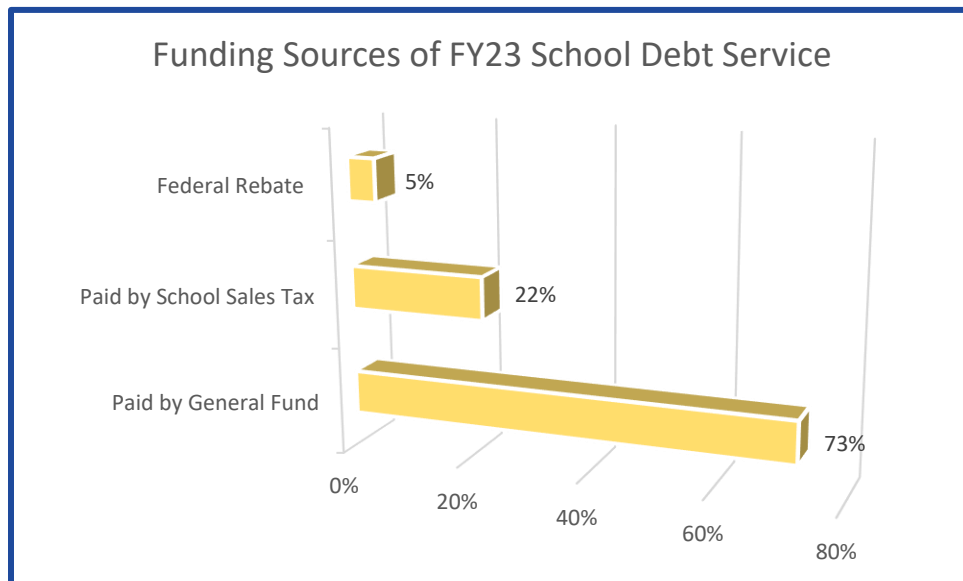
## School Sales Tax Fund

County voters passed an increase of up to 1% in local option sales tax by referendum on November 3, 2020. The revenues from the approved increase will be used to support eligible school construction projects.

### Budget Summary:

Revenues	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
Sales tax revenue	\$0	\$5,000,000	\$5,250,000	\$250,000	5.0%
<b>Total revenues</b>	<b>\$0</b>	<b>\$5,000,000</b>	<b>\$5,250,000</b>	<b>\$250,000</b>	<b>5.0%</b>

Expenditures	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
Transfers out	\$0	\$289,026	\$1,157,500	\$868,474	300.5%
Debt service reserve	0	4,710,974	4,092,500	(618,474)	-13.1%
<b>Total expenditures</b>	<b>\$0</b>	<b>\$5,000,000</b>	<b>\$5,250,000</b>	<b>\$250,000</b>	<b>5.0%</b>



### Budget Comments:

- ❖ FY2023 debt service eligible to be funded with school sales tax is estimated to be \$1,157,500. This amount gets transferred to the Debt Service Fund, from which the payment will be made.
- ❖ The \$4,092,500 Debt Service Reserve is the anticipated remaining school sales tax for the fiscal year after eligible debt service is paid. This reserve will be tracked separately as a portion of Restricted Fund Balance.

## Public Utilities

**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.**

### Functional Responsibilities:

- ✓ 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

### Budget Summary:

Revenues	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
Development/Connection Fees	\$621,040	\$402,100	\$621,040	\$218,940	54.4%
Charges for Services	4,247,854	4,106,340	4,816,688	710,348	17.3%
Use of Fund Balance/Other	0	492,632	0	(492,632)	-100.0%
Federal Grant	4,147	0	0	0	0.0%
State Grant	1,106	0	0	0	0.0%
Local transfer	11,266	0	0	0	0.0%
Miscellaneous	24,261	19,192	18,212	(980)	-5.1%
Investment Income	8,870	21,190	8,870	(12,320)	-58.1%
<b>Total revenues</b>	<b>\$4,918,545</b>	<b>\$5,041,454</b>	<b>\$5,464,810</b>	<b>\$423,356</b>	<b>8.4%</b>

Expenditures	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
Personnel	\$2,031,011	\$2,001,714	\$2,012,882	\$11,168	0.6%
Operating	2,322,840	1,312,489	1,629,272	316,783	24.1%
Capital	286,525	890,220	1,011,000	120,780	13.6%
Debt Service	155,445	837,031	811,656	(25,375)	-3.0%
<b>Total expenditures</b>	<b>\$4,795,820</b>	<b>\$5,041,454</b>	<b>\$5,464,810</b>	<b>\$423,356</b>	<b>8.4%</b>

<b>Full Time Equivalents</b>	<b>29.0</b>	<b>27.0</b>	<b>28.0</b>
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### Budget Comments:

- ❖ Detailed capital project request pages for projects included in \$1.01M figure can be found beginning on page 145.
- ❖ Operating increase due to \$39k increase in chemical supplies, \$179k increase to Consent Order, \$40.2k increase in maintenance (including water tower), \$69.5k increase in fuel.
- ❖ Personnel includes addition of 1 full-time Senior Utility Maintenance Technician.

## Sanitary Districts

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 that for FY21 will remain in place at one cent per one hundred dollars of assessed valuation. For reporting and operating purposes, the districts are combined with Utilities

### Budget Summary:

Gloucester Sanitary District					
Revenues	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
General Property Taxes	\$25,560	\$19,153	\$25,560	\$6,407	33.5%
Investment Revenue	25	50	25	(25)	-50.0%
Use of Fund Balance	0	6,647	0	(6,647)	-100.0%
<b>Total Revenues</b>	<b>\$25,586</b>	<b>\$25,850</b>	<b>\$25,585</b>	<b>-\$265</b>	<b>-1.0%</b>

Expenditures	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
Operating	\$19,598	\$25,850	\$25,585	-\$265	-1.0%
<b>Total Expenditures</b>	<b>\$19,598</b>	<b>\$25,850</b>	<b>\$25,585</b>	<b>-\$265</b>	<b>-1.0%</b>

❖ FY23 budget based on FY21 actuals. FY22 budget includes \$6,647 in use of Fund Balance

Gloucester Point Sanitary District					
Revenues	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
General Property Taxes	\$25,096	\$20,508	\$25,096	\$4,588	22.4%
Investment Income	171	334	171	(163)	-48.8%
<b>Total revenues</b>	<b>\$25,267</b>	<b>\$20,842</b>	<b>\$25,267</b>	<b>\$4,425</b>	<b>21.2%</b>

Expenditures	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
Operating	\$20,238	\$20,842	\$25,267	\$4,425	21.2%
<b>Total expenditures</b>	<b>\$20,238</b>	<b>\$20,842</b>	<b>\$25,267</b>	<b>\$4,425</b>	<b>21.2%</b>

❖ FY23 budget is based on historical trends of actual revenue

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## *Mosquito Control*

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Gloucester County provides a limited mosquito control program to targeted Mosquito Control Districts (MCDs) which is managed by the Facilities Management Department. 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.

### Functional Responsibilities:

- ✓ 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

### Budget Summary:

Revenues	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY22 to FY23	% Change FY22 to FY23
Property Taxes	\$125,081	\$98,390	\$113,699	\$15,309	15.6%
Use of Fund Balance	0	15,935	65,413	49,478	310.5%
<b>Total revenues</b>	<b>\$125,081</b>	<b>\$114,325</b>	<b>\$179,112</b>	<b>\$64,787</b>	<b>56.7%</b>

Expenditures	FY2021 Actual	FY2022 Revised Budget	FY2023 Proposed	\$ Change FY23 to FY22	% Change FY23 to FY22
Operating	\$95,626	\$96,550	\$157,600	\$61,050	63.2%
Personnel	12,525	17,775	21,512	3,737	21.0%
<b>Total expenditures</b>	<b>\$108,151</b>	<b>\$114,325</b>	<b>\$179,112</b>	<b>\$64,787</b>	<b>56.7%</b>

### Budget Comments:

- ❖ Operating budget includes \$60,000 for a shed and a vehicle necessary to replace aging assets that is to be funded from Mosquito Committed Fund Balance.

## **Project Pages – CIP Proposed Projects**

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### **Project Submissions for Projects Proposed in FY2023 Capital Budget**



Click [here](http://www.gloucesterva.info/605/Financial-Services) to open the Full book of project submissions available on the Financial Services webpage of Gloucester County's website.

[www.gloucesterva.info/605/Financial-Services](http://www.gloucesterva.info/605/Financial-Services)

## SCHOOL & COUNTY PROJECTS

Department	Capital Project	FY23 Projected Cost
Schools	GHS Renovation Completion	15,500,000
Schools	Division Restroom Renovations	513,500
Engineering	Dredging Aberdeen & Timberneck	2,938,000
Administration	Aberdeen Pier	120,750
Parks, Recreation & Tourism	Woodville Park Fields Renovation	855,728
Parks, Recreation & Tourism	Historic Building Preservation	250,000
Administration	Aberdeen Pier	40,250
<b>Total proposed projects</b>		<b>20,218,228</b>

# CIP PROJECT REQUEST FORM

Gloucester County, Virginia

Project Title	Renovation Completion of Gloucester High School
Project Location	Gloucester High School
Department Name	Facilities
Contact Name/Phone/Email	Bryan L. Hartley, 693-4103, bhartley@gc.k12.va.us



General Project Information	
Date of Submission	
Capital Project-New or Expansion	<input type="checkbox"/>
Capital Maintenance Major-New Project	<input checked="" type="checkbox"/>
Capital Maintenance-Neither new nor expanding	<input type="checkbox"/>
County/School?	School

Proposed Schedule/Cost									
Date Improvements Begin		Date Improvements Complete			Useful life (in years)				
Construction Project	\$ 8,104,304	Other Project (nonconstruction)		\$ -	Previous Funding Amount				
Annual/Recurring Cost		Recurring Revenue Generated			Fiscal Year(s) of Previous Funding				
	Prior Year								
	Carry-Forward	FY23	FY24	FY25	FY26	FY27	Total FY23-27	Costs Beyond	Total Project Funding
Proposed Capital Costs	\$ -	\$ 34,400,000	\$ -	\$ -	\$ -	\$ -	\$ 34,400,000	\$ -	\$ 34,400,000
Source of Funding:									
General Fund Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Fund Operating	-	-	-	-	-	-	-	-	-
Fund Balance-Committed	-	-	-	-	-	-	-	-	-
Fund Balance-Unassigned	-	34,400,000	-	-	-	-	34,400,000	-	34,400,000
Debt	-	-	-	-	-	-	-	-	-
Grant-Federal, State, Local	-	-	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total Capital Funding	\$ -	\$ 34,400,000	\$ -	\$ -	\$ -	\$ -	\$ 34,400,000	\$ -	\$ 34,400,000
Variance-over (short)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	<input type="checkbox"/>	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.	As described in the original project narrative and as detailed in the architects report and evaluation, the building is aging, and all mechanical and utility systems are facing continuous challenges. In short, the building needs to be updated to meet modern standards for environmental controls and ADA compliance. The renovation completion phase of this project will allow for necessary updates to those areas throughout the building that were not addressed due to the need for additional capital support. Items to be addressed in this additional phase include: <ul style="list-style-type: none"> <li>• Extensive site re-work including new bus loop, pavement replacement and other storm water management measures.</li> <li>• The rightsizing of instructional spaces.</li> <li>• Any building additions required for displaced instructional spaces resulting from the rightsizing process, including new band, chorus and drama spaces.</li> <li>• The renovation and reconfiguration of C-Hall to include new CTE curriculum and spaces</li> <li>• Extensive renovations to the auditorium, dining rooms and gymnasium.</li> </ul>
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 #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 result in continued higher costs. ADA compliance, 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 of the 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. The estimated price for the renovation completion phase of this project is estimated to be \$34,400,000 projected to January of 2022 dollars.

Attachments (list):		



## Cost Estimates

<b><u>Project Title</u></b>		
Renovation Completion of Gloucester High School		
<b><u>Department</u></b>		
Schools		
<b><u>Submitted By</u></b>		
Name/Title:	Bryan L. Hartley/Executive Director of Operations	
<b><u>Sources of Project Estimate</u></b>		
	Yes/No	
Subject Area Experts:		
Engineering Director		
Facilities Management Director		
IT Director		
Purchasing Manager		
Other		
		Name/Company
Outside Organization:	YES	Moseley Architects
<b>Cost Elements for Construction Related Projects</b>		
Preliminary and Design	\$	-
Land Acquisition	\$	-
Site Preparation	\$	-
Construction	\$	34,400,000
Landscaping	\$	-
Machinery and Equipment	\$	-
Furniture and Fixtures	\$	-
Information Technology	\$	-
Legal	\$	-
Other Cost Elements	\$	-
Contingencies %	\$	-
<b>TOTAL COST</b>	<b>\$</b>	<b>34,400,000</b>
<b>Cost Elements for Other Capital Projects</b>		
Vehicles (Specialized)	\$	-
Hardware/Software	\$	-
Machinery & Equipment	\$	-
Furniture & Fixtures	\$	-
Information Technology	\$	-
Communications Equipment	\$	-
Other Capital Equipment	\$	-
<b>TOTAL COST</b>	<b>\$</b>	<b>-</b>

# CIP PROJECT REQUEST FORM - CONTINUATION

Gloucester County, Virginia

<b>Project Title</b>	Renovation Completion of Gloucester High School								
<b>Criteria Priorities</b>	Public Safety	Legal Mandates	Protect Capital	Adopted Plans	Service Standard	Population Served	Public Support	Financing	Operating Budget
<b>Dept. Rating</b>	9	9	9	9	9	9	9	3	9
<b>Criteria Rating Justifications</b> Explain your reasoning for selecting the rating your choose for each criteria. It is not necessary to repeat the criteria rating descriptors.									
<b>Public Safety</b>	<p>As described in the original project narrative and as detailed in the architects report and evaluation, the building is aging, and all mechanical and utility systems are facing continuous challenges. In short the building needs to be updated to meet modern standards for environmental controls and ADA compliance. The renovation completion phase of this project will allow for necessary updates to those areas throughout the building that were not addressed due to the need for additional capital support. Items to be addressed in this additional phase include:</p> <ul style="list-style-type: none"> <li>• Extensive site re-work including new bus loop, pavement replacement and other storm water management measures.</li> <li>• The right-sizing of instructional spaces.</li> <li>• Any building additions required for displaced instructional spaces resulting from the right-sizing process, including new band, chorus and drama spaces.</li> <li>• The renovation and reconfiguration of C-Hall to include new CTE curriculum and spaces</li> <li>• Extensive renovations to the auditorium, dining rooms and gymnasium.</li> </ul>								
<b>Legal Mandates</b>	The compliance guidelines are specifically described in the architects recommendation to address air and environmental quality, ADA access, upgrading fire and safety, etc.								
<b>Protection of Capital</b>	Failure to address issues can lead to catastrophic failure resulting in shutdown of operations or expensive temporary solutions. As with any operation, shutdowns result in loss of productivity which, in this case, is the education of our young people.								
<b>Consistency with Comprehensive or Other Plans</b>	Renovation of GHS directly correlates with the goals of the County and schools' <i>Comprehensive Plan</i> to maintain safe and healthy facilities.								
<b>Standard of Service</b>	<p>Renovation of GHS will obviously improve the working and learning environment, both physiologically and psychologically. Students and staff will not be distracted by building issues and the ultimate goal of providing quality instruction will be enhanced.</p> <p>Special Notes: 1) In the weeks preceding the 2018-19 school year, the challenge was cleaning mold from the "new" 1993 D-Hall addition because the 25-year-old AC units could not keep up with removing the humidity after the extensive rains during the summer. 2) In A-Hall, a pneumatic HVAC controller failed during the summer. After a search, a 15-20-year-old vintage part was found for the 43-year-old piece of equipment. Since no current Honeywell technician has knowledge of how to install the part, a retired technician will be called in to install the part.</p>								
<b>Population Served</b>	A renovated high school will address the repair needs and concerns expressed by students, staff, families, and community members. The service to the public will be broad-reaching. Beyond school activities that occur during and after school, Community Engagement and Parks and Recreation use continues to increase. Additionally, as any realtor will testify, one of the first questions asked by prospective buyers relates to the quality of the schools. An improved high school will be a drawing card, and a representation of how the community cares for its families. Volumes of research indicate the value of good schools for creating a safe and positive community atmosphere.								
<b>Public Support</b>	In community meetings and in public areas, parents and community members have expressed support for renovations and improvements to the high school.								
<b>Financing</b>	In community meetings and in public areas, parents and community members have expressed support for renovations and improvements to the high school.								
<b>Operating Budgets</b>	As indicated in the project narrative, capital improvements to the high school will allow the operating budget to be directed toward the multiple non-capital projects needing attention.								

Project Title	Renovation Completion of Gloucester High School
<b>Project Narrative/Justification</b>	
<p>GHS Renovation Sports Complex Option</p> <p>--Renovation is needed (roofs, heat and ventilation, lights, finishes, fixtures, stalls, etc.):</p> <p>--Home side and visitor side bathrooms/locker rooms (assuming all inclusive designs result)</p> <p>--Field house and weight room</p> <p>--Gang bathrooms under bleachers (Home and Visitor sides)</p> <p>--Concession stand and pizza barn</p> <p>--Small building housing the sewer lift station</p> <p>--Press Box</p> <p>--LED lighting (including Field Lighting)</p> <p>--Artificial Turf /Track</p> <p>--Bleachers and pole lights (thorough inspection and appropriate response)</p>	
<p>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 be out of the scope of the required work.</p>	
<p>The skilled workforce would not be redirected from other needed, planned, or scheduled projects or service requirements. 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>	

# CIP PROJECT REQUEST FORM

Gloucester County, Virginia

Project Title	Division Restroom Renovations
Project Location	Gloucester County Public Schools
Department Name	Facilities
Contact Name/Phone/Email	Bryan L. Hartley, 693-4103, bhartley@gc.k12.va.us

General Project Information	
Date of Submission	
Capital Project-New or Expansion	<input type="checkbox"/>
Capital Maintenance Major-New Project	<input checked="" type="checkbox"/>
Capital Maintenance-Neither new nor expanding	<input type="checkbox"/>
County/School?	School



Proposed Schedule/Cost									
Date Improvements Begin		Date Improvements Complete		Useful life (in years)	20				
Construction Project	\$ 8,104,304	Other Project (nonconstruction)	\$ -	Previous Funding Amount					
Annual/Recurring Cost		Recurring Revenue Generated		Fiscal Year(s) of Previous Funding					
	Prior Year								
	Carry-Forward	FY23	FY24	FY25	FY26	FY27	Total FY23-27	Costs Beyond	Total Project Funding
Proposed Capital Costs	\$ -	\$ 513,500	\$ -	\$ -	\$ -	\$ 7,497,377	\$ 8,010,877	\$ -	\$ 8,010,877
Source of Funding:									
General Fund Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Fund Operating	-	-	-	-	-	-	-	-	-
Fund Balance-Committed	-	-	-	-	-	-	-	-	-
Fund Balance-Unassigned	-	513,500	-	-	-	7,497,377	8,010,877	-	8,010,877
Debt	-	-	-	-	-	-	-	-	-
Grant-Federal, State, Local	-	-	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total Capital Funding	\$ -	\$ 513,500	\$ -	\$ -	\$ -	\$ 7,497,377	\$ 8,010,877	\$ -	\$ 8,010,877
Variance-over (short)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	<input type="checkbox"/>	Mandating Agency	
Please read the instructions on the required justifying information needed.				

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	An inclusive restroom is one that anyone can use. These restrooms can benefit many different people, including parents with children, people who may require the accompaniment of a caregiver of a different gender, trans and gender nonconforming people, or people who simply would prefer additional privacy.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Privacy enhancements of current gender segregated facilities do not adequately address the added access and security benefits of gender neutral or inclusive spaces with particular emphasis on restrooms.
3) Indicate and quantify what the consequences would be on services if not funded.	Recent legislation and outcomes from ongoing litigation provide for the requirement to adopt policies and protocols that address the treatment of all students to include access to sex segregated facilities. Inclusive restrooms address these requirements as well as addressing necessary safety and supervision needs.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	There are potential liabilities in the protection of students from harassment and/or discrimination when appropriate supervision is not in place. Given staff structures and the current layout of restroom facilities, providing adequate supervision with sex segregated restrooms can be extremely difficult.
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.	Many of the restroom facilities throughout the division are aging considerably and/or can benefit from updating. Capital investment of this proposed level would replace fixtures and infrastructure which will eliminate the ongoing operational cost for the immediate future.

Attachments (list):	Div Restroom Quote

## Cost Estimates

<b><u>Project Title</u></b>		
Division Restroom Renovations		
<b><u>Department</u></b>		
Schools		
<b><u>Submitted By</u></b>		
Name/Title:	Bryan L. Hartley/Executive Director of Operations	
<b><u>Sources of Project Estimate</u></b>		
	<u>Yes/No</u>	
Subject Area Experts:		
Engineering Director		
Facilities Management Director		
IT Director		
Purchasing Manager		
Other		
Outside Organization:	YES	Name/Company Moseley Architects
<b>Cost Elements for Construction Related Projects</b>		
Preliminary and Design	\$ -	
Land Acquisition	\$ -	
Site Preparation	\$ -	
Construction	\$ 6,516,527	
Landscaping	\$ -	
Machinery and Equipment	\$ -	
Furniture and Fixtures	\$ -	
Information Technology	\$ -	
Legal	\$ -	
Other Cost Elements	\$ 1,494,350	
Contingencies %	\$ -	
<b>TOTAL COST</b>	<b>\$ 8,010,877</b>	
<b>Cost Elements for Other Capital Projects</b>		
Vehicles (Specialized)	\$ -	
Hardware/Software	\$ -	
Machinery & Equipment	\$ -	
Furniture & Fixtures	\$ -	
Information Technology	\$ -	
Communications Equipment	\$ -	
Other Capital Equipment	\$ -	
<b>TOTAL COST</b>	<b>\$ -</b>	

# CIP PROJECT REQUEST FORM - CONTINUATION

Gloucester County, Virginia

<b>Project Title</b>	Division Restroom Renovations								
<b>Criteria Priorities</b>	Public Safety	Legal Mandates	Protect Capital	Adopted Plans	Service Standard	Population Served	Public Support	Financing	Operating Budget
<b>Dept. Rating</b>	9	9	3	6	6	9	6	0	6
<b>Criteria Rating Justifications</b> Explain your reasoning for selecting the rating you choose for each criteria. It is not necessary to repeat the criteria rating descriptors.									
<b>Public Safety</b>	Enhanced supervision of inclusive environments benefits all individuals who use inclusive facilities as well as for those who are responsible for the safety of those individuals and security of the school facilities. In addition, there is an established obligation to protect all individuals from harassment and discrimination regardless of the setting. Inclusive restrooms create a natural flow of pedestrian traffic which eases access to private restroom facilities while also providing open access to hand hygiene stations. The conceptual open design of inclusive restrooms provide far superior ability to monitor and supervise these spaces.								
<b>Legal Mandates</b>	Results from ongoing litigation and recent legislation have established the need to explore options that are more inclusive and less stigmatizing to all individuals who seek access to facilities that correspond more directly with specific personal identification. Creating more inclusive environments will be well-supported with enhanced supervision.								
<b>Protection of Capital</b>	The need for inclusive settings will continue to require redesign and remodeling of our current gender specific spaces which will have significant financial implications. The current operating budget does not budget for such expenses.								
<b>Consistency with Comprehensive or Other Plans</b>	Inclusive restrooms correlate directly with all initiatives that create a welcoming and safe environment.								
<b>Standard of Service</b>	An inclusive facility provides the highest standard of service. Enhanced access and supervision provides benefits to all populations.								
<b>Population Served</b>	All students, staff, parents and visitors that enter our school facilities will benefit from access to such restroom facilities.								
<b>Public Support</b>	Inclusive restrooms provide easier access to restroom facilities for students, staff and the community. In addition to access, security and safety are enhanced as well.								
<b>Financing</b>	No non-County capital support this time.								
<b>Operating Budgets</b>	The need to provide enhanced privacy in collective settings will have cost implications. Redesign and remodeling of restrooms to inclusive settings will address needs for years to come and will reduce ongoing maintenance issues that we are currently experiencing.								

## CIP PROJECT REQUEST FORM - CONTINUATION

Gloucester County, Virginia

Project Title	Division Restroom Renovations
<b>Project Narrative/Justification</b>	
<p>Prioritization will be given to GHS given that planning is in process for the renovation project. Projected costs have been built into the renovation project that includes an allotted amount for restroom renovations. The transformation to inclusive restrooms has a projected cost of an additional \$200 per square foot at GHS. The remaining buildings have a projected cost of \$350 per square foot for heavy renovation which will be annualized at a rate of 6%. GHS will be in place in FY 23, Page and Peasley Middle School in FY 24 and Achilles, Abingdon, Bethel, Botetourt, Petsworth and TCWEC in FY25.</p>	
<p>GHS FY 23 - 513,500.00</p>	
<p>Page and Peasley FY 27 - <math>5,938,625 \times 1.06 = 6,294,943 \times 1.06 = 6,672,639 \times 1.06 = 7,072,997 \times 1.06 = 7,497,377</math>.</p>	
<p>Abingdon, Achilles, Bethel, Botetourt, Petsworth and TCWEC will be addressed in a subsequent, long-range capital plan submission.</p>	

**MOSELEYARCHITECTS**

Gloucester County Public Schools

CIP Planning | Gender-Neutral Group Toilet Rooms

August 28, 2021

	SF	\$\$/SF	Total
Abingdon ES			
Construction Costs	2,410	\$ 350.00	\$ 843,500.00
Project Costs			\$ 210,875.00
Total Project Cost			\$ 1,054,375.00

Achilles ES			
Construction Costs	2,305	\$ 350.00	\$ 806,750.00
Project Costs			\$ 201,687.50
Total Project Cost			\$ 1,008,437.50

Bethel ES			
Construction Costs	1,712	\$ 350.00	\$ 599,200.00
Project Costs			\$ 149,800.00
Total Project Cost			\$ 749,000.00

Botetourt ES			
Construction Costs	3,377	\$ 350.00	\$ 1,181,950.00
Project Costs			\$ 295,487.50
Total Project Cost			\$ 1,477,437.50

Gloucester HS			
Construction Costs	2,054	\$ 200.00	\$ 410,800.00
Project Costs			\$ 102,700.00
Total Project Cost			\$ 513,500.00

Page MS			
Construction Costs	6,557	\$ 350.00	\$ 2,294,950.00
Project Costs			\$ 573,737.50
Total Project Cost			\$ 2,868,687.50

Peasley MS			
Construction Costs	7,017	\$ 350.00	\$ 2,455,950.00
Project Costs			\$ 613,987.50
Total Project Cost			\$ 3,069,937.50

Petsworth ES			
Construction Costs	2,488	\$ 350.00	\$ 870,800.00
Project Costs			\$ 217,700.00
Total Project Cost			\$ 1,088,500.00

TC Walker Center

Dix Restroom Costs

Construction Costs	2,208	\$ 350.00	\$ 772,800.00
Project Costs			\$ 193,200.00
Total Project Cost			\$ 966,000.00



Total:	\$ 11,741,500.00
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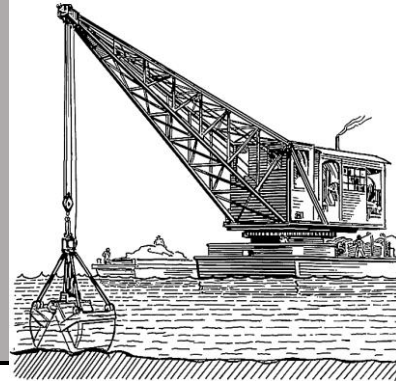
Notes:

1. Estimates for each facility above includes only the renovation of group toilets. Modifications to single fixture toilets are not anticipated other than providing revised room signage. The estimates above do not include the addition of fixtures should fixture counts be reduced as a result of renovations. There is currently no guidance related to code required facility fixture counts as a result of this initiative.
2. For Gloucester HS, figures above include adding the group toilets in D-Hall and the locker areas in locker rooms with a SF cost that is added to the Light Renovation number currently in the renovation project.
3. All figures above are estimated January 2022 dollars. We recommend these estimates be inflated going forward at an annual rate of 6%.
4. Project costs above include fees, testing and project contingency.

Project Title	Aberdeen & Timberneck Dredging
Project Location	Aberdeen and Timberneck Creeks
Department Name	Engineering Services
Contact Name/Phone/Email	Brent Payne / 804-693-5480 / bpayne@gloucesterva.info

**General Project Information**

Date of Submission	9/8/2021
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

**Proposed Schedule/Cost**

Date Improvements Begin	FY 22	Date Improvements Complete			TBD	Useful life (in years)			TBD
Construction Project	\$ 2,938,000	Other Project (nonconstruction)			\$ -	Previous Funding Amount			
Annual/Recurring Cost		Recurring Revenue Generated				Fiscal Year(s) of Previous Funding			2022
	Prior Year								
	Carry-Forward	FY23	FY24	FY25	FY26	FY27	Total FY23-27	Costs Beyond	Total Project Funding
Proposed Capital Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Source of Funding:									
General Fund Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Fund Operating	-	-	-	-	-	-	-	-	-
Fund Balance-Committed	-	-	-	-	-	-	-	-	-
Fund Balance-Unassigned	-	-	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-	-	-
Grant-Federal, State, Local		2,938,000	-	-	-	-	2,938,000	-	2,938,000
Proffers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total Capital Funding	\$ -	\$ 2,938,000	\$ -	\$ -	\$ -	\$ -	\$ 2,938,000	\$ -	\$ 2,938,000
Variance-over (short)	\$ -	\$ 2,938,000	\$ -	\$ -	\$ -	\$ -	\$ 2,938,000	\$ -	\$ 2,938,000

**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.	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 have two feet of water depth during MLLW. Severe shoaling in Timberneck Creek has forced the U.S. Coast Guard to withdraw aid to navigation. This 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 to the commercial maritime industry and contribute to unsafe recreational boating. Timberneck Creek provides access to Williams Landing and Aberdeen Creek provides access to Aberdeen pier. Both of these creeks are used by working watermen.
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 goods 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):

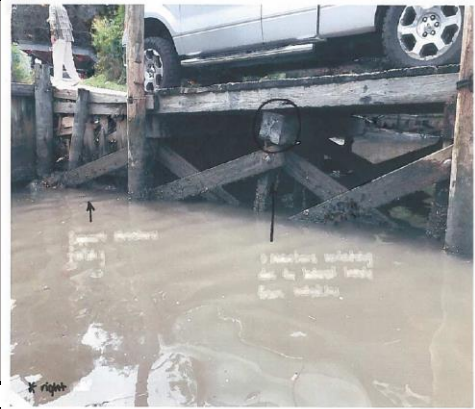
## Cost Estimates

<b><u>Project Title</u></b>		
Aberdeen & Timberneck Dredging		
<b><u>Department</u></b>		
Engineering Services		
<b><u>Submitted By</u></b>		
Name/Title:	Brent Payne, Director of Engineering Services	
<b><u>Sources of Project Estimate</u></b>		
	<u>Yes/No</u>	
Subject Area Experts:		
Engineering Director	YES	
Facilities Management Director		
IT Director		
Purchasing Manager		
Other		
Outside Organization:	YES	<u>Name/Company</u>
		MPPDC Lewis Lawrence/Curt Smith
<b><u>Cost Elements for Construction Related Projects</u></b>		
Preliminary and Design	\$ -	
Land Acquisition	\$ -	
Site Preparation	\$ -	
Construction	\$ 2,938,000	
Landscaping	\$ -	
Machinery and Equipment	\$ -	
Furniture and Fixtures	\$ -	
Information Technology	\$ -	
Legal	\$ -	
Other Cost Elements	\$ -	
Contingencies %	\$ -	
<b>TOTAL COST</b>	<b>\$ 2,938,000</b>	
<b><u>Cost Elements for Other Capital Projects</u></b>		
Vehicles (Specialized)	\$ -	
Hardware/Software	\$ -	
Machinery & Equipment	\$ -	
Furniture & Fixtures	\$ -	
Information Technology	\$ -	
Communications Equipment	\$ -	
Other Capital Equipment	\$ -	
<b>TOTAL COST</b>	<b>\$ -</b>	

Project Title	Aberdeen & Timberneck Dredging								
Criteria Priorities	Public Safety	Legal Mandates	Protect Capital	Adopted Plans	Service Standard	Population Served	Public Support	Financing	Operating Budget
Dept Rating	6	6	9	9	6	3	9	9	0
<b>Criteria Rating Justifications</b> Explain your reasoning for selecting the rating you choose for each criteria. It is not necessary to repeat the criteria rating descriptors.									
Public Safety	Dredging will allow for USCG to resume operating aids to navigation.								
Legal Mandates	The County and MPPDC have entered into an MOU with the Virginia Port Authority. The MOU requires that Gloucester manages the project and the Port Authority provides funding.								
Protection of Capital	This project will protect the usefulness of Aberdeen Creek and Timberneck Creek. The existing conditions create challenges for boaters who may take their commercial and recreational activities to other localities with managed waterways.								
Consistency with Comprehensive or Other Plans	The <i>Comprehensive Plan</i> states that the County should "promote industries that preserve Gloucester's cultural, historical and natural resources" and to "encourage commercial recreation, tourism, fisheries and water and boating-related industries."								
Standard of Service	This project does not provide new services but will open up boating activities that have been restricted in recent years by shoaling.								
Population Served	This project will support recreational boaters and commercial fishermen.								
Public Support	Public outreach has not yet been conducted.								
Financing	This project will be funded by the Virginia Port Authority.								
Operating Budgets	This project will require staff time but will not otherwise impact the general fund/operating budget.								

Project Title	Aberdeen & Timberneck Dredging
<b>Project Narrative/Justification</b>	
Aberdeen Dredging Breakdown: Minus 5' MLLW with 1ft overdepth, Mob/Demob \$700k Dredging \$400K Total \$1.1M	
Timberneck Dredging: Minus 5' MLLW with 1ft of overdepth, Mob/Demob \$700k, Dredging \$237,600, Total \$937,600	
Geotube Construction on State Park Land: mob/demob \$60k, dewater \$180k, Polymer \$180k, Geotubes \$480k Total \$900k	

Project Title	Aberdeen Creek Pier Reconstruction
Project Location	Aberdeen Creek
Department Name	Engineering Services
Contact Name/Phone/Email	Brent Payne/693-1245/bpayne@gloucester.va.gov



General Project Information	
Date of Submission	9/8/2021
Capital Project-New or Expansion	
Capital Maintenance Major-New Project	
Capital Maintenance-Neither new nor expanding	
County/School?	County

Proposed Schedule/Cost									
Date Improvements Begin	8/1/2024	Date Improvements Complete			6/30/2025	User life (in years)			20
Construction Project	\$ 145,000	Other Project (nonconstruction)			\$ 16,000	Previous Funding Amount			
Annual/Recurring Cost	\$ -	Recurring Revenue Generated				Fiscal Year(s) of Previous Funding			
	Prior Year								
	Carry-Forward	FY23	FY24	FY25	FY26	FY27	Total FY23-27	Costs Beyond	Total Project Funding
Proposed Capital Costs	\$ -	\$ 161,000		\$ -	\$ -	\$ -	\$ 161,000	\$ -	\$ 161,000
Source of Funding:									
General Fund Operating	\$ -	\$ 32,200		\$ -	\$ -	\$ -	\$ 32,200	\$ -	\$ 32,200
Enterprise Fund Operating	-	-	-	-	-	-	-	-	-
Fund Balance-Committed	-	-	-	-	-	-	-	-	-
Fund Balance-Unassigned	-	-	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-	-	-
Grant-Federal, State, Local	-	128,800	-	-	-	-	128,800	-	128,800
Proffers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total Capital Funding	\$ -	\$ 161,000	\$ -	\$ -	\$ -	\$ -	\$ 161,000	\$ -	\$ 161,000
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.	The County owns two side-by-side commercial piers. These piers are used daily by commercial watermen and recreational boaters. The piers are in poor condition and are unable to support motor vehicle traffic and foot traffic. The County closed the piers to motor traffic in September 2021 to prevent further damage or harm to users. The project will rehabilitate these piers to be rated for motor vehicle and commercial use. The proposed cost is derived from preliminary discussions with industry experts and includes 25% contingency. There is the potential to modify the footprint of the pier and to explore alternatives in engineering. Staff are exploring alternative funding sources such as grants and fundraising.				
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	There are no feasible alternatives.				
3) Indicate and quantify what the consequences would be on services if not funded.	If not funded, the piers will continue to deteriorate to a point where they must be closed to all traffic. This will adversely impact local commercial fisherman.				
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Project construction must be completed in coordination with active commercial fisherman and may impact their ability to perform work. The lack of construction repairs may result in discontinued use of the pier.				
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.	Following construction, the County should play an active role in maintenance, repairs and ensuring proper use of the pier to protect the community's investment.				
Attachments (list):		Riverworks Quote - Single Pier Repair			

## Cost Estimates

<b><u>Project Title</u></b>		
Aberdeen Creek Pier Reconstruction		
<b><u>Department</u></b>		
Engineering Services		
<b><u>Submitted By</u></b>		
Name/Title:	Brent Payne/Director of Engineering Services	
<b><u>Sources of Project Estimate</u></b>		
	<u>Yes/No</u>	
Subject Area Experts:		
Engineering Director	YES	
Facilities Management Director		
IT Director		
Purchasing Manager		
Other		
Outside Organization:	NO	<u>Name/Company</u>
<b>Cost Elements for Construction Related Projects</b>		
Preliminary and Design	\$ 16,000	
Land Acquisition	\$ -	
Site Preparation	\$ -	
Construction	\$ 145,000	
Landscaping	\$ -	
Machinery and Equipment	\$ -	
Furniture and Fixtures	\$ -	
Information Technology	\$ -	
Legal	\$ -	
Other Cost Elements	\$ -	
Contingencies %	\$ -	
<b>TOTAL COST</b>	<b>\$ 161,000</b>	
<b>Cost Elements for Other Capital Projects</b>		
Vehicles (Specialized)	\$ -	
Hardware/Software	\$ -	
Machinery & Equipment	\$ -	
Furniture & Fixtures	\$ -	
Information Technology	\$ -	
Communication The County owns two	\$ -	
Other Capital Equipment	\$ -	
<b>TOTAL COST</b>	<b>\$ -</b>	

<b>Project Title</b>	Aberdeen Creek Pier Reconstruction								
<b>Criteria Priorities</b>	Public Safety	Legal Mandates	Protect Capital	Adopted Plans	Service Standard	Population Served	Public Support	Financing	Operating Budget
<b>Dept Rating</b>	9	0	3	9	6	0	3	3	6
<b>Criteria Rating Justifications</b>	Explain your reasoning for selecting the rating your choose for each criteria. It is not necessary to repeat the criteria rating descriptors.								
<b>Public Safety</b>	Safety of the commercial and recreational use of the pier is a concern. This is why the pier was closed to motor vehicle traffic. At this time, the pier is safe for pedestrian traffic but this may change over time.								
<b>Legal Mandates</b>	The County is obligated to ensure its facilities are safe for public use.								
<b>Protection of Capital</b>	Rehabilitation of the piers will result in a reinvestment towards an existing asset.								
<b>Consistency with Comprehensive or Other Plans</b>	The County has prioritized supporting commercial watermen.								
<b>Standard of Service</b>	The standard of service for the pier has been reduced due to the prohibited motor vehicle traffic. This project will correct this reduction.								
<b>Population Served</b>	This project serves watermen and residents.								
<b>Public Support</b>	Watermen have expressed support for this project to protect jobs and opportunities dependent on the piers.								
<b>Financing</b>	No known financing is considered at this time.								
<b>Operating Budgets</b>	The project is proposed to be funded from the general fund. However, grant opportunities are under consideration as well.								



## Estimate

### ADDRESS

Anne Payne  
Gloucester County Engineering

ESTIMATE # 1192

DATE 09/22/2020

EXPIRATION DATE 01/01/2021

ACTIVITY	QTY	RATE	AMOUNT
<b>Permit</b> Cost to create JPA for USACE, VMRC (does not include permit fees/public notice if applicable)	1	1,000.00	1,000.00
<b>Removal</b> Removal of the upstream truck pier (24'x12')	1	8,000.00	8,000.00
<b>Disposal</b> Disposal of debris from upstream truck pier	8	160.00	1,280.00
<b>Custom Dock</b> 24'x12' truck pier (median price) built to same specs of current pier- 12" butt 2.50 CCA pilings, 8"x8" 2.50 CCA supports on pilings secured with 18"x1" lags, 4"x8" 0.80 CCA joists secured with 3/4"x14" lags, 3"x8" X-bracing (3/4" through bolts), 3"x8" 0.80 CCA decking (secured with 60D nails)	1	28,532.00	28,532.00
<b>Custom Seawall</b> 25' seawall, with 8" tip pilings, 2.50 CCA treated, 3"x10" TNG 2.50 CCA treated, 4x6 waler top (both sides) and middle, 3/4" tieback rods.	25	200.00	5,000.00
<b>#57 Stone</b> Backfill stone behind seawall (tons)	20	48.00	960.00

All hardware HDG, all timbers CCA treated

TOTAL

**\$44,772.00**

Accepted By

Accepted Date


# CIP PROJECT REQUEST FORM

Gloucester County, Virginia

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



General Project Information	
Date of Submission	9/7/2021
Capital Project-New or Expansion	<input type="checkbox"/>
Capital Maintenance Major-New Project	<input checked="" type="checkbox"/>
Capital Maintenance-Neither new nor expanding	<input type="checkbox"/>
County/School?	County

Proposed Schedule/Cost									
Date Improvements Begin	FY 23	Date Improvements Complete			FY 23	Useful life (in years)			
Construction Project	\$ 805,728	Other Project (nonconstruction)			\$ -	Previous Funding Amount			
Annual/Recurring Cost	\$ 3,000	Recurring Revenue Generated				Fiscal Year(s) of Previous Funding			
	Prior Year								
	Carry-Forward	FY23	FY24	FY25	FY26	FY27	Total FY23-27	Costs Beyond	Total Project Funding
Proposed Capital Costs	\$ -	\$ 805,728	\$ -	\$ -	\$ -	\$ -	\$ 805,728	\$ -	\$ 805,728
Source of Funding:									
General Fund Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Fund Operating	-	-	-	-	-	-	-	-	-
Fund Balance-Committed	-	-	-	-	-	-	-	-	-
Fund Balance-Unassigned	-	805,728	-	-	-	-	805,728	-	805,728
Debt	-	-	-	-	-	-	-	-	-
Grant-Federal, State, Local	-	-	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	50,000	-	-	50,000	-	50,000
Total Capital Funding	\$ -	\$ 805,728	\$ -	\$ 50,000	\$ -	\$ -	\$ 855,728	\$ -	\$ 855,728
Variance-over (short)	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000

Project Narrative/Justification	Mandated? <input type="checkbox"/>	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.	Several years ago, five athletic fields were constructed at Woodville Park utilizing grant funds, volunteer labor and donated materials. The crown on some fields is so high that teams are not playing games on them because they cannot see the other side of the field. In addition, the dirt used was borrowed spoils from other construction sites and is not ideal for turf play. The project was funded in FY20 and canceled due to COVID-19. Woodville is used almost daily. Renovated fields will need irrigation so fields will not have to be closed for maintenance.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	Leaving the fields as is creates substandard fields for play and is a safety hazard. Games should not be played on fields where the crown is so high. The project includes laser grading, proper top soil, sod across four fields and irrigation. It's possible to do this project with seeding the fields and then the fields would not be playable for at least two seasons. Using sod will enable the fields to be used within 30-45 days. The project also includes addressing swales for potential better drainage.
3) Indicate and quantify what the consequences would be on services if not funded.	When three fields were lighted, certain fields were identified as game versus practice fields. One identified game field is not practicably usable due to the lack of visibility across the field. Additional leagues and organizations have requested use of Woodville Park fields and the condition of the fields makes it difficult to accommodate. Properly irrigating fields is necessary for maintenance and to allow for maximum playtime. Relying on Mother Nature for watering the fields can result in unsafe conditions on the fields.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The high crown makes visibility virtually non-existent for children on opposite sides of the field. Players on the ground, balls being kicked, etc. will not be visible and could cause a safety concern. If we do not properly care for the fields and the grass is not adequately covering the fields, more injuries to players could occur. Maintenance expenses to recover fields will also increase.
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 funding request has increased substantially since the initial request due to the use of sod versus seeding. Sod will enable the fields to be used much sooner after the project is done. Routine operating funds will be needed for seed, fertilizer and staff costs. There will be a slight increase in electricity costs to operate the pump and irrigation system. With a functioning irrigation system, staff will be able to plant seed and fertilize fields on a planned schedule instead of based on the weather forecast. This can result in less loss of seed and better utilization of staff time.

Attachments (list):	Woodville Park Fields Renovation Pictures	
	FY 23-27 Background - Woodville Park Fields Renovation	

## Cost Estimates

<b><u>Project Title</u></b>		
Woodville Park Fields Renovation		
<b><u>Department</u></b>		
Parks, Recreation & Tourism		
<b><u>Submitted By</u></b>		
Name/Title:	Katey Legg, Director	
<b><u>Sources of Project Estimate</u></b>		
	<u>Yes/No</u>	
Subject Area Experts:		
Engineering Director		
Facilities Management Director		
IT Director		
Purchasing Manager		
Other		
		<u>Name/Company</u>
Outside Organization:	YES	Premier Fields and Smith Turf & Irrigation
<b><u>Cost Elements for Construction Related Projects</u></b>		
Preliminary and Design	\$ 60,000	Engineering
Land Acquisition	\$ -	
Site Preparation	\$ -	
Construction	\$ 512,760	Field Regrading
Landscaping	\$ -	
Machinery and Equipment	\$ 159,720	Irrigation Costs
Furniture and Fixtures	\$ -	
Information Technology	\$ -	
Legal	\$ -	
Other Cost Elements	\$ -	
Contingencies %	\$ 73,248	
TOTAL COST	\$ 805,728	
<b><u>Cost Elements for Other Capital Projects</u></b>		
Vehicles (Specialized)	\$ -	
Hardware/Software	\$ -	
Machinery & Equipment	\$ -	
Furniture & Fixtures	\$ -	
Information Technology	\$ -	
Communications Equipment	\$ -	
Other Capital Equipment	\$ -	
TOTAL COST	\$ -	

# CIP PROJECT REQUEST FORM - CONTINUATION

Gloucester County, Virginia

<b>Project Title</b>	Woodville Park Fields Renovation								
<b>Criteria Priorities</b>	Public Safety	Legal Mandates	Protect Capital	Adopted Plans	Service Standard	Population Served	Public Support	Financing	Operating Budget
<b>Dept Rating</b>	6	0	6	9	9	3	6	0	3
<b>Criteria Rating Justifications</b>	Explain your reasoning for selecting the rating you choose for each criteria. It is not necessary to repeat the criteria rating descriptors.								
<b>Public Safety</b>	The high crown on the fields prevents a clear line of sight across the playing area. Injuries can occur or be missed due to lack of visibility. Field conditions can deteriorate rapidly when not properly watered. Bare spots can create a tripping hazard and more injuries are likely. Staff relies on the weather to water the fields and bases seed planting on forecasts. To be properly maintained, each athletic field requires 1 inch of water per week, which is approximately 51,500 gallons per week.								
<b>Legal Mandates</b>									
<b>Protection of Capital</b>	The identified fields are not easily playable but are used due to lack of space. The fields need to be fixed prior to the irrigation or future lighting projects. Fields were built with donated materials which was not ideal soil to establish turf. Adding quality top soil will provide better turf conditions. Shearing off the top of the crown will still leave these fields with less than ideal soil and will not provide the best fields for play. A significant amount of volunteer labor and grant funds went into the construction of the fields. Properly caring for and watering them, once graded properly, will improve the integrity of the fields.								
<b>Consistency with Comprehensive or Other Plans</b>	The "2016 Needs Assessment" conducted by GreenPlay, LLC addressed the need for more athletic fields and prioritizing park maintenance needs (p.15-18). Fixing these fields will help correct these deficiencies and provide better opportunities for play.								
<b>Standard of Service</b>	Leagues, groups and Department programs need fields and the Department is frequently contacted for field use. Fixing these fields will provide a better play space and create safe fields for teams. Properly graded fields will have a better chance for establishing a healthy turf with less runoff. Utilizing an in-ground irrigation system will allow all fields to be maintained properly with less labor. Fields will be in better condition which allows for better use. Fields are closed for long periods of time in order to establish turf. Without proper irrigation, this will continue.								
<b>Population Served</b>	The irrigation system will impact five athletic fields which are used by private leagues, pick up groups, and Department programs. Regional tournaments are also held at Woodville Park. In FY21, almost 30,000 vehicles were counted at Woodville Park, which estimates to approximately 60,000+ visitors annually. More tournaments will be possible with better fields, and rehabilitation time on fields will be reduced when they are continually maintained properly.								
<b>Public Support</b>	Fixing the fields has been identified by staff as well as park users. Private leagues have opted not to use certain fields when others are available. The demand for athletic field space continues to increase. Without properly maintained turf, we cannot accommodate these requests. Current users are impacted when fields can't be used due to maintenance issues.								
<b>Financing</b>									
<b>Operating Budgets</b>	There should be minor impact to operating budgets once the fields are established. Maintenance will be factored into the rotation with other fields as it currently is. The increase in operating costs is an estimate for electricity to operate the pump and incidental equipment items. However, staff could spend less time maintaining the fields and can monitor the irrigation from off-site. Currently, seed is planted based on the weather forecast. If the forecast is incorrect, seed could be wasted.								







# CIP PROJECT REQUEST FORM

Gloucester County, Virginia

Project Title	Historic Building Preservation
Project Location	Court Circle & Museum of History
Department Name	Parks, Recreation & Tourism
Contact Name/Phone/Email	Katey Legg / 693-1270 / klegg@gloucesterva.info



General Project Information	
Date of Submission	9/7/2021
Capital Project-New or Expansion	<input type="checkbox"/>
Capital Maintenance Major-New Project	<input checked="" type="checkbox"/>
Capital Maintenance-Neither new nor expanding	<input type="checkbox"/>
County/School?	

Proposed Schedule/Cost									
Date Improvements Begin	FY 26	Date Improvements Complete		FY 26	Useful life (in years)			25+	
Construction Project	\$ 250,000	Other Project (nonconstruction)		\$ -	Previous Funding Amount				
Annual/Recurring Cost	unknown	Recurring Revenue Generated			Fiscal Year(s) of Previous Funding				
	Prior Year								
	Carry-Forward	FY23	FY24	FY25	FY26	FY27	Total FY23-27	Costs Beyond	Total Project Funding
Proposed Capital Costs	\$ -	\$ 250,000	\$ -	\$ -		\$ -	\$ 250,000	\$ -	\$ 250,000
Source of Funding:									
General Fund Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Fund Operating	-	-	-	-	-	-	-	-	-
Fund Balance-Committed	-	250,000	-	-	-	-	250,000	-	250,000
Fund Balance-Unassigned	-	-	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-	-	-
Grant-Federal, State, Local	-	-	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total Capital Funding	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000
Variance-over (short)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	<input type="checkbox"/>	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 museum and court circle buildings are a few hundred years old and are in need of preservation work. Most of the court circle buildings are not open to the public because of extensive repairs. This funding will provide a conditions assessment of the buildings and a scope of work by a subject matter expert which will address brick repointing, plaster repair, moisture damage, window repainting and repair. Preservation work will be a multiyear process better known after a scope of work is developed.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The buildings need many different types of repairs and for the last few years staff has been addressing small items as they arise. This is not efficient both in time and resources. A better plan will allow methodical preservation and rehabilitation work and address critical needs first.
3) Indicate and quantify what the consequences would be on services if not funded.	If these buildings are not properly cared for, they will continue to deteriorate. The buildings are very prominent on Main Street and failing buildings are an eyesore. In addition, tourism may suffer because our historical assets are deteriorating and may no longer be available to the public. Structural damage, unsafe electrical, and moisture damage will only increase over the years if these buildings are not preserved properly.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	There can be many unknowns when working in historic buildings. As one item is repaired, something else can be noticed that wasn't planned for. An assessment and scope of work by architectural historians, masons, and other subject matter experts will be key to properly addressing the buildings' needs.
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.	Operating costs may be impacted once the buildings are better restored and open to the public on a regular basis. Routine monitoring and maintenance will be necessary to ensure these buildings are properly cared for and needs are addressed. Furnishings and exhibits to fully interpret the buildings and Gloucester County history will be needed.

Attachments (list):	Historical Building Preservation Pictures	

## Cost Estimates

<b><u>Project Title</u></b>		
Historic Building Preservation		
<b><u>Department</u></b>		
Parks, Recreation & Tourism		
<b><u>Submitted By</u></b>		
Name/Title:	Katey Legg / Director	
<b><u>Sources of Project Estimate</u></b>		
	Yes/No	
Subject Area Experts:		
Engineering Director		
Facilities Management Director		
IT Director		
Purchasing Manager		
Other		
Outside Organization:		Name/Company
<b>Cost Elements for Construction Related Projects</b>		
Preliminary and Design	\$ 25,000	Unknown at this time. Will address critical items once assessment and scope of work are created.
Land Acquisition	\$ -	
Site Preparation	\$ -	
Construction	\$ 225,000	
Landscaping	\$ -	
Machinery and Equipment	\$ -	
Furniture and Fixtures	\$ -	
Information Technology	\$ -	
Legal	\$ -	
Other Cost Elements	\$ -	
Contingencies %		
<b>TOTAL COST</b>	<b>\$ 250,000</b>	
<b>Cost Elements for Other Capital Projects</b>		
Vehicles (Specialized)	\$ -	
Hardware/Software	\$ -	
Machinery & Equipment	\$ -	
Furniture & Fixtures	\$ -	
Information Technology	\$ -	
Communications Equipment	\$ -	
Other Capital Equipment	\$ -	
<b>TOTAL COST</b>	<b>\$ -</b>	

# CIP PROJECT REQUEST FORM - CONTINUATION

Gloucester County, Virginia

<b>Project Title</b>	Historic Building Preservation								
<b>Criteria Priorities</b>	Public Safety	Legal Mandates	Protect Capital	Adopted Plans	Service Standard	Population Served	Public Support	Financing	Operating Budget
<b>Dept Rating</b>	6	0	9	9	9	9	6	9	3
<b>Criteria Rating Justifications</b> Explain your reasoning for selecting the rating you choose for each criteria. It is not necessary to repeat the criteria rating descriptors.									
<b>Public Safety</b>	Many of the historic buildings are not routinely open to the public. Significant moisture damage within the walls has led to mold issues, crumbling plaster, and rusting windows. The air quality and structural integrity of these buildings need to be addressed so they can be open for tours.								
<b>Legal Mandates</b>									
<b>Protection of Capital</b>	The historic buildings are a valuable historic and tourism asset of the County. Gloucester is marketed as a tourism destination for outdoor recreation and history. The buildings are an important part of the County's history and are essential for tourism initiatives. Without proper care and preservation, these buildings will continue to deteriorate. The buildings will eventually be beyond repair and cannot be rebuilt, and the County will lose a significant historic treasure.								
<b>Consistency with Comprehensive or Other Plans</b>	The Gloucester County Courthouse Square Historic District is on the Virginia and National Register and is identified in the <i>2016 Gloucester County Comprehensive Plan</i> as Historic Preservation District. Chapter 8 (Cultural and Historic Resources) has two goals: 1) To respect historic and cultural values including preservation of historic sites and buildings such as archeological and cultural sites representing various periods of architecture and history within the County and 2) To improve accessibility and levels of use of historic places. Preserving the historic buildings of the County features heavily in the objectives of these goals.								
<b>Standard of Service</b>	Preserving and renovating these buildings would allow for better interpretation and provide an opportunity for increased tours, school groups, and general public entry. The court circle is heavily marketed as part of the County's tourism initiative and yet the buildings are not available on a consistent basis and are not appropriately interpreted. There will be significant opportunities for increased educational programs, events and activities once these buildings are open. The Department offers a History Camp in the summer and the program would be enhanced greatly by providing access to these buildings.								
<b>Population Served</b>	These buildings would be available for citizens and tourists. As tourism slowly rebounded from COVID-19, the Museum of History and Visitors Center saw almost 5,000 visitors in FY21. In FY20, even though both buildings were shut down from mid-March through June, the visitor count was over 5,501. It's estimated that visitation will continue to increase as tourism goes back to pre-pandemic levels.								
<b>Public Support</b>	Visitors ask to tour and routinely ask for more information on the court circle buildings. No formal community survey has been done, but based on anecdotal evidence, this project would have public support.								
<b>Financing</b>	This project can be financed from the Tourism Committed Fund Balance. The balance is largely funded by the lodging tax and is to support tourism efforts. While the fund balance has funds now, it will not always be available to the extent that it is now, and it's possible County capital funding will be needed in the future.								
<b>Operating Budgets</b>	The operating budget will be slightly impacted as programs and events increase. The Tourism operating budget includes some funding for general exhibits and upkeep. Program and event supplies may be necessary and additional part-time hours may be needed to support programs.								



## Roane Building







Old Jail







## Debtors' Prison



Woodville Field Renovation													
<b>Fields Regrading</b>													
Laser grading, sod, drainage swails	\$ 572,760	665485 price in 2020, reduced to 516000 to remove irrigation, increased 11% based on company estimate											
Contingency	\$ 57,276												
	<b>\$ 630,036</b>												
<b>Irrigation</b>													
Pump Station	\$ 37,101												
Backwash Filter	\$ 9,258												
Lines, Hardware & Install	\$ 113,361												
Engineering/Design/Contingency	\$ 15,972	15% increase estimated from company											
	<b>\$ 175,692</b>												
<b>TOTAL FIELD RENOVATIONS</b>	<b>\$ 805,728</b>												

## UTILITIES ENTERPRISE FUND PROJECTS

Utilities Capital Project	FY23 Budgeted Cost
PS #11 SEWER REHAB/REPAIR	\$200,000
PS #13 COLLECTION SYSTEM	180,000
RADIO READ CONVERSION	100,000
SURFACE WTP ROOF/FAÇADE REPAIR	100,000
CLEMENTS/GLOUCESTER AVENUE WATERLINE	43,000
PS #15 REPLACEMENT CONTROL PANEL	85,000
REPAIR LEAK FILTER #1	102,000
REPLACE OLD METERS	100,000
SAWGRASS POINT WATERLINE	35,000
WATER SYSTEM SECURITY	66,000
<b>Total FY2023 Utilities Capital Projects</b>	<b>\$1,011,000</b>



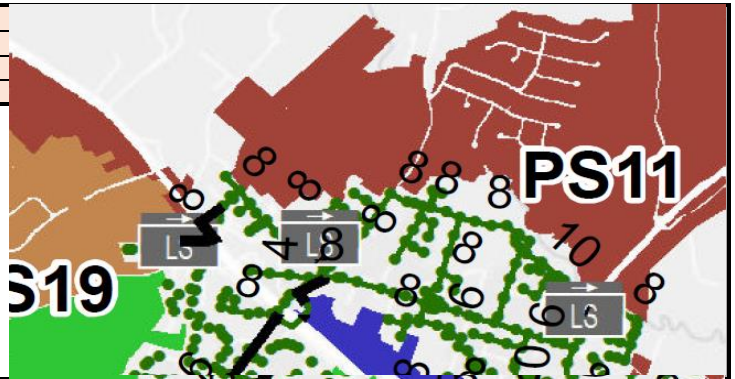
# CIP PROJECT REQUEST FORM

Gloucester County, Virginia

Project Title	PS #11 Collection System Rehab & Repair
Project Location	Gloucester Courthouse (North)
Department Name	Public Utilities
Contact Name/Phone/Email	James C. Dawson/(804) 693-1230/jdawson@gloucester.va.gov

## General Project Information

Date of Submission	8/29/2021
Capital Project-New or Expansion	<input type="checkbox"/>
Capital Maintenance-Major-New Project	<input checked="" type="checkbox"/>
Capital Maintenance-Neither new nor expanding	<input type="checkbox"/>
County/School?	County



Proposed Schedule/Cost									
Date Improvements Begin	7/1/2020	Date Improvements Complete		6/30/2025	Useful life (in years)			50	
Construction Project	\$ 1,000,000	Other Project (non-construction)		\$ -	Previous Funding Amount			\$ 200,000	
Annual/Recurring Cost		Recurring Revenue Generated			Fiscal Year(s) of Previous Funding			2022	
	Prior Year								
	Carry-Forward	FY23	FY24	FY25	FY26	FY27	Total FY23-27	Costs Beyond	Total Project Funding
Proposed Capital Costs	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	\$ 800,000	\$ -	\$ 1,000,000
Source of Funding:									
General Fund Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Fund Operating	200,000	200,000	200,000	200,000	200,000	-	800,000	-	1,000,000
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	\$ -	\$ 800,000	\$ -	\$ 1,000,000
Variance-over (short)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Narrative/Justification			Mandated?	<input checked="" type="checkbox"/>	Mandating Agency			US EPA and VA DEQ	
Please read the instructions on the required justifying information needed.									
					Federal/State/Local?			Federal/State	

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):		

# CIP PROJECT REQUEST FORM

Gloucester County, Virginia

Project Title	PS #13 Collection System Rehab & Repair
Project Location	Gloucester Courthouse (South)
Department Name	Public Utilities
Contact Name/Phone/Email	James C. Dawson/(804) 693-1230/jdawson@gloucesterva.info

General Project Information	
Date of Submission	8/29/2021
Capital Project-New or Expansion	<input type="checkbox"/>
Capital Maintenance Major-New Project	<input checked="" type="checkbox"/>
Capital Maintenance-Neither new nor expanding	<input type="checkbox"/>
County/School?	County



Proposed Schedule/Cost									
Date Improvements Begin	7/1/2021	Date Improvements Complete		6/30/2026	Useful life (in years)			50	
Construction Project	\$ 1,500,000	Other Project (non-construction)		\$ -	Previous Funding Amount				
Annual/Recurring Cost		Recurring Revenue Generated			Fiscal Year(s) of Previous Funding				
	Prior Year								
	Carry-Forward	FY23	FY24	FY25	FY26	FY27	Total FY23-27	Costs Beyond	Total Project Funding
Proposed Capital Costs	\$ 150,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 900,000	\$ 450,000	\$ 1,500,000
Source of Funding:									
General Fund Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Fund Operating	150,000	180,000	180,000	180,000	180,000	180,000	900,000	450,000	1,500,000
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	\$ 180,000	\$ 900,000	\$ 450,000	\$ 1,500,000
Variance-over (short)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Narrative/Justification		Mandated?		<input checked="" type="checkbox"/>	Mandating Agency		US EPA and 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 provide 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 #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 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 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 #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):		



## Cost Estimates

<b><u>Project Title</u></b>		
PS #13 Collection System Rehab & Repair		
<b><u>Department</u></b>		
Public Utilities		
<b><u>Submitted By</u></b>		
Name/Title:	James C. Dawson, P.E., Director	
<b><u>Sources of Project Estimate</u></b>		
	<u>Yes/No</u>	
Subject Area Experts:		
Engineering Director		
Facilities Management Director		
IT Director		
Purchasing Manager		
Other	YES	
		<u>Name/Company</u>
Outside Organization:	YES	James C. Dawson/Public Utilities
<b><u>Cost Elements for Construction Related Projects</u></b>		
Preliminary and Design	\$ 190,000	
Land Acquisition	\$ 10,000	
Site Preparation	\$ -	
Construction	\$ 1,000,000	
Landscaping	\$ -	
Machinery and Equipment	\$ -	
Furniture and Fixtures	\$ -	
Information Technology	\$ -	
Legal	\$ -	
Other Cost Elements	\$ -	
Contingencies %	\$ 300,000	
<b>TOTAL COST</b>	<b>\$ 1,500,000</b>	
<b><u>Cost Elements for Other Capital Projects</u></b>		
Vehicles (Specialized)	\$ -	
Hardware/Software	\$ -	
Machinery & Equipment	\$ -	
Furniture & Fixtures	\$ -	
Information Technology	\$ -	
Communications Equipment	\$ -	
Other Capital Equipment	\$ -	
<b>TOTAL COST</b>	<b>\$ -</b>	

# CIP PROJECT REQUEST FORM - CONTINUATION

Gloucester County, Virginia

<b>Project Title</b>	PS #13 Collection System Rehab & Repair								
<b>Criteria Priorities</b>	Public Safety	Legal Mandates	Protect Capital	Adopted Plans	Service Standard	Population Served	Public Support	Financing	Operating Budget
<b>Dept Rating</b>	9	9	9	9	9	9	6	9	9
<b>Criteria Rating Justifications</b> Explain your reasoning for selecting the rating you choose for each criteria. It is not necessary to repeat the criteria rating descriptors.									
<b>Public Safety</b>	This project is required to reduce the environmental impact of overflows from the sewage collection system.								
<b>Legal Mandates</b>	This project is required for compliance with the special order by consent (SOBC) placed upon HRSD and their member jurisdictions to reduce/eliminate the impact of sanitary sewer overflows on the Chesapeake Bay and its tributaries.								
<b>Protection of Capital</b>	This project is critical to saving the structural integrity of the sewer collection system that flows to PS #13.								
<b>Consistency with Comprehensive or Other Plans</b>	Reducing the rainfall-induced infiltration as well as inflow of the collection system and the pump station will free up capacity for higher flows into the collection system from development/redevelopment anticipated in the 2016 Comprehensive Plan.								
<b>Standard of Service</b>	This project will not only provide a higher level of service to existing customers through improved reliability but it will also provide capacity in the existing infrastructure for future development and redevelopment.								
<b>Population Served</b>	This project will directly benefit the customers served by PS #13 and it will indirectly benefit all sewer customers in Gloucester because of the reduced expenditures to deal with sewer stoppages and overflows.								
<b>Public Support</b>	This project will directly benefit the customers served by PS #13 and it will indirectly benefit all sewer customers in Gloucester because of the reduced expenditures to deal with sewer stoppages and overflows.								
<b>Financing</b>	The capital investment for this project will be scheduled within available revenues set aside for capital improvement to the sewer system.								
<b>Operating Budgets</b>	This project will not require additional debt service payments or operating/personnel costs beyond the staffing required for compliance with the SOBC.								

# CIP PROJECT REQUEST FORM

Gloucester County, Virginia

Project Title	Radio Read Conversion to AMR
Project Location	Throughout Water Distribution System
Department Name	Public Utilities
Contact Name/Phone/Email	James C. Dawson/(804) 693-1230/jdawson@gloucesterva.info

## Automatic Meter Reading (AMR)



<b>General Project Information</b>	
Date of Submission	8/29/2021
Capital Project-New or Expansion	<input checked="" type="checkbox"/>
Capital Maintenance Major-New Project	<input type="checkbox"/>
Capital Maintenance-Neither new nor expanding	<input type="checkbox"/>
County/School?	County

<b>Proposed Schedule/Cost</b>									
Date Improvements Begin	7/1/2022	Date Improvements Complete	6/30/2023	Useful life (in years)		20			
Construction Project	\$ 250,000	Other Project (non-construction)	\$ -	Previous Funding Amount					
Annual/Recurring Cost		Recurring Revenue Generated		Fiscal Year(s) of Previous Funding					
	Prior Year								
	Carry-Forward	FY23	FY24	FY25	FY26	FY27	Total FY23-27	Costs Beyond	Total Project Funding
<b>Proposed Capital Costs</b>	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000
<b>Source of Funding:</b>									
<b>General Fund Operating</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Enterprise Fund Operating</b>	-	250,000	-	-	-	-	250,000	-	250,000
<b>Fund Balance-Committed</b>	-	-	-	-	-	-	-	-	-
<b>Fund Balance-Unassigned</b>	-	-	-	-	-	-	-	-	-
<b>Debt</b>	-	-	-	-	-	-	-	-	-
<b>Grant-Federal, State, Local</b>	-	-	-	-	-	-	-	-	-
<b>Proffers</b>	-	-	-	-	-	-	-	-	-
<b>Other Sources</b>	-	-	-	-	-	-	-	-	-
<b>Total Capital Funding</b>	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000
<b>Variance-over (short)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Project Narrative/Justification</b> <div style="display: flex; justify-content: space-between;"> <span>Mandated? <input type="checkbox"/></span> <span>Mandating Agency</span> </div>									
Please read the instructions on the required justifying information needed.									
1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	Once all meters are converted to radio-read, this project will install the radio equipment needed to collect meter readings from the water meters remotely on the three water towers in the distribution. This will remove the need for staff to drive close enough to the meters for mobile data collection equipment to collect meter readings and will also allow it to be performed overnight so that Customer Service will not have to wait for the data to compile customer bills.								
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The alternatives are to continue to drive through the distribution system to get close enough to the meters for mobile data collection equipment to collect the meter readings or to convert to Advanced Meter Infrastructure (AMI) which will provide opportunities for staff and customers to monitor individual usage for problems. Continuing with drive by readings will still only provide monthly data. Converting to AMI is beyond the financial resources of the Enterprise Fund at this time.								
3) Indicate and quantify what the consequences would be on services if not funded.	The consequences of not funding this project are continuing to only capture usage once a month which does not disclose customer leaks and high usage soon enough to reduce the amount of water wasted and requires Customer Service staff to respond to customer requests for large billing adjustments for leaks.								
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The liabilities of doing the project are the liabilities of installing and maintaining the radio equipment on the elevated water towers. The liability of not doing the project is not finding customer leaks until they are as much as 30 days old.								
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 impact on operating budgets going forward will be to reduce the amount of lost water which reduces the costs of producing that water and delivering it to the customers.								
Attachments (list):									

## Cost Estimates

<b><u>Project Title</u></b>		
Radio Read Conversion to AMR		
<b><u>Department</u></b>		
Public Utilities		
<b><u>Submitted By</u></b>		
Name/Title:	James C. Dawson, P.E., Director	
<b><u>Sources of Project Estimate</u></b>		
	<u>Yes/No</u>	
Subject Area Experts:		
Engineering Director		
Facilities Management Director		
IT Director		
Purchasing Manager		
Other	YES	
		<u>Name/Company</u>
Outside Organization:	NO	James C. Dawson, Public Utilities
<b><u>Cost Elements for Construction Related Projects</u></b>		
Preliminary and Design	\$ -	
Land Acquisition	\$ -	
Site Preparation	\$ -	
Construction		
Landscaping	\$ -	
Machinery and Equipment	\$ 210,000	
Furniture and Fixtures	\$ -	
Information Technology	\$ -	
Legal	\$ -	
Other Cost Elements	\$ -	
Contingencies 20 %	\$ 40,000	
<b>TOTAL COST</b>	<b>\$ 250,000</b>	
<b><u>Cost Elements for Other Capital Projects</u></b>		
Vehicles (Specialized)	\$ -	
Hardware/Software		
Machinery & Equipment	\$ -	
Furniture & Fixtures	\$ -	
Information Technology	\$ -	
Communications Equipment		
Other Capital Equipment		
<b>TOTAL COST</b>	<b>\$ -</b>	

# CIP PROJECT REQUEST FORM - CONTINUATION

Gloucester County, Virginia

<b>Project Title</b>	Radio Read Conversion to AMR								
<b>Criteria Priorities</b>	Public Safety	Legal Mandates	Protect Capital	Adopted Plans	Service Standard	Population Served	Public Support	Financing	Operating Budget
<b>Dept Rating</b>	9	6	3	6	6	3	6	9	0
<b>Criteria Rating Justifications</b> Explain your reasoning for selecting the rating you choose for each criteria. It is not necessary to repeat the criteria rating descriptors.									
<b>Public Safety</b>	This project will further reduce staff need for stop and go driving to read meters.								
<b>Legal Mandates</b>	This project is required by VDOT regulations to eliminate/reduce hazards to the motoring public.								
<b>Protection of Capital</b>	This project will improve our investment in the meter reading hardware throughout the water distribution system.								
<b>Consistency with Comprehensive or Other Plans</b>	This project is somewhat consistent with the County's Comprehensive Plan by reducing hazards for the motoring public.								
<b>Standard of Service</b>	This project will provide a higher standard of service by more consistently measuring customer usage of the water distribution system.								
<b>Population Served</b>	This project will serve all water and sewer customers in Gloucester.								
<b>Public Support</b>	This project has been identified as a need based on the frequent questions from customers when they receive a higher than expected water/sewer bill because the billing period was longer than usual.								
<b>Financing</b>	Enterprise Fund revenues will support this project.								
<b>Operating Budgets</b>	This project will decrease staff time required to read meters and make that time available for other duties/tasks.								

# CIP PROJECT REQUEST FORM

Gloucester County, Virginia

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



General Project Information	
Date of Submission	8/29/2021
Capital Project-New or Expansion	<input checked="" type="checkbox"/>
Capital Maintenance Major-New Project	<input type="checkbox"/>
Capital Maintenance-Neither new nor expanding	<input type="checkbox"/>
County/School?	County

Proposed Schedule/Cost									
Date Improvements Begin	7/1/2022	Date Improvements Complete		6/30/2023	Useful life (in years)		15		
Construction Project	\$ 100,000	Other Project (non-construction)		\$ -	Previous Funding Amount				
Annual/Recurring Cost		Recurring Revenue Generated			Fiscal Year(s) of Previous Funding				
	Prior Year								
	Carry-Forward	FY23	FY24	FY25	FY26	FY27	Total FY23-27	Costs Beyond	Total Project Funding
Proposed Capital Costs	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Source of Funding:									
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?		<input checked="" type="checkbox"/>	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 has leaked 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.	If 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):	

## Cost Estimates

<b><u>Project Title</u></b>		
Surface Water Treatment Plant Roof Replacement		
<b><u>Department</u></b>		
Public Utilities		
<b><u>Submitted By</u></b>		
Name/Title:	James C. Dawson, P.E., Director	
<b><u>Sources of Project Estimate</u></b>		
	Yes/No	
Subject Area Experts:		
Engineering Director		
Facilities Management Director		
IT Director		
Purchasing Manager		
Other	YES	
Outside Organization:	YES	
		Name/Company
		RRMM Architects
<b>Cost Elements for Construction Related Projects</b>		
Preliminary and Design	\$ -	
Land Acquisition	\$ -	
Site Preparation	\$ -	
Construction	\$ 90,000	
Landscaping	\$ -	
Machinery and Equipment	\$ -	
Furniture and Fixtures	\$ -	
Information Technology	\$ -	
Legal	\$ -	
Other Cost Elements	\$ -	
Contingencies %	\$ 10,000	
<b>TOTAL COST</b>	<b>\$ 100,000</b>	
<b>Cost Elements for Other Capital Projects</b>		
Vehicles (Specialized)	\$ -	
Hardware/Software	\$ -	
Machinery & Equipment	\$ -	
Furniture & Fixtures	\$ -	
Information Technology	\$ -	
Communications Equipment	\$ -	
Other Capital Equipment	\$ -	
<b>TOTAL COST</b>	<b>\$ -</b>	

# CIP PROJECT REQUEST FORM - CONTINUATION

Gloucester County, Virginia

<b>Project Title</b>	Surface Water Treatment Plant Roof Replacement								
<b>Criteria Priorities</b>	Public Safety	Legal Mandates	Protect Capital	Adopted Plans	Service Standard	Population Served	Public Support	Financing	Operating Budget
<b>Dept Rating</b>	6	9	6	9	3	9	9	9	9
<b>Criteria Rating Justifications</b>	Explain your reasoning for selecting the rating you choose for each criteria. It is not necessary to repeat the criteria rating descriptors.								
<b>Public Safety</b>	Preventing a catastrophic failure of the roof membrane and potential loss of treatment chemical feed will prevent the potential health and safety hazard created by the loss of the ability to deliver finished water to the distribution system.								
<b>Legal Mandates</b>	The Virginia Department of Health requires that we be able to produce water of a sufficient quantity and quality to meet the demands on our water distribution system.								
<b>Protection of Capital</b>	This project will restart the useful service life for the roof on this facility and eliminate the potential damage to other parts of the treatment plant site from flying ballast from the existing roof.								
<b>Consistency with Comprehensive or Other Plans</b>	Maintaining the water treatment plant is directly consistent with Public Utilities' mission of providing a safe and reliable water supply to the water system customers.								
<b>Standard of Service</b>	This project will maintain the current standard of treatment provided by the water treatment plant.								
<b>Population Served</b>	This facility serves 100% of the Gloucester water customers.								
<b>Public Support</b>	We identified this project as a need and customers generally support the proactive maintenance of water treatment plants rather than waiting and having to fix additional damage because the problem was not addressed proactively.								
<b>Financing</b>	Department revenues from water service will provide the funding for this project with no related debt service.								
<b>Operating Budgets</b>	This project will decrease the operating and maintenance costs associated with repairing leaks in the WTP roof every time they occur.								



# CIP PROJECT REQUEST FORM

Gloucester County, Virginia

Project Title	Gloucester St and Clements Ave Water System 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

General Project Information	
Date of Submission	8/23/2021
Capital Project-New or Expansion	<input checked="" type="checkbox"/>
Capital Maintenance Major-New Project	<input type="checkbox"/>
Capital Maintenance-Neither new nor expanding	<input type="checkbox"/>
County/School?	COUNTY



Proposed Schedule/Cost									
Date Improvements Begin	7/1/2021	Date Improvements Complete		6/30/2024	Useful life (in years)			50	
Construction Project	\$ 381,000	Other Project (nonconstruction)		\$ -	Previous Funding Amount			\$ 52,000	
Annual/Recurring Cost		Recurring Revenue Generated			Fiscal Year(s) of Previous Funding			2022	
	Prior Year								
	Carry-Forward	FY23	FY24	FY25	FY26	FY27	Total FY23-27	Costs Beyond	Total Project Funding
Proposed Capital Costs	\$ 52,000	\$ 43,000	\$ 286,000	\$ -	\$ -	\$ -	\$ 329,000	\$ -	\$ 381,000
Source of Funding:									
General Fund Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Fund Operating	52,000	43,000	286,000	-	-	-	329,000	-	381,000
Fund Balance-Committed	-	-	-	-	-	-	-	-	-
Fund Balance-Unassigned	-	-	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-	-	-
Grant-Federal, State, Local	-	-	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total Capital Funding	\$ 52,000	\$ 43,000	\$ 286,000	\$ -	\$ -	\$ -	\$ 329,000	\$ -	\$ 381,000
Variance-over (short)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Narrative/Justification		Mandated?		<input checked="" type="checkbox"/>	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 2-inch and smaller waterlines in Gloucester Street and Clements Avenue with 1,300 feet of 8-inch waterline. 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, will provide the fire flow recommended by the 2018 Master Plan Update, and will 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 through redevelopment will also postpone needed water service improvements 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 material 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 waterlines 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 reduced water losses from the distribution system.

Attachments (list):		

## Cost Estimates

<b><u>Project Title</u></b>		
Gloucester St and Clements Ave Water System Improvements		
<b><u>Department</u></b>		
Public Utilities		
<b><u>Submitted By</u></b>		
Name/Title:	James Dawson, Director	
<b><u>Sources of Project Estimate</u></b>		
	<u>Yes/No</u>	
Subject Area Experts:		
Engineering Director		
Facilities Management Director		
IT Director		
Purchasing Manager		
Other	YES	
		<u>Name/Company</u>
Outside Organization:	NO	James C. Dawson/Public Utilities
<b>Cost Elements for Construction Related Projects</b>		
Preliminary and Design	\$ 43,000	
Land Acquisition	\$ -	
Site Preparation	\$ -	
Construction	\$ 288,000	
Landscaping	\$ -	
Machinery and Equipment	\$ -	
Furniture and Fixtures	\$ -	
Information Technology	\$ -	
Legal	\$ -	
Other Cost Elements	\$ -	
Contingencies 15 %	\$ 50,000	
<b>TOTAL COST</b>	<b>\$ 381,000</b>	
<b>Cost Elements for Other Capital Projects</b>		
Vehicles (Specialized)	\$ -	
Hardware/Software	\$ -	
Machinery & Equipment	\$ -	
Furniture & Fixtures	\$ -	
Information Technology	\$ -	
Communications Equipment	\$ -	
Other Capital Equipment	\$ -	
<b>TOTAL COST</b>	<b>\$ -</b>	

# CIP PROJECT REQUEST FORM - CONTINUATION

Gloucester County, Virginia

<b>Project Title</b>	Gloucester St and Clements Ave Water System Improvements								
<b>Criteria Priorities</b>	Public Safety	Legal Mandates	Protect Capital	Adopted Plans	Service Standard	Population Served	Public Support	Financing	Operating Budget
<b>Dept Rating</b>	9	9	3	9	9	9	6	9	9
<b>Criteria Rating Justifications</b> Explain your reasoning for selecting the rating you choose for each criteria. It is not necessary to repeat the criteria rating descriptors.									
<b>Public Safety</b>	The 2018 Water and Sewer Master Plan Update determined the water system in the project locations lack sufficient hydraulic capacity to meet either peak hour demands or maximum day demands and fire flow, whichever is greater, at sufficient pressure to maintain service to customers. This project will also provide an additional fire hydrant within the project area.								
<b>Legal Mandates</b>	This project is required to ensure all customers of the Gloucester water system are served by a system that meets the Gloucester County Design and Construction Standards and the Virginia Waterworks Regulations.								
<b>Protection of Capital</b>	This project will improve flow and pressure in the water system that serves all customers on the project streets, provide fire protection for these parcels, and eliminate the frequent maintenance on the existing waterlines which are at, or beyond, the useful service life of the pipe material.								
<b>Consistency with Comprehensive or Other Plans</b>	This project is consistent with replacing undersized waterlines that are reaching the end of their useful service life and are incapable of meeting customer demands during high demand episodes. These waterlines are difficult to repair and, when they break, usually have to be treated as an emergency because of the interruption of service to customers.								
<b>Standard of Service</b>	This project would improve the capacity and reliability of the water distribution system in Gloucester Street and Clements Avenue. It will provide a higher standard of service to the existing customers as well as provide the capacity for development of vacant parcels and redevelopment of parcels not yet developed to their highest and best use.								
<b>Population Served</b>	This project will benefit all of the citizens, current and future, that will occupy the parcels adjacent to Gloucester Street and Clements Avenue.								
<b>Public Support</b>	This project was recommended by the 2018 Master Water and Sewer Plan Update but there has been no other opportunity to determine the level of public support. Customers, however, are generally in support of projects that reduce emergency interruptions to their water service and improve the flow and pressure to their fixtures.								
<b>Financing</b>	Department revenues from water service will provide the funding for this project with no related debt service.								
<b>Operating Budgets</b>	This project will decrease the maintenance and operating costs associated with repairing these waterlines when they fail.								

# CIP PROJECT REQUEST FORM

Gloucester County, Virginia

Project Title	PS #15 - Replacement Control Panel
Project Location	York River Crossing Shopping Center
Department Name	Public Utilities
Contact Name/Phone/Email	James C. Dawson/(804) 693-1230/jdawson@gloucesterva.info

<b>General Project Information</b>	
Date of Submission	8/29/2021
Capital Project-New or Expansion	<input checked="" type="checkbox"/>
Capital Maintenance Major-New Project	<input type="checkbox"/>
Capital Maintenance-Neither new nor expanding	<input type="checkbox"/>
County/School?	County



<b>Proposed Schedule/Cost</b>									
Date Improvements Begin		Date Improvements Complete		Useful life (in years)					
Construction Project	\$ 85,000	Other Project (non-construction)	\$ -	Previous Funding Amount					
Annual/Recurring Cost		Recurring Revenue Generated		Fiscal Year(s) of Previous Funding					
	Prior Year								
	Carry-Forward	FY23	FY24	FY25	FY26	FY27	Total FY23-27	Costs Beyond	Total Project Funding
<b>Proposed Capital Costs</b>	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ 85,000
<b>Source of Funding:</b>									
<b>General Fund Operating</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Enterprise Fund Operating</b>	-	85,000	-	-	-	-	85,000	-	85,000
<b>Fund Balance-Committed</b>	-	-	-	-	-	-	-	-	-
<b>Fund Balance-Unassigned</b>	-	-	-	-	-	-	-	-	-
<b>Debt</b>	-	-	-	-	-	-	-	-	-
<b>Grant-Federal, State, Local</b>	-	-	-	-	-	-	-	-	-
<b>Proffers</b>	-	-	-	-	-	-	-	-	-
<b>Other Sources</b>	-	-	-	-	-	-	-	-	-
<b>Total Capital Funding</b>	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ 85,000
<b>Variance-over (short)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Project Narrative/Justification</b>		Mandated?	<input checked="" type="checkbox"/>	Mandating Agency		USEPA and 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 control panel in PS #15 does not have the capability to start the second pump in that station when the running pump cannot handle the flow coming into the station. This project will replace that control panel with a new panel that will provide the lead/lag capability to handle high flows by running both pumps and avoiding "High Water" alarms and sanitary sewer overflows.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The "lead/lag" function cannot be installed in the existing control panel. The only alternative is for the on-call person to continue responding to "High Water" alarms and, when necessary, set up an emergency bypass pump to handle the high flows coming into the station. This requires the costs of fuel for the pump and staff overtime to monitor the situation and make sure there are no sanitary sewer overflows.
3) Indicate and quantify what the consequences would be on services if not funded.	Not funding this project will extend the need for staff to set up and run emergency diesel pumps to handle the high flows and prevent sanitary sewer overflows.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The only liabilities are associated with not doing this project and those are associated with staff having too many situations like this and not being able to prevent sanitary sewer overflows at other locations because of the need for their presence at PS #15.
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 could reduce the operating expenditures to pay fines and penalties for sanitary sewer overflows.
Attachments (list):	

## Cost Estimates

<b><u>Project Title</u></b>		
PS #15 - Replacement Control Panel		
<b><u>Department</u></b>		
Public Utilities		
<b><u>Submitted By</u></b>		
Name/Title:	James C. Dawson, P.E., Director	
<b><u>Sources of Project Estimate</u></b>		
	<u>Yes/No</u>	
Subject Area Experts:		
Engineering Director		
Facilities Management Director		
IT Director		
Purchasing Manager		
Other	YES	
		<u>Name/Company</u>
Outside Organization:	YES	Syatems East and E-Merge
<b>Cost Elements for Construction Related Projects</b>		
Preliminary and Design	\$ 10,000	
Land Acquisition	\$ -	
Site Preparation	\$ -	
Construction		
Landscaping	\$ -	
Machinery and Equipment	\$ 60,000	
Furniture and Fixtures	\$ -	
Information Technology		
Legal	\$ -	
Other Cost Elements	\$ -	
Contingencies 20 %	\$ 15,000	
<b>TOTAL COST</b>	<b>\$ 85,000</b>	
<b>Cost Elements for Other Capital Projects</b>		
Vehicles (Specialized)	\$ -	
Hardware/Software	\$ -	
Machinery & Equipment	\$ -	
Furniture & Fixtures	\$ -	
Information Technology	\$ -	
Communications Equipment	\$ -	
Other Capital Equipment	\$ -	
<b>TOTAL COST</b>	<b>\$ -</b>	

# CIP PROJECT REQUEST FORM - CONTINUATION

Gloucester County, Virginia

<b>Project Title</b>	PS #15 - Replacement Control Panel								
<b>Criteria Priorities</b>	Public Safety	Legal Mandates	Protect Capital	Adopted Plans	Service Standard	Population Served	Public Support	Financing	Operating Budget
<b>Dept Rating</b>	9	9	6	9	9	3	6	9	9
<b>Criteria Rating Justifications</b> Explain your reasoning for selecting the rating you choose for each criteria. It is not necessary to repeat the criteria rating descriptors.									
<b>Public Safety</b>	This project is required to provide PS #15 the capability to handle high flows due to weather events and prevent sanitary sewer overflows in the York River Crossing Shopping Center and nearby Sarahs Creek.								
<b>Legal Mandates</b>	This project is required to provide PS #15 with the capability to handle high flows during wet weather events as required by the Special Order by Consent (SOBC).								
<b>Protection of Capital</b>	Replacing the control panel and providing PS #15 with the capability to handle high flows will ensure the capital investment in the structure will last well beyond the full anticipated service life of the station.								
<b>Consistency with Comprehensive or Other Plans</b>	By designing a properly equipped control panel, this project will be capable of handling the wet weather flows during storm events and preventing spills to Sarahs Creek and other adjacent waterways.								
<b>Standard of Service</b>	This project will provide a higher level of service to existing customers through improved reliability regardless of weather conditions, but it will also protect the adjacent waterways from sanitary sewer overflows with minimal staff involvement during those storm events.								
<b>Population Served</b>	This project will directly benefit the customers in the York River Shopping Center served by PS #15 and it will indirectly benefit all residents adjacent to Sarahs Creek because of the reduced sewer overflows caused by weather events.								
<b>Public Support</b>	Gloucester's participation in the regional effort to eliminate/reduce sanitary sewer overflows was approved by the Board of Supervisors.								
<b>Financing</b>	The capital investment for this project will be scheduled within available revenues set aside for capital improvement to the sewer system.								
<b>Operating Budgets</b>	This project will not require additional debt service payments or operating/personnel costs beyond the staffing required for compliance with the Special Order By Consent.								

# CIP PROJECT REQUEST FORM

Gloucester County, Virginia

Project Title	Repair Leak in Filter #1 Wall & Replace Media in Filters
Project Location	Surface Water Plant, 8214 Reservoir Ridge Road
Department Name	Public Utilities
Contact Name/Phone/Email	James C. Dawson/(804) 693-1230/jdawson@gloucesterva.info



General Project Information	
Date of Submission	8/29/2021
Capital Project-New or Expansion	<input checked="" type="checkbox"/>
Capital Maintenance Major-New Project	<input type="checkbox"/>
Capital Maintenance-Neither new nor expanding	<input type="checkbox"/>
County/School?	County

Proposed Schedule/Cost									
Date Improvements Begin	7/1/2022	Date Improvements Complete			6/30/2023	Useful life (in years)		50	
Construction Project	\$ 102,000	Other Project (non-construction)			\$ -	Previous Funding Amount			
Annual/Recurring Cost		Recurring Revenue Generated				Fiscal Year(s) of Previous Funding			
	Prior Year								
	Carry-Forward	FY23	FY24	FY25	FY26	FY27	Total FY23-27	Costs Beyond	Total Project Funding
Proposed Capital Costs	\$ -	\$ 102,000	\$ -	\$ -	\$ -	\$ -	\$ 102,000	\$ -	\$ 102,000
Source of Funding:									
General Fund Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Fund Operating	-	102,000	-	-	-	-	102,000	-	102,000
Fund Balance-Committed	-	-	-	-	-	-	-	-	-
Fund Balance-Unassigned	-	-	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-	-	-
Grant-Federal, State, Local	-	-	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total Capital Funding	\$ -	\$ 102,000	\$ -	\$ -	\$ -	\$ -	\$ 102,000	\$ -	\$ 102,000
Variance-over (short)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Narrative/Justification		Mandated?	<input checked="" type="checkbox"/>	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.	A leak has developed through a portion of the wall in filter #1. This project will involve removing all the media in filter #1, repairing the wall to protect the reinforcement inside the concrete wall, replacing the interior and exterior coatings on the repaired wall, placing fresh media in filter #1, and removing and replacing the media in filter #2 just as was done in filter #1.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	An attempt to repair this leak from inside the filter was not sufficient and attempting to repair it from the exterior may not protect the reinforcing steel inside the wall to prevent structural failure.
3) Indicate and quantify what the consequences would be on services if not funded.	If this leak is not stopped, the wall may eventually fail which would reduce our ability to treat enough water to meet system demands.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	The liability of not doing this project is the loss of treatment plant capacity to produce enough water to meet system demands. There are no liabilities of not doing this project.
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.	Repairing the leak will decrease the amount of water lost during treatment which will decrease the cost of treating the water needed to meet system demands.
Attachments (list):	



# CIP PROJECT REQUEST FORM

Gloucester County, Virginia

Project Title	Replacement of Old Meters
Project Location	Throughout Water Distribution System
Department Name	Public Utilities
Contact Name/Phone/Email	James C. Dawson/(804) 693-1230/jdawson@gloucesterva.info



General Project Information	
Date of Submission	10/12/2021
Capital Project-New or Expansion	<input checked="" type="checkbox"/>
Capital Maintenance Major-New Project	<input type="checkbox"/>
Capital Maintenance-Neither new nor expanding	<input type="checkbox"/>
County/School?	County

Proposed Schedule/Cost		Date Improvements Complete		Useful life (in years)	
Date Improvements Begin	7/1/2022	Date Improvements Complete	6/30/2030	Useful life (in years)	25
Construction Project	\$ 810,000	Other Project (non-construction)	\$ -	Previous Funding Amount	
Annual/Recurring Cost		Recurring Revenue Generated		Fiscal Year(s) of Previous Funding	

	Prior Year								
	Carry-Forward	FY23	FY24	FY25	FY26	FY27	Total FY23-27	Costs Beyond	Total Project Funding
Proposed Capital Costs	\$ -	\$ 100,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 550,000	\$ 260,000	\$ 810,000
Source of Funding:									
General Fund Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Fund Operating	-	100,000	150,000	100,000	100,000	100,000	550,000	260,000	810,000
Fund Balance-Committed	-	-	-	-	-	-	-	-	-
Fund Balance-Unassigned	-	-	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-	-	-
Grant-Federal, State, Local	-	-	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total Capital Funding	\$ -	\$ 100,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 550,000	\$ 260,000	\$ 810,000
Variance-over (short)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	<input checked="" type="checkbox"/>	Mandating Agency	VDH/DEQ
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 2,224 water meters installed before January 1, 2008 with newer digital meters that will maintain like-new accuracy for the life of the meters. These new meters will capture more of the actual usage by customers compared to the older mechanical meters that are no longer operating with $\pm$ 1.5% accuracy as required by American Water Works Association standards.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The only alternative to replacing these older meters is to rebuild them if parts are still available for the oldest, larger meters. This alternative was rejected because the uncertain availability of parts for the larger meters that serve our largest customers, the costs of parts to rebuild the other meters which are equal to the costs of new meters, and the fact that the meters would still be mechanical devices which start wearing out as soon as they are rebuilt.
3) Indicate and quantify what the consequences would be on services if not funded.	If this project is not funded, the current meters will never capture all the water used by our customers. This means we will not fully recover our costs to produce the water delivered to our customers unless we raise rates.
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 reaction from customers who will have difficulty believing they are really using the volume of water captured by the new meters and the effort required for staff to convince those customers the meter readings are correct. The liability of not doing this project is limited ability to reduce the non-metered, non-revenue portion of the water delivered to the storage/distribution system and the need to raise rates to capture the full costs of water delivered to the system.
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.	Experts predict replacing all meters that are not accurately capturing the full volume of water used by our customers will increase revenue by 4-5%. This revenue will more fully support the operation and maintenance costs of the water and sewer systems in Gloucester County.

Attachments (list):		



## Cost Estimates

<b><u>Project Title</u></b>		
Replacement of Old Meters		
<b><u>Department</u></b>		
Public Utilities		
<b><u>Submitted By</u></b>		
Name/Title:	James C. Dawson, P.E., Director	
<b><u>Sources of Project Estimate</u></b>		
	Yes/No	
Subject Area Experts:		
Engineering Director		
Facilities Management Director		
IT Director		
Purchasing Manager		
Other	YES	
		Name/Company
Outside Organization:	NO	Director of Public Utilities
<b>Cost Elements for Construction Related Projects</b>		
Preliminary and Design	\$ -	
Land Acquisition	\$ -	
Site Preparation	\$ -	
Construction		
Landscaping	\$ -	
Machinery and Equipment	\$ 810,000	
Furniture and Fixtures	\$ -	
Information Technology		
Legal	\$ -	
Other Cost Elements	\$ -	
Contingencies %	\$ -	
<b>TOTAL COST</b>	<b>\$ 810,000</b>	
<b>Cost Elements for Other Capital Projects</b>		
Vehicles (Specialized)	\$ -	
Hardware/Software	\$ -	
Machinery & Equipment	\$ -	
Furniture & Fixtures	\$ -	
Information Technology	\$ -	
Communications Equipment	\$ -	
Other Capital Equipment	\$ -	
<b>TOTAL COST</b>	<b>\$ -</b>	

# CIP PROJECT REQUEST FORM - CONTINUATION

Gloucester County, Virginia

<b>Project Title</b>	Replacement of Old Meters								
<b>Criteria Priorities</b>	Public Safety	Legal Mandates	Protect Capital	Adopted Plans	Service Standard	Population Served	Public Support	Financing	Operating Budget
<b>Dept Rating</b>	6	9	9	9	9	6	9	9	6
<b>Criteria Rating Justifications</b> Explain your reasoning for selecting the rating your choose for each criteria. It is not necessary to repeat the criteria rating descriptors.									
<b>Public Safety</b>	This project will address the higher than normal non-metered, non-revenue portion of the water delivered to the distribution system which impacts our ability to support future operating expenditures for the water and sewer systems.								
<b>Legal Mandates</b>	The water system is required to accurately meter the water sent to the distribution system and the water used by our customers. Failure to perform either of these actions could have negative impact on our ability to support the groundwater withdrawal permit that supports the reverse osmosis component of the water supply and/or the Waterworks Operating Permit in general.								
<b>Protection of Capital</b>	Capturing the additional water usage that is not registered by the existing meters will increase the revenue needed to support operation of the water and sewer system in Gloucester County, even if the customers reduce their water usage through conservation since reduced non-metered, non-revenue will decrease unnecessary operating expenses.								
<b>Consistency with Comprehensive or Other Plans</b>	Reducing non-metered, non-revenue water treated and delivered to the water distribution system is consistent with Public Utilities' goal to deliver water at the lowest reasonable cost to the customers.								
<b>Standard of Service</b>	The increased revenue/reduced operating expenses resulting from this project could make new services or projects available to better serve the customers.								
<b>Population Served</b>	This project will serve 100% of the water and sewer customers in Gloucester.								
<b>Public Support</b>	Non-metered, non-revenue has been a topic of concern to the Utilities Advisory Committee for some time. This is a new CIP project request so the level of public support has not been identified yet.								
<b>Financing</b>	Increased revenues will support project expenses.								
<b>Operating Budgets</b>	This project will require little, if any, additional operating costs.								

# CIP PROJECT REQUEST FORM

Gloucester County, Virginia

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

General Project Information	
Date of Submission	8/29/2021
Capital Project-New or Expansion	<input checked="" type="checkbox"/>
Capital Maintenance Major-New Project	<input type="checkbox"/>
Capital Maintenance-Neither new nor expanding	<input type="checkbox"/>
County/School?	County



Proposed Schedule/Cost									
Date Improvements Begin	7/1/2022	Date Improvements Complete		6/30/2024	Useful life (in years)			50	
Construction Project	\$ 175,000	Other Project (non-construction)		\$ -	Previous Funding Amount				
Annual/Recurring Cost		Recurring Revenue Generated			Fiscal Year(s) of Previous Funding				
	Prior Year								
	Carry-Forward	FY23	FY24	FY25	FY26	FY27	Total FY23-27	Costs Beyond	Total Project Funding
Proposed Capital Costs	\$ -	\$ 35,000	\$ 140,000	\$ -	\$ -	\$ -	\$ 175,000	\$ -	\$ 175,000
Source of Funding:									
General Fund Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Fund Operating	-	35,000	140,000	-	-	-	175,000	-	175,000
Fund Balance-Committed	-	-	-	-	-	-	-	-	-
Fund Balance-Unassigned	-	-	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-	-	-
Grant-Federal, State, Local	-	-	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total Capital Funding	\$ -	\$ 35,000	\$ 140,000	\$ -	\$ -	\$ -	\$ 175,000	\$ -	\$ 175,000
Variance-over (short)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	<input checked="" type="checkbox"/>	Mandating Agency	US EPA and VA VDH
Please read the instructions on the required justifying information needed.			Federal/State/Local?	Federal and 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 in Sawgrass Pointe. Then, it will 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 extension 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. The longer these lines remain in service, the frequency of repairs will continue to increase. 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 continuously higher frequency of 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):		

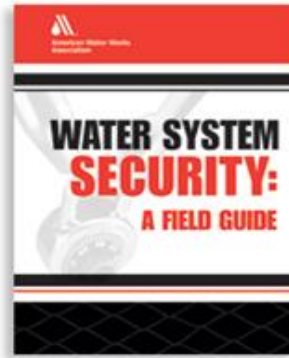
## Cost Estimates

<b><u>Project Title</u></b>		
Sawgrass Pointe Waterline Replacement		
<b><u>Department</u></b>		
Public Utilities		
<b><u>Submitted By</u></b>		
Name/Title:	James C. Dawson, P.E., Director	
<b><u>Sources of Project Estimate</u></b>		
	<u>Yes/No</u>	
Subject Area Experts:		
Engineering Director		
Facilities Management Director		
IT Director		
Purchasing Manager		
Other	YES	
		<u>Name/Company</u>
Outside Organization:	NO	James C. Dawson/Public Utilities
<b><u>Cost Elements for Construction Related Projects</u></b>		
Preliminary and Design	\$ 35,000	
Land Acquisition	\$ -	
Site Preparation	\$ -	
Construction	\$ 125,000	
Landscaping	\$ -	
Machinery and Equipment	\$ -	
Furniture and Fixtures	\$ -	
Information Technology	\$ -	
Legal	\$ -	
Other Cost Elements	\$ -	
Contingencies %	\$ 15,000	
<b>TOTAL COST</b>	<b>\$ 175,000</b>	
<b><u>Cost Elements for Other Capital Projects</u></b>		
Vehicles (Specialized)	\$ -	
Hardware/Software	\$ -	
Machinery & Equipment	\$ -	
Furniture & Fixtures	\$ -	
Information Technology	\$ -	
Communications Equipment	\$ -	
Other Capital Equipment	\$ -	
<b>TOTAL COST</b>	<b>\$ -</b>	

# CIP PROJECT REQUEST FORM

Gloucester County, Virginia

Project Title	Water System Security
Project Location	
Department Name	Public Utilities
Contact Name/Phone/Email	James C. Dawson/(804) 693-1230/jdawson@gloucesterva.info



General Project Information	
Date of Submission	8/29/2021
Capital Project-New or Expansion	<input checked="" type="checkbox"/>
Capital Maintenance Major-New Project	<input type="checkbox"/>
Capital Maintenance-Neither new nor expanding	<input type="checkbox"/>
County/School?	County

Proposed Schedule/Cost									
Date Improvements Begin	7/1/2022	Date Improvements Complete	6/30/2030	Useful life (in years)	25				
Construction Project	\$ -	Other Project (non-construction)	\$ 1,015,000	Previous Funding Amount					
Annual/Recurring Cost		Recurring Revenue Generated		Fiscal Year(s) of Previous Funding					
	Prior Year								
	Carry-Forward	FY23	FY24	FY25	FY26	FY27	Total FY23-27	Costs Beyond	Total Project Funding
Proposed Capital Costs	\$ -	\$ 66,000	\$ 60,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 546,000	\$ 469,000	\$ 1,015,000
Source of Funding:									
General Fund Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Fund Operating	-	66,000	60,000	140,000	140,000	140,000	546,000	469,000	1,015,000
Fund Balance-Committed	-	-	-	-	-	-	-	-	-
Fund Balance-Unassigned	-	-	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-	-	-
Grant-Federal, State, Local	-	-	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
Total Capital Funding	\$ -	\$ 66,000	\$ 60,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 546,000	\$ 469,000	\$ 1,015,000
Variance-over (short)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative/Justification	Mandated?	<input type="checkbox"/>	Mandating Agency	
Please read the instructions on the required justifying information needed.				

1) Statement of Need. What is the project expected to accomplish? Quantify benefits.	This project will incorporate the recommendations from the recently completed Risk and Resilience Assessment to improve security throughout the water collection, treatment distribution, and storage components of the Gloucester County water system.
2) Indicate and quantify any alternatives that might meet the needs indicated and why they were rejected.	The process followed to produce the Risk and Resilience Assessment considered various alternatives and determined the recommended alternatives achieved an acceptable balance between risks and hardening of critical water system assets.
3) Indicate and quantify what the consequences would be on services if not funded.	The consequence of not funding the recommended improvements is to continue to allow those opportunities for risk to exist unchallenged.
4) Outline any potential liabilities that need to be prepared for with doing or not doing this project.	Most countermeasures recommended will never be noticed by water customers, so there are no liabilities associated with implementing them. Other alternatives, such as restricting access to the reservoir dam or the area of the reservoir pool near the dam, may be perceived as infringing on the recreational use of the reservoir property.
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 may reduce the operating expenditures associated with repeated, less-effective attempts to accomplish these objectives and the costs of repairing damage caused by trespassing permitted by these less effective measures.

Attachments (list):		

## Cost Estimates

<b><u>Project Title</u></b>		
Water System Security		
<b><u>Department</u></b>		
Public Utilities		
<b><u>Submitted By</u></b>		
Name/Title:	James C. Dawson, P.E., Director	
<b><u>Sources of Project Estimate</u></b>		
	Yes/No	
Subject Area Experts:		
Engineering Director		
Facilities Management Director		
IT Director		
Purchasing Manager		
Other	YES	
		Name/Company
Outside Organization:	YES	Whitman Requardt & Associates
<b>Cost Elements for Construction Related Projects</b>		
Preliminary and Design		
Land Acquisition	\$ -	
Site Preparation	\$ -	
Construction		
Landscaping	\$ -	
Machinery and Equipment	\$ -	
Furniture and Fixtures	\$ -	
Information Technology		
Legal	\$ -	
Other Cost Elements	\$ -	
Contingencies 10 %		
TOTAL COST	\$ -	
<b>Cost Elements for Other Capital Projects</b>		
Vehicles (Specialized)	\$ -	
Hardware/Software	\$ -	
Machinery & Equipment	\$ 949,000	
Furniture & Fixtures	\$ -	
Information Technology	\$ -	
Communications Equipment	\$ -	
Other Capital Equipment	\$ 66,000	
TOTAL COST	\$ 1,015,000	

# CIP PROJECT REQUEST FORM - CONTINUATION

Gloucester County, Virginia

<b>Project Title</b>	Water System Security								
<b>Criteria Priorities</b>	Public Safety	Legal Mandates	Protect Capital	Adopted Plans	Service Standard	Population Served	Public Support	Financing	Operating Budget
<b>Dept Rating</b>	9	3	9	9	6	6	6	3	6
<b>Criteria Rating Justifications</b> Explain your reasoning for selecting the rating you choose for each criteria. It is not necessary to repeat the criteria rating descriptors.									
<b>Public Safety</b>	This project is intended to provide countermeasures to the potential threats identified through the Voluntary Self Assessment Tool (VSAT) developed by the US Environmental Protection Agency.								
<b>Legal Mandates</b>	The recommended countermeasures will address anticipated mandates now that all water providers serving more than 3,300 customers have completed their assessments and will complete their Emergency Response Plans by December 30, 2021.								
<b>Protection of Capital</b>	These countermeasures will protect physical property and staff from the potential threats considered through the VSAT process.								
<b>Consistency with Comprehensive or Other Plans</b>	This project is consistent with the Gloucester County Comprehensive Plan and the Public Utilities' mission of providing a safe workplace for their employees.								
<b>Standard of Service</b>	Improved reliability through implementation of the proposed countermeasures will improve the level of service for the Gloucester water customers.								
<b>Population Served</b>	This project will serve a significant portion of Gloucester citizens.								
<b>Public Support</b>	This is a new project so it has not gone through the CIP review process to determine the level of public support.								
<b>Financing</b>	There might be non-County revenues to substantially support the costs of the proposed countermeasures.								
<b>Operating Budgets</b>	This project could require additional costs or debt service to complete in a timely manner.								

## CIP PROJECT REQUEST FORM - CONTINUATION

Gloucester County, Virginia

Project Title	Water System Security		
Project Narrative/Justification			
<b>Security Countermeasures:</b>			
<u>Dam/Reservoir</u> - Fencing/Security at East End of Dam, \$60,000			
<u>Distribution System</u> - Bulk Water Fill Stations @ % Fire Stations \$700,000			
<u>Plant</u> - Pan/Tilt/Zoom HD Camera System \$103,000			
Continuous Toxicity Monitoring \$60,000			



# CIP PROJECT REQUEST FORM - CONTINUATION

Gloucester County, Virginia

<b>Project Title</b>	Sawgrass Pointe Waterline Replacement								
<b>Criteria Priorities</b>	Public Safety	Legal Mandates	Protect Capital	Adopted Plans	Service Standard	Population Served	Public Support	Financing	Operating Budget
<b>Dept Rating</b>	9	9	3	9	6	9	9	9	9
<b>Criteria Rating Justifications</b> Explain your reasoning for selecting the rating you choose for each criteria. It is not necessary to repeat the criteria rating descriptors.									
<b>Public Safety</b>	The 2018 Water and Sewer Master Plan Update determined the water system in the Sawgrass Pointe subdivision lacks sufficient hydraulic capacity to meet either peak hour demands or maximum day demands and fire flow, whichever is greater, at sufficient pressure to maintain service to customers.								
<b>Legal Mandates</b>	This project is required to ensure all Gloucester water customers are served by a system that meets the current Gloucester County Design and Construction Standards and the Virginia Waterworks Regulations.								
<b>Protection of Capital</b>	This project will improve flow and pressure in the water system that serves all customers in the Sawgrass Pointe subdivision as well as eliminate the frequent maintenance on the existing waterlines that are beyond the useful service life of the pipe material.								
<b>Consistency with Comprehensive or Other Plans</b>	This project is consistent with replacing undersized waterlines that are reaching the end of their useful service life and are incapable of meeting customer demands during high demand episodes. These waterlines are difficult to repair and, when they break, must be treated as an emergency because of the interruption of service to multiple customers.								
<b>Standard of Service</b>	This project improves the capacity and reliability of the water distribution system within the Sawgrass Pointe subdivision, so it will provide a higher standard of service to the residents of that subdivision. Since there are no reasonable opportunities to extend water service from this subdivision to undeveloped parcels, that higher level of service will not make new services or new projects possible.								
<b>Population Served</b>	This project will benefit all of the citizens, current and future, that will occupy the parcels within the Sawgrass Pointe subdivision.								
<b>Public Support</b>	This project was only recently identified and there has been no opportunity to determine the level of public support. However, customers are generally in support of projects that reduce emergency interruptions to their water service and improve the flow and pressure to their fixtures.								
<b>Financing</b>	Department revenues from water service will provide the funding for this project with no related debt service.								
<b>Operating Budgets</b>	This project will decrease the operating and personnel costs associated with repairing these waterlines when they fail.								

## Supplemental Data

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***Proposed FY23 Pay Plan & Schematic List of Job Titles***

**Gloucester County  
Proposed FY23  
Pay Plan  
(5% COLA)**

Grade	Minimum	Midpoint	Maximum	Range Spread	Range Progression
2	\$ 20,798	\$ 25,478	\$ 30,157	45.0%	
3	\$ 22,046	\$ 27,006	\$ 31,967	45.0%	6.0%
4	\$ 23,369	\$ 28,627	\$ 33,885	45.0%	6.0%
5	\$ 24,771	\$ 30,344	\$ 35,918	45.0%	6.0%
6	\$ 26,257	\$ 32,165	\$ 38,073	45.0%	6.0%
7	\$ 27,832	\$ 34,095	\$ 40,357	45.0%	6.0%
8	\$ 29,502	\$ 36,140	\$ 42,778	45.0%	6.0%
9	\$ 31,273	\$ 38,309	\$ 45,345	45.0%	6.0%
10	\$ 33,149	\$ 40,607	\$ 48,066	45.0%	6.0%
11	\$ 35,138	\$ 43,044	\$ 50,950	45.0%	6.0%
12	\$ 37,246	\$ 45,626	\$ 54,007	45.0%	6.0%
13	\$ 39,481	\$ 48,364	\$ 57,247	45.0%	6.0%
14	\$ 41,850	\$ 51,266	\$ 60,682	45.0%	6.0%
15	\$ 44,361	\$ 54,342	\$ 64,323	45.0%	6.0%
16	\$ 47,022	\$ 57,602	\$ 68,182	45.0%	6.0%
17	\$ 49,844	\$ 61,058	\$ 72,273	45.0%	6.0%
18	\$ 52,834	\$ 64,722	\$ 76,610	45.0%	6.0%
19	\$ 56,004	\$ 68,605	\$ 81,206	45.0%	6.0%
20	\$ 59,365	\$ 72,722	\$ 86,079	45.0%	6.0%
21	\$ 62,926	\$ 77,085	\$ 91,243	45.0%	6.0%
22	\$ 66,702	\$ 81,710	\$ 96,718	45.0%	6.0%
23	\$ 70,704	\$ 86,613	\$ 102,521	45.0%	6.0%
24	\$ 74,946	\$ 91,809	\$ 108,672	45.0%	6.0%
25	\$ 79,443	\$ 97,318	\$ 115,193	45.0%	6.0%
26	\$ 84,210	\$ 103,157	\$ 122,104	45.0%	6.0%
27	\$ 89,262	\$ 109,346	\$ 129,430	45.0%	6.0%
28	\$ 94,618	\$ 115,907	\$ 137,196	45.0%	6.0%
29	\$ 100,295	\$ 122,862	\$ 145,428	45.0%	6.0%
30	\$ 106,313	\$ 130,233	\$ 154,154	45.0%	6.0%
31	\$ 112,692	\$ 138,047	\$ 163,403	45.0%	6.0%
32	\$ 119,453	\$ 146,330	\$ 173,207	45.0%	6.0%

**Proposed FY23  
Schematic List of Titles**

Position Title/Grade	Minimum Salary	Mid Salary	Maximum Salary	Min Hrly Rate	Mid Hrly Rate	Max Hrly Rate
<b>Grade 2</b>	\$20,798	\$25,478	\$30,157	\$10.00	\$12.25	\$14.50
Substitute Community School Site Supv						
<b>Grade 3</b>	\$22,046	\$27,006	\$31,967	\$10.60	\$12.98	\$15.37
Park Aide						
Recreation Aide						
<b>Grade 4</b>	\$23,369	\$28,626	\$33,885	\$11.23	\$13.76	\$16.29
Custodian						
Substitute Office Worker						
<b>Grade 5</b>	\$24,771	\$30,344	\$35,918	\$11.91	\$14.59	\$17.27
Assistant Registrar						
Library Clerk						
Mosquito Control Technician						
Office Assistant						
Office Associate II -DSS						
<b>Grade 6</b>	\$26,257	\$32,165	\$38,074	\$12.62	\$15.46	\$18.30
Cook						
Groundskeeper						
Lead Custodian						
Revenue Technician						
<b>Grade 7</b>	\$27,832	\$34,095	\$40,357	\$13.38	\$16.39	\$19.40
4H Technician						
Office Associate III - DSS						
Utility Maintenance Worker						
Water Treatment Plant Trainee						
<b>Grade 8</b>	\$29,502	\$36,140	\$42,778	\$14.18	\$17.38	\$20.57
Cook II						
Customer Service Representative						
Deputy I - Circuit Court						
Deputy Treasurer I						
Library Specialist						
Revenue Specialist						
<b>Grade 9</b>	\$31,273	\$38,309	\$45,345	\$15.03	\$18.42	\$21.80
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						

<b>Grade 10</b>	<b>\$33,149</b>	<b>\$40,607</b>	<b>\$48,065</b>	<b>\$15.94</b>	<b>\$19.52</b>	<b>\$23.11</b>
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						
<b>Grade 11</b>	<b>\$35,138</b>	<b>\$43,044</b>	<b>\$50,950</b>	<b>\$16.89</b>	<b>\$20.69</b>	<b>\$24.50</b>
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						
Visitor Center Coordinator						
<b>Grade 12</b>	<b>\$37,246</b>	<b>\$45,625</b>	<b>\$54,006</b>	<b>\$17.91</b>	<b>\$21.94</b>	<b>\$25.96</b>
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						
<b>Grade 13</b>	<b>\$39,481</b>	<b>\$48,364</b>	<b>\$57,247</b>	<b>\$18.98</b>	<b>\$23.25</b>	<b>\$27.52</b>
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						
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						
<b>Grade 14</b>	\$41,850	\$51,266	\$60,682	\$20.12	\$24.65	\$29.17
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						
GIS Technician II						
Inspector I						
IT Support Specialist I						
Museums Coordinator						
Park Supervisor						
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						
<b>Grade 15</b>	\$44,361	\$54,342	\$64,323	\$21.33	\$26.13	\$30.92
Accountant						
Family Services Specialist I - DSS						
IT Support Specialist II						
Librarian						
Payroll/Benefits Coordinator						
Planner I						
Self Sufficiency Specialist III - DSS						
Senior Community Engagement Coordinator						
Senior Dispatcher (911 Communications)						
Senior Legal Assistant						
Senior Mechanical Technician						
Utility Inspector						
<b>Grade 16</b>	\$47,022	\$57,602	\$68,181	\$22.61	\$27.69	\$32.78
Audio-Video Technical Support Specialist						
Customer Service Supervisor						
Environmental Inspector II						

Family Services Specialist II - DSS						
Inspector II						
Program Coordinator (CSA) - DSS						
Senior Buyer						
Real Estate Appraiser II						
<b>Grade 17</b>	\$49,844	\$61,059	\$72,273	\$23.96	\$29.36	\$34.75
Assistant Communications Supervisor (911)						
Benefit Programs Supervisor - DSS						
Class I Water Treatment Plant Operator						
Deputy Clerk						
Environmental Inspector II-A						
Family Services Specialist III - DSS						
Human Resource Analyst						
IT Support Specialist III						
Legal Administrative Coordinator						
Planner II						
<b>Grade 18</b>	\$52,834	\$64,722	\$76,610	\$25.40	\$31.12	\$36.83
Assistant Zoning Administrator						
Budget and Account Analyst						
Chief Animal Control Officer						
Inspector II Chesapeake Bay						
IT Systems Analyst I						
Lead Water Treatment Plant Operator						
Real Estate Analyst II						
Software Analyst I						
<b>Grade 19</b>	\$56,004	\$68,605	\$81,206	\$26.93	\$32.98	\$39.04
Administrative Services Manager - DSS						
Combination Inspector						
Family Services Supervisor - DSS						
IT Systems Analyst II						
Planner III						
Senior IT Support Specialist						
Software Analyst II						
<b>Grade 20</b>	\$59,365	\$72,722	\$86,079	\$28.54	\$34.96	\$41.38
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.						
Environmental Inspector III/Plans Examiner						
Park Superintendent						
Probation & Pretrial Director						
Workplace Safety Training Specialist						
Utility Supervisor						
<b>Grade 21</b>	\$62,926	\$77,086	\$91,243	\$30.25	\$37.06	\$43.87
Assistant Commonwealth Attorney I						
Assistant Director I-DSS						
Chief Deputy Treasurer						
Civil Engineer I						
Combination Inspector/Plans Examiner						

IT Systems Analyst III						
Senior Comprehensive Planner						
Senior Human Resource Analyst						
Software Analyst III						
Water Treatment Plant Manager						
<b>Grade 22</b>	\$66,702	\$81,710	\$96,718	\$32.07	\$39.28	\$46.50
Deputy Building Official						
Environmental Programs Manager						
GIS Manager						
Purchasing Manager						
Real Estate Manager						
Senior IT Systems Analyst						
Senior Software Analyst						
Recreation & Tourism Manager						
<b>Grade 23</b>	\$70,704	\$86,613	\$102,522	\$33.99	\$41.64	\$49.29
Assistant Commonwealth Attorney II						
Assistant Director II - DSS						
Civil Engineer II						
Facilities Management Director (was B&G Director)						
Emergency Management Coordinator						
Utility Engineer						
<b>Grade 24</b>	\$74,946	\$91,809	\$108,672	\$36.03	\$44.14	\$52.25
Building Official						
<b>Grade 25</b>	\$79,443	\$97,319	\$115,193	\$38.19	\$46.79	\$55.38
Assistant Commonwealth Attorney III						
Purchasing Agent						
Fiscal Services Manager						
<b>Grade 26</b>	\$84,210	\$103,156	\$122,103	\$40.49	\$49.59	\$58.70
Assistant Director of Utilities						
<b>Grade 27</b>	\$89,262	\$109,347	\$129,431	\$42.91	\$52.57	\$62.23
Chief Deputy Commonwealth Attorney						
Economic Development Director						
Engineering Services Director						
Library Services Director						
Parks, Recreation and Tourism Director						
<b>Grade 28</b>	\$94,618	\$115,907	\$137,196	\$45.49	\$55.72	\$65.96
Assessor						
Planning ,Zoning, & Environmental Director						
<b>Grade 29</b>	\$100,295	\$122,862	\$145,427	\$48.22	\$59.07	\$69.92
Human Resources Director						
Information Technology Director						
Social Services Director - DSS						
Utilities Director						
<b>Grade 30</b>	\$106,313	\$130,234	\$154,154	\$51.11	\$62.61	\$74.11
Chief Financial Officer						
Chief Information Technology Director						
<b>Grade 31</b>	\$112,692	\$138,047	\$163,403	\$54.18	\$66.37	\$78.56
Assistant County Administrator - Community Services						
<b>Grade 32</b>	\$119,453	\$146,330	\$173,207	\$57.43	\$70.35	\$83.27
Deputy County Administrator						



**Gloucester County**  
**Proposed FY23**  
**Sheriff Sworn Personnel Pay Plan**

Grade	Minimum	Midpoint	Maximum	Range Spread	Range Progression
A	\$ 35,148	\$ 43,056	\$ 50,965	45.0%	5.0% 5.0% 6.0% 6.0% 6.0% 6.0% 8.0% 12.0% 5.0% 13.0% 12.0%
B	\$ 36,905	\$ 45,209	\$ 53,513	45.0%	
C	\$ 38,751	\$ 47,470	\$ 56,188	45.0%	
D	\$ 41,076	\$ 50,318	\$ 59,560	45.0%	
E	\$ 43,540	\$ 53,337	\$ 63,133	45.0%	
F	\$ 46,153	\$ 56,537	\$ 66,921	45.0%	
G	\$ 48,922	\$ 59,929	\$ 70,937	45.0%	
H	\$ 51,857	\$ 63,525	\$ 75,193	45.0%	
I	\$ 56,006	\$ 68,607	\$ 81,208	45.0%	
J	\$ 62,726	\$ 76,840	\$ 90,953	45.0%	
K	\$ 65,863	\$ 80,682	\$ 95,501	45.0%	
L	\$ 74,425	\$ 91,170	\$ 107,916	45.0%	
M	\$ 83,356	\$ 102,111	\$ 120,866	45.0%	

**Gloucester County**  
**Proposed FY23**  
**Sheriff Sworn Schematic list of Titles**

Position Title/Grade	Minimum Salary	Mid Salary	Maximum Salary
<b>Grade A</b>	\$35,148	\$43,056	\$50,964
Deputy Recruit - Corrections			
<b>Grade B</b>	\$36,905	\$45,209	\$53,513
Deputy I - Corrections			
Deputy I - Court & Civil Process			
<b>Grade C</b>	\$38,751	\$47,470	\$56,187
Deputy II - Corrections			
Deputy II - Court & Civil Process			
<b>Grade D</b>	\$41,076	\$50,318	\$59,560
Master Deputy - Corrections			
Master Deputy - Court & Civil Process			
Recruit-Law Enforcement			
<b>Grade E</b>	\$43,540	\$53,337	\$63,133
Deputy I - Law Enforcement			
<b>Grade F</b>	\$46,153	\$56,537	\$66,921
Deputy II - Law Enforcement			
Investigator I			
Sergeant- Corrections			
Sergeant- Court & Civil Process			
<b>Grade G</b>	\$48,922	\$59,929	\$70,937
Sr Deputy-Law Enforcement			
Investigator II			
<b>Grade H</b>	\$51,857	\$63,525	\$75,193
Master Deputy- Law Enforcement			
Lieutenant - Corrections			
Lieutenant - Court & Civil Process			
SR Investigator			
<b>Grade I</b>	\$56,006	\$68,608	\$81,208
Sergeant-Law Enforcement			
Sergeant-Investigations			
<b>Grade J</b>	\$62,726	\$76,839	\$90,953
Lieutenant-Law Enforcement			
<b>Grade K</b>	\$65,863	\$80,683	\$95,502
Lieutenant-Investigations			
Lieutenant-Forensic Investigations			
<b>Grade L</b>	\$74,425	\$91,170	\$107,916
Captain			
<b>Grade M</b>	\$83,356	\$102,110	\$120,866
Chief Deputy			

## Job Position Allocation List

PROPOSED FISCAL YEAR 2023								
DEPARTMENT	A		B		C		D	
	COUNTY Authorized		STATE Authorized		GRANT Authorized		TOTAL Authorized	
	FT	PT	FT	PT	FT	PT	FT	PT
Administration	5	0					5	0
County Attorney	2						2	0
Human Resources	6						6	0
Commissioner of Revenue	3	1	5				8	1
RE Assessment	5	1					5	1
Treasurer	1		7				8	0
Finance	6						6	0
Information Technology	8						8	0
GIS	3						3	0
Purchasing	3						3	0
Registrar	1	2	1				2	2
Circuit Court Judge	1						1	0
Clerk of Circuit Court		2	7				7	2
Victim/Witness					2	1	2	1
Commonwealth Attorney	2		7				9	0
Sheriff	32	4	33	1			65	5
Jail		1	33				33	1
Probation & Pretrial					7		7	0
Building Inspections	7	1					7	1
Environmental Programs	4						4	0
Animal Control	4						4	0
Emergency Management	2	1				-	2	1
Engineering	3						3	0
Facilities Management	23	4					23	4
Community Engagement	7	3					7	3
Parks & Recreation	5	1					5	1
Park Operations	8						8	0
Library	8	7					8	7
Planning & Zoning	8						8	0
Economic Development	2						2	0
Clean Community		1					0	1
Tourism	2	2					2	2
Extension Service	1						1	0
<b>SUBTOTALS</b>	<b>162</b>	<b>31</b>	<b>93</b>	<b>1</b>	<b>9</b>	<b>2</b>	<b>264</b>	<b>34</b>
Social Services	51						51	
Utilities	28	0			0		28	0
<b>GRAND TOTALS</b>	<b>241.0</b>	<b>31</b>	<b>93.0</b>	<b>1</b>	<b>9.0</b>	<b>2</b>	<b>343</b>	<b>34</b>

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*Summary of Changes to Job Position Allocation List*

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Changes				
Department	County	State	Grant	Reason
Sheriff	Add .50 FTE			Increase Dare Position from PT to FT
Sheriff	Deduct .50 FTE			Position was classified as WAR and should not have been included in count
Circuit Clerk	Add 1 Part Time			Add PT 16HR position
Commissioner of Revenue	Add 1 Part-time			Add PT 24HR position
Facilities Management	Deduct .50 FTE			Position was classified as WAR and should not have been included in count
	Add 1 Full-time			Add a FT Custodian position
Library	Add 1 PT			PT Library Coord position was inadvertently left off of FTE count in FY22
Park Operations	Add 1 Full-time			Add a FT Park Maintenance Technician
Utilities	Add 1 Full-time			Add a FT Senior Utility Maintenance Technician

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***Summary Table of Full-Time Equivalent (FTE) Position Counts***

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<b>Position Count Summary Full-Time Equivalents</b>	<b>FY2021 Approved</b>	<b>FY2022 Approved</b>	<b>FY2023 Proposed</b>
County Administration	5.0	5.5	5.0
County Attorney	2.0	2.0	2.0
Human Resources	6.0	6.0	6.0
Commissioner of Revenue	8.0	8.0	8.6
Real Estate Assessment	5.5	5.5	5.6
Treasurer	8.0	8.0	8.0
Financial Services	6.0	6.0	6.0
Central Purchasing	3.0	3.0	3.0
Information Technology	8.0	8.0	8.0
Geographic Information System	3.0	3.0	3.0
Registrar	2.5	3.0	3.2
Circuit Court Judge	1.0	1.0	1.0
Clerk of Circuit Court	7.5	7.5	8.0
Commonwealth Attorney's Office	9.0	9.0	9.0
Victim Witness	2.0	2.5	2.5
Sheriff's Office	67.0	67.5	67.4
Jail	33.5	33.5	33.6
Probation & Pretrial	7.0	7.0	7.0
Animal Control	4.0	4.0	4.0
Environmental Programs	4.0	4.0	4.0
Building Inspections	7.5	7.5	7.6
Emergency Management	2.5	2.5	2.6
Engineering	3.0	3.0	3.0
Facilities Management (B&G)	24.5	24.5	25.0
Community Engagement	8.5	8.5	8.6
Parks & Recreation	5.5	5.5	5.5
Park Operations	7.0	7.0	8.0
Libraries	11.5	11.0	11.6
Clean Community	0.5	0.5	0.5
Tourism	2.5	2.5	2.5
Planning & Zoning	7.0	7.0	8.0
Economic Development	2.0	2.0	2.0
Virginia Cooperative Extension	1.0	1.0	1.0
Social Services	51.0	50.0	51.0
Utilities Fund	29.0	27.0	28.0

## Balance Sheet

## Governmental Funds

June 30, 2021

	General	Debt Service	Capital Projects	Other Governmental Funds	Total
<b>ASSETS</b>					
Cash and cash equivalents	\$ 23,401,134	\$ -	\$ -	\$ 811,461	\$ 24,212,595
Cash in custody of others	-	-	4,970,683	-	4,970,683
Investments	134,969	-	98,190	-	233,159
Receivables (net of allowance for uncollectibles):					
Taxes receivable	33,181,197	-	-	-	33,181,197
Accounts receivable	716,044	-	-	15,503	731,547
Due from other funds	298,035	114,015	472,199	-	884,249
Due from other governmental units	1,725,937	-	273,295	377,681	2,376,913
Prepaid items	399,975	-	2,815	-	402,790
Total assets	<u>\$ 59,857,291</u>	<u>\$ 114,015</u>	<u>\$ 5,817,182</u>	<u>\$ 1,204,645</u>	<u>\$ 66,993,133</u>
<b>LIABILITIES</b>					
Accounts payable	\$ 522,432	\$ 114,015	\$ 300,662	\$ 62,770	\$ 999,879
Accrued liabilities	1,015,310	-	-	-	1,015,310
Retainage payable	-	-	56,788	-	56,788
Due to other governmental units	5,061,376	-	-	-	5,061,376
Due to other funds	563,429	-	-	349,331	912,760
Unearned revenue	53,645	-	1,899	792,544	848,088
Total liabilities	<u>\$ 7,216,192</u>	<u>\$ 114,015</u>	<u>\$ 359,349</u>	<u>\$ 1,204,645</u>	<u>\$ 8,894,201</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>					
Unavailable revenue - property taxes	\$ 26,013,229	\$ -	\$ -	\$ -	\$ 26,013,229
Total deferred inflows of resources	<u>\$ 26,013,229</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 26,013,229</u>
<b>Fund balances:</b>					
Nonspendable	\$ 399,975	\$ -	\$ 2,815	\$ -	\$ 402,790
Restricted	32,823	-	5,081,683	-	5,114,506
Committed	2,741,220	-	373,335	-	3,114,555
Assigned	260,000	-	-	-	260,000
Unassigned	23,193,852	-	-	-	23,193,852
Total fund balances	<u>\$ 26,627,870</u>	<u>\$ -</u>	<u>\$ 5,457,833</u>	<u>\$ -</u>	<u>\$ 32,085,703</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 59,857,291</u>	<u>\$ 114,015</u>	<u>\$ 5,817,182</u>	<u>\$ 1,204,645</u>	<u>\$ 66,993,133</u>

The notes to the financial statements are an integral part of this statement.

COUNTY OF GLOUCESTER, VIRGINIA

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021 (CONTINUED)

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**

**Q. Fund Balance (Continued)**

The details of governmental fund balances, as presented in aggregate on Exhibit 3, are as follows:

	General Fund	Major Capital Projects Fund	Total
Fund Balances:			
Nonspendable:			
Prepaid items	\$ 399,975	\$ 2,815	\$ 402,790
Total Nonspendable	\$ 399,975	\$ 2,815	\$ 402,790
Restricted:			
Sheriff's asset forfeiture, federal	\$ 3,083	\$ -	\$ 3,083
Sheriff's asset forfeiture, state	22,126	-	22,126
Commonwealth Attorney's asset forfeiture, federal	485	-	485
Commonwealth Attorney's asset forfeiture, state	7,129	-	7,129
SNAP funds, School construction		4,970,683	4,970,683
Proffers	-	111,000	111,000
Total Restricted	\$ 32,823	\$ 5,081,683	\$ 5,114,506
Committed:			
Mosquito control	\$ 115,475	\$ -	\$ 115,475
Tourism projects	539,298	6,700	545,998
Daffodil festival	33,153	-	33,153
Program donations	29,817	-	29,817
Subsequent expenditures	-	263,547	263,547
Probation and pretrial	118,739	-	118,739
Cable services	866,789	-	866,789
County capital replacement	1,037,949	-	1,037,949
Park projects	-	31,442	31,442
Older adult capital projects	-	71,646	71,646
Total Committed	\$ 2,741,220	\$ 373,335	\$ 3,114,555
Assigned:			
County administrator's contingency	\$ 260,000	\$ -	\$ 260,000
Total Assigned	\$ 260,000	\$ -	\$ 260,000
Unassigned	\$ 23,193,852	\$ -	\$ 23,193,852
Total Fund Balances	\$ 26,627,870	\$ 5,457,833	\$ 32,085,703

Utility Monthly Service Rates  
Last Six Fiscal Years

<b>Monthly Rates for Water Service</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Monthly nonuser service charge	\$ 20.18	\$ 20.18	\$ 20.18	\$ 20.18	\$ 20.18	\$ 20.18
First 2,000 gallons	\$ 20.18	\$ 20.18	\$ 20.18	\$ 20.18	\$ 20.18	\$ 20.18
Next 6,000 gallons, per 1,000 gallons	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
Over 8,000 gallons, per 1,000 gallons	\$ 10.40	\$ 10.40	\$ 10.40	\$ 10.40	\$ 10.40	\$ 10.40

<b>Monthly Rates for Sewer Service</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Monthly nonuser service charge	\$ 11.17	\$ 11.17	\$ 11.17	\$ 11.17	\$ 11.17	\$ 11.17
First 2,000 gallons or less	\$ 11.17	\$ 11.17	\$ 11.17	\$ 11.17	\$ 11.17	\$ 11.17
Next 2,000 gallons, per 1,000 gallons	\$ 4.92	\$ 4.92	\$ 4.92	\$ 4.92	\$ 4.92	\$ 4.92
Next 4,000 gallons, per 1,000 gallons	\$ 4.68	\$ 4.68	\$ 4.68	\$ 4.68	\$ 4.68	\$ 4.68
Next 3,000 gallons, per 1,000 gallons	\$ 4.38	\$ 4.38	\$ 4.38	\$ 4.38	\$ 4.38	\$ 4.38
Next 64,000 gallons, per 1,000 gallons	\$ 4.18	\$ 4.18	\$ 4.18	\$ 4.18	\$ 4.18	\$ 4.18
Next 15,000 gallons, per 1,000 gallons	\$ 3.82	\$ 3.82	\$ 3.82	\$ 3.82	\$ 3.82	\$ 3.82
Over 90,000 gallons, per 1,000 gallons	\$ 3.27	\$ 3.27	\$ 3.27	\$ 3.27	\$ 3.27	\$ 3.27

Source: Gloucester County Utility Department



High Volume Users of Water and Sewer System  
Current Year and Nine Years Ago

Customer name	2021				2012			
	Average Water Usage		Average Sewer Usage		Average Water Usage		Average Sewer Usage*	
	Monthly	Daily	Monthly	Daily	Monthly	Daily	Monthly	Daily
York River Yacht Haven	455,000	15,167	533,000	17,767	195,000	6,500		
Walter Reed Convalescent Center	421,000	14,033	378,000	12,600	345,000	11,500		
Franklin Management-Elm Street	334,000	11,133						
Vims-MRL	313,000	10,433			440,000	14,667		
Riverbend Apartments-Irrigation Meter	224,000	7,467						
Franklin Management-Wicomico Village	195,000	6,500						
RAI Care Centers	187,000	6,233	187,000	6,233				
York River MHP	161,000	5,367			185,000	6,167		
Colonial Point Apartments	149,000	4,967						
U DO IT Laundry	147,000	4,900	146,000	5,133				
Riverside Walter Reed Hospital					495,000	16,500		
V.I.M.S.-Chesapeake Bay Hall					302,000	10,067		
Sierra Communities					248,000	8,267		
Colonial Point Apartments					225,000	7,500		
Gloucester County Jail					192,000	6,400		
Thalhimer			154,000	4,867	169,000	5,633		
SOHO-Woodsville Road			144,000	4,800				
Gloucester House			141,000	4,700				
Auto Spa			130,000	4,333				
Cookout			130,000	4,333				
Super Walmart			124,000	4,133				

Source: Gloucester County Utility Department

Units = gallons

\*Information not available at the time of completion.