Adopted FY16 Budget

Hanover County

People, Tradition & Spirit

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Hanover County

Virginia

For the Fiscal Year Beginning

July 1, 2014

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Preparation Award to **Hanover County, Virginia** for its annual budget for the fiscal year beginning **July 1, 2014**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

COUNTY OF HANOVER, VIRGINIA

BOARD OF SUPERVISORS

Wayne T. Hazzard, Chairman
South Anna District

Aubrey M. Stanley, Vice Chairman
Beaverdam District

Sean M. Davis
Henry District

Angela Kelly-Wiecek
Chickahominy District

W. Canova Peterson
Mechanicsville District

G.E. "Ed" Via, III
Ashland District

Elton J. Wade, Sr.
Cold Harbor District

COUNTY ADMINISTRATION

Cecil R. Harris, Jr, CPA
County Administrator

John A. Budesky
Deputy County Administrator

Frank W. Harksen, Jr.
Deputy County Administrator

James P. Taylor
Deputy County Administrator

COUNTY BUDGET STAFF

Kathleen T. Seay, CPA, CISA
Director of Finance and Management Services

Shelly H. Wright
Budget Division Director

Leslie E. Beasley
Budget and Management Analyst

Caitlin A. Farrell
Budget and Management Analyst

M. Bryant Phillips
Budget and Management Analyst

This document was prepared by the Department of Finance and Management Services, County of Hanover, Virginia, Post Office Box 470, Hanover, Virginia, 23069-0470. For additional information, contact the Department of Finance and Management Services at (804) 365-6015, or e-mail shwright@hanovercounty.gov.

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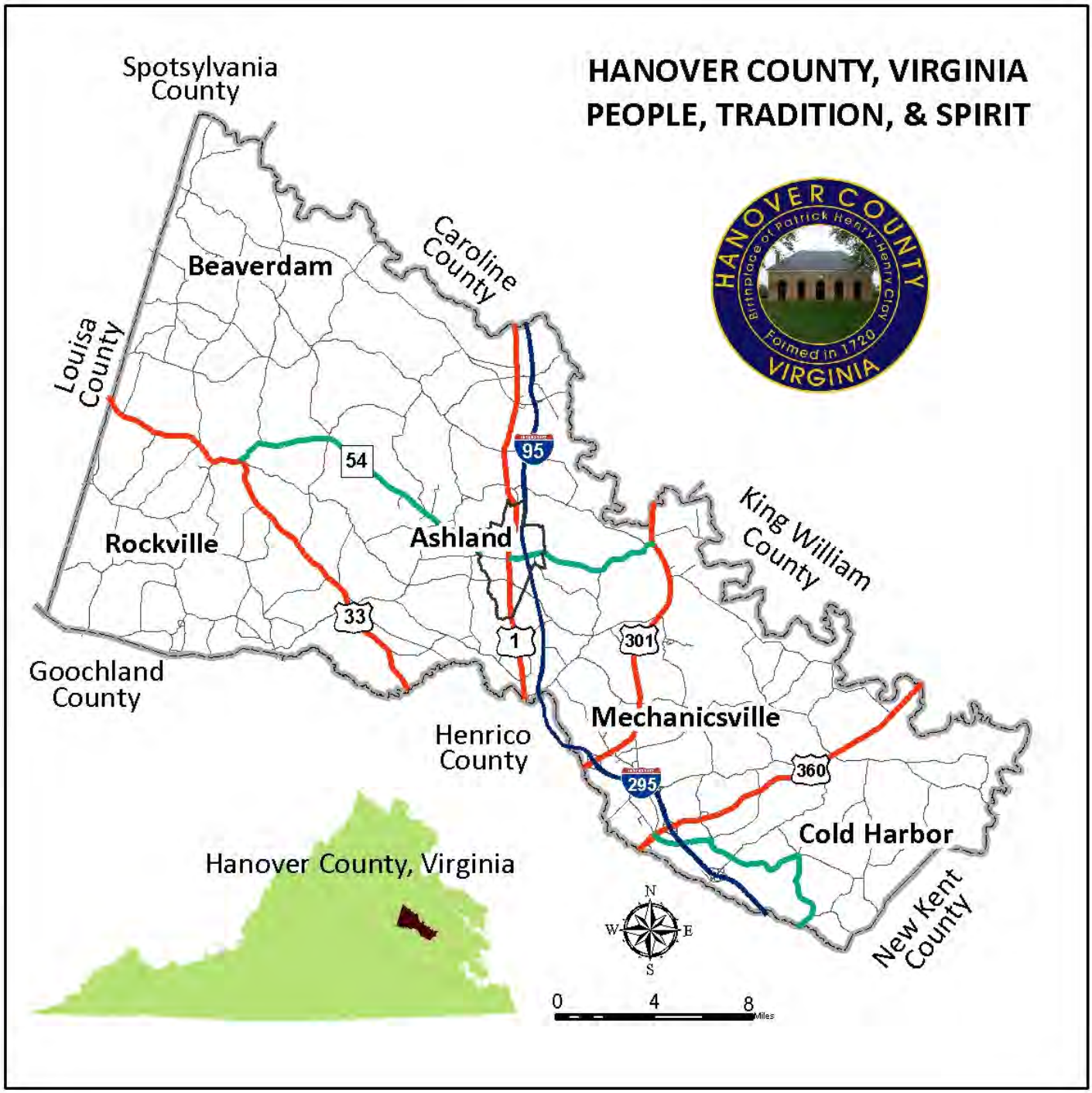
HANOVER COUNTY, VIRGINIA
PEOPLE, TRADITION, & SPIRIT
Spotsylvania County
Caroline County
Louisa County
King William County
Goochland County
Henrico County
New Kent County
Beaverdam
Rockville
Ashland
Mechanicsville
Cold Harbor
54
33
1
301
360
95
295
HANOVER COUNTY
Birthplace of Patrick Henry, Henry Clay
Formed in 1720
VIRGINIA
Hanover County, Virginia
N
W
E
S
0
4
8
Miles

How to Use This Document

The Hanover County budget document is divided into the following five sections:

Overview: This section provides an overview of the budget that includes the County Administrator's letter to the Board of Supervisors and the FY16 Budget Highlights. In addition, summaries of the General Fund and all other County Funds, General Fund revenue and expenditure details, the County's Service Level Plan for the budget year, a staffing table and demographics, and a financial outlook are presented. Use this section to get a brief understanding of the overall size of the budget and its major components.

General Fund: This section provides a breakdown of the major expenditure categories by department and function. Each department's analysis includes a description of the department, budget highlights, goals and objectives, service levels, per capita cost of operating the department and the percentage change between the prior year adopted budget and the next year's funding level. The following is a brief example of a department:

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 3,505,793**	**$ 3,736,292**	**$ 3,583,648**	**-4.1%**
Personnel	**1,750,415**	**1,856,633**	**1,832,403**	**-1.3%**
Operating	**1,652,827**	**1,768,959**	**1,751,245**	**-1.0%**
Capital	**102,551**	**110,700**	**-**	**-100.0%**
Revenues	**$ 3,505,793**	**$ 3,736,292**	**$ 3,583,648**	**-4.1%**
Intergovernmental Revenue				
Categorical State Aid	18,804	18,000	18,000	0.0%
Local Revenue				
Charges for Services	348,054	331,000	351,000	6.0%
Recovered Costs	401,937	372,000	375,600	1.0%
General Fund Revenue	**2,736,998**	**3,015,292**	**2,839,048**	**-5.8%**
Per capita cost of operating department	**$ 33.94**	**$ 35.48**	**$ 33.71**	
Generated Revenue Percent	**21.9%**	**19.3%**	**20.8%**	
General Fund Revenue Percent	**78.1%**	**80.7%**	**79.2%**	
Full-time Equivalents (FTE)	**32.50**	**32.50**	**32.50**	
Full-time Positions	32.00	32.00	32.00	
Part-time Positions	0.50	0.50	0.50	

Personnel expenditures include salaries and benefits. Operating expenditures are all other recurring expenditures (contractual services, utilities, supplies, etc.). Capital expenditures represent expenditures for capital items greater than $5,000 per unit cost (equipment and furniture). The percent change is the change between the next year's budget and the current adopted budget. Full-time positions represent all County employees who work 32 hours per week in a fully benefitted status.

Other Funds: This section provides information regarding the County's funds other than the General Fund and the Capital Improvements Funds, which are detailed in different sections.

CIP: This section provides detailed descriptions for projects in the Five-Year Capital Improvements Program (CIP).

Supplemental Data: This section provides supplemental appendices to the County budget. Included in this section are such items as budget directives, financial policies and regulations, supplemental statistics and glossary.

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Our Vision
A PLACE, INSPIRED BY
ITS PEOPLE, TRADITION & SPIRIT,
WHICH WILL BE THE PREMIER COMMUNITY
FOR PEOPLE & BUSINESSES TO ACHIEVE THEIR FULL POTENTIAL
Our Mission
TO BE A PREMIER COMMUNITY
BY PROVIDING SUPERIOR SERVICE THROUGH
CREATIVITY, INNOVATION & SOUND FINANCIAL PRACTICES
Our Values
INTEGRITY • ACCOUNTABILITY • RESPECT • INCLUSIVENESS
HANOVER COUNTY
PEOPLE, TRADITION & SPIRIT
HANOVER COUNTY
VIRGINIA

History and Description of Government

HISTORY

The County of Hanover, Virginia, was formed on November 26, 1720 by the Virginia General Assembly in "An Act for dividing New Kent County." It is named for King George I of England, who, at the time he came to the throne, was Elector of Hannover in Germany. Two of the County's native sons – Patrick Henry and Henry Clay – distinguished themselves as orators, patriots and statesmen in the early history of this country. Prior to English colonization in the 17th century, the Pamunkey Indians populated this area. The County's northern boundary, the Pamunkey River, carries their name and they maintain a reservation on the lower part of the river in neighboring King William County. The Town of Ashland, Virginia, was incorporated in 1858 and is located within the County. The Town was originally founded as a summer community by the Richmond, Fredericksburg and Potomac (R,F&P) Railway.

DESCRIPTION OF GOVERNMENT

Hanover County is a political subdivision of the Commonwealth of Virginia and operates under the traditional Board form of government with a County Administrator. The County is divided into seven magisterial districts, each of which is represented by an elected member of the Board of Supervisors. Within the seven-member Board of Supervisors, a chairman and vice-chairman are selected by the Board members to serve on an annual basis. The Board is responsible for formulating policy, directing certain governmental services and appointing members of various boards and agencies to implement specific policies or provide certain services. The County Administrator is appointed by the Board and implements Board policies, directs business and administrative procedures, and provides recommendations for various County boards and agency appointments. The County has taxing powers subject to statewide restrictions and tax limits. Hanover County Public Schools are operated by a seven-member School Board, the members of which are appointed by the Board of Supervisors. A Superintendent is appointed by the School Board to administer the operations of the public schools. Operations of the School Board are independent of the Board of Supervisors as prescribed by Virginia law. The Town of Ashland provides certain additional levels of service to its residents. The ordinances and regulations of the County, with certain limitations as prescribed by State law, generally apply to Ashland. Property in Ashland is subject to both Ashland and County taxation, and Ashland may incur bonded indebtedness without the approval of the County.

TRANSPORTATION

Based upon its proximity to Richmond and its rural character, the County has been an attractive location for businesses relocating or expanding and for real estate developers interested in the opportunities in the area's residential and commercial markets. The County is primarily served by Interstates 95 and 295, with Interstate 95 connecting the County to the metropolitan Richmond area to the south and providing passage to Fredericksburg and Washington, D.C. to the north. Interstate 295 connects the east and west portions of the County together and represents a "loop" around the metropolitan Richmond area. U.S. Routes 1 and 301 are north/south primary roads: Route 1 runs parallel to I-95 and 301 runs northeastward toward Annapolis, Maryland. Maintenance of the primary and secondary roads of the County is under the jurisdiction of the Virginia Department of Transportation. Railroad passenger service is provided by Amtrak. Air transportation needs are served by the Richmond International Airport (RIC), located in neighboring Henrico County, while the Hanover County Municipal Airport operates primarily for small business and personal aircraft.

History and Description of Government

TOURISM

Home of the internationally renowned Hanover Tomato, the County has a rich history and proud heritage. The landscape is marked by numerous historic sites and homes, including Scotchtown, the Hanover County Courthouse and the Hanover Tavern. There are two (2) national battlefields, Cold Harbor Battlefield and North Anna Battlefield, which are maintained and open year-round. Over two million visitors annually enjoy the thrills of Kings Dominion, a 630-acre amusement park featuring over 100 rides and shows. In addition to its tourism sites, the County is a point of origin from which many of the area's historical, amusement and entertainment options can be visited.

DEMOGRAPHIC & ECONOMIC FACTORS

Located in central Virginia about 15 miles north of Richmond and 70 miles south of Washington, D.C., the County lies in the Commonwealth's Piedmont and Coastal regions. The County is bordered by the Counties of Caroline, King William, New Kent, Henrico, Goochland, Spotsylvania and Louisa, and by the Pamunkey (where the North and South Anna Rivers merge), North Anna and Chickahominy Rivers. The County is comprised of 471 square miles, or 301,000 acres, with approximately 33% of the land utilized for agricultural purposes and 33% for forestal purposes. The County's residential, commercial and industrial areas are growing at moderate rates. The County houses Randolph-Macon College, founded in 1830. New residents are attracted to Hanover's exceptional schools, low taxes and low crime rate.

Population: In 2014, the County's population was estimated at 104,124, which is a 1.46% increase from 102,623 in 2013. Since 2005, population has grown by 8.2% at an average of 0.88% annual growth rate.

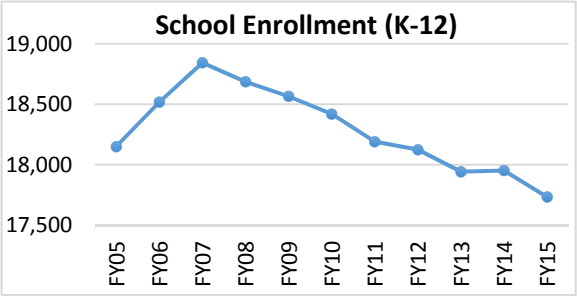
Per Capita Income (2014): $48,136

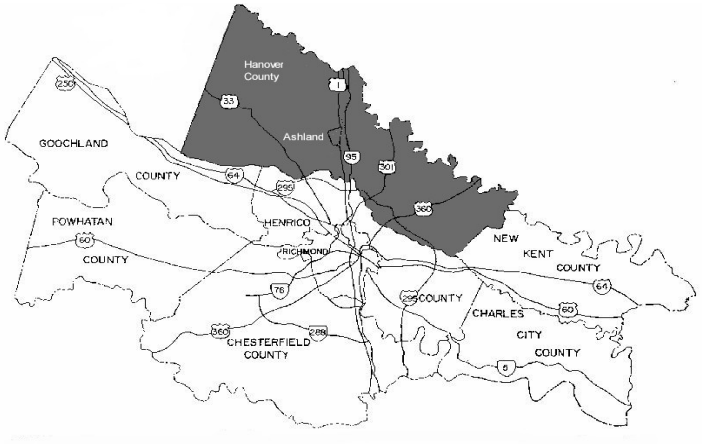
Median Age (Bureau of Census): 41.0

Unemployment Rate (Mar. 2014): 4.3%

Estimated School Enrollment (Sept. 2014)

K-12:	17,734
Pre-K & Other Placements:	1,233





County Funds Structure and Basis of Budgeting

BASIS OF ACCOUNTING

The County's accounting records are maintained on a modified accrual basis for the General Fund, Special Revenue Funds and Capital Improvement Funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, i.e., as soon as they are both measurable and available. Revenues from intergovernmental reimbursement grants are recorded when earned. Other 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 general property tax and other intergovernmental revenues to be available if they are collected within 31 days of the end of the current fiscal period and are due on or before the last day of the current fiscal period. 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.

FUND ACCOUNTING

The accounts of the County and its discretely presented component units (Hanover County Public Schools and the Economic Development Authority) are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts, which comprise assets, liabilities, fund equities, revenues and expenditures, or expenses, as appropriate. The various funds are summarized by governmental or business-type activities in the general purpose financial statements, while component units are reported in separate columns/rows. The following fund types and account groups are used by the County:

GOVERNMENTAL FUND TYPE

Governmental funds are those through which most governmental functions of the County are financed. The acquisition, use and balances of the County's expendable financial resources and the related liabilities (except those accounted for in proprietary funds) are reported through governmental funds. The measurement focus is upon determination of changes in financial position, rather than upon net income determination. The County's governmental fund types are:

General Fund

The General Fund is the chief operating fund of the County. All general tax revenues and other receipts that are not allocated by law or other contractual agreement to another fund are accounted for in this fund. Payments from this fund include the general operating expenditures, the fixed charges and the capital improvement costs that are not paid through other funds. This fund contains the operating budgets for most traditional local government programs such as Public Safety, Parks and Recreation and Public Works.

Special Revenue Funds

Special revenue funds account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes. Special revenue funds consist of the School, Food Service and Textbook Funds of the School Board component unit; and the Economic Development Authority Fund.

County Funds Structure and Basis of Budgeting

School Operating Fund – The School Operating Fund is the primary operating fund for all education-related governmental activities. Revenues come primarily from General Fund transfers and state and federal aid.

Food Services Fund – The Food Services Fund accounts for all of the operations of the school food services program. Revenues are generated from charges for services and state and federal aid.

Textbook Fund – The Textbook Fund provides administration, maintenance and control over all of the textbooks used in the schools. Revenues are derived from General Fund transfers and state aid (the Textbook Fund is no longer a separate fund; these funds are included in the School Fund beginning FY15).

Economic Development Authority (EDA) Fund – This fund reflects revenues and expenditures associated with the issuance of tax-exempt industrial development revenue bonds to qualifying enterprises wishing to utilize that form of financing. Those bonds representing limited obligations of the EDA are to be repaid solely from the revenue and receipts derived from the projects funded with the proceeds. The debt outstanding does not constitute a debt or pledge of the faith and credit of the County or the EDA.

Capital Improvement Funds

Capital Improvement Funds account for financial resources used for the acquisition or construction of major capital facilities other than those financed by Proprietary Funds. The County maintains two (2) capital improvement funds.

County Improvement Fund – This fund controls the financing and construction of most non-educational County facilities, such as parks, libraries and public safety facilities. The Board of Supervisors approves these projects through the County's Capital Improvement Program (CIP). Revenue sources for this fund include transfers of local tax funding from the General Fund, the issuance of debt and grants.

School Improvement Fund – This fund controls the financing and construction of local educational facilities. Revenue sources consist of local tax funding from the General Fund, the issuance of debt and developer contributions.

Debt Service Fund

The Debt Service Fund is used to account for financial resources to be used for the payment of principal, interest and fees associated with County and School indebtedness. The County maintains one (1) Debt Service Fund which was created beginning with the FY14 Adopted Budget.

PROPRIETARY FUND TYPE

Proprietary Funds are used to account for a government's business-type activities. The services provided in these funds are intended to recover all or a significant portion of their costs through user fees. The County's proprietary fund types are:

Enterprise Funds

Enterprise Funds are used to provide services that are financed and operated similarly to those of a private business enterprise. The County has two (2) enterprise funds: Public Utilities Fund and Airport Fund.

County Funds Structure and Basis of Budgeting

Public Utilities Fund – This fund accounts for the operation and maintenance of the County's water and sewer system. Operations and capital expenditures are funded with revenues generated from customer user fees and one-time fees paid for capacity at the time of connection to the system.

Airport Fund – An Airport Fund was created in February 2007 to account for the County's oversight of the Hanover County Airport. A fixed base operator (FBO) handles the day-to-day operations of the airport. Revenues are derived primarily from rental income provided by the FBO, state aid and General Fund transfers.

Internal Service Fund

An Internal Service Fund is used to account for the costs of operations for services provided to other County departments. The County maintains one (1) internal service fund: Self-Insurance Fund.

Self-Insurance Fund – This fund provides for the fiscal management of the County and School Board health insurance premiums. Revenues are generated primarily from premiums charged to employees and to departments.

FIDUCIARY FUND TYPE

Fiduciary Funds are used to report resources that are received and held by the County in a trustee or custodial capacity for the benefit of individuals, private organizations or other governments and cannot be used to support the locality's programs. The County has five (5) Fiduciary Funds; however, only the following two (2) are appropriated.

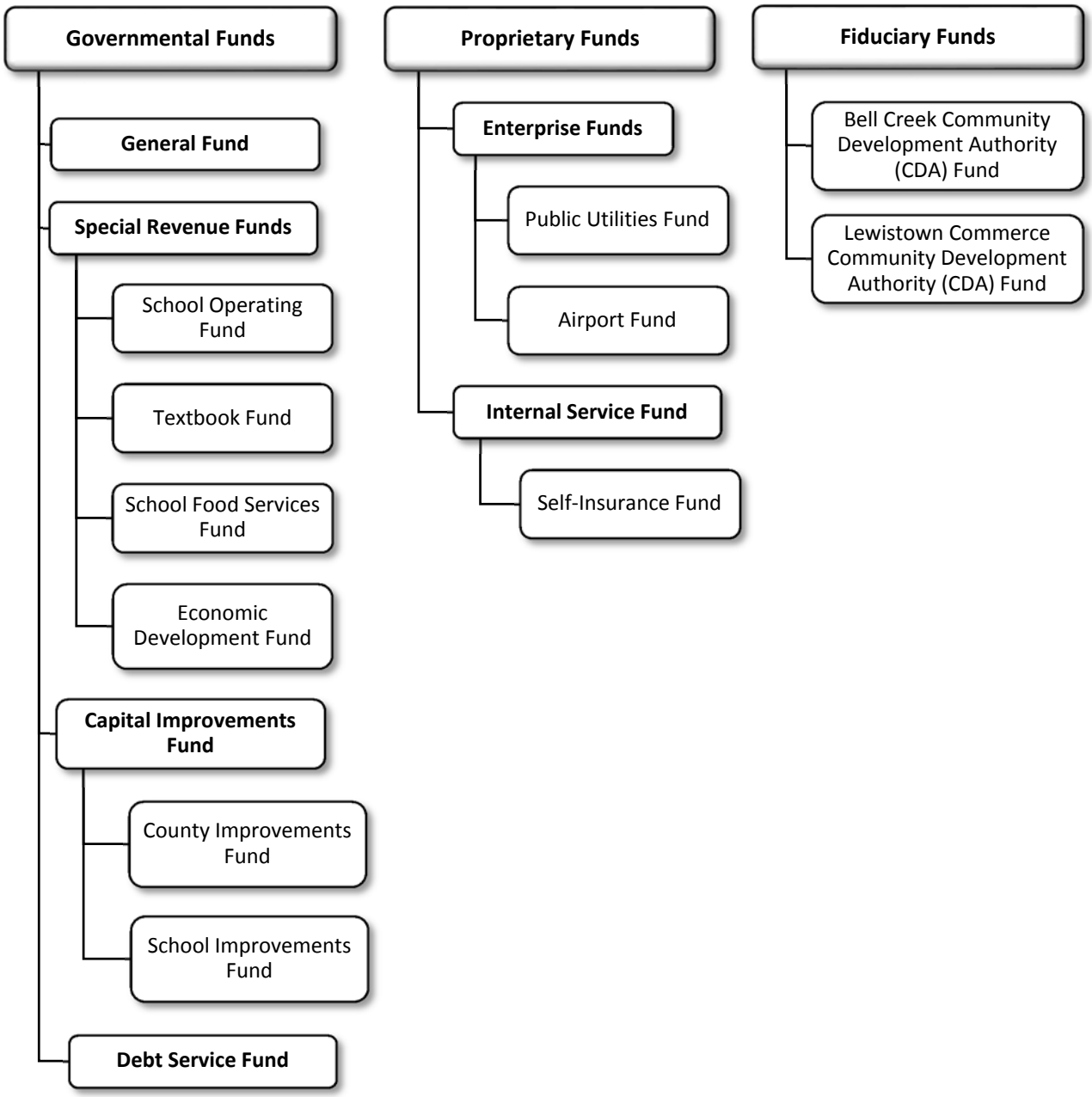
Bell Creek Community Development Authority (CDA) Fund – This fund is used for the collection of revenue to provide for the repayment of the 2003 Special Assessment Bonds issued for the Bell Creek Community Development Authority.

Lewistown Commerce Center Community Development Authority (CDA) Fund – This fund is used for the collection of revenue to provide for the repayment of the 2007 Revenue Bonds issued for the Lewistown Commerce Center Community Development Authority.

BASIS OF BUDGETING

In most cases, the County's budget follows the same basis of accounting used in preparing the County's Comprehensive Annual Financial Report (CAFR), which is prepared in accordance with generally accepted accounting principles (GAAP). Several exceptions should be noted. The budget document does not include the following funds listed as Fiduciary Funds in the CAFR: the Escrow Fund, Special Welfare Fund and the Retiree Medical Benefits trust. In addition, budgets for the proprietary funds are adopted in accordance with GAAP with the exception that the budget recognizes the flow of funds (i.e., payment of debt principal is budgeted and depreciation is not budgeted).

County Funds Structure



Budget Process

The budget is the County's plan to collect and distribute revenues to departments in a manner that addresses the most critical public needs. In 1989, Hanover County began preparing a Five-Year Financial Plan for the General Fund. The plan is an integral part of the budget process, forming the basis for determining funding priorities. Priority is generally given to those items in the prior year's plan. Departments requesting funding for items not in the plan must clearly demonstrate what has occurred during the past year to make the item a priority. Knowing that the items included in the plan are more likely to be funded, departments plan for their growth and related resource needs five (5) years at a time instead of year-to-year. All five (5) years of the plan are adopted by the Board of Supervisors, however, only the first year is appropriated.

The County Administrator, after consultation with department heads, identifies budget objectives for the upcoming fiscal year. The budget objectives provide policy direction for the formulation of the County Administrator's proposed budget. The County's budget calendar identifies important dates throughout budget preparation and adoption and is described in detail below.

SEPTEMBER/OCTOBER

The Finance and Management Services Department and County Administrator establish a budget schedule by September 1. Budget development begins in late September when operating and Capital Improvement Program (CIP) budget worksheets are made available to all County department and agency heads. Budget training is held in mid-September. All budget requests are due to the Budget Division at the end of October, providing detail as to personnel, operating and capital requests, including five-year CIP requests, five-year financial plan requests and performance objectives. County and School officials meet to reach consensus on enrollment projections, funding resources available, CIP needs and operating needs.

NOVEMBER

Budget Division analyzes and compares operating, personnel and CIP requests to target budgets established in the Five-Year General Fund Financial Plan. Budget requests are reviewed for feasibility. Outside organizations submit contribution requests. The County Administrator begins meeting with each department head to discuss needs and requested enhancements. County and School officials continue to meet and agree on a School target.

DECEMBER

The County Administrator continues to meet with department heads. Preliminary estimates of revenues are compiled. The Governor presents his Recommended Budget to the General Assembly. County and School officials agree on target allocation of General Fund resources.

JANUARY

The County Administrator adjusts departmental requested budgets and works with Budget Division staff and County Administrator's senior staff to prepare a balanced budget for the Five-Year Financial Plan. The Superintendent presents a recommended budget to the School Board by January 15 and the School Board approves the budget request, with any enumerated changes, by February 1. During the second half of the current fiscal year, quarterly financial reports are prepared by Finance and presented to the Board of Supervisors. The General Assembly begins to review the Governor's budget and applicable changes by the General Assembly are made in the County's budget.

Budget Process

FEBRUARY

Budget staff organizes, edits and compiles the final draft of the County Administrator's Proposed Budget. The County Administrator presents the proposed budget to the Board of Supervisors. Copies are made available to the public and on the County's website. Summaries of the County Administrator's Proposed Budget are distributed to citizens, citizen action groups, businesses, media and other interested parties.

MARCH

Department workshops are held by selected department heads and County staff to provide the Supervisors and citizens with an understanding of the proposed budget. Public notices of the budget summary, CIP, and all rate and user fee changes are published in the local paper, giving the citizens and other interested parties sufficient notice as to the date, time and place of public hearings. Based on input from County staff, the Supervisors make any necessary adjustments to the County Administrator's Proposed Budget. The Planning Commission also reviews the Five-Year CIP and issues a resolution for the Board of Supervisors' consideration.

APRIL

Public hearings are held on the proposed budget and any changes in tax rates or County ordinances. The proposed budget and Five-Year Financial Plan are amended based on updated revenue projections, applicable General Assembly action and direction from the Board of Supervisors. The Board adopts a line-item budget, but appropriates by fund and major expenditure category as defined by the Auditor of Public Accounts. The Board sets tax rates and makes ordinance changes. The Board also adopts a Five-Year CIP and a Five-Year Financial Plan for the General Fund. Statutory deadlines for budget adoption are May 1 for the School Board and June 30 for the County. The County adopts the budget in early April to provide sufficient notice to taxpayers for the first half real property tax bills due on June 5.

MAY/JUNE

The adopted budget is prepared, distributed and posted to the County website.

JULY

Department and agency heads submit requests to reappropriate unencumbered operating balances into the subsequent fiscal year. Reappropriations represent goods or services which had been previously approved in the existing budget but due to time constraints, delay in receipt, etc., were not acquired during the current fiscal year. Requests are reviewed and adjustments are made. Encumbered items and unencumbered capital balances are reappropriated for the life of the projects, unless amended by the Board, effective July 1 of each year.

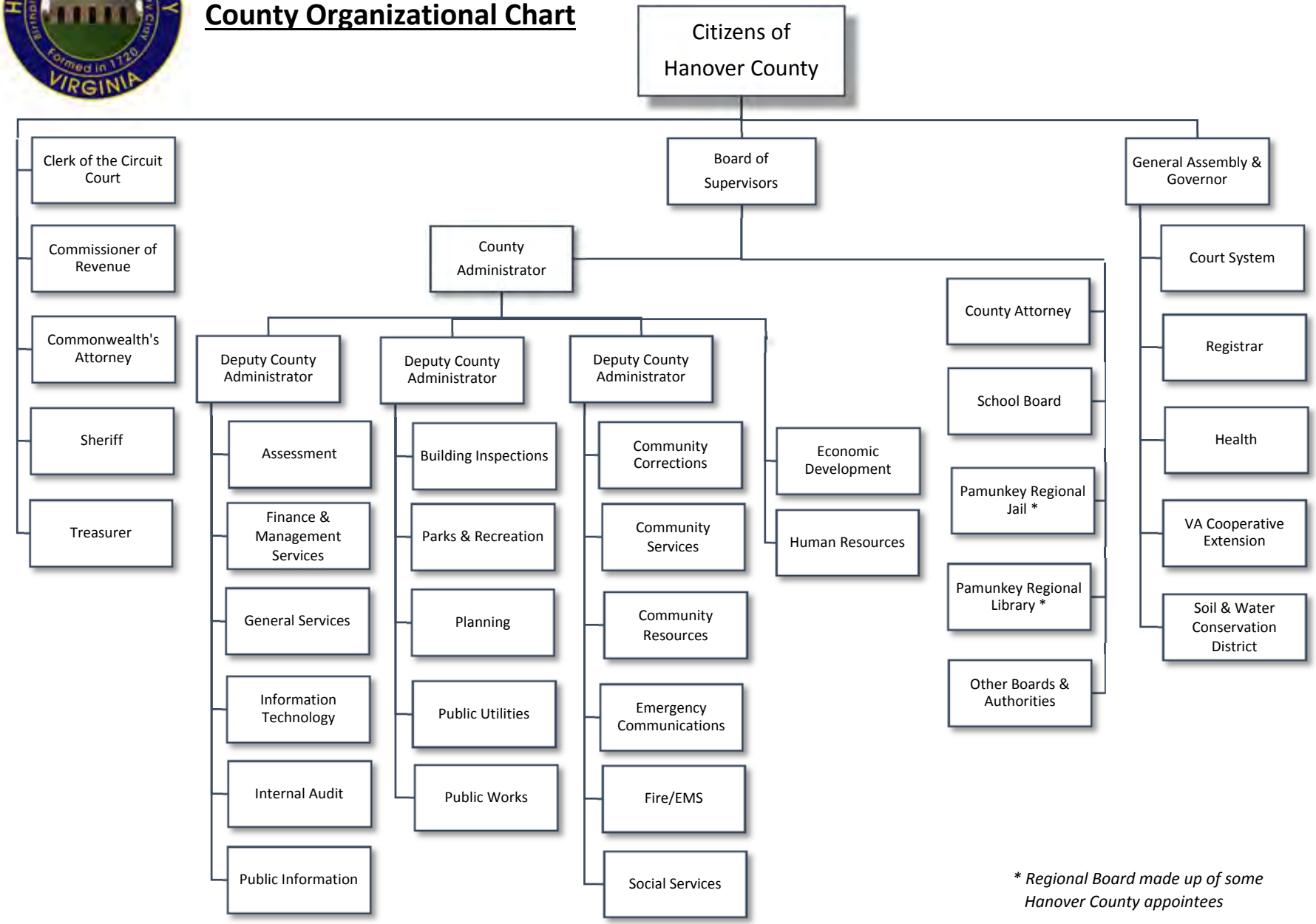
AUGUST

The County Administrator recommends to the Board of Supervisors reappropriation of unencumbered operating balances from the previous fiscal year. Adjustments, if any, are made to the County Administrator's recommended reappropriations.

Budget Calendar

Month	Item	BOS / Co Admin / Staff	School Board / Superintendent	Citizens
September	Budget development worksheets distributed	**X**		
	Budget training for departments	**X**		
October	Budget schedule finalized with County Administration by October 1	**X**		
	All budget requests due to Budget Division	**X**		
	County & School officials meet to reach consensus on enrollment projections, resources, CIP needs and operating needs	**X**	**X**	
November/ December	Analysis of budget request as compared to Five-Year Financial Plan	**X**		
	Outside organizations submit contribution requests			**X**
	County Administrator meets with Department Heads to discuss needs and requested enhancements	**X**		
January	Budget Division and County Administrator work to create a balanced Five-Year Financial Plan	**X**		
	School Superintendent presents budget by January 15		**X**	
February	School Board approves School Budget by February 1		**X**	
	Budget staff organizes and edits final draft of the County Administrators' Proposed Budget	**X**		
	Proposed budget is presented by County Administrator and distributed	**X**		
	Copies of the proposed budget are made available to the public	**X**		**X**
March	Public notices are released and work sessions are held with interested parties to understand the proposed budget	**X**		**X**
April	Public hearings are held on operating and capital budgets	**X**		**X**
	Budget and tax rates adopted	**X**		
May/June	Adopted document is prepared, distributed and posted to County website	**X**		
July	Reappropriations are submitted by departments and evaluated for approval by County Administration	**X**		
August	County Administrator recommends reappropriation of unencumbered operating balance from previous fiscal year to Board of Supervisors and adjustments, if any, are made	**X**		

County Organizational Chart



** Regional Board made up of some Hanover County appointees*

FY15 Initiatives Update

The following is a status update as of May 19, 2015, for the following Fiscal Year 2015 Initiatives, adopted by the Board of Supervisors on April 23, 2014:

- **Conduct a 2014 Citizen's Survey:** The County has had the National Research Center conduct three official and independent citizen surveys in 2005, 2008 and 2011. The 2014 survey maintains a three-year cycle. The purpose of these surveys is to gather the opinions of Hanover residents regarding various aspects of their county government. The same basic questions are asked in each survey, allowing trends to be analyzed. The County also compares its results with those of other local governments nationwide and also of a subset of southern states. The 2014 survey included 135 subsets of 12 broad questions and 12 demographic-related questions as well as three (3) questions unique to Hanover County. Results were reported to the Board of Supervisors in November 2014 and have been shared with the citizens as well. Survey results are used to help the County prioritize future initiatives, strategies and capital investments.
- **Update Economic Development Strategic Plan**: The Board of Supervisors adopted the update to the Economic Development Strategic Plan on May 13, 2015. Input was received from the community and business partners, including a survey conducted by Economic Development targeting businesses in Hanover as well as the formation of a community assessment analysis. Metrics were developed to help analyze whether goals are being met. Both the Economic Development Authority and Board of Supervisors were among the other partners actively involved in the Plan update. The Economic Development Strategic Plan was originally adopted by the Board of Supervisors in 2000 and prior to the update in May 2015, was previously updated in 2009.
- **Begin implementation of the Chesapeake Bay and stormwater management mandates:** The County's Stormwater Implementation Plan is in response to federal mandates for stormwater and Chesapeake Bay clean-up requirements. Implementation of the new stormwater mandates on development projects began on July 1, 2014. The FY15 Five-Year Financial Plan and Capital Improvements Plan included a funding strategy which focused on projects that fix existing local problems and meet regulatory requirements using local funds to match state grant funds. These projects will enable the County to meet the first five years of Chesapeake Bay-related requirements and are projected to be completed in July 2016. Funding from State grants has been received.
- **Enter into construction of the new Courthouse facility**: The Conditional Use Permit that was approved for this project in 2009 was extended. The project team has collaborated with all users of the new facility and the schematic design for the construction documents has been completed. Bids for this major construction project were received in December 2014 and the contract was awarded on January 30, 2015. The contractor mobilized on March 2, 2015. Construction of the new facility is expected to take approximately 18 months to complete.
- **Provide merit pay increase to County and School employees:** The FY15 Adopted Budget included funds for this initiative through a two percent merit pay increase for all County and School employees employed with the County for at least one year as of July 1, 2014. Employees employed with the County for less than one year received a one percent merit increase. In order to qualify for this merit increase, an employee would need to achieve a performance evaluation of proficient or above.

FY16 Adopted Initiatives

The following initiatives for Fiscal Year 2016 were adopted by the Board of Supervisors on April 22, 2015:

- **Begin construction of the new Courthouse facility:** Bids for this major construction project were received in December 2014 and the contract was awarded on January 30, 2015. The contractor mobilized on March 2, 2015 and construction of the new facility is expected to take approximately 18 months to complete.
- **Conduct a Space Needs Study to determine the best uses for the old courts buildings:** The old courts buildings, built in the 1970s, will be vacated once the new Courthouse facility is completed. Other County offices could potentially use the vacated space. A Space Needs Study will help determine the potential uses for the buildings and assess the extent of renovations that will be necessary.
- **Provide additional resources to meet Public Safety needs:** Public Safety has long been identified by the Board of Supervisors as one of the top priority service areas. The FY16 Adopted Budget, FY16-FY20 Five-Year General Fund Financial Plan and FY16-FY20 Five-Year Capital Improvements Program adopted by the Board of Supervisors contain additional resources for Public Safety.
- **Begin video streaming of Board meetings:** Improvements to software and operational equipment in the Board of Supervisors meeting room will provide the ability for Board meetings to be video streamed through the County's website beginning in the fall of 2015.
- **Support UCI Road World Championships bike race in September 2015:** The FY16 Adopted Budget includes funding to support the UCI Road World Championships that will occur September of 2015 in Richmond. Individual Time Trials for Elite Men cyclists will be held in Hanover County on September 23, 2015.

County and Departmental Achievements

Hanover County and several departments were recognized for outstanding achievement in the last year:

- The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to Hanover County for its comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2013. The County has received this prestigious award each fiscal year since 1985. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. The GFOA also awarded a Distinguished Budget Presentation Award to Hanover; an award the County's Finance Department has now received for 25 consecutive years.
- The Department of Public Works was recognized by the Virginia Recycling Association (VRA) with a 2014 Award for Excellence in Recycling for Outstanding Organics Program. Each year the VRA recognizes the best waste reduction and recycling programs in the state at an annual awards ceremony. The department also received a 2014 Virginia Association of Counties' (VACo) Achievement Award for its Solid Waste Compactor Stormwater Pollution Prevention program. The program was one of three programs statewide to be recognized in the Environmental category.
- The Sheriff's Office was awarded its fourth consecutive state reaccreditation through the Virginia Law Enforcement Professional Standards Commission (VLEPSC). The Sheriff's Office had their on-site assessment in January 2014 and was found in full compliance with 187 applicable standards. The Sheriff's Office first achieved state accreditation in 1998 and is the only Sheriff's Office in Virginia to be dually accredited through VLEPSC and Commission on Accreditation for Law Enforcement Agencies (CALEA).
- The Community Services Board received a three-year accreditation from CARF International. This marks the fifth consecutive accreditation awarded to Hanover County by the international accrediting body. The current accreditation extends through October 2017 and includes the following programs: Intensive Community Treatment (ICT), Psychosocial Rehabilitation (RAFT House), Crisis Intervention, Outpatient Mental Health & Substance Use Disorder Treatment, Prevention and Employment Services.
- The Department of Public Utilities won numerous awards for meeting regulatory standards. All four of Hanover County's wastewater treatment plants (WWTP) were awarded the prestigious Peak Performance Award by the National Association of Clean Water Agency (NACWA). This award recognizes outstanding compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements.
    - The Ashland WWTP and Totopotomoy WWTP received the NACWA's Platinum Peak Performance Award given to facilities that have achieved 100% compliance with NPDES permit limits for five or more consecutive years. The Ashland and Totopotomoy plants have had 15 and 9 consecutive years of perfect compliance respectively.
    - The Hanover Courthouse WWTP received the Gold Peak Performance Award for 100% compliance with NPDES permits in 2013.
    - The Doswell WWTP received the Silver Peak Performance Award for having no more than five NPDES permit violations in 2013.

BOARD OF SUPERVISORS

WAYNE T. HAZZARD, CHAIRMAN
SOUTH ANNA DISTRICT

AUBREY M. STANLEY, VICE-CHAIRMAN
BEAVERDAM DISTRICT

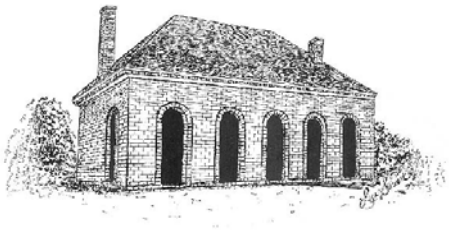
SEAN M. DAVIS
HENRY DISTRICT

ANGELA KELLY-WIECEK
CHICKAHOMINY DISTRICT

W. CANOVA PETERSON
MECHANICSVILLE DISTRICT

G.E. "ED" VIA, III
ASHLAND DISTRICT

ELTON J. WADE, SR.
COLD HARBOR DISTRICT



HANOVER COURTHOUSE

HANOVER COUNTY

ESTABLISHED IN 1720

COUNTY ADMINISTRATOR'S OFFICE

CECIL R. HARRIS, JR.
COUNTY ADMINISTRATOR

JOHN A. BUDESKY
DEPUTY COUNTY ADMINISTRATOR

FRANK W. HARKSEN, JR.
DEPUTY COUNTY ADMINISTRATOR

JAMES P. TAYLOR
DEPUTY COUNTY ADMINISTRATOR

WWW.HANOVERCOUNTY.GOV

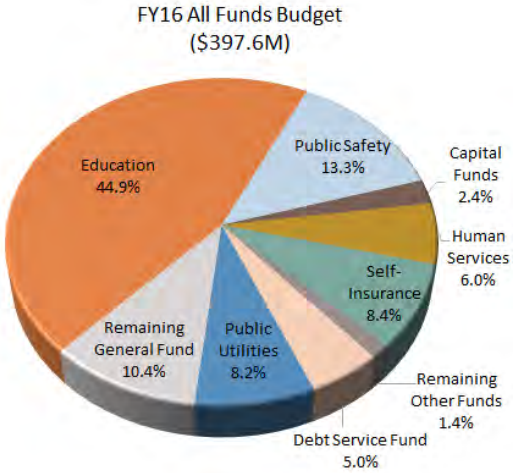
P.O. BOX 470, HANOVER, VA 23069
7516 COUNTY COMPLEX ROAD,
HANOVER, VA 23069

PHONE: 804-365-6005
FAX: 804-365-6234

April 15, 2015

Dear Members of the Board:

I am pleased to present to you the Fiscal Year 2016 budget and FY16-20 Five-Year General Fund Financial Plan. This budget was developed to address operational needs, support Board initiatives and focus on priorities identified by our residents in the 2014 National Citizen Survey. The total FY16 budget for all funds is $397.6 million, reflecting an increase of $6.7 million or 1.7%. The Education budget makes up 45% of the total budget while $52.7 million, or 13%, goes to support Public Safety. All of this is accomplished with no real estate tax rate increase.

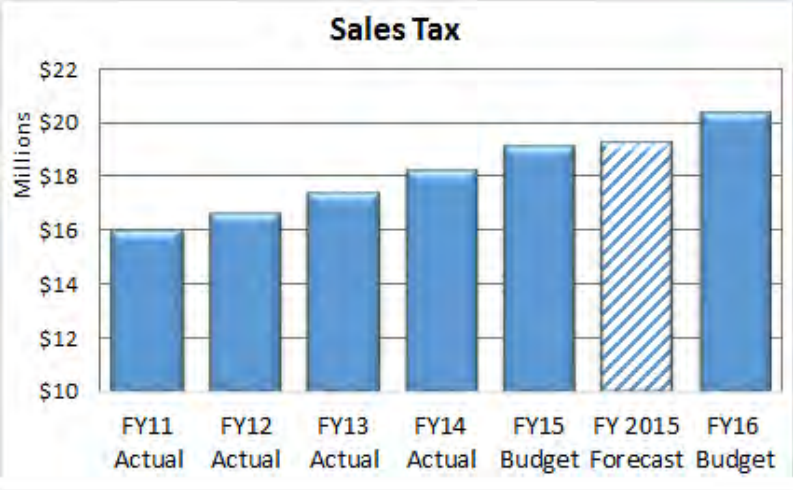


Current Economy

While not yet at historical lows, our unemployment statistics continue to indicate most of our residents are back to work. Our unemployment rate has improved significantly in recent months and is approaching what we would consider our historical norms in the 2.5-3% range. Our Economic Development Director recently reported that more than 1,300 new permanent jobs were created last year. While we seek more high-paying jobs, our unemployment trend is certainly positive.

The traditional measures we use to gauge the state of our local economy give us reasons to feel optimistic about the future. Home values have stabilized and equity is returning to many of the homes in our community. Our residents are spending more as evidenced by the growth in our sales tax revenues.

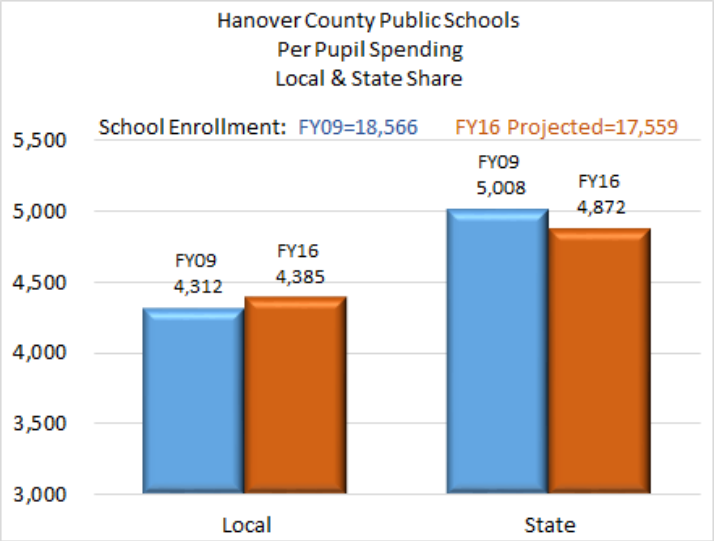
While we are seeing positive trends in our economic indicators, Hanover County has not completely returned to its prior level of economic health. Many of our residents have shared they are not financially stable and continue to need our support services. These real life stories are reflected in our Social Services programs that have twice as many residents receiving assistance today as compared to 2007.



Priority - Public Education

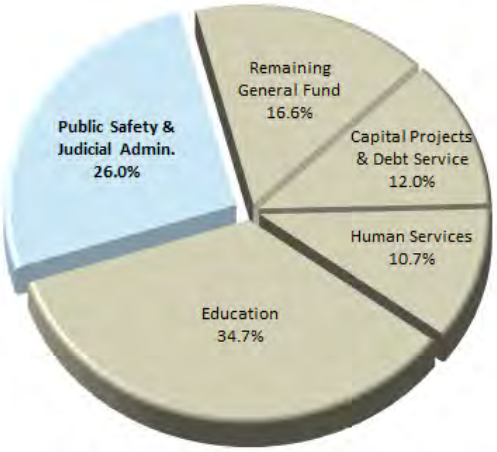
This budget demonstrates our investment in Public Education with a 3.4% increase ($2.5 million) over prior year's funding. This local effort helps offset a projected reduction in State funding and provides the Schools with additional resources to help meet their needs. At this level of investment, Hanover County's commitment of local funds to our schools will be at the highest rate in our history on a per-student basis.

The Citizen Survey responses indicated Schools were one of the top two areas that Hanover County should address in the next five years. FY16 includes $2.4 million in Schools capital investment to fund technology, facility improvements and equipment replacement. The five-year plan supports $28.5 million of investment to fund the long-term capital needs of our school system. The capital investments include building upgrades, technology enhancements and replacement school buses.



Priority - Public Safety

The Board of Supervisors and our residents, in our Citizen Survey, have long identified public safety as being among their highest priorities and this budget funds a 4.3% increase ($2.5 million) in Public Safety and Judicial Administration. This priority service area comprises 26% of the FY16 General Fund Budget. Our public safety priority is also evident in the Capital Improvements Program (CIP). The first year of the CIP invests $3.1 million in Public Safety capital needs and a total of $18.6 million for the five-year plan. While these investments in Public Safety are moving us in a positive direction toward meeting citizen needs, the cost of the increasing service demands outpaced the current revenue growth. We were able to fund a portion of the immediate need by adding positions in Fire/EMS and the Sheriff's Office in FY16, and with a commitment of additional resources throughout the balance of the Five-Year General Fund Financial Plan we will continue to work toward achieving identified Public Safety goals.



FY16 General Fund

Sheriff's Office

The Hanover County Sheriff's Office has a strong and long-held reputation for being one of the top law enforcement agencies in the Commonwealth. To maintain this high level of service, this budget includes four additional positions within the Sheriff's Office, an increase in the operations budget and an investment in technology. I have included $800,000 to implement the new Records Management Software within the department and developed a plan to implement the use of body cameras for Sheriff's deputies.

The financial plan anticipates funding 15 law enforcement officers and 8 court services positions. We are hopeful this resource allocation will allow the Sheriff to meet their identified national patrol policing standards in the near future and allow us to thereafter focus our attention on his other needs.

Fire and EMS

Hanover County has great pride in our combination volunteer and career staffed Fire/EMS Department. Our strong base of Fire/EMS volunteers has been well trained and has provided exemplary service to our residents for many years. However, the demands of work obligations, family commitments and the rigor of training, combined with increased call loads, has made it more difficult for our volunteer base to meet all of the needs of our citizens.

Current call loads and limited volunteer providers have led the Ashland and Eastern Hanover Volunteer Fire Departments to request staffing resources to meet the demands of our residents. This budget includes a total of eight (8) new positions, which will expand staffing in Eastern Hanover to 24/7 and a daytime crew for Ashland. With the addition of 16 more firefighter/medics in the next four years of the financial plan, we will work toward meeting the goals we were not able to fully address in FY16.

Emergency Communications

As the service demands grow for law enforcement and Fire/EMS, the demand for Emergency Communications support expands proportionately. This budget converts a recently-vacated management position into two communication officer positions to meet higher call levels and decrease the demand on extra shifts and overtime. Two additional positions are supported in the five-year plan.

Equipment needs for FY16 have been supported in the amount of $1.1 million to include projects to address regional radio upgrade needs, emergency communications phone system enhancements and tower lighting replacement. The remaining years of the CIP include an investment of $5.7 million to replace our public safety handheld and mobile radio equipment. This upgrade will ensure that we continue to be able to communicate with our public safety partners in the region.

Workforce Investments

To support our dedicated County and Schools workforce, a 2% compensation increase has been included in the adopted budget. The five-year plan anticipates modest merit increases for employees over the next four years.

Out of the 17.2 additional full-time equivalents (FTEs) in the General Fund's adopted budget, 13.6 (79%) of these FTEs are in public safety functions. The remaining new positions are outlined by department on pg. 74.

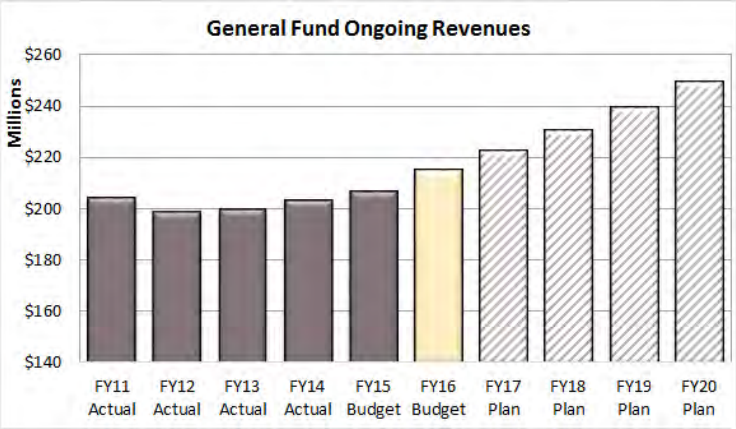
General Fund Departments	Change from FY15
Public Safety	**13.6**
Fire/EMS	8.0
Sheriff	4.0
Emergency Communications	1.0
Community Corrections	0.6
Non-Public Safety	**3.6**

Public Utilities

The Public Utilities FY16 Budget of $32.7 million includes an operating budget of $21.5 million which continues an emphasis on reconditioning and maintaining system infrastructure. The FY16 capital budget is $11.2 million, including $2.6 million to exercise the contract option to purchase dedicated water capacity from Henrico County and $5.6 million for joint capital costs associated with the Richmond water contract. The total Five-Year CIP is $54.2 million, which includes both expansion projects ($18.5 million) and renewal and replacement projects ($35.7 million). Public Utilities staffing is increasing by two positions to address regulatory requirements, project management, and customer service initiatives. The budget includes user fee increases of 1% for water and 1% for sewer, which equates to an annual increase of $7.38 to a typical customer's bills. There are no changes to capacity fees.

Five-Year General Fund Financial Plan

Real property, personal property and sales taxes alone make up 73% of our ongoing revenue stream. As was mentioned earlier, current housing and sales indicators show growth in these areas. The overall revenue outlook over the next five years projects that ongoing revenues will continue to grow at a steady 3.4-4.0% annually with no increase in the tax rate.



During this same period, we plan to make investments in the County's capital needs, especially with regard to technology and facility improvements. In addition to the Public Safety projects already detailed, this plan includes the purchase of land for new park development, a replacement of the Atlee Library with a larger space, and the replacement of outdated revenue collection and community development technology systems.

Conclusion

The spirit of teamwork and the conservative financial practices we have long fostered in Hanover County have enabled us make it through several difficult years. We still face challenges, however, this budget addresses the most urgent of these challenges and I am optimistic we will continue to build upon these successes in upcoming years.

While living within our means, we have continued to provide a very high quality of service to Hanover County citizens, as demonstrated by the positive responses in the various surveys we undertake. More and more of our residents are feeling confident in our local economy as they find new permanent jobs and spend their money with local merchants. This budget increases our residents' access to their government through online viewing of Board of Supervisors meetings and reinstating the Citizens Planning Academy to increase engagement into land use management and planning.

On a final note, our dedicated workforce continues to be one of our greatest assets as we stand ready to meet the future challenges for Hanover County. This budget reflects the efforts of many individuals over a period of several months. I am particularly grateful to the budget staffs for the County and Schools for their hard work to produce this budget and five-year financial plan.

Sincerely,

Cecil R. Harris, Jr.
County Administrator

Hanover County FY16 Adopted Budget Highlights

Quick Facts of the FY16 Adopted Budget:

- All funds: $397.6 million, a $6.7M or 1.7% increase from the current year.
- County General Fund: $222.1 million, a $7.3M or 3.4% increase from the current year.

Highlights of the FY16 Adopted Budget:

Revenues –

- All residential property tax rates remain unchanged.
- Real Property revenue increase of $3.8 million or 4.0% above FY15 budget. This assumes a 1.8% increase in assessments in 2016.
- Personal Property increase of $2.3 million or 8.7% above FY15 budget.
- Ongoing General Fund revenues increase of $8.0M or 3.8% above FY15 budget.
- Continued strategic use of Reserve for Revenue Stabilization with a plan to transition to reliance on ongoing revenues solely within the next few years.
- Public Utility 1% water rate increase and 1% wastewater rate increase. The average bill increases $1.23 or 1.0% ($7.38 annually).

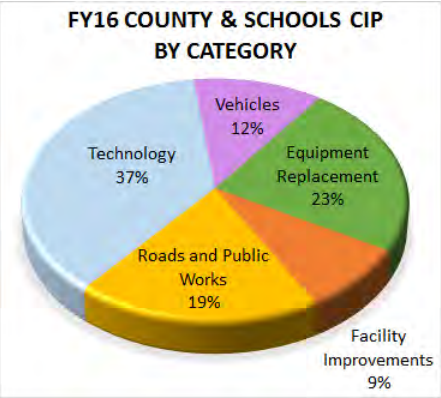
Expenditures –

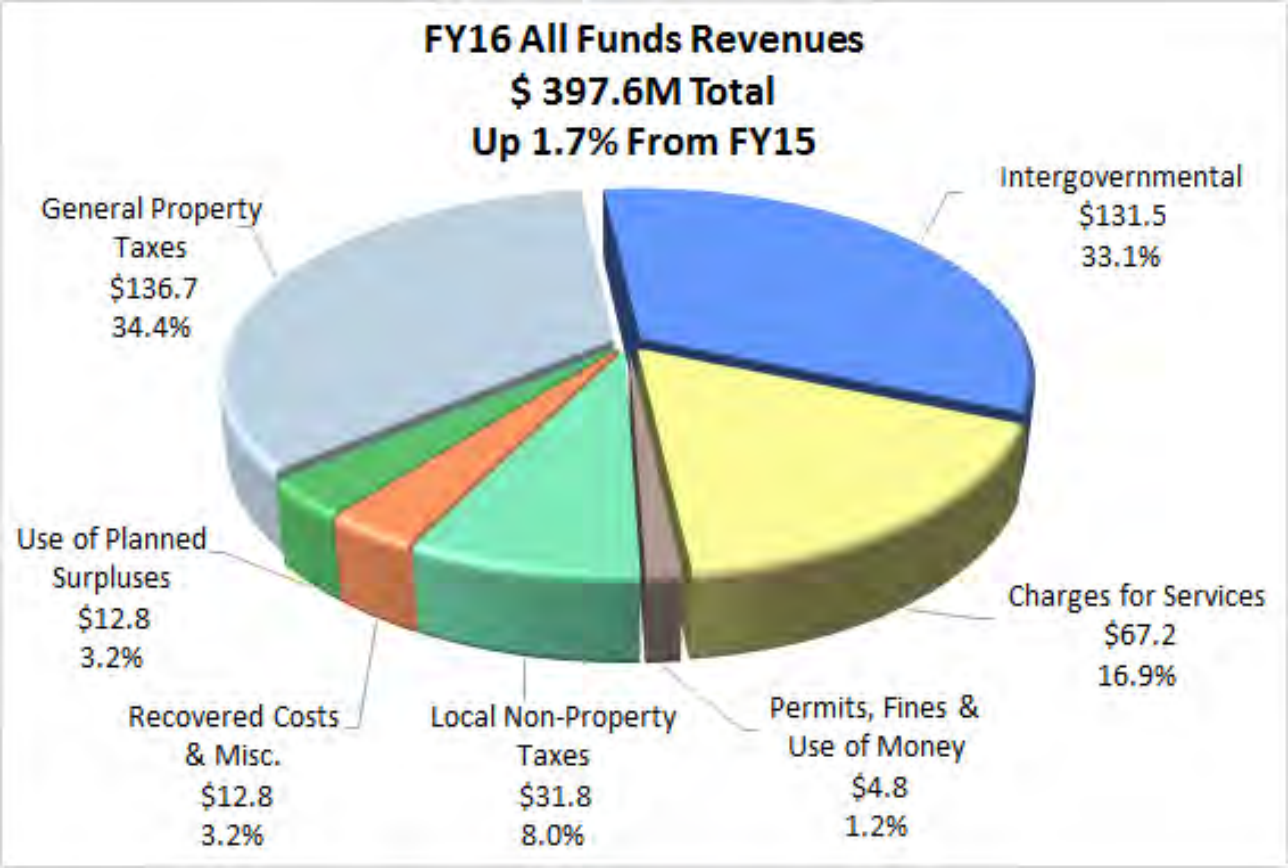
- Priority Service Areas related to the **General Fund**:

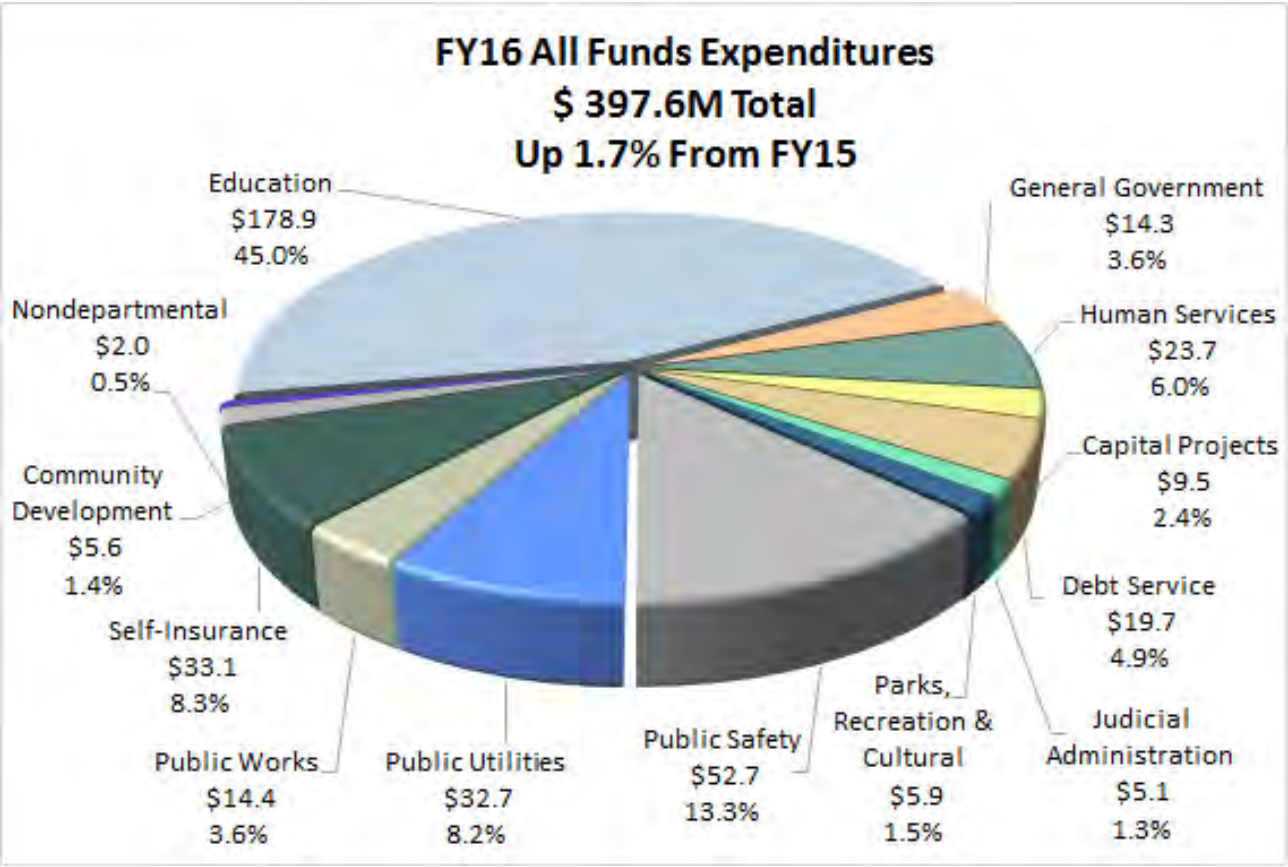
Category	FY16 Budget	$ Change from Prior Year	% Change from Prior Year	% of FY16 General Fund Budget
School Operating	$77.0M	$2.5M	3.4%	34.7%
School Capital Projects	2.4M	0.8M	50.0%	1.1%
Public Safety & Judicial Admin.	57.8M	2.5M	4.5%	26.0%
Public Safety Capital Projects	3.1M	1.4M	75.8%	1.4%
Human Services	23.7M	0.4M	1.7%	10.7%
Total Priority Service Areas	**$164.0M**	**$7.6M**	**4.9%**	**73.9%**

- Personnel
  - 2.0% compensation increase for County and School staff in October.
  - Additional positions: 17.24 in the General Fund (13.6 are in Public Safety); 10.2 in Schools; 2.0 in Public Utilities; and, 0.5 in Self-Insurance.

- County and Schools Capital Improvements Program (CIP)
  - The first year of the CIP is well balanced with investments in technology, equipment, facilities and roads infrastructure.
  - 68% of the FY16 expenditures are funded with General Fund sources while 12% is State Aid, 5% from Cash Proffers and the remaining 15% from prior year savings.



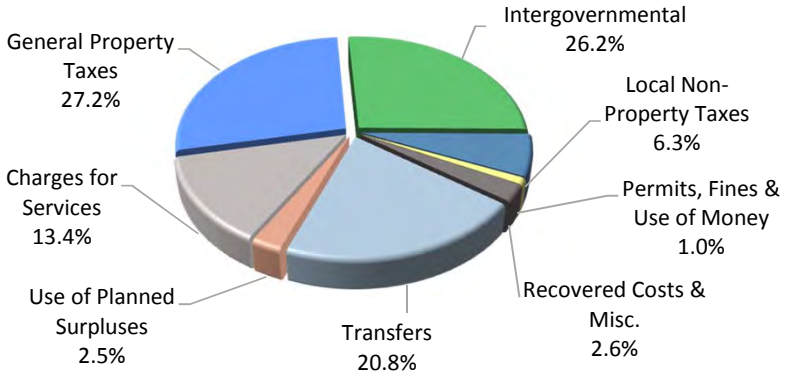

FY16 All Funds Revenues
$ 397.6M Total
Up 1.7% From FY15
Intergovernmental
$131.5
33.1%
General Property
Taxes
$136.7
34.4%
Use of Planned
Surpluses
$12.8
3.2%
Charges for Services
$67.2
16.9%
Recovered Costs
& Misc.
$12.8
3.2%
Local Non-Property
Taxes
$31.8
8.0%
Permits, Fines &
Use of Money
$4.8
1.2%


FY16 All Funds Expenditures
$ 397.6M Total
Up 1.7% From FY15
Education
$178.9
45.0%
General Government
$14.3
3.6%
Nondepartmental
$2.0
0.5%
Human Services
$23.7
6.0%
Capital Projects
$9.5
2.4%
Community
Development
$5.6
1.4%
Debt Service
$19.7
4.9%
Self-Insurance
$33.1
8.3%
Parks,
Recreation &
Cultural
$5.9
1.5%
Judicial
Administration
$5.1
1.3%
Public Safety
$52.7
13.3%
Public Works
$14.4
3.6%
Public Utilities
$32.7
8.2%

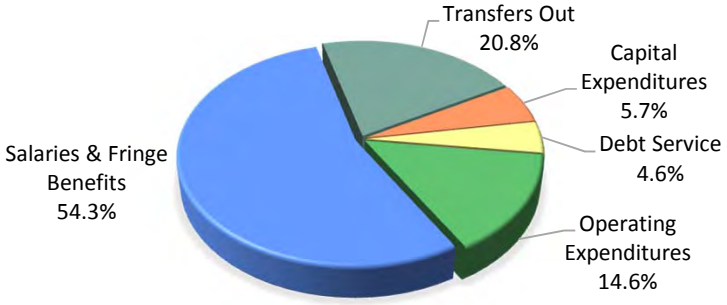
Summary of Revenues and Expenditures for All Funds

	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures - by Category	**$ 355,717,149**	**$ 390,806,290**	**$ 397,554,081**	**1.7%**
Salaries & Fringe Benefits	**251,543,203**	**270,827,046**	**272,333,853**	**0.6%**
Operating Expenditures	**61,683,368**	**70,607,456**	**73,354,713**	**3.9%**
Capital Expenditures	**19,077,462**	**26,602,730**	**28,829,601**	**8.4%**
Debt Service				
Principal	15,609,179	15,117,412	14,826,913	-1.9%
Interest	7,496,683	7,651,646	8,209,001	7.3%
Issuance Costs	307,254	-	-	----
Revenues - by Type	**$ 402,688,335**	**$ 390,806,290**	**$ 397,554,081**	**1.7%**
General Property Taxes	**127,474,854**	**130,010,000**	**136,653,100**	**5.1%**
Local Non-Property Taxes	**29,270,979**	**30,736,000**	**31,773,520**	**3.4%**
Permits, Fees & Licenses	**4,360,599**	**2,460,095**	**2,624,550**	**6.7%**
Fines & Forfeitures	**1,142,444**	**1,127,800**	**1,143,600**	**1.4%**
Use of Money & Property	**1,085,123**	**1,046,577**	**1,079,190**	**3.1%**
Charges for Services	**66,998,640**	**68,701,592**	**67,205,566**	**-2.2%**
Recovered Costs	**4,851,140**	**5,031,769**	**4,576,271**	**-9.1%**
Miscellaneous	**32,991,497**	**6,560,950**	**8,234,400**	**25.5%**
Intergovernmental				
Federal Aid	14,196,723	12,129,217	15,778,743	30.1%
State Aid	108,572,598	116,243,131	115,696,367	-0.5%
Fund Balance	**9,759,015**	**12,028,959**	**12,788,774**	**6.3%**
Long-Term Debt	**1,984,723**	**4,730,200**	**-**	**-100.0%**

FY16 ALL FUNDS REVENUES



FY16 ALL FUNDS EXPENDITURES



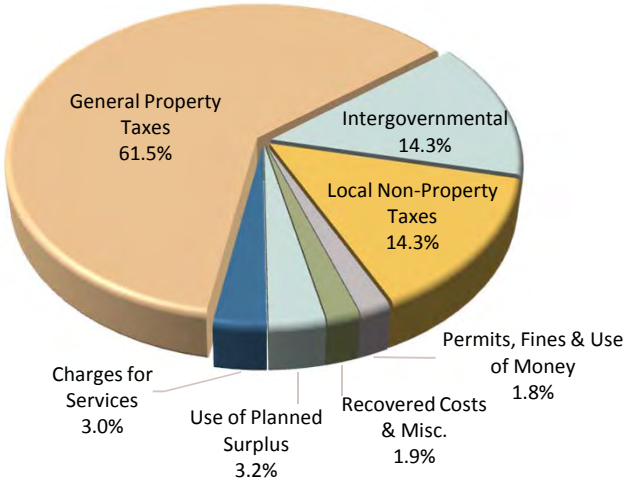
All Funds FY16 Budget

	General Fund	School Funds	Capital Funds	Special Revenue Fund	Enterprise Funds	Internal Service Fund	Fiduciary Funds	Debt Service Fund	Transfers from Other Funds	Grand Total
Revenues - by Type	**$ 222,052,444**	**$ 178,856,558**	**$ 9,523,400**	**$ 225,950**	**$ 37,314,427**	**$ 33,315,180**	**$ 819,440**	**$ 19,668,500**	**$ (104,221,818)**	**$ 397,554,081**
General Property Taxes	**136,653,100**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**136,653,100**
Local Non-Property Taxes	**31,773,520**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**31,773,520**
Permits, Fees & Licenses	**2,032,000**	**-**	**-**	**187,550**	**405,000**	**-**	**-**	**-**	**-**	**2,624,550**
Fines & Forfeitures	**1,143,600**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**1,143,600**
Use of Money & Property	**699,800**	**4,000**	**-**	**-**	**307,290**	**68,100**	**-**	**-**	**-**	**1,079,190**
Charges for Services	**6,536,450**	**5,577,516**	**500,000**	**-**	**22,127,000**	**32,464,600**	**-**	**-**	**-**	**67,205,566**
Recovered Costs	**3,355,331**	**573,000**	**-**	**-**	**279,500**	**75,000**	**293,440**	**-**	**-**	**4,576,271**
Miscellaneous	**898,200**	**1,191,200**	**-**	**-**	**6,145,000**	**-**	**-**	**-**	**-**	**8,234,400**
Intergovernmental	**31,828,443**	**94,057,029**	**1,119,000**	**-**	**4,217,795**	**-**	**-**	**252,843**	**-**	**131,475,110**
Transfers In	**-**	**77,000,000**	**7,219,800**	**-**	**60,361**	**-**	**526,000**	**19,415,657**	**(104,221,818)**	**-**
Fund Balance	**7,132,000**	**453,813**	**684,600**	**38,400**	**3,772,481**	**707,480**	**-**	**-**	**-**	**12,788,774**
Long-Term Debt	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Expenditures - by Category	**$ 222,052,444**	**$ 178,856,558**	**$ 9,523,400**	**$ 225,950**	**$ 37,314,427**	**$ 33,315,180**	**$ 819,440**	**$ 19,668,500**	**$ (104,221,818)**	**$ 397,554,081**
Salaries & Fringe Benefits	**77,091,447**	**156,095,767**	**-**	**-**	**6,405,459**	**32,741,180**	**-**	**-**	**-**	**272,333,853**
Operating Expenditures	**38,675,379**	**20,981,465**	**-**	**225,950**	**12,059,979**	**574,000**	**819,440**	**18,500**	**-**	**73,354,713**
Transfers Out	**104,221,818**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**(104,221,818)**	**-**
Capital Expenditures	**2,063,800**	**1,779,326**	**9,523,400**	**-**	**15,463,075**	**-**	**-**	**-**	**-**	**28,829,601**
Debt Service	**-**	**-**	**-**	**-**	**3,385,914**	**-**	**-**	**19,650,000**	**-**	**23,035,914**
Principal	-	-	-	-	2,449,713	-	-	12,377,200	-	14,826,913
Interest	-	-	-	-	936,201	-	-	7,272,800	-	8,209,001
Issuance Costs	-	-	-	-	-	-	-	-	-	-
Expenditures - by Function	**$ 222,052,444**	**$ 178,856,558**	**$ 9,523,400**	**$ 225,950**	**$ 37,314,427**	**$ 33,315,180**	**$ 819,440**	**$ 19,668,500**	**$ (104,221,818)**	**$ 397,554,081**
General Government	**14,263,285**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**14,263,285**
Judicial Administration	**5,090,883**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**5,090,883**
Public Safety	**52,716,501**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**52,716,501**
Public Works	**9,838,260**	**-**	**-**	**-**	**4,585,446**	**-**	**-**	**-**	**(60,361)**	**14,363,345**
Human Services	**23,726,744**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**23,726,744**
Education	**77,000,000**	**178,856,558**	**-**	**-**	**-**	**-**	**-**	**-**	**(77,000,000)**	**178,856,558**
Parks, Recreation & Cultural	**5,895,213**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**5,895,213**
Community Development	**5,131,947**	**-**	**-**	**225,950**	**-**	**-**	**819,440**	**-**	**(526,000)**	**5,651,337**
Nondepartmental	**1,754,154**	**-**	**-**	**-**	**-**	**200,000**	**-**	**-**	**-**	**1,954,154**
Capital Projects	**7,219,800**	**-**	**9,523,400**	**-**	**-**	**-**	**-**	**-**	**(7,219,800)**	**9,523,400**
Public Utilities	**-**	**-**	**-**	**-**	**32,728,981**	**-**	**-**	**-**	**-**	**32,728,981**
Self-Insurance	**-**	**-**	**-**	**-**	**-**	**33,115,180**	**-**	**-**	**-**	**33,115,180**
Debt Service	**19,415,657**	**-**	**-**	**-**	**-**	**-**	**-**	**19,668,500**	**(19,415,657)**	**19,668,500**

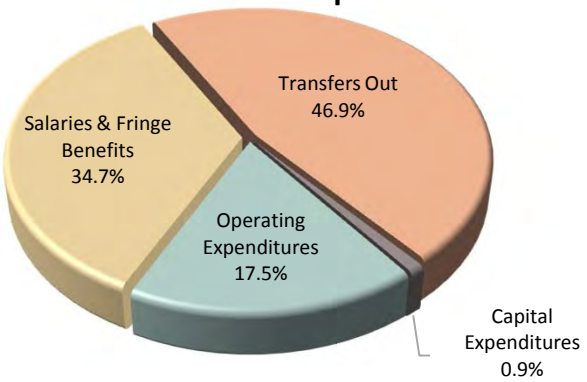
Summary of General Fund

	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
General Fund				
Revenues - by Type	**$ 213,261,151**	**$ 214,720,163**	**$ 222,052,444**	**3.4%**
General Property Taxes	127,474,854	130,010,000	136,653,100	5.1%
Local Non-Property Taxes	29,270,979	30,736,000	31,773,520	3.4%
Permits, Fees & Licenses	2,172,162	2,014,800	2,032,000	0.9%
Fines & Forfeitures	1,142,444	1,127,800	1,143,600	1.4%
Charges for Services	6,705,877	6,514,192	6,536,450	0.3%
Use of Money & Property	707,096	718,000	699,800	-2.5%
Recovered Costs	3,743,137	3,636,269	3,355,331	-7.7%
Miscellaneous	957,980	803,750	898,200	11.8%
Intergovernmental	31,327,607	31,395,422	31,828,443	1.4%
Fund Balance	9,759,015	7,763,930	7,132,000	-8.1%
Expenditures - by Category	**$ 197,092,705**	**$ 214,720,163**	**$ 222,052,444**	**3.4%**
Salaries & Fringe Benefits	70,745,505	74,685,433	77,091,447	3.2%
Operating Expenditures	31,436,546	37,049,256	38,675,379	4.4%
Transfers Out	93,509,636	101,076,614	104,221,818	3.1%
Capital Expenditures	1,401,018	1,908,860	2,063,800	8.1%

FY16 General Fund Revenues



FY16 General Fund Expenditures



Other Funds Summaries

	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
School Funds				
Schools Operating Fund				
Revenues - by Type	$ 157,637,695	$ 170,725,515	$ 171,839,758	0.7%
Charges for Services	873,347	800,500	825,500	3.1%
Recovered Costs	226,870	603,000	573,000	-5.0%
Miscellaneous	533,991	1,390,200	1,169,200	-15.9%
Intergovernmental	87,260,543	93,478,127	92,272,058	-1.3%
Transfers In	68,742,944	74,453,688	77,000,000	3.4%
Expenditures - by Category	$ 158,156,318	$ 170,725,515	$ 171,839,758	0.7%
Salaries & Fringe Benefits	142,176,442	151,772,325	152,549,963	0.5%
Operating Expenditures	14,769,630	17,199,485	17,560,469	2.1%
Capital Expenditures	1,210,246	1,753,705	1,729,326	-1.4%
School Food Services Fund				
Revenues - by Type	$ 6,442,422	$ 7,005,028	$ 7,016,800	0.2%
Use of Money & Property	3,970	4,000	4,000	0.0%
Charges for Services	4,689,966	5,010,000	4,752,016	-5.1%
Miscellaneous	21,618	22,000	22,000	0.0%
Intergovernmental	1,726,868	1,736,711	1,784,971	2.8%
Fund Balance	-	232,317	453,813	95.3%
Expenditures - by Category	$ 6,959,888	$ 7,005,028	$ 7,016,800	0.2%
Salaries & Fringe Benefits	3,562,597	3,545,844	3,545,804	0.0%
Operating Expenditures	3,382,950	3,409,184	3,420,996	0.3%
Capital Expenditures	14,341	50,000	50,000	0.0%
Textbook Fund				
Revenues - by Type	$ 718,706	$ -	$ -	----
Miscellaneous	1,354	-	-	----
Transfers In	717,352	-	-	----
Expenditures - by Category	$ 1,121,326	$ -	$ -	----
Salaries & Fringe Benefits	72,027	-	-	----
Operating Expenditures	1,978	-	-	----
Capital Expenditures	1,047,321	-	-	----
Capital Funds				
County Improvements Fund				
Revenues - by Type	$ 28,543,452	$ 7,347,914	$ 7,123,400	-3.1%
Use of Money & Property	3,143	-	-	----
Charges for Services	864,491	500,000	500,000	0.0%
Permits, Fees & Licenses	1,559,465	-	-	----
Miscellaneous	20,606,618	200,000	-	-100.0%
Intergovernmental	1,806,735	1,019,245	1,119,000	9.8%
Transfers In	3,703,000	5,438,669	4,819,800	-11.4%
Fund Balance	-	190,000	684,600	260.3%
Expenditures - by Category	$ 5,299,010	$ 7,347,914	$ 7,123,400	-3.1%
Capital Expenditures	5,299,010	7,347,914	7,123,400	-3.1%

Other Funds Summaries

	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
School Improvements Fund				
Revenues - by Type	**$ 2,804,945**	**$ 6,330,200**	**$ 2,400,000**	**-62.1%**
Use of Money & Property	**222**	**-**	**-**	**----**
Transfers In	**820,000**	**1,600,000**	**2,400,000**	**50.0%**
Long-Term Debt	**1,984,723**	**4,730,200**	**-**	**-100.0%**
Expenditures - by Category	**$ 3,110,731**	**$ 6,330,200**	**$ 2,400,000**	**-62.1%**
Capital Expenditures	**3,110,731**	**6,330,200**	**2,400,000**	**-62.1%**
Enterprise Funds				
Airport Fund				
Revenues - by Type	**$ 589,195**	**$ 854,651**	**$ 4,585,446**	**436.5%**
Use of Money & Property	**194,419**	**199,577**	**207,290**	**3.9%**
Miscellaneous	**50**	**50,000**	**50,000**	**0.0%**
Intergovernmental	**394,726**	**490,000**	**4,217,795**	**760.8%**
Transfers In	**-**	**65,074**	**60,361**	**-7.2%**
Fund Balance	**-**	**50,000**	**50,000**	**0.0%**
Expenditures - by Category	**$ 514,450**	**$ 854,651**	**$ 4,585,446**	**436.5%**
Salaries & Fringe Benefits	**100,609**	**104,562**	**105,944**	**1.3%**
Operating Expenditures	**48,200**	**111,052**	**111,561**	**0.5%**
Capital Expenditures	**293,901**	**495,060**	**4,225,942**	**753.6%**
Debt Service				
Principal	-	74,072	77,883	5.1%
Interest	71,740	69,905	64,116	-8.3%
Utilities Operating Fund				
Revenues - by Type	**$ 32,293,815**	**$ 29,931,785**	**$ 32,728,981**	**9.3%**
Use of Money & Property	**112,698**	**75,000**	**100,000**	**33.3%**
Charges for Services	**21,701,013**	**21,615,000**	**22,127,000**	**2.4%**
Permits, Fees & Licenses	**424,780**	**255,000**	**405,000**	**58.8%**
Recovered Costs	**280,098**	**279,500**	**279,500**	**0.0%**
Miscellaneous	**9,775,226**	**4,095,000**	**6,095,000**	**48.8%**
Fund Balance	**-**	**3,612,285**	**3,722,481**	**3.1%**
Expenditures - by Category	**$ 26,704,950**	**$ 29,931,785**	**$ 32,728,981**	**9.3%**
Salaries & Fringe Benefits	**5,913,548**	**6,304,655**	**6,299,515**	**-0.1%**
Operating Expenditures	**10,807,776**	**11,543,584**	**11,948,418**	**3.5%**
Capital Expenditures	**6,700,894**	**8,716,991**	**11,237,133**	**28.9%**
Debt Service				
Principal	2,296,830	2,331,830	2,371,830	1.7%
Interest	985,902	1,034,725	872,085	-15.7%
Special Revenue Fund				
Economic Development Authority				
Revenues - by Type	**$ 204,192**	**$ 220,295**	**$ 225,950**	**2.6%**
Permits, Fees & Licenses	**204,192**	**190,295**	**187,550**	**-1.4%**
Fund Balance	**-**	**30,000**	**38,400**	**28.0%**
Expenditures - by Category	**$ 274,797**	**$ 220,295**	**$ 225,950**	**2.6%**
Operating Expenditures	**274,797**	**220,295**	**225,950**	**2.6%**

Other Funds Summaries

	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Internal Service Fund				
Self-Insurance Fund				
Revenues - by Type	**$ 32,402,516**	**$ 34,487,327**	**$ 33,315,180**	**-3.4%**
Use of Money & Property	**63,575**	**50,000**	**68,100**	**36.2%**
Charges for Services	**32,163,946**	**34,261,900**	**32,464,600**	**-5.2%**
Recovered Costs	**174,995**	**25,000**	**75,000**	**200.0%**
Fund Balance	**-**	**150,427**	**707,480**	**370.3%**
Expenditures - by Category	**$ 29,017,643**	**$ 34,487,327**	**$ 33,315,180**	**-3.4%**
Salaries & Fringe Benefits	**28,972,475**	**34,414,227**	**32,741,180**	**-4.9%**
Operating Expenditures	**45,168**	**73,100**	**574,000**	**685.2%**
Fiduciary Funds				
Bell Creek CDA				
Revenues - by Type	**$ 256,317**	**$ 360,000**	**$ 160,000**	**-55.6%**
Recovered Costs	**256,317**	**360,000**	**160,000**	**-55.6%**
Expenditures - by Category	**$ 255,213**	**$ 360,000**	**$ 160,000**	**-55.6%**
Operating Expenditures	**255,213**	**360,000**	**160,000**	**-55.6%**
Lewistown CDA				
Revenues - by Type	**$ 623,504**	**$ 623,000**	**$ 659,440**	**5.8%**
Recovered Costs	**169,723**	**128,000**	**133,440**	**4.3%**
Transfers In	**453,781**	**495,000**	**526,000**	**6.3%**
Expenditures - by Category	**$ 652,960**	**$ 623,000**	**$ 659,440**	**5.8%**
Operating Expenditures	**652,960**	**623,000**	**659,440**	**5.8%**
Debt Service Fund				
Debt Service Fund				
Revenues - by Type	**$ 20,420,060**	**$ 19,277,026**	**$ 19,668,500**	**2.0%**
Miscellaneous	**1,094,660**	**-**	**-**	**----**
Intergovernmental	**252,842**	**252,843**	**252,843**	**0.0%**
Transfers In	**19,072,558**	**19,024,183**	**19,415,657**	**2.1%**
Expenditures - by Category	**$ 20,066,794**	**$ 19,277,026**	**$ 19,668,500**	**2.0%**
Operating Expenditures	**8,150**	**18,500**	**18,500**	**0.0%**
Debt Service				
Principal	13,312,349	12,711,510	12,377,200	-2.6%
Interest	6,439,041	6,547,016	7,272,800	11.1%
Issuance Costs	307,254	-	-	----

Note: If a fund's expenditures exceed revenues under fiscal year actuals, the difference is the planned use of fund balance, which is not identified as revenue under 'Other Funds Summaries' per accounting standards. The 'Summary of General Fund' reflects the budgeted fund balance amount in fiscal year actuals for budgeting purposes.

Fund Balances for Governmental Funds[1]

	FY14 Actual	FY15 Projected[2]	FY16 Budget[4]	% Change FY15 to FY16
General Fund				
Estimated Beginning Fund Balance	$ 44,234,130	$ 50,643,448	$ 49,950,641	
Net Change in Fund Balance	6,409,318	(692,807)	(7,132,000)	
Estimated Ending Fund Balance	$ 50,643,448	$ 49,950,641	$ 42,818,641	**-14.3%**
Unassigned Fund Balance	$ 25,644,215	$ 26,228,157	$ 27,080,000	**3.2%**
Net Operating Revenues	$ 203,502,136	$ 208,159,978	$ 214,920,444	
Est. Unassigned Fund Balance as % of Net Operating Revenues	12.6%	12.6%	12.6%	
County Improvements Fund				
Estimated Beginning Fund Balance	$ 10,720,844	$ 33,965,283	$ 33,965,283	
Net Change in Fund Balance[3]	23,244,439	-	-	
Est. Ending Fund Balance - County Improvements Fund	**$ 33,965,283**	**$ 33,965,283**	**$ 33,965,283**	**0.0%**
School Improvements Fund				
Estimated Beginning Fund Balance	$ 4,229,161	$ 3,964,015	$ 3,964,015	
Net Change in Fund Balance[3]	(265,146)	-	-	
Est. Ending Fund Balance - School Improvements Fund	**$ 3,964,015**	**$ 3,964,015**	**$ 3,964,015**	**0.0%**
Debt Service Fund				
Estimated Beginning Fund Balance	$ -	$ 348,500	$ 348,500	
Net Change in Fund Balance	348,500	-	-	
Est. Ending Fund Balance - Debt Service Fund	**$ 348,500**	**$ 348,500**	**$ 348,500**	**0.0%**

[1] Consistent with the Comprehensive Annual Financial Report (CAFR), Governmental Funds do not include Proprietary Funds, Internal Service Funds, or Component Units.

[2] Projected fund balances are as of the 3rd quarter financial report.

[3] Net changes in fund balance for County and School Improvements Funds can not be projected accurately based on the nature of multi-year projects. This potential risk is mitigated by the fact that Fund Balance is not a source of funding and policy controls relative to budget amendments are in place to prevent overspending that would result in unbudgeted changes in Fund Balance.

[4] The County uses a conservative approach to budgeting. For example, the County budgets for 100% of approved positions and does not include an estimate for vacancy savings. Additionally, the FY15 projection includes budgeted contingency and revenue reserves of $1.2 million and $500,000, respectively. As such, although the FY16 budget reflects a $7.1 million net change in fund balance, the County's actual results will be favorable to the budget consistent with prior years. As a reference, the FY13 appropriated budget reflected a $14.9 million use of fund balance with actual results coming in at $1.4 million use of fund balance. The FY14 appropriated budget reflected a $9.8 million use of fund balance with actual results reflecting a positive $6.4 million net change in fund balance. The FY15 appropriated budget reflects a $7.8 million use of fund balance with current expectations reflecting a $700,000 use of fund balance.

General Fund Revenue Detail

	FY14 Actual	FY15 Budget	FY16 Budget	Dollar Change	Percent Change
Local Revenue	**$ 172,174,529**	**$ 175,560,811**	**$ 183,092,001**	**$ 7,531,190**	**4.3%**
General Property Taxes	**$ 127,474,854**	**$ 130,010,000**	**$ 136,653,100**	**$ 6,643,100**	**5.1%**
Real Estate Property Tax	91,987,581	94,200,000	98,000,000	3,800,000	4.0%
Personal Property Tax	25,516,604	26,000,000	28,260,000	2,260,000	8.7%
Public Service Corporation Tax	4,805,974	4,600,000	4,530,000	(70,000)	-1.5%
Machinery & Tools Tax	1,640,776	1,500,000	1,800,000	300,000	20.0%
Delinquent Taxes	1,424,834	1,634,000	1,684,600	50,600	3.1%
Merchants' Capital	1,021,237	1,000,000	1,270,000	270,000	27.0%
Penalties & Interest	1,050,407	1,050,000	1,081,500	31,500	3.0%
Mobile Home Tax	27,441	26,000	27,000	1,000	3.8%
Local Non-Property Taxes	**$ 29,270,979**	**$ 30,736,000**	**$ 31,773,520**	**$ 1,037,520**	**3.4%**
Local Sales Tax	18,139,865	19,100,000	20,300,000	1,200,000	6.3%
Communications Tax	5,008,227	5,152,000	5,000,000	(152,000)	-3.0%
Recordation Tax	1,927,342	2,400,000	2,020,000	(380,000)	-15.8%
Consumer Utility Tax	1,761,058	1,780,000	1,788,900	8,900	0.5%
Lodging Tax	810,072	750,000	1,045,000	295,000	39.3%
Utility Franchise Licenses	702,463	680,000	700,400	20,400	3.0%
Bank Stock Tax	482,922	499,000	500,000	1,000	0.2%
Contractor's Licenses	392,291	330,000	374,220	44,220	13.4%
Tax on Wills	28,349	30,000	30,000	-	0.0%
Sales Tax on Mobile Homes	18,390	15,000	15,000	-	0.0%
Permits, Fees & Licenses	**$ 2,172,162**	**$ 2,014,800**	**$ 2,032,000**	**$ 17,200**	**0.9%**
Building Permits	613,855	670,000	660,000	(10,000)	-1.5%
Mechanical Permits	264,994	310,000	305,000	(5,000)	-1.6%
Erosion/Sediment Inspection	360,538	200,000	250,000	50,000	25.0%
Planning Permits & Fees	232,948	200,000	240,000	40,000	20.0%
Electrical Permits	178,933	250,000	200,000	(50,000)	-20.0%
Fire Inspection Fees	141,200	148,000	148,000	-	0.0%
Plumbing Permits	108,214	130,000	120,000	(10,000)	-7.7%
Animal Licenses	101,063	100,000	100,000	-	0.0%
Septic Tank Permits	6,042	3,800	6,000	2,200	57.9%
Well and Septic Inspection	4,375	3,000	3,000	-	0.0%
Stormwater Fees	160,000	-	-	-	0.0%
Fines & Forfeitures	**$ 1,142,444**	**$ 1,127,800**	**$ 1,143,600**	**$ 15,800**	**1.4%**
Court Fines & Forfeitures	620,922	620,000	620,000	-	0.0%
Courthouse Security Fee	202,133	200,000	205,000	5,000	2.5%
Courthouse Maintenance Fees	119,876	120,000	125,000	5,000	4.2%
Criminal Justice Fee	100,374	100,000	100,000	-	0.0%
Security Alarm Fees	50,550	45,000	50,000	5,000	11.1%
Court Appointed Atty Fees	37,183	30,000	32,000	2,000	6.7%
Interest on Fines	5,481	10,000	6,000	(4,000)	-40.0%
Erosion & Sediment Control Fee	5,500	2,200	5,000	2,800	127.3%
Dangerous Dogs Fee	425	600	600	-	0.0%

General Fund Revenue Detail

	FY14 Actual	FY15 Budget	FY16 Budget	Dollar Change	Percent Change
Use of Money & Property	**$ 707,096**	**$ 718,000**	**$ 699,800**	**$ (18,200)**	**-2.5%**
Rental Income	381,324	350,000	350,000	-	0.0%
Interest on Investments	322,311	364,000	345,800	(18,200)	-5.0%
Non-Taxable Sales	3,371	4,000	4,000	-	0.0%
Taxable Sales	90	-	-	-	0.0%
Charges for Services	**$ 6,705,877**	**$ 6,514,192**	**$ 6,536,450**	**$ 22,258**	**0.3%**
Community Services Board	3,193,561	2,958,404	3,005,562	47,158	1.6%
EMS Cost Recovery Fees	2,170,454	2,200,000	2,200,000	-	0.0%
Parks & Recreation Fees	523,055	500,000	510,000	10,000	2.0%
Landfill Fees	346,992	330,000	350,000	20,000	6.1%
Radio System Access Charge	329,531	325,000	325,000	-	0.0%
Court Excess Fees	64,381	110,000	60,000	(50,000)	-45.5%
Law Library Fees	22,850	24,000	24,000	-	0.0%
Animal Boarding Fees	13,659	18,000	18,000	-	0.0%
Commonwealth's Atty Court Fees	10,801	12,000	12,000	-	0.0%
Animal Adoption Fee	8,481	12,000	10,000	(2,000)	-16.7%
Radio Shop Charges	5,461	8,000	8,000	-	0.0%
Sheriff Court Fees	5,788	5,788	5,788	-	0.0%
Cannery Fees	5,901	4,000	4,000	-	0.0%
Sheriff Court Transfer Fees	3,050	3,000	3,100	100	3.3%
Landfill Penalty	1,062	1,000	1,000	-	0.0%
Planning: Brown Grove	-	3,000	-	(3,000)	-100.0%
Stand by Ambulance Fee	800	-	-	-	0.0%
Public Works Fees	50	-	-	-	0.0%
Recovered Costs	**$ 3,743,137**	**$ 3,636,269**	**$ 3,355,331**	**$ (280,938)**	**-7.7%**
Public Utility	1,140,468	1,110,420	1,035,000	(75,420)	-6.8%
Contributions: GRCCA	481,057	466,000	450,000	(16,000)	-3.4%
Utility Service Assessment	325,000	325,000	331,500	6,500	2.0%
Landfill (Recycling)	339,787	300,000	300,000	-	0.0%
Pamunkey Regional Jail	420,000	428,000	270,000	(158,000)	-36.9%
Economic Development	194,235	175,500	181,200	5,700	3.2%
Community Services Board	130,837	150,000	150,000	-	0.0%
Comprehensive Services Act	82,292	100,000	100,000	-	0.0%
Fire/EMS: Instructor Reimb.	78,808	70,000	72,100	2,100	3.0%
DMV Select	99,103	80,000	65,000	(15,000)	-18.8%
Recycling Service Districts	62,150	72,000	63,511	(8,489)	-11.8%
General Services	2,526	45,000	45,000	-	0.0%
Sheriff: DEA	42,239	42,000	42,000	-	0.0%
Delinquent Taxes	31,549	35,000	35,000	-	0.0%
Comm. Corrections: Caroline Co.	22,612	35,000	35,000	-	0.0%
Comm. Corrections: Supervision Fee	29,283	29,000	29,900	900	3.1%
CDA: Lewistown	27,012	27,823	28,700	877	3.2%
Social Services: Bon Secours	26,209	27,600	27,420	(180)	-0.7%
Fire: Dominion Resources	33,000	25,000	25,000	-	0.0%
Health	58,737	46,350	19,500	(26,850)	-57.9%
Building Insp.: Unsafe Buildings	924	15,000	15,000	-	0.0%

General Fund Revenue Detail

	FY14 Actual	FY15 Budget	FY16 Budget	Dollar Change	Percent Change
District Court: Postage	4,001	9,000	9,000	-	0.0%
Clerk of Court: Copier Fees	26,799	9,000	9,000	-	0.0%
Fleet	-	3,276	6,000	2,724	83.2%
Community Resources	5,000	5,000	5,000	-	0.0%
Comm. Corrections: Elec. Monitor	1,449	3,100	3,200	100	3.2%
Animal Control	2,853	2,000	2,100	100	5.0%
Corrections: Lab Fees	260	200	200	-	0.0%
ECC: Regional	20,925	-	-	-	0.0%
Asset Forfeiture	53,589	-	-	-	0.0%
Extradition of Prisoners	433	-	-	-	0.0%
Miscellaneous	**$ 957,980**	**$ 803,750**	**$ 898,200**	**$ 94,450**	**11.8%**
Reserve for Revenue Transfers	-	500,000	500,000	-	0.0%
Miscellaneous Revenue	341,457	270,000	281,700	11,700	4.3%
Community Services Board	62,271	49,000	128,000	79,000	161.2%
Sale of Assets	231,332	112,000	114,200	2,200	2.0%
Tomato Festival	63,666	53,250	53,300	50	0.1%
Senior Travel Commission	-	48,000	48,000	-	0.0%
Insurance Recoveries	200,332	30,000	31,500	1,500	5.0%
Gifts & Donations	3,525	20,000	20,000	-	0.0%
Extension Office	2,234	11,500	11,500	-	0.0%
Worker's Comp Refunds	37,079	9,000	9,000	-	0.0%
Sheriff: Project Lifesaver	4,765	1,000	1,000	-	0.0%
Gifts & Donations - Animal Control	2,409	-	-	-	0.0%
Risk Management Safety Grant	1,746	-	-	-	0.0%
Public Safety Grants: Sheriff's Office	7,164	-	-	-	0.0%
Reserve for Liability	-	(300,000)	(300,000)	-	0.0%
Intergovernmental Revenue	**$ 31,327,607**	**$ 31,395,422**	**$ 31,828,443**	**$ 433,021**	**1.4%**
Federal Aid	**$ 3,858,513**	**$ 3,022,874**	**$ 3,190,989**	**$ 168,115**	**5.6%**
Social Services	2,294,976	2,292,636	2,363,130	70,494	3.1%
Community Services Board	455,525	453,157	464,759	11,602	2.6%
Public Safety Grants: Fire/EMS	37,797	98,081	119,800	21,719	22.1%
Public Safety Grants: Sheriff's Office	140,587	10,000	97,300	87,300	873.0%
Commonwealth's Atty: Victim Witness	45,004	88,000	66,000	(22,000)	-25.0%
Comprehensive Services Act	5,723	53,000	52,000	(1,000)	-1.9%
Community Resources	30,599	26,000	26,000	-	0.0%
PILT - US Dept of Interior	4,551	2,000	2,000	-	0.0%
Comm Atty.: Equitable Sharing Grant	24,367	-	-	-	0.0%
Asset Forfeiture	690,956	-	-	-	0.0%
FEMA Reimbursements	128,428	-	-	-	0.0%

General Fund Revenue Detail

	FY14 Actual	FY15 Budget	FY16 Budget	Dollar Change	Percent Change
State Aid	**$ 27,469,094**	**$ 28,372,548**	**$ 28,637,454**	**$ 264,906**	**0.9%**
Personal Property Tax Relief Act (PPTRA)	15,002,745	15,002,000	15,002,000	-	0.0%
Sheriff	3,305,986	3,312,950	3,460,000	147,050	4.4%
Comprehensive Services Act	2,110,233	2,834,000	2,752,000	(82,000)	-2.9%
Community Services Board	2,267,711	2,276,877	2,465,984	189,107	8.3%
Social Services	1,130,680	1,467,821	1,477,270	9,449	0.6%
Commonwealth's Attorney	846,313	874,900	887,000	12,100	1.4%
Clerk of Circuit Court	532,600	542,000	535,000	(7,000)	-1.3%
Public Safety Grants: Fire/EMS	538,094	358,000	365,500	7,500	2.1%
State Cellular Tax	331,257	350,000	350,000	-	0.0%
Community Corrections	336,736	328,000	337,800	9,800	3.0%
Commissioner of Revenue	241,655	242,000	242,000	-	0.0%
Treasurer	216,143	220,000	220,000	-	0.0%
Vehicle Rental Tax	191,867	180,000	180,000	-	0.0%
Juvenile Court Services	81,243	80,000	81,600	1,600	2.0%
Rolling Stock	78,760	70,000	70,000	-	0.0%
Clerk of Court Technology Grant	62,572	66,000	66,000	-	0.0%
Registrar	52,132	61,000	61,000	-	0.0%
Community Resources	29,200	30,000	30,000	-	0.0%
Commonwealth's Atty: Victim Witness	45,004	-	22,000	22,000	0.0%
Public Works Ops: Environ. Quality	18,804	18,000	18,000	-	0.0%
Public Safety Grants: Sheriff's Office	-	55,000	10,300	(44,700)	-81.3%
Clerk of Court: Juror	8,370	4,000	4,000	-	0.0%
VDEM: Disaster Relief	25,686	-	-	-	0.0%
Public Safety Grants: ECC	2,000	-	-	-	0.0%
Clerk of Court: Library of VA	9,565	-	-	-	0.0%
Public Safety Grants: Animal Control	3,738	-	-	-	0.0%
Use of Planned Surpluses	**$ 9,759,015**	**$ 7,763,930**	**$ 7,132,000**	**$ (631,930)**	**-8.1%**
Use of Planned Surpluses	**$ 9,759,015**	**$ 7,763,930**	**$ 7,132,000**	**$ (631,930)**	**-8.1%**
Prior Year's Balance	8,730,386	4,773,700	5,400,000	626,300	13.1%
Reserve for Revenue Stabilization	-	1,220,230	1,000,000	(220,230)	-18.0%
Fund Balance Assignment	-	1,770,000	732,000	(1,038,000)	-58.6%
Reappropriations	1,028,629	-	-	-	0.0%
Grand Total	**$ 213,261,151**	**$ 214,720,163**	**$ 222,052,444**	**$ 7,332,281**	**3.4%**

Real Property Tax Rate is $0.81 per $100 of Assessed Value

Real Property Assessable Base: $14.0 Billion

Real Property Tax Generated: $98.0 Million

One Penny ($0.01) Generates $1.2 Million

General Fund Revenue Information

In order to support the County's mission of delivering quality services to the citizens of Hanover County, a great deal of time and resources are expended to make sure that supporting revenues are monitored and projected in a manner that allows for the most efficient, consistent and cost-effective delivery of those services.

The very factors that lend themselves to revenue strength and stability in Hanover have further translated to savings for taxpayers. Confidence in the County's diverse tax base and revenue stability are reflected in the AAA bond rating assigned to Hanover by all three (3) of the major ratings agencies. These results have allowed the County access to some of the most attractive financing rates available while maintaining the low tax burden citizens have come to expect in Hanover County.

Ongoing Revenue	% of Total
General Property Taxes	63.6%
Intergovernmental	14.8%
Local Non-Property Taxes	14.8%
Charges for Services	3.0%
Recovered Costs	1.6%
Permits, Fees & Licenses	1.0%
Fines & Forfeitures	0.5%
Miscellaneous	0.4%
Use of Money & Property	0.3%
Total	**100.0%**

Ongoing revenue for the General Fund is divided into the following categories: General Property Taxes, Local Non-Property Taxes, Permits, Fees & Licenses, Fines & Forfeitures, Revenues from Use of Money & Property, Charges for Services, Recovered Costs, Miscellaneous Revenue and Intergovernmental, which includes both federal and state aid. Additional information regarding major sources of ongoing revenues are included in the information that follows.

GENERAL PROPERTY TAXES

The majority of the County's General Fund revenue is generated through General Property Taxes, which refers to tax revenues received directly from taxpayers, such as taxes on real estate and personal property. In FY16, Hanover expects to receive $136.7M in general property taxes.

	FY15 Budget	FY16 Budget	Dollar Change	Percent Change
Real Estate Property Tax	$ 94,200,000	$ 98,000,000	$3,800,000	4.0%
Personal Property Tax	26,000,000	28,260,000	2,260,000	8.7%
Public Service Corporation Tax	4,600,000	4,530,000	(70,000)	-1.5%
Machinery & Tools Tax	1,500,000	1,800,000	300,000	20.0%
Delinquent Taxes	1,634,000	1,684,600	50,600	3.1%
Merchants' Capital	1,000,000	1,270,000	270,000	27.0%
Penalties & Interest	1,050,000	1,081,500	31,500	3.0%

Real Property Tax

The *Code of Virginia* §§ 58.1-3200 through 58.1-3389, authorizes localities to levy taxes on the assessed value of real estate property owned by businesses, individuals and public service corporations. Real property is defined as land and improvements, including buildings, and other structures.

Section §58.1-3201 provides that all general reassessments or annual assessments shall be at 100% of fair market value. The projection of real property tax revenue is contingent upon the accuracy of estimates of the real property tax base. In developing these estimates, the County Assessor

incorporates a combination of factors, including historical trends, the current year's tax base, the cumulative effect of parcel reassessments, the value of land in the County's land use program, and an estimate of new construction during the upcoming year. The Assessor's Office appraises all real property annually.

The Board of Supervisors adopted an ordinance allowing property tax relief for elderly and disabled persons. The applicant for tax relief must be either disabled or not less than 65 years of age and must be the owner of the property for which relief is sought. The property must be the sole dwelling of the applicant. The maximum income level is $50,000 and maximum net worth is $200,000, with no maximum discount.

Real Property Taxes are levied in April and are collected semi-annually on June 5th and October 5th. Supplemental prorated levies are performed throughout the year for construction occurring during the year.

The budget includes a county-wide real property tax rate of $0.81 per $100 of assessed value. This rate has remained unchanged since 2007. The County expects to generate $98.0M, a $3.8M or 4.0% increase from FY15. This total includes $168,000 of incremental revenue generated by the Lewistown CDA, which will be transferred to the Lewistown CDA Fund upon receipt.

The increase for the 2015 taxable year includes a 1.0% increase in reassessments and 2.0% growth. Assumptions for the 2016 taxable year are a 1.8% increase in reassessments and 2.2% growth.

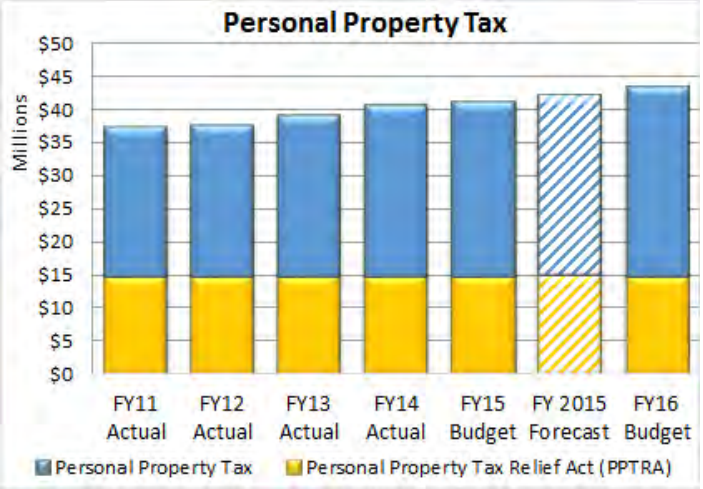
Personal Property Tax

Pursuant to the *Code of Virginia* §§ 58.1-3500 through 58.1-3536, counties may levy a tax on tangible personal property. Included in this category are such items as motor vehicles, farming equipment, and a variety of motorized vehicles including boats, aircraft, recreational vehicles, campers and trailers. Taxes are levied on 100% of trade-in assessed value, which are based on published market guides. Personal Property Tax projections incorporate historical analysis, estimates of future growth and information regarding tangible property market values.

Hanover County prorates the Personal Property Tax on vehicles (not including boats). The County also has an incentive program to recognize the contributions of fire and rescue squad volunteers, providing tax relief of 50% on the primary vehicle used by volunteers. In November 2006, the Board of Supervisors established a separate classification for disabled veterans, providing 50% tax relief. Hanover County also offers a discount for vehicles with high mileage.

In 1999, the State began a phased reduction of Personal Property Taxes on the first $20,000 in value of private vehicles. In 2004, the reduction was held to 70% of the tax eliminated, with the foregone revenue reimbursed to localities from the State. In FY07, the State's reimbursement to localities was capped at $950 million. The payments from the State are a fixed sum that represent Hanover's

pro-rata share of the total State reimbursement. The actual percent relief to be applied to the taxpayer's bill is quantified in September of each year. The 57% State relief for 2014 remained unchanged from 2013.



Personal Property Taxes in FY16 are estimated to generate $43.3M. This includes $15.0M of Personal Property Tax paid to the County from the State, which is classified as Non-Categorical State Aid.

The current tax rate is $3.57 per $100 of value and is collected annually on February 5th of the subsequent year. The rate for airplanes is $0.50 per $100 of assessed value.

Public Service Corporation Taxes

Public Service Corporation Taxes are the real estate and personal property tax due from companies whose purpose is to provide utilities for the public. An example is a railroad line or telephone company. The County receives annual assessments from the State Corporation Commission (SCC) and the Department of Taxation. The County's real and personal property tax rates are applied to these assessments.

Machinery & Tools Tax

Pursuant to the *Code of Virginia* § 58.1-3507, certain machinery and tools, such as those used for manufacturing, mining, processing, radio/television broadcasting, dairy, and laundry or dry cleaning, are segregated for local taxation. The original cost of the machinery and tools, plus installation, is reported to the Commissioner of the Revenue whereby an assessment ratio of 10% is applied to determine the assessed value for the tax levy.

Merchants' Capital Tax

The *Code of Virginia* §§ 58.1-3509 and 58.1-3510, provides that localities may impose a local tax on merchants' capital, which is defined as the inventory of stock on hand, daily rental of passenger cars, daily rental property, and all other tangible personal property. An assessment ratio of 10% is applied to determine the assessed value for the tax levy.

Penalties and Interest

Penalties and Interest are charges assessed for paying a bill after the due date. The assessed penalty charge is 2% if the tax amount is paid in full by the first day of the month immediately following the due date and, if not paid in full, 10% on the total tax amount thereafter. Interest accumulates at a 10% annual rate.

General Fund Revenue Information

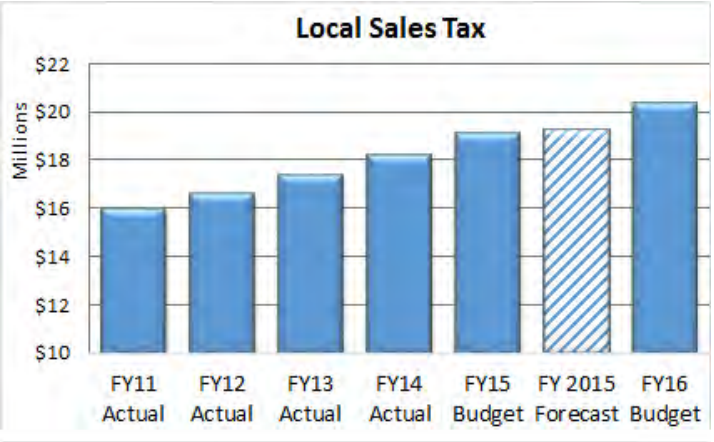
LOCAL NON-PROPERTY TAXES

Hanover County collects substantial revenue from Local Non-Property Taxes, which includes a variety of local tax revenues independent of General Property Taxes such as Sales Tax, Lodging Tax and Recordation Tax. In addition to the major Local Non-Property Tax sources discussed in this section, other revenues are recorded in this category including Utility Franchise Licenses, Bank Stock Tax, Contractor's Licenses, Tax on Wills and Sales Tax on Mobile Homes.

	FY15 Budget	FY16 Budget	Dollar Change	Percent Change
Local Sales Tax	$ 19,100,000	$ 20,300,000	$ 1,200,000	6.3%
Communications Tax	5,152,000	5,000,000	(152,000)	-3.0%
Recordation Tax	2,400,000	2,020,000	(380,000)	-15.8%
Consumer Utility Tax	1,780,000	1,788,900	8,900	0.5%
Lodging Tax	750,000	1,045,000	295,000	39.3%

Local Sales Tax

The largest single item in this revenue category is Local Sales Tax. The County receives 1% of the Commonwealth's 5.3% sales tax on all local sales, which is collected by merchants and remitted through the Commonwealth to Hanover. Pursuant to Virginia Code §58.1-605, the County then remits 2.27% of that amount to the Town of Ashland.



Local Sales Tax revenue is budgeted at $20.3M in FY16. This includes $321,000 of incremental revenue generated by the Lewistown CDA.

The following shows the distribution of the County's FY14 taxable sales as a percent of total for each classification:

Classification	FY14 Taxable Sales (as % of total)
Retail Trade	54.9%
Wholesale Trade	14.0%
Recreation/Food Services	11.0%
Manufacturing	5.6%
Professional Services	4.8%
Non-classified	3.8%
Construction	3.0%
Other Nonprofessional Services	2.4%
Agriculture	0.5%

General Fund Revenue Information

Communications Tax

Legislation enacted during the 2006 General Assembly session considerably changed the manner in which taxes are levied on communications services. This tax, effective January 1, 2007, replaced local communications taxes and fees with a uniform 5% tax per month on all telecommunications services as well as a uniform 911 fee of $0.75 per line per month. Satellite television and voice over internet telephone service are also subject to the 5% tax.

Recordation Tax

Section §58.1-3800 of the *Code of Virginia* authorizes localities to impose a Recordation Tax on transactions involving the recording of estates, deeds of trusts, mortgages, leases, contracts and agreements that are required to be admitted as matters of record to the Clerk of the Circuit Court. Amounts are collected by the Clerk of the Circuit Court and are equal to one-third of the amount of the State recordation tax.

Consumer Utility Tax

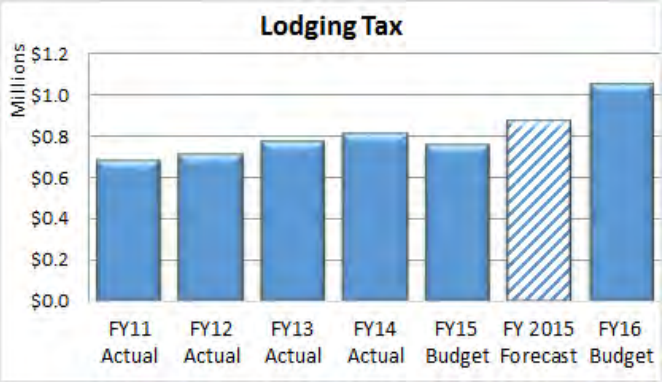
The *Code of Virginia* §58.1-3814 authorizes localities to impose a tax on the consumers of public utilities. This tax is applied to all gas and electric service recipients, both residential and nonresidential, within the County excluding the Town of Ashland, which has a separate utility tax for Ashland residents. Consumers pay these taxes on a monthly basis to their service provider, who then remits the tax to the County.

For electric service, the tax is $1.40 per month plus $0.014853 per kilowatt hour (kWh) delivered monthly to residential purchasers and $2.29 per month plus $0.022188 per kWh delievered monthly to nonresidential purchasers, with a maximum tax per month of $3.00 for any purchaser, except in the case of master metered dwelling units, including but not limited to apartments, condominiums and trailers. For master metered dwelling units, the maximum tax per month shall not exceed the number of units multiplied by $3.00.

For gas service, the tax is $1.98 per month plus $0.1624 per cubic feet (CCF) delievered monthly to residential purchasers and $2.58 per month plus $0.1356 per CCF delievered monthly to nonresidential purchasers. The maximum tax per month for any purchaser shall be $3.00 except in the case of master metered dwelling units, which the maximum tax shall not exceed the number of units multiplied by $3.00.

Lodging Tax

The Lodging Tax is a tax levied on the amount paid for lodging to any motel, hotel, travel campground or boardinghouse by or for any person who obtains lodging for a period of thirty (30) consecutive days or less. The tax is 8% of the amount paid for lodging, including the cost of all services provided when furnished with such space or room for a unit price. The tax is collected by the seller at the time the payment for lodging is made. The taxes collected during each month are remitted by each seller on or before the twentieth (20th) day of the following calendar month.



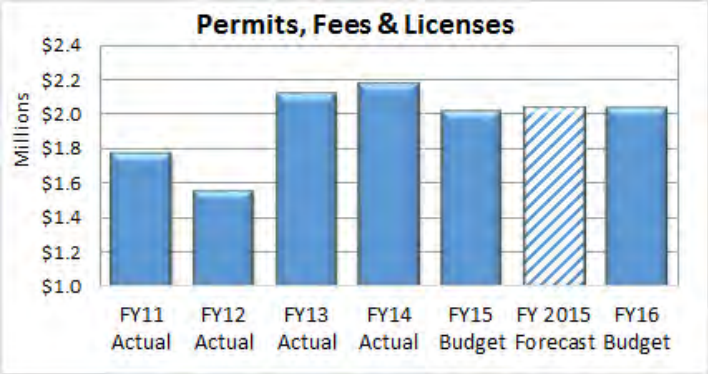
General Fund Revenue Information

Lodging Tax is transmitted to the Greater Richmond Convention Center Authority and forms the basis for a 25% refund for Hanover's contribution to the Richmond Convention Center. The refund is recorded under recovered costs.

PERMITS, FINES AND USE OF MONEY

	FY15 Budget	FY16 Budget	Dollar Change	Percent Change
Permits, Fees & Licenses	$ 2,014,800	$ 2,032,000	$ 17,200	0.9%
Fines & Forfeitures	1,127,800	1,143,600	15,800	1.4%
Use of Money & Property	718,000	699,800	(18,200)	-2.5%

PERMITS, PRIVILEGE FEES AND REGULATORY LICENSES



This revenue category includes revenues collected from Permits, Privilege Fees and Regulatory Licenses required by the County. These fees are collected to help defray the cost of certain services provided by the County, such as processing applications for land use, code inspections or zoning adjustments.

Planning Permits and Fees include all land use application fees and charges for service and materials such as documents for sale. These fees are used to recover a percentage of the costs associated with the processing, reviewing and advertising of applications as well as the inspection of their respective projects.

Building Inspection Fees include Building, Mechanical, Electrical and Plumbing Permits. These permit fees are collected to defray the costs of conducting code compliance plan reviews, field inspections and administrative costs associated with construction of buildings and structures, mechanical installations such as HVAC, gas installations and fire protection systems, electrical installations and alarm systems and plumbing installations.

FINES AND FORFEITURES

Fines and Forfeitures include revenue received as a result of violations of County criminal ordinances. The Clerk of the Circuit Court assesses fines and forfeitures for violations of County criminal ordinances. The Circuit Court transmits money collected in the General District Courts in addition to money collected in the Circuit Courts. Revenues under this category also include interest collected on fines that are past due, court-appointed attorney fees and courthouse security fees.

USE OF MONEY & PROPERTY

Revenues from Use of Money & Property are received through rental income and interest on investments.

General Fund Revenue Information

CHARGES FOR SERVICES

Charges for Services are revenues received by the County for services provided by personnel. Combined, the two specific revenues referenced in the below table add up to approximately 80% of the Charges for Services category. Other revenues within this category are of lesser value and include, but are not limited to, Parks and Recreation Fees, Landfill Fees, Radio System Access Charges and Cannery Fees.

	FY15 Budget	FY16 Budget	Dollar Change	Percent Change
Community Services Board	$ 2,958,404	$ 3,005,562	$ 47,158	1.6%
EMS Cost Recovery Fees	2,200,000	2,200,000	-	0.0%

Community Services Board

The Community Services Board charges clients and insurance (including Medicaid) for certain eligible services such as case management, out-patient therapy, crisis, day support, transportation and intensive community treatment.

EMS Cost Recovery Fees

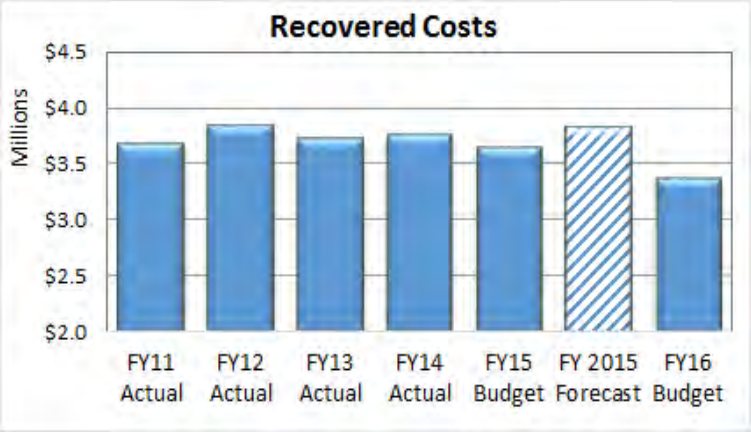
In March 2005, the County established an EMS Fee Recovery Program that leverages funding from Medicare/Medicaid and insurance companies for ambulance transports. Projections are based on the average number of transports, the service rate and collection rates.

RECOVERED COSTS & MISCELLANEOUS

	FY15 Budget	FY16 Budget	Dollar Change	Percent Change
Recovered Costs	$ 3,636,269	$ 3,355,331	$ (280,938)	-7.7%
Miscellaneous	803,750	898,200	94,450	11.8%

RECOVERED COSTS

A large portion of this revenue category is attributed to recovered costs from Public Utilities. Revenues are received from the Public Utilities Fund and Pamunkey Regional Jail in exchange for services from County departments such as Information Technology, Finance and Human Resources. In addition, a service assessment charge is imposed on Public Utilities for law enforcement, fire protection and emergency medical services.



The County also receives an annual refund for its contribution to the Greater Richmond Convention Center Authority. The revenue assumption is based on 25% of the Lodging Tax plus anticipated rebates for any revenues exceeding costs.

General Fund Revenue Information

MISCELLANEOUS

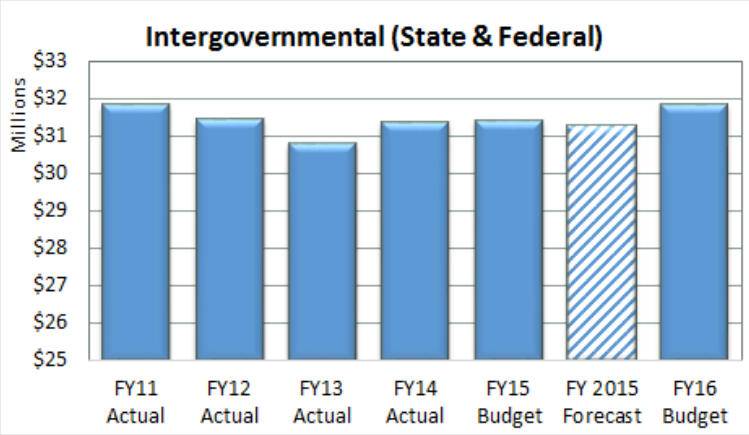
Miscellaneous revenue is primarily comprised of refunds received by departments for administrative charges, such as documents sold, copying charges, sale of assets and reserve for revenue transfers. As examples, revenues from the Tomato Festival, Insurance Recoveries and Gifts and Donations are included under this category.

INTERGOVERNMENTAL

Intergovernmental revenues consist of Federal and State Aid. State Aid is divided into three (3) categories: Non-Categorical State Aid, Categorical State Aid and State Share of Local Offices.

Federal and State categorical grants are earmarked for specific uses and are tightly restricted. Funding is generally granted on a project-by-project basis.

Since Public Safety grants and disaster recovery relief may be awarded throughout the year, the potential funding is not reflected in the fiscal year's budget; however, these amounts are included in the fiscal year actuals, when applicable.



In 2008, the General Assembly adopted a biennial budget which included a $50 million reduction in aid to localities. The reduction continued through FY13 at an annual cost to Hanover of approximately $400,000. The reduction was reinstated in FY15 as a mid-year notice to localities and subsequently eliminated for FY16.

	FY15 Budget	FY16 Budget	Dollar Change	Percent Change
State Aid				
Non-Categorical State Aid	$ 15,252,000	$ 15,252,000	$ -	0.0%
Categorical State Aid	7,867,698	7,980,454	112,756	1.4%
State Share of Local Offices	5,252,850	5,405,000	152,150	2.9%
Federal Aid				
Categorical Federal Aid	3,022,874	3,190,989	168,115	5.6%

NON-CATEGORICAL STATE AID

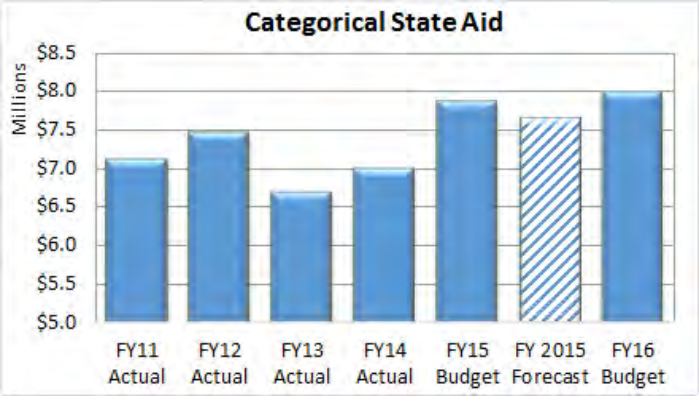
Non-Categorical State Aid tends to be reasonably predictable. Vehicle Rental Tax and the Personal Property Tax Relief Program are included in this category.

As mandated by the State in FY01, the State's portion of the Personal Property Tax Relief Program, mentioned above, is classified as reimbursement from the State as Non-Categorical State Aid. Beginning in FY07, the County receives a pro-rata share of $950 million of relief to be distributed statewide. This tax relief amount is $15.0M and is expected to remain constant in future years.

General Fund Revenue Information

CATEGORICAL STATE AID

Categorical State Aid is predominately support for human services and public safety grants. The Social Services Department receives state funding for a variety of purposes, including assistance for needy families. The Community Services Board receives funding for many programs, including crisis, case management, out-patient therapy, medication supports, intensive community treatment, and substance abuse treatment. The Comprehensive Services Act receives Categorical State Aid for providing services mandated for youth by State Code.



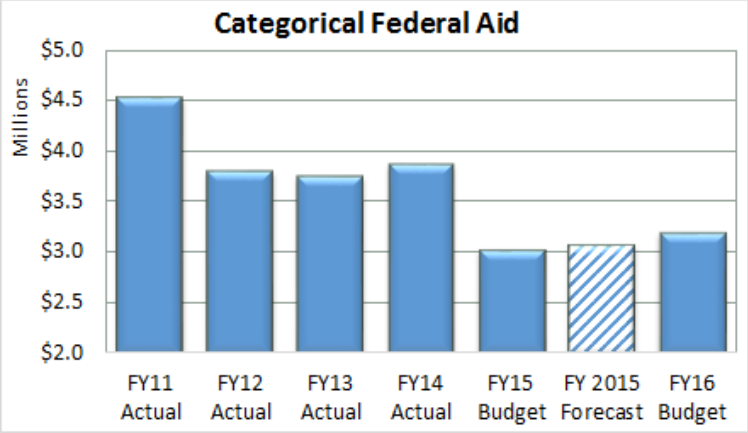
STATE SHARE OF LOCAL OFFICES

State Share of Local Offices is a type of shared revenue and consists of State funding for programs that benefit both the County and the State. The State Compensation Board provides funding for the departments with constitutional officers to provide a partial reimbursement for the cost of salaries, benefits and office expenses. The County supplements these funds. These departments include Commonwealth's Attorney, Sheriff, Commissioner of the Revenue, Treasurer and Clerk of the Circuit Court. The State Board of Elections provides funding for the Registrar.

CATEGORICAL FEDERAL AID

Categorical Federal Aid primarily consists of Federal funding for programs provided by Social Services, Community Services Board grants for certain programs such as out-patient therapy and alcohol/drug treatment, as well as various grants for Public Safety departments.

The Social Services Department has multiple programs from which it receives federal funding, including Virginia's Temporary Assistance for Needy Families (TANF) Program. The purpose of TANF is to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives and end the dependence of needy parents on government benefits by promoting job preparation.



General Fund Departmental Appropriations

Capital projects are segregated as to function in the Capital Improvements Program section. Operating expenditures includes all funds transferred from the General Fund to the Schools, Airport, Debt, Lewistown Commerce Center CDA, and Capital Improvements funds. A portion of the transferred funds may have been used to pay for salaries and fringe benefits and capital outlay in those funds.

	FY14 Actual	FY15 Budget	FY16 Budget	Dollar Change	Percent Change
Personnel	70,745,505	74,685,433	77,091,447	2,406,014	3.2%
Operating	124,946,182	138,125,870	142,897,197	4,771,327	3.5%
Capital	1,401,018	1,908,860	2,063,800	154,940	8.1%
Grand Total	**$ 197,092,705**	**$ 214,720,163**	**$ 222,052,444**	**$ 7,332,281**	**3.4%**

	FY14 Actual	FY15 Budget	FY16 Budget	Dollar Change	Percent Change
General Government	**$ 12,739,955**	**$ 13,694,725**	**$ 14,263,285**	**$ 568,560**	**4.2%**
Board of Supervisors	471,667	514,384	517,859	3,475	0.7%
County Administrator	1,156,512	1,204,882	1,232,198	27,316	2.3%
Human Resources	690,596	799,968	972,684	172,716	21.6%
County Attorney	976,711	1,076,237	1,137,524	61,287	5.7%
Commissioner of Revenue	1,287,522	1,325,820	1,341,160	15,340	1.2%
Assessor	754,909	878,985	952,717	73,732	8.4%
Treasurer	1,332,251	1,379,697	1,416,480	36,783	2.7%
Finance & Management Services	1,708,313	1,826,122	1,860,645	34,523	1.9%
Information Technology	3,755,077	4,071,161	4,194,665	123,504	3.0%
Internal Audit	259,695	270,894	276,616	5,722	2.1%
Registrar	346,702	346,575	360,737	14,162	4.1%
Judicial Administration	**$ 4,656,467**	**$ 4,919,206**	**$ 5,090,883**	**$ 171,677**	**3.5%**
Circuit Court	67,701	72,633	149,893	77,260	106.4%
General District Court	90,948	86,864	83,607	(3,257)	-3.7%
Magistrate	2,791	2,901	2,759	(142)	-4.9%
Juvenile & Domestic Relations Court	21,661	19,542	23,923	4,381	22.4%
Clerk of the Circuit Court	1,302,349	1,338,807	1,338,897	90	0.0%
Court Services	1,567,816	1,731,862	1,787,321	55,459	3.2%
Commonwealth's Attorney	1,603,201	1,666,597	1,704,483	37,886	2.3%
Public Safety	**$ 47,648,314**	**$ 50,377,656**	**$ 52,716,501**	**$ 2,338,845**	**4.6%**
Sheriff	20,479,040	21,441,404	22,424,304	982,900	4.6%
Emergency Communications	4,749,743	5,311,492	5,397,306	85,814	1.6%
Fire/EMS	14,630,299	15,112,851	15,902,834	789,983	5.2%
Pamunkey Regional Jail	4,714,588	4,986,247	5,383,692	397,445	8.0%
Juvenile Court Services	483,096	707,426	734,124	26,698	3.8%
Community Corrections	416,944	450,802	487,566	36,764	8.2%
Building Inspections	1,261,057	1,366,414	1,367,868	1,454	0.1%
Animal Control	913,547	1,001,020	1,018,807	17,787	1.8%
Education	**$ 69,460,297**	**$ 74,453,688**	**$ 77,000,000**	**$ 2,546,312**	**3.4%**
Transfer to School Fund	68,742,945	74,453,688	77,000,000	2,546,312	3.4%
Transfer to Textbook Fund	717,352	-	-	-	----

General Fund Departmental Appropriations

	FY14 Actual	FY15 Budget	FY16 Budget	Dollar Change	Percent Change
Public Works	**$ 8,778,392**	**$ 9,436,580**	**$ 9,838,260**	**$ 401,680**	**4.3%**
Public Works	1,650,569	1,737,322	1,821,222	83,900	4.8%
Public Works Operations	3,505,793	3,736,292	3,806,382	70,090	1.9%
General Services	3,622,030	3,897,892	4,150,295	252,403	6.5%
Transfer to Airport Fund	-	65,074	60,361	(4,713)	-7.2%
Human Services	**$ 20,334,644**	**$ 23,321,722**	**$ 23,726,744**	**$ 405,022**	**1.7%**
Health	496,000	519,286	534,865	15,579	3.0%
Community Services Board	9,442,499	10,206,010	10,621,591	415,581	4.1%
Social Services	4,688,727	5,377,157	5,509,098	131,941	2.5%
Community Resources	291,512	301,269	308,590	7,321	2.4%
Comprehensive Services Act	3,860,747	5,288,000	5,090,000	(198,000)	-3.7%
Tax Relief	1,555,159	1,630,000	1,662,600	32,600	2.0%
Parks, Recreation & Cultural	**$ 5,416,937**	**$ 5,814,360**	**$ 5,895,213**	**$ 80,853**	**1.4%**
Parks & Recreation	2,878,079	3,240,502	3,291,355	50,853	1.6%
Pamunkey Regional Library	2,538,858	2,573,858	2,603,858	30,000	1.2%
Community Development	**$ 4,462,141**	**$ 4,758,582**	**$ 5,131,947**	**$ 373,365**	**7.8%**
Planning	1,710,288	1,821,630	1,839,668	18,038	1.0%
Economic Development	963,141	1,089,677	1,092,942	3,265	0.3%
VA Cooperative Extension	57,468	83,370	86,806	3,436	4.1%
Soil & Water Conservation	92,680	92,680	93,700	1,020	1.1%
Community Support	1,184,783	1,176,225	1,492,831	316,606	26.9%
Transfer to Lewistown CDA	453,781	495,000	526,000	31,000	6.3%
Debt Service	**$ 19,072,558**	**$ 19,024,183**	**$ 19,415,657**	**$ 391,474**	**2.1%**
Transfer to Debt Fund - County	4,427,593	5,053,573	5,890,835	837,262	16.6%
Transfer to Debt Fund - Schools	14,644,965	13,970,610	13,524,822	(445,788)	-3.2%
Nondepartmental	**$ -**	**$ 1,880,792**	**$ 1,754,154**	**$ (126,638)**	**-6.7%**
Personnel Category Adjustment	-	100,000	100,000	-	0.0%
Reserve for Contingencies	-	1,280,792	1,154,154	(126,638)	-9.9%
Reserve for Revenue Transfers	-	500,000	500,000	-	0.0%
Capital Projects	**$ 4,523,000**	**$ 7,038,669**	**$ 7,219,800**	**$ 181,131**	**2.6%**
Transfer to County Improvements Fund	3,703,000	5,438,669	4,819,800	(618,869)	-11.4%
Transfer to School Improvements Fund	820,000	1,600,000	2,400,000	800,000	50.0%
Grand Total	**$ 197,092,705**	**$ 214,720,163**	**$ 222,052,444**	**$ 7,332,281**	**3.4%**

Expenditure Information

The following expenditure information details specific changes in the budget. The purpose is to provide a summarized version of the manner in which the County's budget funds are allocated and other items illustrating how the County attempts to provide the services needed and desired by the citizens in an efficient and effective manner. The following areas are presented:

- **Employee Compensation and Benefits**
- **Schools Expenditures by Fund**
- **General Fund Expenditures by Function**
- **Other Funds**
  - County Improvements Fund
  - Public Utilities Fund
  - Airport Fund
  - Economic Development Authority (EDA) Fund
  - Self-Insurance Fund
  - Debt Service Fund

EMPLOYEE COMPENSATION AND BENEFITS

The Board of Supervisors has long recognized that competitive employee compensation is critical to the County's success. Recognizing that compensation is only one aspect of a quality work environment, the County has traditionally focused on employee development in addition to the maintenance of competitive compensation and benefits.

- The FY16 budget includes a 2% compensation increase for all County and School employees effective October 2015.
- In addition to a compensation increase, this budget includes funding for an adjustment of the starting salary minimums of the County's non-Public Safety/Judicial Administration positions to compete with the salaries of our peer localities in the Richmond area. The Public Safety and Judicial Administration areas were completed last year and this completes that effort.
- Career ladders have been developed for many positions in the County to recognize the advancing achievements of the workforce during their careers with the County. This budget includes continued funding of this employee program.
- The FY16 budget maintains the tuition reimbursement program that was reinstated in the FY15 budget.

Expenditure Information: Schools

SCHOOL FUNDS

The County and School staffs continue to enjoy a solid working relationship to ensure that funding is provided and managed to meet the challenges and opportunities that accompany a successful school community. The School Board operates the 14th largest division in the Commonwealth, consisting of 25 schools throughout the County with a projected FY16 enrollment of 17,559 students.

	FY16 Budget	Dollar Change	Percent Change
Education	**$ 178,856,558**	**$ 1,126,015**	**0.6%**
Schools Operating Fund	171,839,758	1,114,243	0.7%
School Food Services Fund	7,016,800	11,772	0.2%
Textbook Fund	-	-	----
Capital Projects	**$ 2,400,000**	**$ (3,930,200)**	**-62.1%**
School Improvements Fund	2,400,000	(3,930,200)	-62.1%
Grand Total	**$ 181,256,558**	**$ (2,804,185)**	**-1.5%**

Schools Operating Fund

Complete detail of all funds can be found in the School Board's Adopted FY15-16 Budget, which can be accessed on the School's website at http://hcps2.hanover.k12.va.us.

Food Services Fund

The Food Services budget accounts for all of the operations of the school food services program. Revenues are generated from charges for services and state and federal aid.

School Capital Improvements Fund

The source of funds for the FY16 budget for the School Improvements Fund is the transfer from the General Fund. Those projects continue to be funded in the out years of the plan with General Fund as the source while larger scale facility improvements are planned to be funded with low interest debt funding within County debt capacity policies.

	FY16	FY17 - FY20	Total 5-Year CIP
School Improvements Fund	**$ 2,400,000**	**$ 26,125,500**	**$ 28,525,500**
Facility Improvements	400,000	18,125,500	18,525,500
Technology	1,000,000	4,000,000	5,000,000
Equipment Replacement	1,000,000	4,000,000	5,000,000

	FY16	FY17 - FY20	Total 5-Year Plan
School Improvements Fund	**$ 2,400,000**	**$ 26,125,500**	**$ 28,525,500**
General Fund	2,400,000	9,600,000	12,000,000
Long-Term Debt	-	16,525,500	16,525,500

Expenditure Information: General Fund

GENERAL FUND

The General Fund serves as the primary operating fund from which nearly all County services receive all or most of their local funding. In addition to specific funding adjustments noted in other sections, the budget is prepared to accommodate service level changes with many areas of the County's operation being mandated by Federal or State law for which budgetary control is always a challenge.

EXPENDITURES BY FUNCTION

The following sections of the budget synopsis illustrates all the functions of the County. Under each functional area are the departmental budgets with the dollar and percentage change noted. A brief description of a department's function and budget is presented on the departmental pages later in the document. Each department was impacted by a 2.0% compensation increase along with other benefit related changes. These increases were offset in some departments by turnover savings resulting in a lower net impact. Throughout the document, these impacts will be referred to more broadly as "compensation adjustments."

PUBLIC SAFETY

	FY16 Budget	Dollar Change	Percent Change
Sheriff	$ 22,424,304	$ 982,900	4.6%
Emergency Communications	5,397,306	85,814	1.6%
Fire/EMS	15,902,834	789,983	5.2%
Pamunkey Regional Jail	5,383,692	397,445	8.0%
Juvenile Court Services	734,124	26,698	3.8%
Community Corrections	487,566	36,764	8.2%
Animal Control	1,018,807	17,787	1.8%
Building Inspections	1,367,868	1,454	0.1%

Sheriff

The personnel increase in FY16 is primarily attributed to the addition of four (4) Deputy Sheriff positions and a compensation adjustment. These increases in personnel are partially offset by vacancy savings. The operating increase is due primarily to increases in funding for repair and maintenance, maintenance service contracts, and educational training. The Service Level Plan includes funding for the new positions ($265,256) as well as associated one-time operating/capital costs ($208,844), and one-time funding for forty-five (45) replacement vehicles ($1,426,950), twenty (20) mobile data terminal replacements ($82,280), twenty automated external defibrillator (AED) replacements ($39,500) and one (1) avatar tactical robot ($25,000).

Emergency Communications

In FY16, the personnel category for this department increased 1.0%, which is primarily attributable to a compensation adjustment and two (2) employees no longer opting out of health insurance. These increases are partially offset by vacancy savings. The change in FTEs from FY15 to FY16 is due to the addition of (2) new Communications Officer positions in mid-FY15 in exchange for a vacant

Communications Center Manager. The operating increase is attributed to increased funding in maintenance service contracts. The Service Level Plan includes on-going funding for battery replacement at communications tower sites ($33,000).

Fire/EMS

The FY16 Service Level Plan adds six (6) new Firefighter/Medic positions ($374,460) and two (2) new Lieutenant positions ($160,280) to this department. The remainder of the personnel increase is due primarily to a compensation adjustment. The personnel category also includes pooled funding for non-benefited employees. The operating increase is due primarily to rightsizing budgeting for vehicle repairs, equipment repairs and uniforms based on need and prior year actuals. There is also an anticipated increase in premium for life and accident insurance for volunteers. The Service Level Plan also includes capital funding for Toughbook replacement (5) ($20,000) and vehicle replacement (3) ($90,000). The Fire/EMS portion of the Capital Improvements Program (CIP) includes $500,000 for the fire engine and heavy rescue apparatus replacement plan as well as $440,000 for the ambulance replacement plan. The increase in categorical federal aid revenue is in anticipation of a Department of Homeland Security grant. The recovery of EMS fees relative to ambulance transport is projected to remain flat at $2.2M.

Pamunkey Regional Jail

This adopted budget reflects the per diem costs ($49.63 per day) to house inmates as part of the County's participation in the Pamunkey Regional Jail Authority (PRJA). The per diem rate has increased for FY16. The increase is also due to a compensation adjustment. The costs for housing inmates have benefited from the economies of scale of the larger jail operations as well as the benefits of using available capacity for bed rentals to other governments.

Juvenile Court Services Unit

The budget is primarily comprised of the cost of housing juvenile offenders who are placed at the Merrimac Juvenile Detention Center as well as other community programs provided to address accountability, public safety and treatment (e.g. case management, probation, electronic monitoring, community service and treatment groups). In FY16, the personnel category increased by 2.1%, which is primarily due to a compensation adjustment. The operating increase is primarily attributed to an increase in the Merrimac Juvenile Detention Center's per diem costs.

Community Corrections

Community Corrections is required to provide pre-trial services to those deemed necessary by the Court. The Department of Criminal Justice Services provides a grant to Community Corrections. In FY16, the personnel category increased 7.4%, which is due to the addition of a part-time Pre-Trial Investigator position (0.6 FTE) and a compensation adjustment. The increase in operating is due primarily to increased funding in small capital outlay, computer equipment replacements and office supplies.

Animal Control

The overall FY16 budget for this department increased 1.8% from FY15. In FY16, the personnel category decreased 0.7%, which is due primarily to staff turnover. This decrease offsets a portion of the increases attributable to a compensation adjustment and part-time funding for a non-benefited Kennel Attendant position. The operational increase is due to additional funding for professional services,

telecommunications and cleaning supplies. These increases are partially offset by decreases in funding for small capital and educational training. The Service Level Plan includes capital funding for a storage building ($20,000).

Building Inspections

The overall budget for this department is relatively flat in FY16, with a slight increase of 0.1%. The personnel category increased 1.5%, which is due to a compensation adjustment. The operating category increased 4.4%, which is primarily attributable to increased funding for vehicle and powered equipment supplies, new and replacement computer equipment and educational training. These increases in personnel and operating are almost entirely offset by the decrease in capital, which is due to one-time capital funding in FY15 that was not requested in FY16.

HUMAN SERVICES

	FY16 Budget	Dollar Change	Percent Change
Health	$ 534,865	$ 15,579	3.0%
Community Services Board	10,621,591	415,581	4.1%
Social Services	5,509,098	131,941	2.5%
Community Resources	308,590	7,321	2.4%
Comprehensive Services Act	5,090,000	(198,000)	-3.7%
Tax Relief	1,662,600	32,600	2.0%

Health Department

This budget represents the County's required funding of a 45% share of this State agency budget. The Health Department represents a stand-alone State function for which the County's share is determined as a proportion of State funding of this service.

Community Services Board (CSB)

The FY16 CSB budget is $10.6 million and reflects an overall increase of 4.1%. The personnel budget includes a compensation adjustment, a benefited part-time position that was reclassified to full-time during FY15, and Service Level Plan funding in the amount of $217,980 relative to a Crisis Intervention Team (CIT) grant approved during FY15. This grant does not require a local match. The Service Level Plan also adds $50,000 in ongoing operating to professional services for the Home Visiting Program. However, this increase is offset by other operating line adjustments. The operating increase of 4.7% is attributable to $75,000 added for revenue reserve. Otherwise, the operating budget is substantially flat from FY15.

Social Services

Changes in the FY16 budget are correlated to serving individuals in mandated programs. The personnel category increase includes position reclassifications that occurred during FY15 and a compensation adjustment. These increases were partially offset by four (4) fewer employees opting for health insurance. The Service Level Plan adds $11,000 in one-time operating funding for Document Imaging Licenses. The remainder of the increase is due primarily to non-cyclical computer funding for six (6) LCD monitors, two (2) black and white laser printers and five (5) Laserfiche licenses.

Expenditure Information: General Fund

Community Resources

For the FY16 budget, there is a slight increase in the personnel category due to a compensation adjustment. The operating increase is due primarily to new funding in maintenance service contracts for Aunt Bertha (basic needs resource directory), the restoration of funding for a smartphone for the Director, and increased funding in education and recreational supplies for internal/external training supplies.

Comprehensive Services Act (CSA)

The decrease in the FY16 operating budget is due to an anticipated decrease in mandated expenditures. Both state and general fund revenues decreased proportionately. Budgeting for recovered costs will remain flat as it was rightsized in FY15 based on prior year actuals.

Tax Relief

The increase in FY16 is due to an increase in real estate assessments, which could result in an increase in the value of properties enrolled in the tax relief program.

GENERAL GOVERNMENT

	FY16 Budget	Dollar Change	Percent Change
Board of Supervisors	$ 517,859	$ 3,475	0.7%
County Administrator	1,232,198	27,316	2.3%
Human Resources	972,684	172,716	21.6%
County Attorney	1,137,524	61,287	5.7%
Commissioner of Revenue	1,341,160	15,340	1.2%
Assessor	952,717	73,732	8.4%
Treasurer	1,416,480	36,783	2.7%
Finance & Management Services	1,860,645	34,523	1.9%
Information Technology	4,194,665	123,504	3.0%
Internal Audit	276,616	5,722	2.1%
Registrar	360,737	14,162	4.1%

Board of Supervisors

The FY16 personnel increase is due mainly to filling a vacant funded Executive Assistant position above grade minimum. The operating category includes one-time Service Level Plan funding of $7,500 for a Senate Productivity and Quality Award (SPQA) review for renewal of that award. Annual maintenance for Board Room equipment has been moved from capital to operating in FY16 based on anticipated costs. The Service Level Plan also adds $9,000 in capital funding to support the FY15 implementation of video streaming and the replacement of the Board Room audio visual system.

County Administration

For the FY16 budget, the personnel increase is due primarily to a compensation adjustment and adjustments to health insurance and deferred compensation budgeting for this department. The operating increase is due mainly to one-time funding for the replacement of a multifunction color laser printer. There is no FY16 Service Level Plan funding for this department.

Expenditure Information: General Fund

Human Resources

In FY16, the personnel category increased 5.0%, which is due to a compensation adjustment, new hires at higher salaries, and an increase in funding for the county-wide tuition reimbursement program. A portion of these increases is offset by three additional employees budgeted as opting out of health insurance. The increase in operating is primarily due to increased funding in maintenance service contracts for the new time and attendance and payroll systems.

County Attorney

For FY16, the personnel category increase is due in part to changes that took place during FY15; a vacant funded Assistant County Attorney I position was filled above grade minimum; two (2) Assistant County Attorney positions were placed on a newly created career development ladder; two (2) Assistant County Attorney Sr. positions were reclassified to Deputy County Attorney positions. The personnel category also reflects a compensation adjustment in FY16. The operating increase is due primarily to maintenance service contracts for costs associated with Laserfiche licensing. There is no FY16 Service Level Plan funding for this department.

Commissioner of the Revenue

The personnel increase is due mainly to a compensation adjustment. This increase is partially offset by reduction in overtime funding and one (1) less employee opting for health insurance. In the operating category, increases in postage and maintenance service contracts are offset by a reduction in funding for small capital and one-time noncyclical computer funding in FY15.

Assessor

The FY16 personnel increase is due primarily to non-benefited part-time funding and filling both Director and Deputy Chief vacancies during FY15. The operating increase is due mainly to $38,000 in maintenance service contracts for maintenance fees associated with the new Computer Assisted Mass Appraisal (CAMA) system that was part of the FY15 Capital Improvements Program. There is also one-time funding for the purchase of LCD monitors for this department and increased funding for educational training in proportion with full staffing.

Treasurer

The FY16 Service Level Plan includes $9,950 for this department for the reclassification of an Account Clerk II to an Accountant I. The Service Level Plan also adds $5,000 recurring operating to noncyclical computer replacements for Constant Contact. There is also one-time funding for the replacement of four (4) black and white printers and one (1) Laserfiche license.

Finance & Management Services

The FY16 compensation increase is partially offset for this department due to two (2) less employees opting for health insurance. Non-benefited funding has been added for seasonal payroll assistance. The FY16 Service Level Plan adds $5,100 in recurring operating for maintenance service contracts for document management software. The remainder of the operating increase is due primarily to combining the Schools online pay stub system maintenance fees with that of the County as payroll for both are managed in this department.

Expenditure Information: General Fund

Internal Audit

The compensation adjustment is offset for this department due to a reduced budgeted health insurance rate from FY15 and one (1) less employee opting for health insurance. The operating increase is due mainly to Service Level Plan one-time funding of $5,100 for Electronic Working Papers software. There is also a slight increase in maintenance service contracts based on actual FY15 billing.

Information Technology

The FY16 personnel category increase for this department is due primarily to a compensation adjustment and a $5,400 increase for wireless stipend users. The operating category continues to include $60,000 in professional services for capital project management. The Service Level Plan includes operating funding for the following items; ArcGIS Application Development ($20,000), IT Staff Augmentation ($20,000), Street Map Printing ($10,000) and Data Center HVAC Services ($10,000).

Registrar

The FY16 Service Level Plan for this department includes capital category funding for security cages for voting equipment ($24,480) and precinct voting signage ($2,000). The personnel category includes a compensation adjustment and the Service Level Plan also adds $9,300 to this category for a non-benefited part-time Assistant Registrar II. The operating increase is due mainly to ballot printing and voting machine maintenance.

JUDICIAL ADMINISTRATION

	FY16 Budget	Dollar Change	Percent Change
Circuit Court	$ 149,893	$ 77,260	106.4%
General District Court	83,607	(3,257)	-3.7%
Magistrate	2,759	(142)	-4.9%
Juvenile & Domestic Relations Court	23,923	4,381	22.4%
Clerk of the Circuit Court	1,338,897	90	0.0%
Court Services	1,787,321	55,459	3.2%
Commonwealth's Attorney	1,704,483	37,886	2.3%

Circuit Court

The increase in personnel in FY16 is due primarily to a Legal Assistant position being moved from the Clerk of the Circuit Court's budget to the Circuit Court's budget. A portion of the increase in personnel is also due to a compensation adjustment. The increase in operating is due to an increase in funding for repair and maintenance of courtroom audio/video equipment.

General District Court

The FY16 budget decreased by 3.7%. This is due primarily to a decrease in small capital outlay funding.

Juvenile and Domestic Relations Court

The increase for FY16 is primarily attributable to an increase in postage and county phone allocation funding.

Expenditure Information: General Fund

Magistrates

The FY16 budget decreased by 4.9%, which is due to a decrease in county phone allocation and dues and association membership funding.

Clerk of the Circuit Court

In FY16, the personnel category for this department decreased 0.2% due to the transfer of the Legal Assistant position to the Circuit Court budget and a reduction of part-time non-benefited personnel funding. These decreases offset the compensation adjustment and the addition of one (1) Deputy Clerk position. The operating increase is primarily attributable to increased funding for professional services, maintenance service contracts, and educational training. The adopted Service Level Plan includes the additional Deputy Clerk position ($44,120) as well as funding for book conservation ($5,500). The Clerk's budget also includes funding from the State Technology Trust Fund that is held on behalf of Hanover County.

Court Services

In FY16, the personnel category for this department increased 5.1%. This increase is due to a compensation adjustment and six (6) additional employees electing to receive health insurance. The operating increase is due primarily to increases in funding for professional health services and educational training. The adopted Service Level Plan includes one-time funding for five (5) replacement police interceptor vehicles ($167,750).

Commonwealth's Attorney

The FY16 budget includes increases in both personnel and operating. The personnel increase is due primarily to a compensation adjustment and one (1) additional employee electing to receive health insurance. The operating increase is due to increases in maintenance service contracts and educational training.

PUBLIC WORKS

	FY16 Budget	Dollar Change	Percent Change
Public Works	$ 1,821,222	$ 83,900	4.8%
Public Works Operations	3,806,382	70,090	1.9%
General Services	4,150,295	252,403	6.5%

Public Works

The FY16 Service Level Plan adds one (1) new benefited part-time Civil Engineer position ($28,340) to this department. The remainder of the personnel category increase is due primarily to a compensation adjustment and filling a vacant funded Deputy Director position above grade minimum during FY15. The operating increase is due primarily to increased funding for drainage easement maintenance and the Service Level Plan adding $10,000 of recurring operating to professional services for internal environmental audits. Funding has been included for automated stormwater facility monitoring ($13,100) and the MS4 (Municipal Separate Storm Sewer System) permit fee ($3,000). There is also a minimal operating increase relative to repair and maintenance for the Cannery.

Expenditure Information: General Fund

Public Works Operations

The FY16 Service Level Plan for this division includes capital category funding for roll off containers ($44,240), compactor systems ($40,000) and environmental structures ($44,920). The Service Level Plan also adds $20,000 of ongoing operating to repair and maintenance for drainage projects. This operating increase was offset by reductions in fuel costs and maintenance service contracts, leaving the operating category budget substantially flat from FY15. The personnel category increase is due to a compensation adjustment, employee career development, one (1) additional employee opting for health insurance and the relcassification of three (3) non-benefited part-time positions into two (2) benefited full-time positions in the Service Level Plan.

General Services

The personnel category for this department increased 0.5% in FY16. The increase is due to a compensation adjustment, which is offset by salary savings due to new hires at lower salaries. The increase in operating is primarily attributed to increases in funding for repair and maintenance, facility painting and maintenance service contracts. The adopted Service Level Plan includes one-time funding for equipment ($77,280) and facility maintenance and improvements ($95,840), as well as on-going operating funding for Fire/EMS facility maintenance ($100k), security upgrades ($5,100) and new fire panels ($2,040).

PARKS, RECREATION AND CULTURAL

	FY16 Budget	Dollar Change	Percent Change
Parks & Recreation	$ 3,291,355	$ 50,853	1.6%
Pamunkey Regional Library	2,603,858	30,000	1.2%

Parks and Recreation

In FY16, the personnel category for this department increased 0.7%. The increase due to the compensation adjustment is partially offset by the reduction in FTEs from FY15 to FY16. The change in FTEs is due to two (2) part-time benefited groundskeeper positions (0.5 FTE each) being exchanged for additional pooled funding for non-benefited seasonal positions, and for the reclassification of a Recreation Program Assistant position from a 0.75 FTE to a 1.0 FTE. The operating increase is due primarily to increased on-going Service Level Plan funding in maintenance service contracts for schools ground maintenance services ($40,000). The adopted Service Level Plan also includes one-time funding for various maintenance projects at park facilities ($69,000), replacement of athletic field lighting at Cold Harbor Elementary School ($16,000) and commercial mower replacements ($14,000).

Pamunkey Regional Library

The County and the Pamunkey Regional Library often refer to the goal to have a ratio of 0.6 per square feet of library space per person in the County. The County's current ratio is 0.43. The County has benefited greatly as part of this regional library system. Nearly 530,000 items were circulated in the Hanover libraries in 2014, down 25% from the prior year. The Library's budget increase is due to a compensation adjustment.

Expenditure Information: General Fund

COMMUNITY DEVELOPMENT

	FY16 Budget	Dollar Change	Percent Change
Planning	$ 1,839,668	$ 18,038	1.0%
Economic Development	1,092,942	3,265	0.3%
VA Cooperative Extension	86,806	3,436	4.1%
Soil & Water Conservation	93,700	1,020	1.1%
Community Support	1,492,831	316,606	26.9%

Planning

The adopted FY16 budget includes increases in both personnel and operating. The personnel category increased by 0.9%, which is due to a compensation adjustment. The increase in personnel is partially offset by lower health insurance rates and one (1) additional employee opting out of health insurance. The personnel category also includes funding for non-benefited Board and Commission members. The increase in operating is mainly due to increases in citizens training workshop funding for the Planning academy, computer equipment replacement and educational training.

Economic Development

The adopted FY16 budget includes a slight increase overall. The personnel category increased 0.5%, with the increase from a compensation adjustment being partially offset by lower health insurance rates and one (1) additional employee budgeted as opting out of health insurance. The operating category includes an overall increase of 0.1%, with increases in professional services, computer replacements, and regional meetings being offset by a decrease in advertising funds.

VA Cooperative Extension

This function represents the County's share of participating in the State extension service (administered by Virginia Tech), which has been a valuable resource for our agribusiness and residents interested in horticulture, 4-H and various other industry related programs. The increase in FY16 is due primarily to an increase in the salary match agreement from the County.

Soil and Water Conservation District

This is the County's share for participating in this district which serves residents in conservation planning and education. The local contribution increases by 1.1% in FY16.

Community Support

The FY16 budget includes funding for sixteen (16) regional agencies and seven (7) Hanover agencies and reflects an overall increase from FY15, with funding for most agencies remaining relatively flat or increasing slightly. The increase in overall funding is primarily attributed to the significant increases in funding for the Richmond Region Tourism, which is determined based on increases in hotel occupancy, and the Greater Richmond Convention Center Authority, which is based on the County's lodging tax. Funding to support the Richmond 2015 Regional Bike Race also increased the overall funding for FY16 and will be a one-time contribution related to the 2015 UCI World Cycling Championship.

Expenditure Information: General Fund

NONDEPARTMENTAL

	FY16 Budget	Dollar Change	Percent Change
Nondepartmental	$ 105,975,972	$ 3,018,566	2.9%

This category traditionally appropriates funds for those functions not identified elsewhere and includes airport obligations, General Fund transfers to other funds, as well as reserves available for future appropriation. Transfers to other funds are detailed on the respective department pages. A transfer to the Lewistown CDA for incremental generated revenues in the amount of $526,000 is included in this budget. Per the County Financial Policies, Reserve for Contingencies will be appropriated at an amount equal to at least 0.5% of the General Fund budget, net of capital improvement transfers. The adopted amount ensures that this policy is adhered to throughout the five-year plan. The Reserve for Revenue Transfers has maintained the same level of funding on both the revenue and expense side to appropriate grants, donations and insurance recoveries received that were not budgeted for.

Expenditure Information: Other Funds

OTHER FUNDS

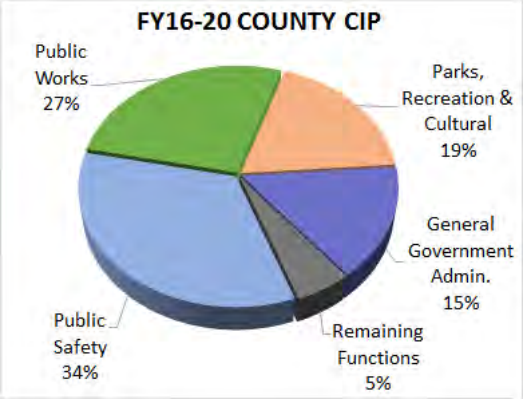
The following overview of other fund expenditures does not include every fund.

COUNTY IMPROVEMENTS FUND (CIP)

Detailed information on County improvement projects can be found under the CIP Section of this document. The following are the categories that will be funded in FY16.

	FY16	FY17 - FY20	Total 5-Year CIP
County Improvements Fund	**$ 7,123,400**	**$ 47,693,210**	**$ 54,816,610**
Roads and Public Works	1,800,000	9,935,000	11,735,000
Technology	2,537,000	8,182,000	10,719,000
Equipment Replacement	1,220,400	8,458,550	9,678,950
Construction	-	8,000,000	8,000,000
Vehicles	1,140,000	6,474,000	7,614,000
Facility Improvements	426,000	5,630,000	6,056,000
Reserve	-	1,013,660	1,013,660

General Fund Contribution: The County CIP includes $13.5 million for public safety capital improvement projects in the five-year plan funded by the General Fund. Public safety projects include various facility improvements, technology enhancements and equipment replacements for Sheriff, Fire/EMS and Emergency Communications. Fire/EMS also has ambulance replacement and fire engine and heavy squad replacement budgeted in the five-year CIP. Public Works projects include General Fund contributions of $5.6 million in the five-year CIP for roadway improvements, regional stormwater implementation and the Watershed Improvement Program.



PUBLIC UTILITIES

	FY16 Budget	Dollar Change	Percent Change
Utilities Operating Fund	$ 32,728,981	$ 2,797,196	9.3%

Public Utilities operates as an enterprise fund, meaning the operations and capital expenditures are funded with revenues generated from customer fees, miscellaneous fees, and one-time capacity fees paid at the time of connection. County tax revenues are not used to support Public Utilities' operations. The department provides water and wastewater services to a customer base of approximately 19,647 residences and businesses. Public Utilities pays a recovered cost fee to the General Fund for services provided by General Fund Departments in support of its operations and a service assessment charge to the General Fund for law enforcement, fire protection, and emergency medical services.

Expenditure Information: Other Funds

Operating

The $21.5 million operating budget is an increase of 1.3% from the previous year's budget. User fees for water and sewer have been increased by 1% each, resulting in a net 1.0% increase for the typical residential customer. The combined residential bill for water and sewer will increase $7.38 annually for typical residential customers. Capacity fees will not increase in FY16. There are no changes in miscellaneous fees. Public Utilities will continue to provide an elderly and disabled customer relief program, estimated to cost $120,000 in FY16, based upon the same qualifying criteria as the tax relief program.

Capital

Public Utilities focus with the CIP is to ensure continued regulatory compliance, system reliability, and to meet the needs of its current customers. Public Utilities is in a position to support continued growth in areas with existing underutilized infrastructure. The $11.2 million FY16 CIP budget includes both renewal and replacement projects and system expansion projects. Included in the renewal and replacement projects is an anticipated $5.6 million joint capital cost payment to the City of Richmond.

	FY16	FY17 - FY20	Total 5-Year CIP
Utility Fund	**$ 11,237,133**	**$ 42,981,078**	**$ 54,218,211**
Facility Improvements	2,973,650	26,549,350	29,523,000
Utility Service Agreement	8,198,483	15,287,728	23,486,211
Equipment Replacement	65,000	1,144,000	1,209,000

AIRPORT FUND

	FY16 Budget	Dollar Change	Percent Change
Airport Fund	$ 4,585,446	$ 3,730,795	436.5%

Operating

The Airport Fund tracks the revenue, debt service, operating and capital transactions for this activity. The personnel category increase is due to a compensation adjustment. There is a slight increase in operating. Approximately $7,200 in aircraft personal property tax was assessed in the County in 2014.

Capital

Capital improvements include $4.0M of grant funding for additional ramp apron and taxiway connectors on the East side to meet the demand for additional hangars and corporate hangar development. The remainder is for land acquisition to remove airspace obstructions and complete East side expansion.

	FY16	FY17 - FY20	Total 5-Year CIP
Airport Fund	**$ 4,225,942**	**$ 8,485,804**	**$ 12,711,746**
Equipment Replacement	-	144,000	144,000
Facility Improvements	4,008,614	4,364,614	8,373,228
Land Acquisition	217,328	3,977,190	4,194,518

Expenditure Information: Other Funds

ECONOMIC DEVELOPMENT AUTHORITY FUND

	FY16 Budget	Dollar Change	Percent Change
Economic Development Authority	$ 225,950	$ 5,655	2.6%

The FY16 budget includes the pass-through funds that are used to support the Economic Development Department in the General Fund. The increase is due to increased funding for the Dominion Resources Innovation Center (DRIC), which is partially offset by a decrease in bond amounts.

SELF-INSURANCE FUND

	FY16 Budget	Dollar Change	Percent Change
Self-Insurance Fund	$ 33,315,180	$ (1,172,147)	-3.4%

The Self-Insurance Fund provides for health insurance payments through employer contributions and employee deductions and other post-employment benefit (OPEB) payments. This program serves all County entities, including the Pamunkey Regional Jail and Pamunkey Regional Library. The opt-out credit is $100 annually for employees that do not elect health insurance through the County. The decrease in FY16 expenses is based on market trend increases in health care claims offset by claims not increasing as high as budgeted in FY15. Employer health insurance costs will decrease 2.0% to $7,470 for each full-time participating employee. The operating increase is due mainly to the funding of the County Wellness Program at $457,480 (an increase of $212,053 over FY15) and the Clinic at $300,000. The change in FTEs is the reclassification of the Wellness Coordinator position from a part-time to a full-time employee.

DEBT SERVICE FUND

	FY16 Budget	Dollar Change	Percent Change
Debt Service Fund	$ 19,668,500	$ 391,474	2.0%

The $19,668,500 in Debt Service payments in FY16 includes both County debt (30.7% of total) and School debt (69.3% of total). This amount is inclusive of payments for debt incurred for the construction of the new courthouse and Virginia Public School Authority (VPSA) debt for school facility improvement projects.

Capital Improvements Program (CIP) Overview

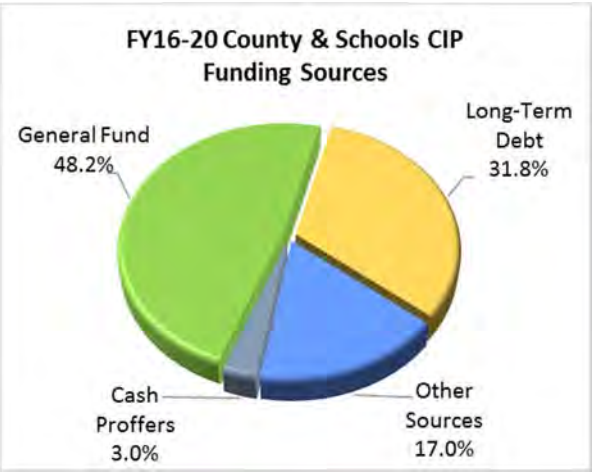
FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM

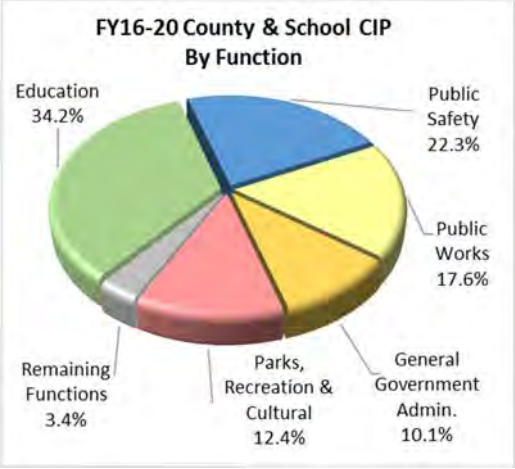
	FY16	FY17 - FY20	Total 5-Year CIP
County Improvements Fund	7,123,400	47,693,210	54,816,610
School Improvements Fund	2,400,000	26,125,500	28,525,500
Airport Fund	4,225,942	8,485,804	12,711,746
Utility Fund	11,237,133	42,981,078	54,218,211
Total CIP	$ 24,986,475	$ 125,285,592	$ 150,272,067

The Capital Improvements Program (CIP) is the County's plan for investing in facilities, and large scale equipment and vehicles over the next five years. Both Airport and Public Utilities include their CIP budgets within their respective funds. The County and Schools each maintain their own separate funds for capital improvement projects. Detailed information on all capital improvement projects, including funding sources and uses, can be found under the CIP Section of this document.

CIP Sources by Fund

	FY16	FY17 - FY20	Total 5-Year Plan
County Improvements Fund	**$ 7,123,400**	**$ 47,693,210**	**$ 54,816,610**
General Fund	4,087,800	24,086,210	28,174,010
Other Sources	2,535,600	11,607,000	14,142,600
Long-Term Debt	-	10,000,000	10,000,000
Cash Proffers	500,000	2,000,000	2,500,000
School Improvements Fund	**$ 2,400,000**	**$ 26,125,500**	**$ 28,525,500**
Long-Term Debt	-	16,525,500	16,525,500
General Fund	2,400,000	9,600,000	12,000,000
Airport Fund	**$ 4,225,942**	**$ 8,485,804**	**$ 12,711,746**
Other Sources	4,217,795	8,406,856	12,624,651
General Fund	8,147	78,948	87,095
Utility Fund	**$ 11,237,133**	**$ 42,981,078**	**$ 54,218,211**
Other Sources	11,237,133	42,981,078	54,218,211
Grand Total	**$ 24,986,475**	**$ 125,285,592**	**$ 150,272,067**



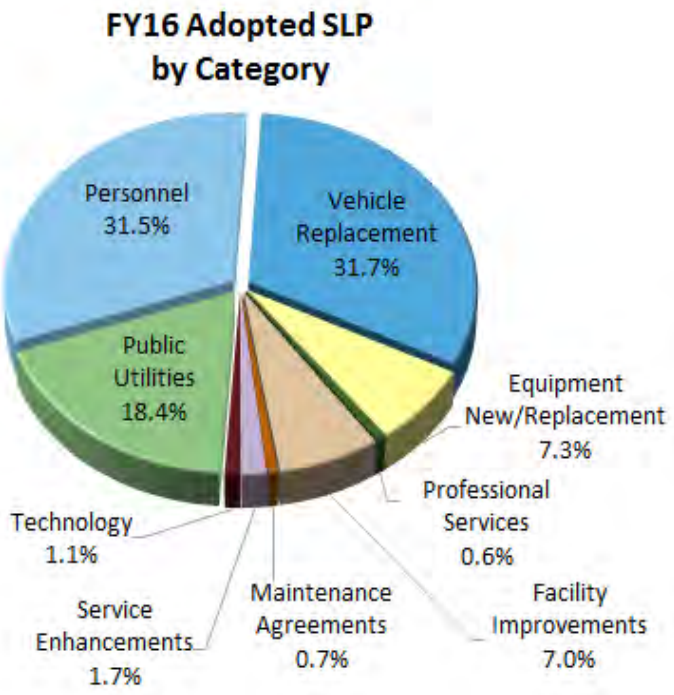


Service Level Plan

The Service Level Plan (SLP) is the County's plan for increasing efficiencies and enhancing services provided to the citizens through personnel, operating and capital expenditures within each department's budget in the Five-Year General Fund Financial Plan.

SLP projects are incorporated in the Five-Year General Fund Financial Plan and the expenditures are reflected under the corresponding department's line item budget. However, the SLP is also shown in the budget separately in order to highlight those projects or improvements that have been identified by the departments as part of the County's effort to either improve efficiencies or enhance services being provided by the County.

Although the Five-Year General Fund Financial Plan forecasts the anticipated expenditures and approximate timing of each SLP item, only fiscal year one is appropriated under the department budgets. The SLP items included in fiscal years two through five are for planning purposes and are given priority over new requests when departments submit expenditure requests in the subsequent budget process.



During the budget process, each department submits their requests including justification based on the type of service enhancement. The County Administration collaborates with Budget division staff to determine which SLP requests will be included in the Five-Year General Fund Financial Plan based on the assessed need and available resources. Priority is given to those requests that were included in the prior plan.

PURPOSE

The SLP was established to identify certain items within each department's line item budget that are outside of the existing expenditures of the department in order to highlight those projects or improvements that are for purposes of enhancing services being provided by the County.

SLP projects fall under one of the following categories:

Personnel – Employee reclassifications from one position to another, increases in employee hours and new positions.

Technology – Examples include software and related licenses, scanners and toughbooks.

Facility Improvements – Improvements to County buildings, properties and/or parking lots. Examples include sign replacements, replacing or repairing heating and cooling units, painting, paving, roofing and building alterations.

Service Level Plan

Equipment (New/Replacement) – Any equipment or capital asset costing less than $50,000 per unit that is requested within the five-year period and not associated with a new or changed position or larger construction project.

Maintenance Agreements – The SLP includes maintenance agreements for SLP projects with maintenance that will begin within years two through five of the Five-Year General Fund Financial Plan. An example of this would be software maintenance.

Professional Services – Professional services includes contract services through a third party, such as a consultant.

Service Enhancements – Projects that do not fall under any other category are included under this general category. Examples include the citizens' survey, historic surveys, insurance consultant fees and book conservation.

SLP CRITERIA

The following are the general guidelines for determining which expenditures qualify under the SLP. These guidelines are not all-encompassing as there are exceptions for certain expenditures that are determined on a case-by-case basis.

The SLP consists of both recurring and one-time items. Recurring SLP items include personnel and maintenance agreements. One-time SLP items, such as the purchasing of equipment, may be requested for one year or multiple years.

Personnel

For personnel expenditures, employee reclassifications as well as new positions are included under the SLP. Employee reclassifications are either from one position title to another or an increase in an employee's hours. Changes due to career development are not included in employee reclassifications except in the case of Enterprise Funds (i.e. Public Utilities).

Operating & Capital

An enhancement that increases a department's operating or capital expenditures and is not associated with a new or changed position may be included in the SLP under one of the following categories: technology, facility improvements, equipment (new/replacement), maintenance agreements, professional services or service enhancements. These enhancements may consist of projects or equipment that are related to new programs or services, as well as vehicles for public safety.

Generally, assets with a per-unit cost greater than or equal to $5,000 but less than $50,000 are included in the SLP. If an asset is less than $5,000 per unit, but a large quantity is being requested for a special project, then the expenditure may be included in the SLP.

FY16 Service Level Plan

Service Level Projects	FY16 Budget	Personnel	Recurring Operating	One-time Operating/ Capital
General Fund	**$ 4,344,940**	**$ 1,398,990**	**$ 391,220**	**$ 2,554,730**
General Government	**$ 137,430**	**$ 24,750**	**$ 63,600**	**$ 49,080**
Board of Supervisors	**16,500**	**5,500**	**3,500**	**7,500**
Senate Productivity Quality Award	7,500	-	-	7,500
Video Streaming	7,000	5,500	1,500	-
Replace Audio/Visual System	2,000	-	2,000	-
Treasurer	**14,950**	**9,950**	**5,000**	**-**
Reclass Account Clerk II (CD) to Accountant I (CD)	9,950	9,950	-	-
Email Distribution Software	5,000	-	5,000	-
Finance	**5,100**	**-**	**5,100**	**-**
Document Management Software	5,100	-	5,100	-
Information Technology	**60,000**	**-**	**50,000**	**10,000**
IT Staff Augmentation	20,000	-	20,000	-
ArcGIS Application Development	20,000	-	20,000	-
Data Center HVAC Services	10,000	-	10,000	-
Street Map Printing	10,000	-	-	10,000
Internal Audit	**5,100**	**-**	**-**	**5,100**
Electronic Working Papers - Software	5,100	-	-	5,100
Registrar	**35,780**	**9,300**	**-**	**26,480**
Security Cages for Voting Equipment	24,480	-	-	24,480
Assistant Registrar II - Nonbenefitted	9,300	9,300	-	-
Precinct Voting Signage	2,000	-	-	2,000
Judicial Administration	**$ 217,370**	**$ 44,120**	**$ -**	**$ 173,250**
Clerk of the Circuit Court	**49,620**	**44,120**	**-**	**5,500**
Deputy Clerk I	44,120	44,120	-	-
Book Conservation	5,500	-	-	5,500
Court Services	**167,750**	**-**	**-**	**167,750**
Court Services Police Interceptor	167,750	-	-	167,750
Public Safety	**$ 2,780,260**	**$ 760,060**	**$ 100,080**	**$ 1,920,120**
Sheriff	**2,047,820**	**229,720**	**35,530**	**1,782,570**
Sheriff's Vehicles	1,426,950	-	-	1,426,950
Deputy Sheriff - Recruit	474,090	229,720	35,530	208,840
MDTs	82,280	-	-	82,280
AEDs	39,500	-	-	39,500
Avatar Tactical Robot	25,000	-	-	25,000
Emergency Communications	**33,000**	**-**	**33,000**	**-**
UPS & DC Battery Replacement Project	33,000	-	33,000	-
Fire/EMS	**644,740**	**498,940**	**31,000**	**114,800**
Firefighter/Medic - Recruit (CD)	374,460	348,060	22,800	3,600
Lieutenant - Fire	160,280	150,880	8,200	1,200
Fire Dept. Vehicles	90,000	-	-	90,000
Toughbooks	20,000	-	-	20,000
Community Corrections	**34,700**	**31,400**	**550**	**2,750**
Pre-Trial Investigator	34,700	31,400	550	2,750

FY16 Service Level Plan

Service Level Projects	FY16 Budget	Personnel	Recurring Operating	One-time Operating/ Capital
Animal Control	**20,000**	**-**	**-**	**20,000**
24 x 24 Storage Building	20,000	-	-	20,000
Public Works	**$ 541,900**	**$ 102,080**	**$ 137,540**	**$ 302,280**
Public Works	**38,340**	**28,340**	**10,000**	**-**
Civil Engineer I (CD) PT	28,340	28,340	-	-
Internal Environmental Audits	10,000	-	10,000	-
Public Works Operations	**223,300**	**73,740**	**20,400**	**129,160**
Solid Waste Operator I (CD)	74,140	73,740	400	-
Environmental Improvement Structures	44,920	-	-	44,920
Roll Off Containers	44,240	-	-	44,240
Compactor Systems	40,000	-	-	40,000
Drainage Projects	20,000	-	20,000	-
General Services	**280,260**	**-**	**107,140**	**173,120**
Fire/EMS Facility Maintenance	100,000	-	100,000	-
Heavy Vehicle Lift	49,980	-	-	49,980
Paint Admin Building Exterior	24,990	-	-	24,990
Replace Tire Changer	15,300	-	-	15,300
Sycamore Tavern Re-wire	15,300	-	-	15,300
Alterations to Building	12,750	-	-	12,750
Roofing Admin Building	12,750	-	-	12,750
Replace Auto Lube System	12,000	-	-	12,000
Improvements - Historic Structures	10,000	-	-	10,000
HVAC Taylor Complex Parks & Rec Building	7,500	-	-	7,500
Security Upgrades All Locations	5,100	-	5,100	-
HVAC Rooftop Human Services Building	5,100	-	-	5,100
Software Upgrade Complex Maintenance	4,900	-	-	4,900
Courthouse Signage	2,550	-	-	2,550
Fire Panels	2,040	-	2,040	-
Human Services	**$ 278,980**	**$ 217,980**	**$ 50,000**	**$ 11,000**
Community Services Board	**267,980**	**217,980**	**50,000**	**-**
CIT Grant - OT	184,500	184,500	-	-
Home Visiting Program	50,000	-	50,000	-
CIT Grant - PT Peer Specialist	17,980	17,980	-	-
CIT Grant - FICA	15,500	15,500	-	-
Social Services	**11,000**	**-**	**-**	**11,000**
Document Imaging Licenses	11,000	-	-	11,000
Parks, Recreation & Cultural	**$ 139,000**	**$ -**	**$ 40,000**	**$ 99,000**
Parks and Recreation	**139,000**	**-**	**40,000**	**99,000**
School Facility Grounds Maintenance	40,000	-	40,000	-
Paving - PFP Storage to Back Gate	21,410	-	-	21,410
CHES Athletic Field Light Replace 2 Poles	16,000	-	-	16,000
PGP Skate Park Repair/Replacements	15,300	-	-	15,300
Commercial Mowers (Replace)	14,000	-	-	14,000
Taylor Park Fencing Along Rte 54	12,130	-	-	12,130
Paving - PGP Side Road to Equestrian Facility	12,000	-	-	12,000
Storage Shed/modify PGP existing	8,160	-	-	8,160
Nondepartmental	**$ 250,000**	**$ 250,000**	**$ -**	**$ -**
Nondepartmental	**250,000**	**250,000**	**-**	**-**
Compensation Scale Adjustments & Performance Incentives	250,000	250,000	-	-

FY16 Service Level Plan

Service Level Projects	FY16 Budget	Personnel	Recurring Operating	One-time Operating/ Capital
Public Utilities Fund	**$ 976,970**	**$ 195,100**	**$ -**	**$ 781,870**
Department of Public Utilities	**$ 976,970**	**$ 195,100**	**$ -**	**$ 781,870**
Customer Service	**429,660**	**90,690**	**-**	**338,970**
Meter Purchases	300,070	-	-	300,070
Systems Administrator	90,000	89,100	-	900
Vehicle - E150 Cargo Van	30,000	-	-	30,000
Naviline/Click2Gov/DMS Server	8,000	-	-	8,000
Career Ladder Moves - Customer Service	1,590	1,590	-	-
Engineering	**4,000**	**4,000**	**-**	**-**
Career Ladder Moves - Engineering	4,000	4,000	-	-
Maintenance	**166,600**	**5,600**	**-**	**161,000**
Vehicle - 1 Ton Utility Body	45,000	-	-	45,000
Reardon Ridge Lift Station - Replacement Pumps	29,000	-	-	29,000
Vehicle - PU 1/2 Ton 4WD	26,000	-	-	26,000
Vehicle - Ford Ranger 2WD On Call	23,000	-	-	23,000
Vehicle - PU 1/2 Ton 2WD	21,000	-	-	21,000
Beaverdam PS ARV - Replacement	17,000	-	-	17,000
Career Ladder Moves - Maintenance	5,600	5,600	-	-
Operations	**113,140**	**2,140**	**-**	**111,000**
CRT - Spot Repair to Interior & Top Coat Roof	45,000	-	-	45,000
Vehicle - 3/4 ton XT Cab, 2WD	26,000	-	-	26,000
Replace Blowoffs	20,000	-	-	20,000
Hanover Air Park - Altitude Valve Automation Upgrade	10,000	-	-	10,000
Quarles Rd - Altitude Valve Automation Upgrade	10,000	-	-	10,000
Career Ladder Moves - Operations	2,140	2,140	-	-
Utility Support Services	**76,000**	**75,100**	**-**	**900**
Utility Agent	76,000	75,100	-	900
Doswell Water Treatment Plant	**21,970**	**11,970**	**-**	**10,000**
Career Ladder Moves - Doswell Water	11,970	11,970	-	-
Replace Dry Chemical Feeder	10,000	-	-	10,000
Ashland Wastewater Treatment Plant	**37,000**	**-**	**-**	**37,000**
Radio Link at RAS Building	28,000	-	-	28,000
HVAC Upgrades	9,000	-	-	9,000
Doswell Wastewater Treatment Plant	**68,000**	**3,000**	**-**	**65,000**
SCADA Addition - CHSTP	29,000	-	-	29,000
Replace EQ Tank Area Controls	23,000	-	-	23,000
Replace Heatpump in Lab	7,000	-	-	7,000
Automatic Tracking System for Or-Tec	6,000	-	-	6,000
Career Ladder Moves - Doswell Wastewater	3,000	3,000	-	-
Totopotomoy Wastewater Plant	**60,600**	**2,600**	**-**	**58,000**
Replacement TWAS Pump for GBT	40,000	-	-	40,000
Spare Breaker for Generator Switch Gear	18,000	-	-	18,000
Career Ladder Moves - Totopotomoy	2,600	2,600	-	-
Grand Total	**$ 5,321,910**	**$ 1,594,090**	**$ 391,220**	**$ 3,336,600**

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FTE Summary Table

Departments	FY14 FT	FY14 PT	FY14	FY15 FT	FY15 PT	FY15	FY15 Amended	FY16 FT	FY16 PT	FY16	Change from FY15 Budget	% Change from FY15 Budget
General Government	**125.00**	**4.50**	**129.50**	**127.00**	**5.00**	**132.00**	**132.00**	**128.00**	**4.50**	**132.50**	**0.50**	**2.9%**
Board of Supervisors	1.00	3.50	4.50	1.00	3.50	4.50	4.50	1.00	3.50	4.50	-	0.0%
County Administrator	7.00	-	7.00	7.00	-	7.00	7.00	7.00	-	7.00	-	0.0%
Human Resources	7.00	-	7.00	8.00	-	8.00	8.00	8.00	-	8.00	-	0.0%
County Attorney	7.00	-	7.00	8.00	-	8.00	8.00	8.00	-	8.00	-	0.0%
Commissioner of Revenue	17.00	-	17.00	17.00	0.50	17.50	17.50	18.00	-	18.00	0.50	2.9%
Assessor	10.00	-	10.00	10.00	-	10.00	10.00	10.00	-	10.00	-	0.0%
Treasurer	15.00	0.50	15.50	15.00	0.50	15.50	15.50	15.00	0.50	15.50	-	0.0%
Finance & Management Svcs.	22.00	-	22.00	22.00	-	22.00	22.00	22.00	-	22.00	-	0.0%
Internal Audit	2.00	0.50	2.50	2.00	0.50	2.50	2.50	2.00	0.50	2.50	-	0.0%
Information Technology	34.00	-	34.00	34.00	-	34.00	34.00	34.00	-	34.00	-	0.0%
Registrar	3.00	-	3.00	3.00	-	3.00	3.00	3.00	-	3.00	-	0.0%
Judicial Administration	**55.00**	**-**	**55.00**	**59.00**	**-**	**59.00**	**59.00**	**60.00**	**-**	**60.00**	**1.00**	**100.0%**
Circuit Court	1.00	-	1.00	1.00	-	1.00	2.00	2.00	-	2.00	1.00	100.0%
Clerk of the Circuit Court	17.00	-	17.00	17.00	-	17.00	16.00	17.00	-	17.00	-	0.0%
Court Services	19.00	-	19.00	23.00	-	23.00	23.00	23.00	-	23.00	-	0.0%
Commonwealth's Attorney	18.00	-	18.00	18.00	-	18.00	18.00	18.00	-	18.00	-	0.0%
Public Safety	**447.00**	**1.50**	**448.50**	**461.00**	**2.00**	**463.00**	**464.00**	**474.00**	**2.60**	**476.60**	**13.60**	**17.7%**
Sheriff	218.00	1.00	219.00	224.00	1.00	225.00	225.00	228.00	1.00	229.00	4.00	1.8%
Emergency Communications	47.00	0.50	47.50	48.00	0.50	48.50	49.50	49.00	0.50	49.50	1.00	2.1%
Fire/EMS	144.00	-	144.00	150.00	-	150.00	150.00	158.00	-	158.00	8.00	5.3%
Juvenile Court Services	3.00	-	3.00	3.00	-	3.00	3.00	3.00	-	3.00	-	0.0%
Community Corrections	7.00	-	7.00	7.00	-	7.00	7.00	7.00	0.60	7.60	0.60	8.6%
Building Inspections	15.00	-	15.00	16.00	0.50	16.50	16.50	16.00	0.50	16.50	-	0.0%
Animal Control	13.00	-	13.00	13.00	-	13.00	13.00	13.00	-	13.00	-	0.0%
Public Works	**81.00**	**2.30**	**83.30**	**82.00**	**1.00**	**83.00**	**83.00**	**84.00**	**1.50**	**85.50**	**2.50**	**9.0%**
Public Works	16.00	1.80	17.80	17.00	0.50	17.50	17.50	17.00	1.00	18.00	0.50	2.9%
Public Works Operations	32.00	0.50	32.50	32.00	0.50	32.50	32.50	34.00	0.50	34.50	2.00	6.2%
General Services	32.00	-	32.00	32.00	-	32.00	32.00	32.00	-	32.00	-	0.0%
Airport Fund	1.00	-	1.00	1.00	-	1.00	1.00	1.00	-	1.00	-	0.0%
Human Services	**171.00**	**9.38**	**180.38**	**174.00**	**8.28**	**182.28**	**182.28**	**175.00**	**7.67**	**182.67**	**0.39**	**0.3%**
Community Services Board	114.00	8.60	122.60	116.00	7.50	123.50	123.50	117.00	6.89	123.89	0.39	0.3%
Social Services	53.00	0.78	53.78	54.00	0.78	54.78	54.78	54.00	0.78	54.78	-	0.0%
Community Resources	4.00	-	4.00	4.00	-	4.00	4.00	4.00	-	4.00	-	0.0%
Parks, Recreation & Cultural	**28.00**	**3.60**	**31.60**	**28.00**	**3.60**	**31.60**	**31.60**	**29.00**	**1.85**	**30.85**	**(0.75)**	**-2.4%**
Parks and Recreation	28.00	3.60	31.60	28.00	3.60	31.60	31.60	29.00	1.85	30.85	(0.75)	-2.4%
Community Development	**23.00**	**0.50**	**23.50**	**24.00**	**-**	**24.00**	**24.00**	**24.00**	**-**	**24.00**	**-**	**0.0%**
Planning	18.00	0.50	18.50	19.00	-	19.00	19.00	19.00	-	19.00	-	0.0%
Economic Development	5.00	-	5.00	5.00	-	5.00	5.00	5.00	-	5.00	-	0.0%
County Subtotal	**930.00**	**21.78**	**951.78**	**955.00**	**19.88**	**974.88**	**975.88**	**974.00**	**18.12**	**992.12**	**17.24**	**127.6%**

FTE Summary Table

Departments	FY14 FT	FY14 PT	FY14	FY15 FT	FY15 PT	FY15	FY15 Amended	FY16 FT	FY16 PT	FY16	Change from FY15 Budget	% Change from FY15 Budget
Schools	**-**	**-**	**2,437.60**	**-**	**-**	**2,456.20**	**2,456.20**	**2,466.40**	**-**	**2,466.40**	**10.20**	**0.4%**
Total Education	-	-	2,437.60	-	-	2,456.20	2,456.20	2,466.40	-	2,466.40	10.20	0.4%
Public Utilities Fund	**91.00**	**-**	**91.00**	**91.00**	**-**	**91.00**	**91.00**	**93.00**	**-**	**93.00**	**2.00**	**2.2%**
Public Utilities	91.00	-	91.00	91.00	-	91.00	91.00	93.00	-	93.00	2.00	2.2%
Self-Insurance Fund	**-**	**0.50**	**0.50**	**-**	**0.50**	**0.50**	**0.50**	**1.00**	**-**	**1.00**	**0.50**	**100.0%**
Self-Insurance	-	0.50	0.50	-	0.50	0.50	0.50	1.00	-	1.00	0.50	100.0%
Other Funds Subtotal	**91.00**	**0.50**	**2,529.10**	**91.00**	**0.50**	**2,547.70**	**2,547.70**	**2,560.40**	**-**	**2,560.40**	**12.70**	**102.6%**

Functional Area	FY14 FT	FY14 PT	FY14	FY15 FT	FY15 PT	FY15	FY15 Amended	FY16 FT	FY16 PT	FY16	Change from FY15 Budget	% Change from FY15 Budget
General Government	**125.00**	**4.50**	**129.50**	**127.00**	**5.00**	**132.00**	**132.00**	**128.00**	**4.50**	**132.50**	**0.50**	**2.9%**
Judicial Administration	**55.00**	**-**	**55.00**	**59.00**	**-**	**59.00**	**59.00**	**60.00**	**-**	**60.00**	**1.00**	**100.0%**
Public Safety	**447.00**	**1.50**	**448.50**	**461.00**	**2.00**	**463.00**	**464.00**	**474.00**	**2.60**	**476.60**	**13.60**	**17.7%**
Public Works	**81.00**	**2.30**	**83.30**	**82.00**	**1.00**	**83.00**	**83.00**	**84.00**	**1.50**	**85.50**	**2.50**	**9.0%**
Human Services	**171.00**	**9.38**	**180.38**	**174.00**	**8.28**	**182.28**	**182.28**	**175.00**	**7.67**	**182.67**	**0.39**	**0.3%**
Parks, Recreation & Cultural	**28.00**	**3.60**	**31.60**	**28.00**	**3.60**	**31.60**	**31.60**	**29.00**	**1.85**	**30.85**	**(0.75)**	**-2.4%**
Community Development	**23.00**	**0.50**	**23.50**	**24.00**	**-**	**24.00**	**24.00**	**24.00**	**-**	**24.00**	**-**	**0.0%**
Schools	**-**	**-**	**2,437.60**	**-**	**-**	**2,456.20**	**2,456.20**	**2,466.40**	**-**	**2,466.40**	**10.20**	**0.4%**
Public Utilities Fund	**91.00**	**-**	**91.00**	**91.00**	**-**	**91.00**	**91.00**	**93.00**	**-**	**93.00**	**2.00**	**2.2%**
Self-Insurance Fund	**-**	**0.50**	**0.50**	**-**	**0.50**	**0.50**	**0.50**	**1.00**	**-**	**1.00**	**0.50**	**100.0%**
Grand Total	**1,021.00**	**22.28**	**3,480.88**	**1,046.00**	**20.38**	**3,522.58**	**3,523.58**	**3,534.40**	**18.12**	**3,552.52**	**29.94**	**230.2%**

Notes:

1) FY15 FTE positions are based on the FY15 Adopted Budget and the FY16 FTE figures are based on the FY16 Adopted Budget. The 'FY15 Amended' FTE calculations reflect any changes that occurred during FY15 after the FY15 budget adoption. The 'Change from FY15 Budget' and '% Change from FY15 Budget' calculations compare the FY16 Adopted Budget FTE's to the FY15 Adopted Budget FTE's.

2) In addition to the benefited full-time equivalent (FTE) positions noted above, there are other authorized positions for non-benefited employees working less than 50% of a full-time employee. For non-benefited employees, the Department Head is required to incur only the number of hours that can be afforded within the appropriated dollars.

Economic Development Update

The Board of Supervisors' adopted Economic Development Strategic Plan encourages and supports the growth of existing and new businesses. This plan outlines the County's six major economic development goals: improve the business climate, increase business investment, create high-quality jobs, expand existing businesses, create new businesses and promote tourism. The plan identifies target industry sectors and programs that will promote the growth of the County's commercial tax base for both existing companies as well as new businesses. Part of Hanover's economic strategy includes readying new sites for commercial development. A new land use ordinance was approved by the Board allowing landowners with Hanover's Land Use Program to zone their properties for limited commercial uses without the increased tax liability that typically occurs.

Several existing businesses expanded. The Pixel Factory Data Center recently completed construction of a state-of-the-art, 6,000-square-foot building. OrthoVirginia and Bon Secours Richmond Health System has broken ground on a $20 million medical facility. Richmond Harley-Davidson began construction on a $6.5 million relocation to Northlake. HCA opened the $10 million Hanover Emergency Center in the Rutland development.

Business attraction efforts continue with the Greater Richmond Partnership and the regional commercial brokerage communities.

The Dominion Resources Innovation Center (DRIC) is a partnership between Hanover County, the Town of Ashland and Dominion Resources. DRIC serves entrepreneurs starting early and second-stage, technology-based businesses; and the County renewed its commitment to this incubator partnership for another three years.

Hanover's Business Retention efforts continue to grow with the Business First program. Staff and committee volunteers completed nearly 89 interviews and visits. This is a testament to the energy and commitment of the Business First volunteers and the value that the local business community sees in this retention program. Additionally, staff assisted more than 72 local businesses with workforce issues, development, financing and other general information. Of particular note in Hanover's business retention and assistance efforts, 16 companies reported plans for expansion through new investment of equipment, software, and/or building expansion along with the addition of 80 new jobs.

To provide service, business counseling and education opportunities, the department hosted 20 seminars for business startups, which included programs on the use of social media to grow their business and helpful finance/bookkeeping strategies.

The County has a number of vital business parks within the community. Atlee Station, Northlake, Lakeridge Industrial Park and the Hanover Industrial Air Park house the majority of the county businesses. Winding Brook and Northlake continue to market aggressively to significant retail and hospitality end users. The increase in leasing activity at the Hanover Industrial Air Park has been another positive sign in our overall economic development outlook.

In terms of economic development advantages, Hanover County has the lowest property tax rate in the Greater Richmond Partnership region; no business, professional and occupational license tax (BPOL); available commercial and industrial sites; and water and wastewater capacity. In addition, the County utilizes comprehensive planning that targets business development for appropriate areas while maintaining a high quality of residential, forestry, and agricultural uses in other parts of the County.

Additional information can be found at http://www.hanovervirginia.com/news-events.

Financial Condition Overview

Hanover County's 'Triple-AAA' rating status was affirmed with a stable outlook by all three national bond rating agencies. Moody's Financial Service, Fitch Ratings and Standard & Poor's all praised Hanover's financial management and noted that economic trends are slowly improving. "The AAA ratings reflect the County's sizeable tax base, sound and effectively-managed financial position with sound reserve levels and manageable debt burden," Moody's reported. "Moody's expects Hanover County to continue its conservative budgeting approach and effective expenditure management to maintain a sound financial position." "The County's financial management is a credit strengths, mitigating concerns raised by weakening of certain revenues," reported Fitch Ratings, which cited the County's "ample reserves, controlled expenditure growth and conservative out-year financial planning." Standard & Poor's expects "economic development to continue to strengthen the economy further, as well as the employment and tax bases, while allowing the County to maintain its rural nature." "The County's excellent fiscal policies, as well as adherence to those policies, and overall health of its financial position provide rating stability," Standard & Poor's added.

The County relies upon a strong fund balance policy, which reserves at least 10.0% minimum (10.6% goal) of its General Fund revenues (the industry benchmark for a fiscally well-managed local government). When balances are projected to be above such thresholds, excess balances can be either saved for future years in which economic conditions warrant using it to mitigate one-time revenue shortfalls or for expenditure mandates targeted for future capital needs to mitigate debt or other local funding needs. The undesignated fund balance as of June 2014 was $25.6 million, which represented 12.6% of General Fund revenues. The fund balance is projected to be favorable on June 30, 2015, after meeting year-end fund balance policy thresholds and planned needs for the FY16 budget. The Five-Year General Fund Financial Plan is balanced each year, and its reliance on the use of surplus each year reinvested into the subsequent year is at a conservative level; therefore compliance with the fund balance policy is expected to be maintained throughout the next five years.

The County has begun to experience revenue growth in the largest revenue categories of real property, personal property and sales tax collections. With projected reassessment and new construction increases, ongoing General Fund revenues are anticipated to increase by $8.0 million. The County's planned use of $1.0 million of the remaining Reserve for Revenue Stabilization as a part of the FY16 budget begins the shift to reliance on ongoing revenues entirely by FY19.

The County remains strong and resilient as demonstrated by the following indicators of continued economic strength and strong financial condition:

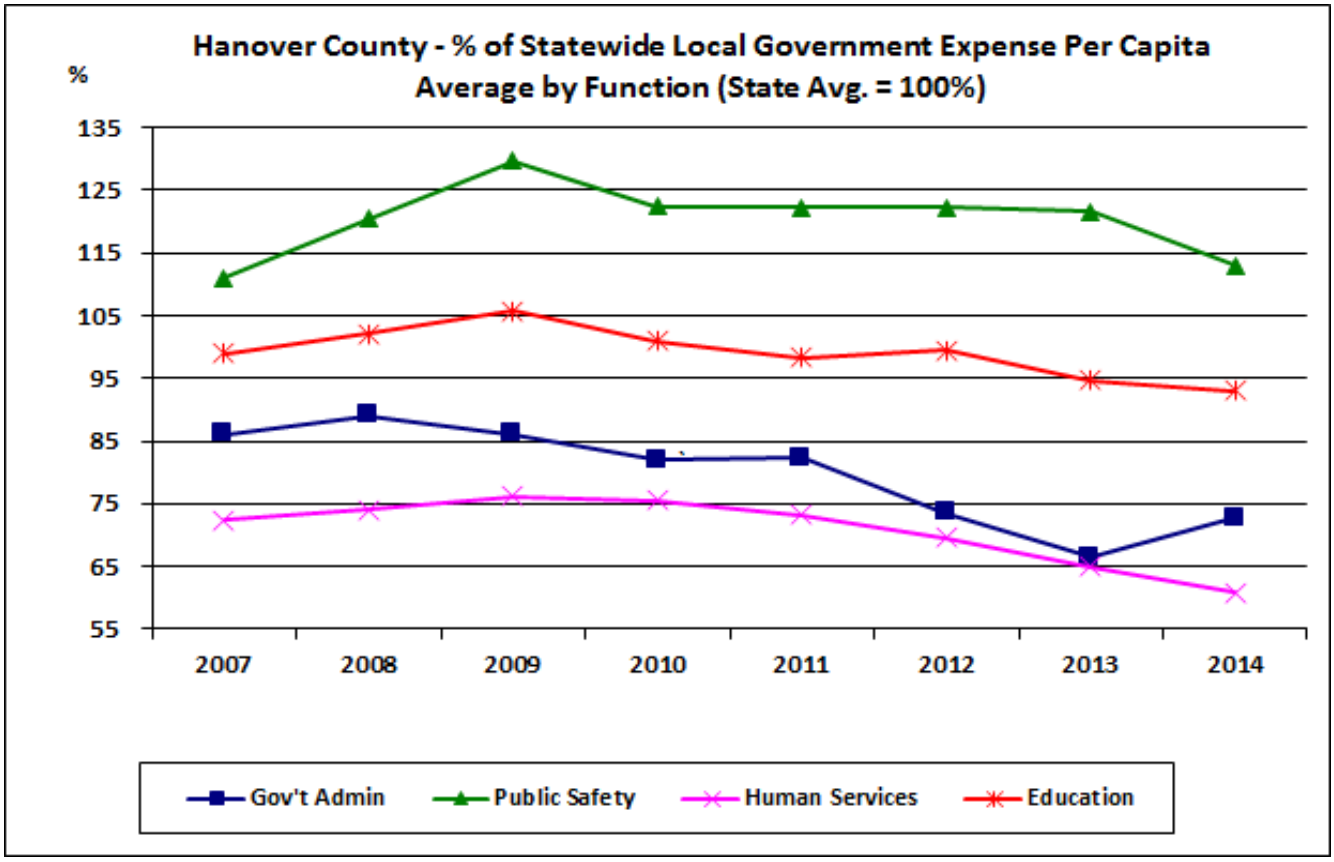
- The County's unemployment rate of 4.3% in March 2015 is below the State's 4.9% and compares favorably to the national rate of 5.6%;
- Schools enrollment growth is expected to decrease by 1.0% in FY16, with a total enrollment of 17,559 (exclusive of other placements) estimated for September 2015.

To assess internally our financial health, the County has traditionally tracked State-published indicators of fiscal stress. The most recent State report shows that Hanover has the 17th lowest level of fiscal stress out of the 134 localities ranked in Virginia. A component of the fiscal stress index is a locality's tax rate compared to State-wide averages, with low tax rate jurisdictions assigned a lower stress as they would appear to have the greater capacity to generate additional revenue. Hanover has the lowest regional real property tax rate of $0.81 as compared to Henrico's $0.87, Chesterfield's $0.96 and Richmond's $1.20.

Financial Condition Overview

A general indicator of the efficiency with which the County operates is an analysis of comparative per capita spending in functional areas as prepared by the State's Auditor of Public Accounts. Education is slightly below (7.1%) the state-wide average demonstrating the two Boards' commitment to quality education while maintaining efficient delivery of the educational services. Also, the State Department of Education reports that Hanover County Public Schools had the 9th lowest cost per pupil in the State of Virginia in FY14 (per pupil cost excludes debt service and capital costs).

All of our other functional areas are below the Statewide averages for counties. Demonstrating the County's emphasis on efficiently providing services, the County's general government function is at 72.8% of the statewide average. We are also regionally comparative: Henrico – 128.2%, Chesterfield – 87.5%, City of Richmond (no FY14 data available), Spotsylvania – 75.9%, Stafford – 82.3%, and Albemarle – 83.6%. While it is not practical to provide an in depth analysis as part of this synopsis, the four areas – Public Safety, Education, Human Services and General Administration – represent the Board's priorities and one other representative function of local government, respectively. The County's Community Development function, while operating at 66.7% below the statewide average, has significantly contributed in recent years to the quality of life in Hanover County, the diversification of the County's revenue base, and to the County's ability to attain triple AAA bond status.



County of Hanover, Virginia
Five-Year General Fund Financial Plan
Fiscal Years 2016 through 2020

	Year 1	Year 2	Year 3	Year 4	Year 5
	FY16	FY17	FY18	FY19	FY20
Revenues					
Ongoing Revenues					
General Property Taxes	136,653,100	142,407,700	149,286,200	156,742,900	164,720,000
Other Local Taxes	31,773,520	32,652,200	33,735,000	34,864,000	36,041,000
Permits, Fees and Licenses	2,032,000	2,093,000	2,156,000	2,218,000	2,283,000
Fines and Forfeitures	1,143,600	1,081,800	1,107,000	1,132,000	1,157,000
Revenue from Use of Money	699,800	699,800	700,000	700,000	700,000
Charges for Services	6,536,450	6,604,700	6,663,000	6,723,000	6,784,000
Recovered Costs	3,355,331	3,463,240	3,507,400	3,554,600	3,603,600
Intergovernmental	31,828,443	32,048,600	32,275,000	32,409,000	32,646,000
Miscellaneous	898,200	1,208,200	1,223,000	1,223,000	1,223,000
Ongoing Revenues Total	**214,920,444**	**222,259,240**	**230,652,600**	**239,566,500**	**249,157,600**
Use of Planned Surpluses					
Funding from PY Budgets - County	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Funding from PY Budgets - Schools	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000
Reserve for Revenue Stabilization	1,000,000	750,000	230,000	-	-
Use of Assigned Fund Balance	732,000	1,650,000	1,887,000	2,060,000	535,000
Use of Planned Surpluses Total	**7,132,000**	**7,800,000**	**7,517,000**	**7,460,000**	**5,935,000**
Revenues Total	**$ 222,052,444**	**$ 230,059,240**	**$ 238,169,600**	**$ 247,026,500**	**$ 255,092,600**
Expenditures					
Salaries and Fringe Benefits	**77,091,447**	**79,266,993**	**81,672,210**	**84,303,627**	**86,916,090**
Operating	**31,629,087**	**32,465,988**	**33,578,847**	**34,902,758**	**36,686,673**
Tax Relief	**1,662,600**	**1,695,850**	**1,670,000**	**1,740,000**	**1,830,000**
Capital	**2,063,800**	**-**	**-**	**-**	**-**
Service Level Plan	**-**	**3,920,960**	**5,354,510**	**6,622,460**	**7,793,360**
Debt Service Fund					
County Debt Service	5,890,835	6,035,685	6,326,235	6,252,185	6,042,085
School Debt Service	13,524,822	12,961,172	12,940,522	12,078,872	11,946,072
Debt Service Fund Total	**19,415,657**	**18,996,857**	**19,266,757**	**18,331,057**	**17,988,157**
Airport Fund	**60,361**	**131,589**	**51,107**	**50,192**	**49,327**
Pamunkey Regional Jail	**5,383,692**	**5,545,203**	**5,711,559**	**5,882,906**	**6,059,393**
Lewistown CDA	**526,000**	**550,100**	**576,100**	**603,500**	**631,600**
County CIP	**4,819,800**	**6,556,700**	**7,114,510**	**8,917,000**	**7,630,000**
School Allocation Plan					
School CIP	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000
School Operating	77,000,000	78,529,000	80,774,000	83,273,000	87,108,000
School Allocation Plan Total	**79,400,000**	**80,929,000**	**83,174,000**	**85,673,000**	**89,508,000**
Expenditures Total	**$ 222,052,444**	**$ 230,059,240**	**$ 238,169,600**	**$ 247,026,500**	**$ 255,092,600**

Five-Year General Fund Financial Plan
Fiscal Years 2016 Through 2020

BACKGROUND

The County began preparing a Five-Year Financial Plan for the General Fund in 1989. The plan plays a key role in assisting the County in determining funding priorities and balancing the budget each year. Because the plan is an important planning tool, priority funding is given to items in the previous year's adopted plan versus new requests. Departments wishing to fund an item that is not included in the previous year's approved plan must be able to clearly demonstrate what has occurred during the past year to make the item in question a funding priority over items that had been incorporated in the County's planning process. The plan helps identify which areas of the cumulative requests are higher than anticipated, allowing budget staff to focus on those areas and identify the unanticipated issues. The plan is also an assurance to our citizens that the County is planning long-term and financially positioning itself to meet the needs of the future.

When reviewing the plan, it is important to remember that only the first year is adopted and appropriated by the Board of Supervisors. The remaining years of the plan are based on current programmatic and financial conditions. The *exact* dollars or positions in the plan are likely to change, but, if current needs and conditions remain relatively constant, the overall direction and emphasis reflected in the plan should remain consistent. The Five-Year General Fund Financial Plan is adopted by the Board of Supervisors during the budget process and is subject to a public hearing.

MAJOR ASSUMPTIONS

Traditionally, great efforts have been spent on the Five-Year General Fund Financial Plan in illustrating conservative revenue growth and how such revenue growth over current year projections can be reinvested in the County. As fiscal flexibility is limited in meeting current service levels, the County is selective in any enhancements of service levels and prioritizes resources in areas where core services are most impacted (e.g., staffing of Fire/EMS, sheriff patrols and per-pupil funding). Therefore, some service level enhancements are either staggered, phased-in or deferred until the County can afford to provide such enhancements, unless a corresponding revenue increase can be identified.

The Five-Year General Fund Financial Plan represents the County's attempt to quantify the impacts of future needs matched with a projection of available resources. This plan is adopted by the Board of Supervisors each year, thereby indicating to the public the County's expected tax rates, operating costs, capital improvements, debt service requirements, school allocations and service level plans. Generally, the plan seeks to maintain or enhance all current budget guidelines and the Board's adopted initiatives.

OVERARCHING PHILOSOPHY

From a revenue perspective, FY16 continues the moderate growth in our largest revenue sectors of real property, personal property and sales taxes. Total ongoing revenues are budgeted to increase 3.8% in FY16, and then continue to increase 3.4-4.0% each of the next four years. This growth is used to fund investments in Public Safety and Schools.

Five-Year General Fund Financial Plan
Fiscal Years 2016 Through 2020

REVENUES

General Property Taxes

- The current adopted $0.81 per $100 of assessed value real property tax rate has been maintained throughout the plan.

Percent Change From Prior Taxable Year	2016	2017	2018	2019	2020
Real Property:					
Reassessment of Existing Property	1.8%	2.5%	3.0%	3.0%	3.0%
New Construction & Natural Growth	2.2%	2.5%	2.5%	2.5%	2.5%

Percent Change From Prior Fiscal Year	FY16	FY17	FY18	FY19	FY20
Personal Property	8.7%	4.5%	4.5%	4.5%	4.5%

Other Ongoing Revenues

Percent Change From Prior Fiscal Year	FY16	FY17	FY18	FY19	FY20
Sales Tax	6.3%	4.5%	4.5%	4.5%	4.5%
Permits, Privilege Fees & Reg. Licenses	0.9%	3.0%	3.0%	2.9%	2.9%

- Sales Tax receipts are projected to increase 6.3% over FY15 budget.
- Permits, Privilege Fees and Regulatory Licenses are projected to increase 0.9% in FY16 due to recognizing growth in the volume of planning permits and fees seen in FY14 actuals and the FY15 forecast.

Use of Planned Surpluses

Use of Planned Surpluses is a revenue category that represents available funding from the prior year's fund balance. This revenue source is different than ongoing revenues, which are received by the County through various charges, fees and taxes. For accounting purposes, Use of Planned Surpluses is recognized as the net of expenditures over revenue.

Percent Change From Prior Fiscal Year	FY16	FY17	FY18	FY19	FY20
Use of Assigned Fund Balance	-58.6%	125.4%	14.4%	9.2%	-74.0%

- Use of assigned fund balance is applied towards County improvement projects within the County's CIP. These funds, were classified as an assigned fund balance and in excess of the unassigned fund balance required by County policy. Use of assigned fund balance is projected to decrease in FY16 by 58.6%.

Five-Year General Fund Financial Plan
Fiscal Years 2016 Through 2020

EXPENDITURES

County-wide

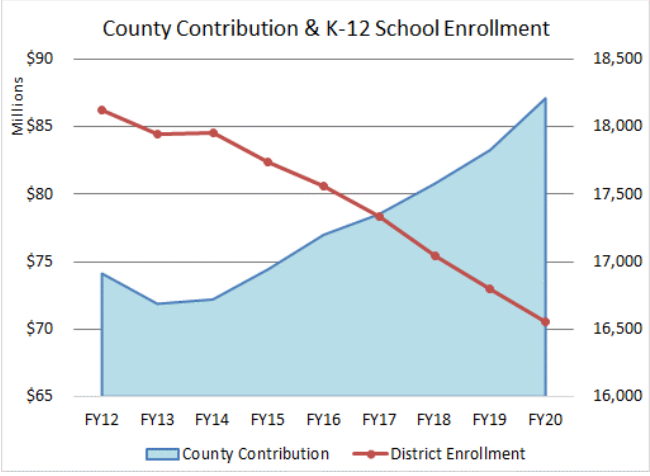
Expenditure Type by Fiscal Year	FY16	FY17	FY18	FY19	FY20
Compensation Increase	2.0%	2.5%	3.0%	3.0%	3.0%
Health Insurance (Employer Cost)	-2.1%	6.0%	8.0%	8.0%	8.0%
Virginia Retirement System (VRS)	11.27%	12.27%	12.27%	14.27%	14.27%
Operating Inflation	--	2.5%	3.0%	4.0%	4.0%

- The Five-Year Plan assumes health insurance increases for employees or plan modifications for premium adjustments above the employer's increase.
- There is capacity for 48.5 new positions in the last four years of the Five-Year Plan. These position requests will be reviewed annually.
- Retirement benefit expenditures are based on information from the Virginia Retirement System actuarial valuation as of June 30, 2013. The rate of 11.27% has been provided by VRS. In FY13, the County chose to shift from the use of the blended rate provided by the VRS noted above to an imputed rate that applies the Law Enforcement Officers Supplement (LEOS) only to those positions (and those departments) that receive the benefit. Beginning in FY15, the County shifted back to the use of the blended rate. It is assumed that the VRS rate will increase by 1% to 2% at each biennium.

School Allocation Plan

Percent Change From Prior Fiscal Year	FY16	FY17	FY18	FY19	FY20
Contribution to Schools (Ongoing)	3.4%	2.0%	2.9%	3.1%	4.6%
K-12 School Enrollment	-1.0%	-1.4%	-1.7%	-1.4%	-

- Funding from the General Fund's ongoing revenues will increase 3.4% in FY16. The School Allocation Plan, which includes both ongoing and one-time funding provided to the Schools, is assumed to increase 4.4% in FY16 and between 1.9% and 4.5% in the remaining plan years.
- As the County's funding to the Schools Operating Fund increases, district enrollment is projected to decrease in FY16 by 1.0% and continue to decrease between 1.4% and 1.7% in plan years two through four. Based on these projections, per pupil funding will continue to increase through the Five-Year Plan.



Other Allocation Plans

- Funding to the Pamunkey Regional Jail is projected to increase 8.0% in FY16. The Plan projects increases of 3.0% in the subsequent years.
- Funding to the Hanover County Airport is projected to stay relatively flat until FY17 due to a planned use of reserves in the Airport Fund. The General Fund will begin contributing its typical share again in year 3 of the Plan. The fluctuation in the funding of the Airport is due to the capital improvements portion of the transfer; funding fluctuates to best match available grant funding.

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General Government Administration

	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures - by Department	**$ 12,739,955**	**$ 13,694,725**	**$ 14,263,285**	**4.2%**
Board of Supervisors	471,667	514,384	517,859	0.7%
County Administrator	1,156,512	1,204,882	1,232,198	2.3%
Human Resources	690,596	799,968	972,684	21.6%
County Attorney	976,711	1,076,237	1,137,524	5.7%
Commissioner of Revenue	1,287,522	1,325,820	1,341,160	1.2%
Assessor	754,909	878,985	952,717	8.4%
Treasurer	1,332,251	1,379,697	1,416,480	2.7%
Finance & Management Services	1,708,313	1,826,122	1,860,645	1.9%
Internal Audit	259,695	270,894	276,616	2.1%
Information Technology	3,755,077	4,071,161	4,194,665	3.0%
Registrar	346,702	346,575	360,737	4.1%
Expenditures - by Category	**$ 12,739,955**	**$ 13,694,725**	**$ 14,263,285**	**4.2%**
Personnel	11,316,225	12,109,711	12,406,375	2.4%
Operating	1,402,384	1,543,514	1,821,430	18.0%
Capital	21,346	41,500	35,480	-14.5%
Revenues	**$ 12,739,955**	**$ 13,694,725**	**$ 14,263,285**	**4.2%**
General Fund Revenue	12,099,373	13,056,725	13,640,285	4.5%
Local Revenue	130,652	115,000	100,000	-13.0%
Intergovernmental Revenue	509,930	523,000	523,000	0.0%
Generated Revenue Percent	**5.0%**	**4.7%**	**4.4%**	
General Fund Percent	**95.0%**	**95.3%**	**95.6%**	
Full-time Equivalents (FTE)	**129.50**	**132.00**	**132.50**	
Full-time Positions	125.00	127.00	128.00	
Part-time Positions	4.50	5.00	4.50	

Board of Supervisors

DESCRIPTION

The Board of Supervisors is a seven-member body elected to four-year terms by registered voters as representatives of each of the County's seven magisterial districts. The Board of Supervisors has both administrative and legislative responsibilities including, but not limited to, adopting the County budget; levying County taxes; appropriating funds; approving and enforcing ordinances; and establishing policies and procedures to efficiently and effectively improve the overall quality of life in Hanover County. In addition, the Board appoints the positions of County Administrator, County Attorney, School Board members, Community Services Board members, Social Services Board members, Pamunkey Regional Library Board members and Planning Commissioners, among others.

Board meetings are traditionally held the second and fourth Wednesday of each month and are open to the general public. The Board provides residents with open lines of communication with which to voice concerns and suggestions and seeks to provide the most cost effective and efficient government services to Hanover residents.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 471,667**	**$ 514,384**	**$ 517,859**	**0.7%**
Personnel	**304,682**	**302,234**	**306,278**	**1.3%**
Operating	**166,985**	**199,650**	**202,581**	**1.5%**
Capital	**-**	**12,500**	**9,000**	**-28.0%**
Revenues	**$ 471,667**	**$ 514,384**	**$ 517,859**	**0.7%**
General Fund Revenue	**471,667**	**514,384**	**517,859**	**0.7%**
Per capita cost of operating department	**$ 4.53**	**$ 4.87**	**$ 4.83**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	
Full-time Equivalents (FTE)	**4.50**	**4.50**	**4.50**	
Full-time Positions	1.00	1.00	1.00	
Part-time Positions	3.50	3.50	3.50	

BUDGET HIGHLIGHTS

The FY16 personnel increase is due mainly to filling a vacant funded Executive Assistant position above grade minimum. The operating category includes one-time Service Level Plan funding of $7,500 for a Senate Productivity and Quality Award (SPQA) review for renewal of that award. Annual maintenance for Board Room equipment has been moved from capital to operating in FY16 based on anticipated costs. The Service Level Plan also adds $9,000 in capital funding to support the FY15 implementation of video streaming and the replacement of the Board Room audio visual system.

GOALS AND OBJECTIVES

• Provide high quality customer service, prioritize essential services and emphasize a well-supported customer service oriented workforce;
• Provide for sound financial operations that emphasize efficiency in the delivery of services, stability in tax rates, and a strong program of economic development;
• Assess resident satisfaction with periodic citizen surveys; and,
• Provide for planned growth of the County that includes practical initiatives in controlled growth as well as a reliable strategy for the provision of necessary infrastructure.

Board of Supervisors

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Adopt an Operating, Five-Year Capital Improvement and Five-Year Financial Plan	4/10/2013	4/9/2014	4/9/2014	4/15/2015

County Administrator

DESCRIPTION

The County Administrator directs the daily operations of the County Government, provides advice and policy recommendations to the Board of Supervisors and provides long-range planning of government operations. The office is also responsible for implementing the policies and procedures established by the Board of Supervisors. The department advises and evaluates department heads and other personnel consistent with present and future community needs and in conformity with all laws, policies and direction provided by the Board. This office also provides administrative oversight over the Board of Supervisors' budget and activities, as well as serving as the agent for the Board's initiatives, policy-setting goals and other focus areas.

The Public Information Officer (PIO) is responsible for providing timely and accurate information on County services, programs and issues to the public through such means as the Hanover Review newsletter and an e-mail distribution list ("Hanover Access News").

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 1,156,512**	**$ 1,204,882**	**$ 1,232,198**	**2.3%**
Personnel	**1,085,116**	**1,122,063**	**1,148,260**	**2.3%**
Operating	**71,396**	**82,819**	**83,938**	**1.4%**
Revenues	**$ 1,156,512**	**$ 1,204,882**	**$ 1,232,198**	**2.3%**
General Fund Revenue	**1,156,512**	**1,204,882**	**1,232,198**	**2.3%**
Per capita cost of operating department	**$ 11.11**	**$ 11.40**	**$ 11.49**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	
Full-time Equivalents (FTE)	**7.00**	**7.00**	**7.00**	
Full-time Positions	7.00	7.00	7.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

For the FY16 budget, the personnel increase is due primarily to a compensation adjustment and adjustments to health insurance and deferred compensation budgeting for this department. The operating increase is due mainly to one-time funding for the replacement of a multifunction color laser printer. There is no FY16 Service Level Plan funding for this department.

GOALS AND OBJECTIVES

- 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;
- Present a proposed balanced budget to the Board of Supervisors by the fourth Wednesday in February;
- Formulate Board initiatives by July 1 of each year;
- Provide an agenda package to each Board member by the Friday prior to each Board meeting;
- Publish "The Hanover Review" three times annually;
- Assist in governance of county website;
- Provide other informational content and photos to the County's website;
- Prepare or assist in the preparation of press releases for County departments;
- Provide news and photos for the County's Facebook page; and,
- Send out Hanover Access News Bulletins in a timely fashion.

County Administrator

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Size of budget (in millions)	$ 372.6	$ 390.8	$ 390.8	$ 397.6
Total number of full-time equivalents (includes Schools)	3,483.23	3,522.58	3,523.58	3,552.52

Human Resources

DESCRIPTION

Human Resources provides support services to County departments, Constitutional offices, the Pamunkey Regional Jail and the Pamunkey Regional Library. Primary areas of responsibility include policy development and interpretation, recruitment and selection, benefits, compensation, employee relations, training and performance management. Human Resources serves as the coordinating office to ensure fair and consistent application of County Human Resources policies in conformance with federal, state and local laws and regulations.

Human Resources is continuously interested in advancing the organization to a higher level. Employees continue to view Hanover County as a fair and consistent place to work, as evidenced by the very few grievances filed. In fact, in the most recent employee opinion survey, 97% of participants stated that they were satisfied working for Hanover County. Similarly, 95% said that they would recommend Hanover County as a place to work to a friend.

Human Resources functions to help make Hanover County an attractive place to work, for both current and prospective employees. Human Resources is able to accomplish this by working directly with the departments to understand their needs and help them meet their staffing goals. Additionally, the department evaluates employee compensation and benefits programs to ensure our competitiveness in the region and monitors the climate of the County workforce, through employee surveys and other mechanisms, to ascertain employee satisfaction.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 690,596**	**$ 799,968**	**$ 972,684**	**21.6%**
Personnel	**582,634**	**686,099**	**720,465**	**5.0%**
Operating	**99,972**	**113,869**	**252,219**	**121.5%**
Capital	**7,990**	**-**	**-**	**----**
Revenues	**$ 690,596**	**$ 799,968**	**$ 972,684**	**21.6%**
General Fund Revenue	**690,596**	**799,968**	**972,684**	**21.6%**
Per capita cost of operating department	**$ 6.63**	**$ 7.57**	**$ 9.07**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	
Full-time Equivalents (FTE)	**7.00**	**8.00**	**8.00**	
Full-time Positions	7.00	8.00	8.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

In FY16, the personnel category increased 5.0%, which is due to a compensation adjustment, new hires at higher salaries, and an increase in funding for the county-wide tuition reimbursement program. A portion of these increases is offset by three additional employees budgeted as opting out of health insurance. The increase in operating is primarily due to increased funding in maintenance service contracts for the new time and attendance and payroll systems.

Human Resources

GOALS AND OBJECTIVES

• Develop HR Strategic Plan, incorporating the County's mission, vision and focus areas;
• Partner with consultants and health care providers to streamline employee health and wellness programs;
• Partner with IT and Payroll to implement new HRIS/Payroll systems, to include Time, Attendance and Leave (TAL); develop and implement effective systems training program for all levels of users;
• Complete implementation of redesigned performance evaluation tool County-wide;
• Partner with departments to enhance internal training programs that maximize development opportunities for all employees; and,
• Manage regional compensation data - ensure comparable pay scales are up-to-date for benchmark purposes, and internal data is reviewed for equity purposes.

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Applications received*	6,033	4,000	6,000	6,000
Positions filled**	205	200	215	250
Total full-time employees	1,009	1,040	1,040	1,050
Total part-time employees***	481	500	500	550
Pamunkey Regional Library employees	128	135	135	135
Pamunkey Regional Jail employees	128	138	138	138
Grievances per 1,000 employees	1	4	2	2
Number of training classes offered	38	65	65	65

**Number of applications received includes full-time and part-time positions*
***FY14 Actual includes 9 Election Officials.*
****FY14 Actual includes 69 seasonal Recreation staff and 262 Officers of Election*
Note: Anticipated increase in positions filled and part-time employees in FY16 due to Presidential election and the need for additional Officers of Election.

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County Attorney

DESCRIPTION

The County Attorney represents the County in all civil legal matters and is responsible for providing a full range of legal services to the Board of Supervisors and all Boards, departments, agencies, Constitutional offices, and employees of the County, as well as the School Board and School divisions. This office drafts or reviews proposed County ordinances and represents the County and its agencies in litigation. In addition, this office supervises work performed by outside legal counsel, maintains and updates the Hanover County Code, responds to resident inquiries and drafts or reviews all deeds, leases, contracts, bonds and other legal documents.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 976,711**	**$ 1,076,237**	**$ 1,137,524**	**5.7%**
Personnel	**917,605**	**1,003,750**	**1,063,543**	**6.0%**
Operating	**59,106**	**72,487**	**73,981**	**2.1%**
Revenues	**$ 976,711**	**$ 1,076,237**	**$ 1,137,524**	**5.7%**
General Fund Revenue	**976,711**	**1,076,237**	**1,137,524**	**5.7%**
Per capita cost of operating department	**$ 9.38**	**$ 10.18**	**$ 10.61**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	
Full-time Equivalents (FTE)	**7.00**	**8.00**	**8.00**	
Full-time Positions	7.00	8.00	8.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

For FY16, the personnel category increase is due in part to changes that took place during FY15; a vacant funded Assistant County Attorney I position was filled above grade minimum; two (2) Assistant County Attorney positions were placed on a newly created career development ladder; two (2) Assistant County Attorney Sr. positions were reclassified to Deputy County Attorney positions. The personnel category also reflects a compensation adjustment in FY16. The operating increase is due primarily to maintenance service contracts for costs associated with Laserfiche licensing. There is no FY16 Service Level Plan funding for this department.

GOALS AND OBJECTIVES

• Provide prompt and effective legal assistance to all County elected and appointed Boards, Constitutional Officers, and all departments.

Commissioner of Revenue

DESCRIPTION

The Commissioner of the Revenue is a Constitutional Officer and is locally elected every four (4) years.

The Real Property Division prepares and maintains information in the Land Records Book and submits final assessments to the Treasurer for tax billing. Duties include incorporating land transfers and splits into the tax records, reviewing wills and preparing and maintaining land parcel maps. Applications for land use tax deferrals and tax relief for the elderly and disabled are processed and administered by the Real Property Division.

The Personal Property Division prepares information for the Personal Property Tax Book by assessing all vehicles, boats, motorcycles, trailers, airplanes and mobile homes. In cooperation with the Virginia Department of Taxation, the Division assists the public in the completion of income tax filing forms, processes filings and performs initial audits for accuracy. The Personal Property Division works closely with the Division of Motor Vehicles for vehicle transfers and registrations.

The Business Property Division is responsible for all business taxes, licenses and associated records. Tax categories overseen by this Division include business personal property, machinery and tools, merchant's capital, transient occupancy and contractor's business licenses.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 1,287,522**	**$ 1,325,820**	**$ 1,341,160**	**1.2%**
Personnel	**1,154,349**	**1,229,923**	**1,248,776**	**1.5%**
Operating	**119,817**	**95,897**	**92,384**	**-3.7%**
Capital	**13,356**	**-**	**-**	**----**
Revenues	**$ 1,287,522**	**$ 1,325,820**	**$ 1,341,160**	**1.2%**
Intergovernmental Revenue				
State Share of Local Offices	241,655	242,000	242,000	0.0%
Local Revenue				
Recovered Costs	49,552	40,000	32,500	-18.8%
General Fund Revenue	**996,316**	**1,043,820**	**1,066,660**	**2.2%**
Per capita cost of operating department	**$ 12.37**	**$ 12.54**	**$ 12.51**	
Generated Revenue Percent	**22.6%**	**21.3%**	**20.5%**	
General Fund Revenue Percent	**77.4%**	**78.7%**	**79.5%**	
Full-time Equivalents (FTE)	**17.00**	**17.50**	**18.00**	
Full-time Positions	17.00	17.00	18.00	
Part-time Positions	-	0.50	-	

BUDGET HIGHLIGHTS

In addition to the many services provided by this office, two (2) high volume activities include: 182,980 personal property taxpayer items valued in 2014 and approximately 6,862 State income tax returns requiring processing assistance. The personnel increase is due mainly to a compensation adjustment. This increase is partially offset by reduction in overtime funding and one (1) less employee opting for health insurance. In the operating category, increases in postage and maintenance service contracts are offset by a reduction in funding for small capital and one-time noncyclical computer funding in FY15.

Commissioner of Revenue

GOALS AND OBJECTIVES

- Issue business licenses by March 1;
- Update files for real estate transfers and wills by March 1;
- Process tax relief applications for the elderly and disabled by March 1 and June 30;
- Process land use applications by November 1 and February 1;
- Assess real estate taxes and complete the Land Book by April 1;
- Process and audit State income taxes by June 1;
- Prorate and assess all personal property classes by December 31;
- Monitor sales tax revenue monthly and prepare reports to track changes/trends; and,
- Assess and administer local option taxes on a monthly basis.

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Accounts in personal property file	86,814	86,250	87,250	87,400
Real estate transfers	3,324	3,850	3,850	3,925
Review of will disbursements	300	300	300	300
Land use applications	156	160	165	165
Land use parcels	3,561	3,445	3,450	3,450
Tax relief applications	1,771	1,830	1,840	1,850
Tax relief applications qualified	1,569	1,590	1,605	1,625
State income tax returns processed	5,705	6,000	6,000	6,000
Estimated tax forms processed	1,157	1,520	1,600	1,600

ASSESSED VALUE OF TAXABLE PROPERTY

(Calendar Year, Dollars in Millions)	2010	2011	2012	2013	2014
Real Estate	13,200.6	12,976.5	12,473.1	12,085.1	12,811.8
Personal Property	1,289.2	1,317.7	1,305.6	1,362.9	1,393.7
Machinery & Tools	49.7	46.8	48.4	52.4	47.1
Merchants' Capital	53.2	56.3	50.4	54.3	57.0
Public Service Companies	710.1	636.2	640.2	641.3	623.4
Total	**$ 15,302.8**	**$ 15,033.5**	**$ 14,517.7**	**$ 14,196.0**	**$ 14,933.0**

Source: CAFR Schedule, p. 124
http://www.hanovercounty.gov/FN/Comprehensive_Annual_Financial_Report_2014.pdf

Assessor

DESCRIPTION

The Assessor's office is responsible for the appraisal of all real property for ad valorem tax purposes. In this capacity, the Assessor evaluates all real estate to assure equalization to market value. The scope of the Assessor's authority and responsibilities is controlled by the statutes of the Commonwealth of Virginia. Included in the valuation of all real property are reassessments, property splits, consolidations, transfers of real estate, zoning changes, new subdivisions and new construction.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 754,909**	**$ 878,985**	**$ 952,717**	**8.4%**
Personnel	**711,654**	**820,369**	**852,760**	**3.9%**
Operating	**43,255**	**58,616**	**99,957**	**70.5%**
Revenues	**$ 754,909**	**$ 878,985**	**$ 952,717**	**8.4%**
General Fund Revenue	**754,909**	**878,985**	**952,717**	**8.4%**
Per capita cost of operating department	**$ 7.25**	**$ 8.32**	**$ 8.89**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	
Full-time Equivalents (FTE)	**10.00**	**10.00**	**10.00**	
Full-time Positions	10.00	10.00	10.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

All areas of the County (47,123 parcels) were evaluated for 2015 with 7,200 parcels or 15% receiving changes. The Assessor's office has maintained sales to assessment ratios of approximately 94.40% while keeping coefficient of dispersion levels (a measure of assessment equity) of less than 10%, and few appeals to the Board of Equalization resulting in valuation changes. The FY16 personnel increase is due primarily to non-benefited part-time funding and filling both Director and Deputy Chief vacancies during FY15. The operating increase is due mainly to $38,000 in maintenance service contracts for maintenance fees associated with the new Computer Assisted Mass Appraisal (CAMA) system that was part of the FY15 Capital Improvements Program. There is also one-time funding for the purchase of LCD monitors for this department and increased funding for educational training in proportion with full staffing.

GOALS AND OBJECTIVES

• Maintain and enhance the Computer Assisted Mass Appraisal (CAMA) system to further streamline functions of the Office;

• Provide accurate information to the public by maintaining all assessment files, computer print outs, and sales books;

• Appraise new construction within 30 days of completion; and,

• Complete 100% of all assigned assessments effective for January 1.

Assessor

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Real estate property assessed as of January 1	100%	100%	100%	100%
Coefficient of Dispersion Levels <10%	6.23%	<10%	6.48%	<10%
Successful Appeals <1% of total assessed value	<1%	<1%	<1%	<1%
Board of Equalization adjustments <0.5% of total assessed value	<0.5%	<0.5%	<0.5%	<0.5%
Sales to assessment ratios >90% of total assessed value	95.89%	>90%	94.4%	>90%
Percent of appraisal staff with professional designations	44%	50%	44%	44%
Estimated taxable parcels of land	45,539	46,600	46,170	46,900
Estimated non-taxable parcels of land	1,095	1,100	953	1,000
Estimated new lots	874	200	500	750
Percent of appraisal staff with state license	100%	100%	100%	100%

Treasurer

DESCRIPTION

The Treasurer is a Constitutional Officer who is elected every four (4) years by the citizens of Hanover County. The Treasurer is charged with collecting taxes and other revenue of the County. Tax collection involves the billing and collection of current receivables and the management of a delinquent collection program. The Treasurer is responsible for the safeguarding of receipts and managing the County's investment program and banking relationships.

For many years now, this office has attained an almost 100% collection rate on taxes owed within one year of the due date. Additionally, the Treasurer oversees an investment portfolio that has consistently outperformed established investment return benchmarks.

Beginning in May 2008, the offices of the Treasurer and the Commissioner of the Revenue opened a joint DMV Select Office. The Commonwealth of Virginia pays the County a commission to handle some basic transactions, such as vehicle registration renewals and handicapped parking placards on their behalf. The commission is budgeted and split evenly between the two offices.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 1,332,251**	**$ 1,379,697**	**$ 1,416,480**	**2.7%**
Personnel	**1,117,118**	**1,164,980**	**1,187,923**	**2.0%**
Operating	**215,133**	**214,717**	**228,557**	**6.4%**
Revenues	**$ 1,332,251**	**$ 1,379,697**	**$ 1,416,480**	**2.7%**
Intergovernmental Revenue				
State Share of Local Offices	216,143	220,000	220,000	0.0%
Local Revenue				
Recovered Costs	81,101	75,000	67,500	-10.0%
General Fund Revenue	**1,035,008**	**1,084,697**	**1,128,980**	**4.1%**
Per capita cost of operating department	**$ 12.80**	**$ 13.05**	**$ 13.21**	
Generated Revenue Percent	**22.3%**	**21.4%**	**20.3%**	
General Fund Revenue Percent	**77.7%**	**78.6%**	**79.7%**	
Full-time Equivalents (FTE)	**15.50**	**15.50**	**15.50**	
Full-time Positions	15.00	15.00	15.00	
Part-time Positions	0.50	0.50	0.50	

BUDGET HIGHLIGHTS

The FY16 Service Level Plan includes $9,950 for this department for the reclassification of an Account Clerk II to an Accountant I. The Service Level Plan also adds $5,000 recurring operating to noncyclical computer replacements for Constant Contact. There is also one-time funding for the replacement of four (4) black and white printers and one (1) Laserfiche license.

GOALS AND OBJECTIVES

- Maintain core services;
- Provide excellent customer service to citizens, businesses, and internal departments;
- Prepare accurate and timely reconciliations (bank within 30 days, tax within 45 days);
- Maintain an on-line tax inquiry and payment system; and,
- Maintain high collection rates.

Treasurer

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Tax collected in fiscal year	99.0%	95.0%	95.0%	95.0%

PROPERTY TAX LEVIES AND COLLECTIONS

	FY10	FY11	FY12	FY13	FY14
General Property Taxes Levied for the Fiscal Year	142,757,714	141,464,681	138,147,691	136,956,978	138,899,948
Collected within the Fiscal Year of the Levy:					
Amount	137,896,486	136,643,777	136,569,536	135,351,034	137,555,596
Percentage of Levy	96.6%	96.6%	98.9%	98.8%	99.0%
Collections in Subsequent Years	4,285,009	4,162,417	879,287	309,719	-
Tax Collections to Date:					
Amount	142,181,495	140,806,194	137,448,823	135,660,753	137,555,596
Percentage of Levy	99.6%	99.5%	99.5%	99.1%	99.0%

Source: CAFR Schedule, p. 127
http://www.hanovercounty.gov/FN/Comprehensive_Annual_Financial_Report_2014.pdf

Finance & Management Services

DESCRIPTION

Finance & Management Services is responsible for the financial management and planning of the County. This includes establishing and maintaining effective controls over the County's financial activities, providing accurate financial information to all County and School Board departments in a timely manner, and coordinating the annual budget and monitoring compliance after adoption.

The Accounting Division coordinates the annual audit and prepares the annual audited financial reports. Finance provides the resources needed in its Budget Division to support departments, County Administration and the Board of Supervisors. In addition, Finance also provides the support services for payroll, accounts payable, financial reporting, debt management and audit.

The Purchasing Division serves as administrative agent in the procurement of all goods and services above a $5,000 unit cost as well as all procurement card oversight and disposal of surplus property. The Purchasing Division's primary responsibilities include oversight, review and assistance in preparation of specifications, commodity bidding, solicitation and oversight review of professional and non-professional service proposals.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 1,708,313**	**$ 1,826,122**	**$ 1,860,645**	**1.9%**
Personnel	**1,651,749**	**1,764,423**	**1,770,386**	**0.3%**
Operating	**56,564**	**61,699**	**90,259**	**46.3%**
Revenues	**$ 1,708,313**	**$ 1,826,122**	**$ 1,860,645**	**1.9%**
General Fund Revenue	**1,708,313**	**1,826,122**	**1,860,645**	**1.9%**
Per capita cost of operating department	**$ 16.41**	**$ 17.28**	**$ 17.36**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	
Full-time Equivalents (FTE)	**22.00**	**22.00**	**22.00**	
Full-time Positions	22.00	22.00	22.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

The FY16 compensation increase is partially offset for this department due to two (2) less employees opting for health insurance. Non-benefited funding has been added for seasonal payroll assistance. The FY16 Service Level Plan adds $5,100 in recurring operating for maintenance service contracts for document management software. The remainder of the operating increase is due primarily to combining the Schools online pay stub system maintenance fees with that of the County as payroll for both are managed in this department.

GOALS AND OBJECTIVES

- Provide sound financial and infrastructure management;
- Maintain Triple AAA bond rating and high measures of fiscal responsibility;
- Maintain and update long term financial plans to include the Five Year Financial Plan and audited financial statements;
- Maintain Debt Policy compliance ratios; and
- Receive GFOA Budget and Financial Certification awards.

Finance & Management Services

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Average business days after month end to close	6	6	6	6
Number of budget transfers processed	262	200	220	200
Bids, Proposals & Quotes Issued*	115	125	110	120

MUNICIPAL BOND RATING FOR HANOVER COUNTY

Fiscal Year	Moody's	S&P	Fitch
2005	Aa1	AA	AA+
2006	Aa1	AA+	AAA
2007	Aa1	AA+	AAA
2008	Aa1	AAA	AAA
2009	Aa1	AAA	AAA
2010	AAA	AAA	AAA
2011	AAA	AAA	AAA
2012	AAA	AAA	AAA
2013	AAA	AAA	AAA
2014	AAA	AAA	AAA

**Reflects Schools consolidation beginning in FY14.*

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Internal Audit

DESCRIPTION

Internal Audit conducts performance, financial and compliance audits of County, School Board, Regional Library and Regional Jail activities. Audit results and recommendations are reported to the respective Boards, Finance Committee, Administration and the agency reviewed. The Internal Auditors work closely with the Board and Administration to ensure the County provides quality service to the public through functions that are performed efficiently, effectively and in compliance with applicable laws and regulations. Internal Audit develops an annual audit plan that is approved by the Finance Committee of the Board of Supervisors. The department also maintains the County's Fraud, Waste and Abuse Hotline.

Previous audits have identified performance recommendations that have resulted in business opportunities and position reclassifications in several departments. Internal Audit has trained and maximized its own resources to assist with County-wide training in the areas of fraud and ethics.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 259,695**	**$ 270,894**	**$ 276,616**	**2.1%**
Personnel	**251,407**	**262,566**	**262,766**	**0.1%**
Operating	**8,288**	**8,328**	**13,850**	**66.3%**
Revenues	**$ 259,695**	**$ 270,894**	**$ 276,616**	**2.1%**
General Fund Revenue	**259,695**	**270,894**	**276,616**	**2.1%**
Per capita cost of operating department	**$ 2.49**	**$ 2.56**	**$ 2.58**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	
Full-time Equivalents (FTE)	**2.50**	**2.50**	**2.50**	
Full-time Positions	2.00	2.00	2.00	
Part-time Positions	0.50	0.50	0.50	

BUDGET HIGHLIGHTS

The compensation adjustment is offset for this department due to a reduced budgeted health insurance rate from FY15 and one (1) less employee opting for health insurance. The operating increase is due mainly to Service Level Plan one-time funding of $5,100 for Electronic Working Papers software. There is also a slight increase in maintenance service contracts based on actual FY15 billing.

GOALS AND OBJECTIVES

- Develop, implement and execute an annual Internal Audit Plan adopted by the Board of Supervisors;
- Evaluate risk environments and systems of internal controls;
- Follow-up on prior internal audit recommendations and provide departmental assistance;
- Perform special projects to support Board initiatives and assist County Administration;
- Coordinate regional and external audit services;
- Meet Internal Audit Performance Measurement goals; and,
- Perform audits in accordance with Generally Accepted Government Auditing Standards.

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Number of internal audits performed	10	23	19	20
Average Internal Audit cycle (years)	9	9	9	9
Percent of Audit Universe audited to date	61%	63%	63%	66%

Information Technology

DESCRIPTION

Information Technology endeavors to attain the highest levels of technical proficiency, maintain secure available systems, and assure data integrity. Department services are focused on implementing, operating and maintaining County computer systems, as well as a wide area network which provides access to the County's central computer systems and various state systems. The County's major systems include email, website, financial management, payroll, tax assessment and billing, computer aided dispatch, public safety records management, utility billing, building permits, plan tracking and code enforcement. Information Technology's role in meeting the system and technological needs of departments and related entities is to continue to provide the support and leadership, where applicable, in ensuring a 24/7 fully functioning computer and system environment, with proper security, controls, archives and contingency plans.

The GIS division is responsible for maintaining, developing and distributing geographic related data sets and applications. The GIS program provides service and support to public safety, community development and other County agency operations.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 3,755,077**	**$ 4,071,161**	**$ 4,194,665**	**3.0%**
Personnel	**3,293,993**	**3,515,120**	**3,598,956**	**2.4%**
Operating	**461,084**	**556,041**	**595,709**	**7.1%**
Revenues	**$ 3,755,077**	**$ 4,071,161**	**$ 4,194,665**	**3.0%**
General Fund Revenue	**3,755,077**	**4,071,161**	**4,194,665**	**3.0%**
Per capita cost of operating department	**$ 36.07**	**$ 38.52**	**$ 39.13**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	
Full-time Equivalents (FTE)	**34.00**	**34.00**	**34.00**	
Full-time Positions	34.00	34.00	34.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

The FY16 personnel category increase for this department is due primarily to a compensation adjustment and a $5,400 increase for wireless stipend users. The operating category continues to include $60,000 in professional services for capital project management. The Service Level Plan includes operating funding for the following items; ArcGIS Application Development ($20,000), IT Staff Augmentation ($20,000), Street Map Printing ($10,000) and Data Center HVAC Services ($10,000).

GOALS AND OBJECTIVES

- Provide quality customer service and support;
- Create partnerships to implement solutions;
- Improve communication at all levels;
- Empower users to leverage technology;
- Support citizens and business access to County services;
- Support mobile and emerging technologies;
- Ensure a secure and reliable information system environment;
- Enhance and expand technology;
- Implement software applications that meet customer needs;

Information Technology

- Focus resources on priority investments; and
- Establish an environment of innovation.

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Personal computers and network stations	895	990	990	990
Printing Devices (Personal, Network, Copiers)	659	625	670	670
Panasonic ToughBooks	243	360	275	275
Total Network Connected Buildings	55	55	55	55
iNet Fiber Connections	5	5	5	5
County Private Fiber Connections	18	18	18	19
County Microwave	3	2	2	3
Commercial Broadband - Wired	20	21	21	21
Commercial Broadband - Wireless	5	5	5	5
Commercial T1 Service	8	8	8	7
Total Supported Servers & Systems:				
iSeries (AS400) Physical Servers	3	3	3	3
iSeries (AS400) Virtual Server Partitions	5	5	5	4
Windows Server Virtualization Rate	76%	75%	76%	76%
IT Services & Applications Supported	157	140	157	160
County web site page views - monthly				
old County site	214,747	210,000	N/A	N/A
new County site	158,702	N/A	155,000	155,000
County web site visits - monthly average*				
old County site	84,040	85,000	N/A	N/A
new County site	55,215	N/A	55,000	55,000
Data Loss due to Intrusions/Viruses	Zero Loss	Zero Loss	Zero Loss	Zero Loss
GIS Service Requests (total)	1,587	1,600	1,600	1,600
GIS Service Requests (public)	588	750	600	600
GIS Data Edits	4,067	4,000	4,000	4,000
GIS Web Site Hits**	3,599,846	4,000,000	3,600,000	3,600,000
GIS Web Site Visits	131,449	200,000	140,000	140,000

** The County implemented a new design for the website on March 31st of 2014. This new design has improved navigation along with new content organization which has allowed users to locate information with fewer clicks. Statistics reflect switch to the new site beginning 3/30/2014.*

***GIS Web Site Hits – using a revised method of measurement from FY14 budget.*

Registrar

DESCRIPTION

The Registrar's office is under the Electoral Board and implements the election laws of the Commonwealth of Virginia. The Electoral Board is a three (3) member Board appointed by the Circuit Court to administer the election laws and other regulations promulgated by the State Board of Elections. The Electoral Board appoints the General Registrar, over 250 election officials and voting machine custodians. Primary functions of the Registrar are to accept statewide voter registration applications and to maintain records of such residents pursuant to State Law. The Electoral Board accepts Campaign Finance Disclosure Reports from candidates who run for positions within the County. These reports are maintained for public inspection along with other election records from previous elections. The Electoral Board also supervises the elections to verify compliance with the law and verifies the results to the State Board of Elections.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 346,702**	**$ 346,575**	**$ 360,737**	**4.1%**
Personnel	**245,918**	**238,184**	**246,262**	**3.4%**
Operating	**100,784**	**79,391**	**87,995**	**10.8%**
Capital	**-**	**29,000**	**26,480**	**-8.7%**
Revenues	**$ 346,702**	**$ 346,575**	**$ 360,737**	**4.1%**
Intergovernmental Revenue				
State Share of Local Offices	52,132	61,000	61,000	0.0%
General Fund Revenue	**294,570**	**285,575**	**299,737**	**5.0%**
Per capita cost of operating department	**$ 3.33**	**$ 3.28**	**$ 3.37**	
Generated Revenue Percent	**15.0%**	**17.6%**	**16.9%**	
General Fund Revenue Percent	**85.0%**	**82.4%**	**83.1%**	
Full-time Equivalents (FTE)	**3.00**	**3.00**	**3.00**	
Full-time Positions	3.00	3.00	3.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

The FY16 Service Level Plan for this department includes capital category funding for security cages for voting equipment ($24,480) and precinct voting signage ($2,000). The personnel category includes a compensation adjustment and the Service Level Plan also adds $9,300 to this category for a non-benefited part-time Assistant Registrar II. The operating increase is due mainly to ballot printing and voting machine maintenance.

GOALS AND OBJECTIVES

• Develop election life cycle standards in order to save taxpayer dollars;
• Seek State and Federal funding and grants for the County's voter registration and election needs;
• Continue to partner with the Virginia Department of Elections, Virginia General Registrar Association, Virginia Electoral Board Association and our citizens to monitor legislative and election law changes impacting our County; and,
• Support the vision and mission of the County's Administration through partnerships with the community and citizens.

Registrar

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Registered Voters:				
Number of registered voters	72,144	73,080	73,443	74,395
Voting age population	79,453	76,125	80,883	77,495
Percent of population	78%	75%	78%	75%
Percent of eligible voters	91%	96%	91%	96%
Voter Turnout:				
Number of voters	38,803	50,425	50,425	50,425
Percent of registered voters	54%	69%	69%	69%
Percent of eligible voters	49%	66%	66%	66%

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Judicial Administration

	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures - by Department	**$ 4,656,467**	**$ 4,919,206**	**$ 5,090,883**	**3.5%**
Circuit Court	67,701	72,633	149,893	106.4%
General District Court	90,948	86,864	83,607	-3.7%
Magistrate	2,791	2,901	2,759	-4.9%
Juvenile & Domestic Relations Court	21,661	19,542	23,923	22.4%
Clerk of the Circuit Court	1,302,349	1,338,807	1,338,897	0.0%
Court Services	1,567,816	1,731,862	1,787,321	3.2%
Commonwealth's Attorney	1,603,201	1,666,597	1,704,483	2.3%
Expenditures - by Category	**$ 4,656,467**	**$ 4,919,206**	**$ 5,090,883**	**3.5%**
Personnel	4,058,390	4,249,783	4,426,451	4.2%
Operating	481,565	515,473	535,932	4.0%
Capital	116,512	153,950	128,500	-16.5%
Intergovernmental Revenue	1,539,863	1,574,900	1,580,000	0.3%
Local Revenue	370,952	402,788	357,888	-11.1%
General Fund Revenue	2,745,652	2,941,518	3,152,995	7.2%
Generated Revenue Percent	**41.0%**	**40.2%**	**38.1%**	
General Fund Percent	**59.0%**	**59.8%**	**61.9%**	
Full-time Equivalents (FTE)	**55.00**	**59.00**	**60.00**	
Full-time Positions	55.00	59.00	60.00	
Part-time Positions	-	-	-	

Courts

DESCRIPTION

Courts is made up of the Circuit Court, General District Court, Magistrate and Juvenile & Domestic Relations Court. The Circuit Court of Hanover is a trial court of general jurisdiction which has authority to try both civil and criminal cases. The Supreme Court of Virginia establishes the rules of practice and procedures for the Circuit Court. The Circuit Court Judge is appointed to an eight-year term by the General Assembly. The Circuit Court has appellate jurisdiction over all appeals from the General District Court and Juvenile & Domestic Relations Court. These cases are heard from the beginning as though there had been no prior trial. A final judgment of the Circuit Court may be appealed to the Virginia Court of Appeals or the Supreme Court of Virginia, depending on the nature of the case.

The Circuit Court appoints the following: jury commissioners, grand jurors, special policemen, Board of Zoning Appeals, Electoral Board, Courthouse Committee, Commissioner of Chancery, Marriage Commissioners, and others as provided by the Code of Virginia.

The Circuit Court is responsible for the law library. The law library (at the request of the Hanover Bar) contains legal information which may be of interest to local lawyers.

One of the principal functions of the Magistrate is to provide an independent review of complaints from Sheriff's Deputies and citizens of the County. These complaints form the basis for determining whether a warrant of arrest should be issued. In addition, the Magistrate conducts bail bond hearings, commits offenders to jail and releases prisoners from jail.

The Courts receive direct funding from the Commonwealth, in addition to funds appropriated by the County. Revenues recorded in the General Fund from the Courts represent fines, forfeitures and excess fees from the Circuit Court.

Circuit Court

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 67,701**	**$ 72,633**	**$ 149,893**	**106.4%**
Personnel	**54,575**	**54,935**	**130,400**	**137.4%**
Operating	**11,611**	**17,698**	**19,493**	**10.1%**
Capital	**1,515**	**-**	**-**	**----**
Revenues	**$ 67,701**	**$ 72,633**	**$ 149,893**	**106.4%**
General Fund Revenue	**67,701**	**72,633**	**149,893**	**106.4%**
Per capita cost of operating department	**$ 0.65**	**$ 0.69**	**$ 1.40**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	
Full-time Equivalents (FTE)	**1.00**	**1.00**	**2.00**	
Full-time Positions	1.00	1.00	2.00	
Part-time Positions	-	-	-	

Courts

General District Court

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	$ 90,948	$ 86,864	$ 83,607	-3.7%
Operating	76,951	86,864	83,607	-3.7%
Capital	13,997	-	-	----
Revenues	$ 90,948	$ 86,864	$ 83,607	-3.7%
Local Revenue				
Recovered Costs	4,001	9,000	9,000	0.0%
General Fund Revenue	86,947	77,864	74,607	-4.2%
Per capita cost of operating department	$ 0.87	$ 0.82	$ 0.78	
Generated Revenue Percent	4.4%	10.4%	10.8%	
General Fund Revenue Percent	95.6%	89.6%	89.2%	

Magistrate

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	$ 2,791	$ 2,901	$ 2,759	-4.9%
Operating	2,791	2,901	2,759	-4.9%
Revenues	$ 2,791	$ 2,901	$ 2,759	-4.9%
General Fund Revenue	2,791	2,901	2,759	-4.9%
Per capita cost of operating department	$ 0.03	$ 0.03	$ 0.03	
Generated Revenue Percent	0.0%	0.0%	0.0%	
General Fund Revenue Percent	100.0%	100.0%	100.0%	

Juvenile & Domestic Relations Court

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	$ 21,661	$ 19,542	$ 23,923	22.4%
Operating	21,661	19,542	23,923	22.4%
Revenues	$ 21,661	$ 19,542	$ 23,923	22.4%
General Fund Revenue	21,661	19,542	23,923	22.4%
Per capita cost of operating department	$ 0.21	$ 0.18	$ 0.22	
Generated Revenue Percent	0.0%	0.0%	0.0%	
General Fund Revenue Percent	100.0%	100.0%	100.0%	

Courts

BUDGET HIGHLIGHTS

These state-related functions within the judicial administration division represent a combined expense of $260,182. The expenditures primarily represent operating expenditures and two full-time positions.

Circuit Court – The increase in personnel in FY16 is due primarily to a Legal Assistant position being moved from the Clerk of the Circuit Court's budget to the Circuit Court's budget. A portion of the increase in personnel is also due to a compensation adjustment. The increase in operating is due to an increase in funding for repair and maintenance of courtroom audio/video equipment.

General District Court – The FY16 budget decreased by 3.7%. This is due primarily to a decrease in small capital outlay funding.

Magistrate – The FY16 budget decreased by 4.9%, which is due to a decrease in county phone allocation and dues and association membership funding.

Juvenile & Domestic Relations Court – The increase for FY16 is primarily attributable to an increase in postage and county phone allocation funding.

GOALS AND OBJECTIVES

- Maintain file of drug offenders with suspended licenses;
- Maintain collections percentage at 75%;
- Set up receivables for cases within 24 hours; and,
- Send out payment request notices within two days of court.

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Clerk of the Circuit Court

DESCRIPTION

The Clerk of the Circuit Court office was created by the Virginia Constitution and is headed by an elected Circuit Court Clerk. Its four primary responsibilities are the maintenance of public records pertaining to real estate, probate, the court system, and collection of fines, costs and fees. The Clerk's Office also performs many other duties such as administering oaths to law enforcement and government officials, qualifying ministers to perform weddings, storing election records, jury coordination and issuing marriage licenses and concealed handgun permits.

Maintenance of public records: The Clerk's Office is a repository for copies of documents pertaining to real estate such as deeds, plats and deeds of trust. The Clerk's Office also maintains judgments, financing statements, wills and court orders. These records are indexed and are available to the public for examination.

Probate: The Clerk's Office has the responsibility for admitting wills to probate, qualifying executors and administrators, and maintaining copies of fiduciary accounting records.

Court system: The Clerk's Office maintains the official court records for civil and criminal cases and the Court's dockets. It issues subpoenas and summons and prepares records for cases that are appealed to appellate courts. Deputy Clerks staff courtrooms while court is in session and draft over 1,500 criminal court orders annually.

Collection of fees, court costs and fines: The Clerk's Office collects several million dollars annually that are transferred to State and local governments. It also collects Clerk's fees on most transactions.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 1,302,349**	**$ 1,338,807**	**$ 1,338,897**	**0.0%**
Personnel	**1,141,788**	**1,184,409**	**1,181,684**	**-0.2%**
Operating	**160,561**	**154,398**	**157,213**	**1.8%**
Revenues	**$ 1,302,349**	**$ 1,338,807**	**$ 1,338,897**	**0.0%**
Local Revenue				
Charges for Services	106,870	154,788	104,888	-32.2%
Non-Property Taxes	28,349	30,000	30,000	0.0%
Recovered Costs	26,799	9,000	9,000	0.0%
Intergovernmental Revenue				
Categorical State Aid	70,942	70,000	70,000	0.0%
State Share of Local Offices	532,600	542,000	535,000	-1.3%
General Fund Revenue	**536,789**	**533,019**	**590,009**	**10.7%**
Per capita cost of operating department	**$ 12.51**	**$ 12.67**	**$ 12.49**	
Generated Revenue Percent	**58.8%**	**60.2%**	**55.9%**	
General Fund Revenue Percent	**41.2%**	**39.8%**	**44.1%**	
Full-time Equivalents (FTE)	**17.00**	**17.00**	**17.00**	
Full-time Positions	17.00	17.00	17.00	
Part-time Positions	-	-	-	

Note: While the functions and services provided by the Circuit Court Clerk's Office generate more revenue than reported, only Excess Fee revenue and those revenues provided by the State to help fund the operations of the Office are reflected.

Clerk of the Circuit Court

BUDGET HIGHLIGHTS

In FY16, the personnel category for this department decreased 0.2% due to the transfer of the Legal Assistant position to the Circuit Court budget and a reduction of part-time non-benefited personnel funding. These decreases offset the compensation adjustment and the addition of one (1) Deputy Clerk position. The operating increase is primarily attributable to increased funding for professional services, maintenance service contracts, and educational training. The adopted Service Level Plan includes the additional Deputy Clerk position ($44,120) as well as funding for book conservation ($5,500). The Clerk's budget also includes funding from the State Technology Trust Fund that is held on behalf of Hanover County.

GOALS AND OBJECTIVES

- Implement electronic recording of land records;
- Begin organizing records stored in three basement rooms in preparation for move to new courthouse; and
- Complete paper to digital conversion projects involving land records, wills, highway department plats, VEPCO plats and marriage licenses.

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Land records recorded	15,525	19,000	15,500	16,500
Wills probated/Administrators appointed	433	400	400	400
Marriage Licenses issued	516	540	620	550
Notary public appointments processed	417	425	425	425
Judgments docketed	3,114	3,200	3,200	3,200
Criminal cases	2,443	2,200	2,400	2,400
Civil cases filed	1,380	1,500	1,500	1,500
Concealed weapon permits issued	1,754	1,800	1,300	1,300

Court Services

DESCRIPTION

Court Services is a division of the Sheriff's Office and is responsible for the security of the judiciary in Hanover County, its officers, visitors and prisoners. This includes the General District Court, the Juvenile and Domestic Relations Court and the Circuit Court. Court Services helps ensure security and maintains order of courtrooms prior to and during all court sessions as well as responds to and executes orders of the Judges. In addition, Court Services performs the "paper process" services of the Courts and Sheriff's Office. This includes delivery of all warrants, DMV notices, subpoenas/summons, jury notices, bills of complaint, detinue actions, levies and other notices. The final major component of this division is the safe and efficient transportation of prisoners between the courts and other destinations, including the transportation of those persons remanded by the court for mental health evaluation.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 1,567,816**	**$ 1,731,862**	**$ 1,787,321**	**3.2%**
Personnel	**1,313,829**	**1,408,250**	**1,480,410**	**5.1%**
Operating	**152,987**	**169,662**	**178,411**	**5.2%**
Capital	**101,000**	**153,950**	**128,500**	**-16.5%**
Revenues	**$ 1,567,816**	**$ 1,731,862**	**$ 1,787,321**	**3.2%**
Local Revenue				
Fines & Forfeitures	202,133	200,000	205,000	2.5%
General Fund Revenue	**1,365,683**	**1,531,862**	**1,582,321**	**3.3%**
Per capita cost of operating department	**$ 15.06**	**$ 16.38**	**$ 16.67**	
Generated Revenue Percent	**12.9%**	**11.5%**	**11.5%**	
General Fund Revenue Percent	**87.1%**	**88.5%**	**88.5%**	
Full-time Equivalents (FTE)	**19.00**	**23.00**	**23.00**	
Full-time Positions	19.00	23.00	23.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

In FY16, the personnel category for this department increased 5.1%. This increase is due to a compensation adjustment and six (6) additional employees electing to receive health insurance. The operating increase is due primarily to increases in funding for professional health services and educational training. The adopted Service Level Plan includes one-time funding for five (5) replacement police interceptor vehicles ($167,750).

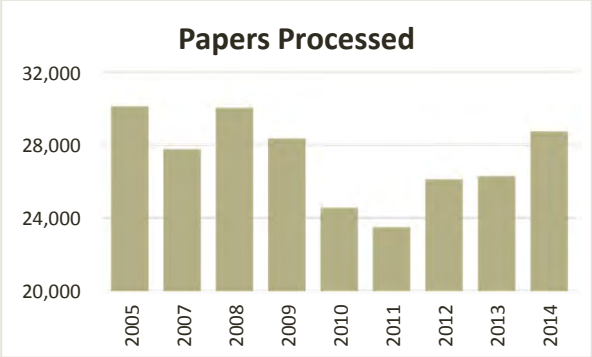
Court Services

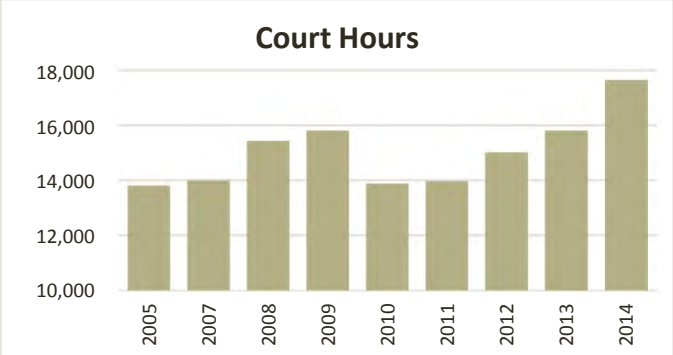
GOALS AND OBJECTIVES

- Maintain a safe and secure environment in the County's Courts;
- Facilitate the expeditious service of civil papers;
- Conduct secure prisoner transports to and from Court appearances; and,
- Ensure fiscally responsible stewardship.

SERVICE LEVELS

Each General District Court case utilizes three (3) deputies, each Juvenile and Domestic Court case utilizes two (2) deputies and each Circuit Court case uses four (4) deputies.





Commonwealth's Attorney

DESCRIPTION

The Commonwealth's Attorney is an elected Constitutional Officer serving a four-year term of office. This office is responsible for providing Hanover County and the Commonwealth of Virginia with legal representation in the prosecution of criminal and traffic violations in the Circuit, General District and Juvenile & Domestic Relations Courts. The Commonwealth's Attorney is also charged with prosecuting asset forfeiture matters and collecting delinquent fines and court costs. Legal advice is provided to all local and State law-enforcement agencies and their officers investigating matters in Hanover County.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 1,603,201**	**$ 1,666,597**	**$ 1,704,483**	**2.3%**
Personnel	**1,548,198**	**1,602,189**	**1,633,957**	**2.0%**
Operating	**55,003**	**64,408**	**70,526**	**9.5%**
Revenues	**$ 1,603,201**	**$ 1,666,597**	**$ 1,704,483**	**2.3%**
Local Revenue				
Recovered Costs	2,800	-	-	----
Intergovernmental Revenue				
Categorical Federal Aid	45,004	88,000	66,000	-25.0%
Categorical State Aid	45,004	-	22,000	----
State Share of Local Offices	846,313	874,900	887,000	1.4%
General Fund Revenue	**664,080**	**703,697**	**729,483**	**3.7%**
Per capita cost of operating department	**$ 15.40**	**$ 15.77**	**$ 15.90**	
Generated Revenue Percent	**58.6%**	**57.8%**	**57.2%**	
General Fund Revenue Percent	**41.4%**	**42.2%**	**42.8%**	
Full-time Equivalents (FTE)	**18.00**	**18.00**	**18.00**	
Full-time Positions	18.00	18.00	18.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

The FY16 budget includes increases in both personnel and operating. The personnel increase is due primarily to a compensation adjustment and one (1) additional employee electing to receive health insurance. The operating increase is due to increases in maintenance service contracts and educational training.

Commonwealth's Attorney

GOALS AND OBJECTIVES

• Be responsive to concerns of victims and witnesses throughout involvement with cases;
• Augment successful prosecution of all matters in courts through the increased use of technology;
• Seek appropriate punishment to deter criminal activity;
• Aggressively prosecute crimes victimizing children, including internet predators and cases involving sexual assault;
• Provide extensive training and advice to local law-enforcement departments, including annual legal legislative updates, academy instruction and in-service training;
• Participate with County departments, schools, citizens groups and other organizations to conduct education on issues related to public safety and courts;
• Monitor the collection of restitution and court costs for all courts;
• Use allotted funding, technology and programs designed to increase professionalism, job performance and efficiency;
• Continue the office's ability to respond quickly to law enforcement, including after hours and weekend contacts;
• Continue cooperation between office and law enforcement agencies;
• Prosecute defendants with suspended sentences who did not obey conditions of suspended sentences;
• Advise and confer with magistrates; and,
• Draft and/or review search warrants.

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Population served per attorney	12,500	12,500	12,500	12,500
Law enforcement served per attorney	40	40	40	40

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Public Safety

	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures - by Department	**$ 47,648,314**	**$ 50,377,656**	**$ 52,716,501**	**4.6%**
Sheriff	20,479,040	21,441,404	22,424,304	4.6%
Emergency Communications	4,749,743	5,311,492	5,397,306	1.6%
Fire/EMS	14,630,299	15,112,851	15,902,834	5.2%
Pamunkey Regional Jail	4,714,588	4,986,247	5,383,692	8.0%
Juvenile Court Services	483,096	707,426	734,124	3.8%
Community Corrections	416,944	450,802	487,566	8.2%
Building Inspections	1,261,057	1,366,414	1,367,868	0.1%
Animal Control	913,547	1,001,020	1,018,807	1.8%
Expenditures - by Category	**$ 47,648,314**	**$ 50,377,656**	**$ 52,716,501**	**4.6%**
Personnel	34,158,996	35,475,099	36,767,445	3.6%
Operating	12,508,187	13,475,747	14,412,976	7.0%
Capital	981,131	1,426,810	1,536,080	7.7%
Revenues	**$ 47,648,314**	**$ 50,377,656**	**$ 52,716,501**	**4.6%**
Intergovernmental Revenue	5,622,508	4,592,031	4,822,300	5.0%
Local Revenue	4,327,133	4,493,700	4,419,900	-1.6%
General Fund Revenue	37,698,673	41,291,925	43,474,301	5.3%
Generated Revenue Percent	**20.9%**	**18.0%**	**17.5%**	
General Fund Percent	**79.1%**	**82.0%**	**82.5%**	
Full-time Equivalents (FTE)	**448.50**	**463.00**	**476.60**	
Full-time Positions	447.00	461.00	474.00	
Part-time Positions	1.50	2.00	2.60	

Sheriff

DESCRIPTION

Law enforcement in the County is provided by the Sheriff's Office. The Sheriff is an elected Constitutional Officer serving a four-year term of office. This office is divided into three sections: Administrative Support Operations, Investigative Operations and Uniform Patrol Operations. Each unit is responsible for various areas of law enforcement. The Sheriff provides preventive patrol through community policing, responds to calls for service, arrests suspected offenders, promotes traffic safety, combats drug-related activities and conducts criminal investigations. Under each unit there are many specialized teams that provide service to the County, including the Accident Investigation Team, Canine Unit, High Risk Entry Team, Hostage Negotiation Team, Search and Rescue and Underwater Forensic Team.

The Sheriff is also responsible for courthouse security and the processing of civil court papers. The budget for these responsibilities is reflected under the Court Services section.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 20,479,040**	**$ 21,441,404**	**$ 22,424,304**	**4.6%**
Personnel	**17,150,977**	**17,650,425**	**18,080,963**	**2.4%**
Operating	**2,543,565**	**2,639,319**	**2,937,261**	**11.3%**
Capital	**784,498**	**1,151,660**	**1,406,080**	**22.1%**
Revenues	**$ 20,479,040**	**$ 21,441,404**	**$ 22,424,304**	**4.6%**
Intergovernmental Revenue				
Categorical Federal Aid	831,543	10,000	97,300	873.0%
Categorical State Aid	25,686	55,000	10,300	-81.3%
State Share of Local Offices	3,305,986	3,312,950	3,460,000	4.4%
Local Revenue				
Fines & Forfeitures	100,374	100,000	100,000	0.0%
Miscellaneous Revenue	4,765	1,000	1,000	0.0%
Recovered Costs	93,461	42,000	42,000	0.0%
General Fund Revenue	**16,117,225**	**17,920,454**	**18,713,704**	**4.4%**
Per capita cost of operating department	**$ 196.72**	**$ 202.85**	**$ 209.18**	
Generated Revenue Percent	**21.3%**	**16.4%**	**16.5%**	
General Fund Revenue Percent	**78.7%**	**83.6%**	**83.5%**	
Full-time Equivalents (FTE)	**219.00**	**225.00**	**229.00**	
Full-time Positions	218.00	224.00	228.00	
Part-time Positions	1.00	1.00	1.00	

BUDGET HIGHLIGHTS

The personnel increase in FY16 is primarily attributed to the addition of four (4) Deputy Sheriff positions and a compensation adjustment. These increases in personnel are partially offset by vacancy savings. The operating increase is due primarily to increases in funding for repair and maintenance, maintenance service contracts, and educational training. The Service Level Plan includes funding for the new positions ($265,256) as well as associated one-time operating/capital costs ($208,844), and one-time funding for forty-five (45) replacement vehicles ($1,426,950), twenty (20) mobile data terminal replacements ($82,280), twenty automated external defibrillator (AED) replacements ($39,500) and one (1) avatar tactical robot ($25,000).

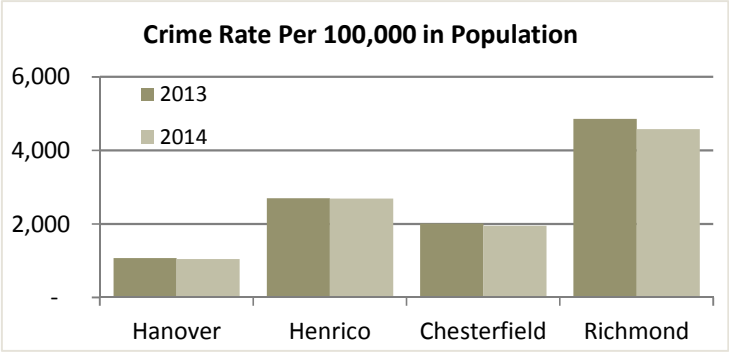
Sheriff

GOALS AND OBJECTIVES

• Create and foster safe communities through delivery of high-quality law enforcement services and community partnerships;
• Seek, hire, and retain skilled professionals committed to the community;
• Support and continually evaluate internal operations; and,
• Ensure fiscally responsible stewardship.

SERVICE LEVELS	2014 Actual	2015 Budget	2015 Forecast	2016 Budget
Total responses	64,109	65,950	67,791	68,000
Cases per investigator	66	66	68	70
Average response time Priority 1 calls (minutes)	8.5	8.7	8.9	8.9
Number of funded, sworn officers per 10,000 people	19.0	19.9	19.9	19.9

	CY2011		CY2012		CY2013		CY2014	
	Crimes	Clearance	Crimes	Clearance	Crimes	Clearance	Crimes	Clearance
Murder	2	2	5	5	1	1	2	1
Rape	9	10	8	9	7	7	4	5
Robbery	6	7	18	11	10	1	12	9
Aggr. Assault	34	27	47	37	56	50	56	49
Burglary	123	77	97	57	86	54	80	5
Larceny	945	409	843	381	902	397	898	444
Auto Theft	50	20	44	16	37	15	30	16
Arson	2	2	4	4	5	4	9	1
TOTAL	**1,171**	**554**	**1,066**	**520**	**1,104**	**541**	**1,093**	**585**



Emergency Communications

DESCRIPTION

Emergency Communications serves as the 911 answering point and emergency dispatch center for Hanover County and the Town of Ashland. These services, as well as many other support activities, are provided to citizens and the various public safety and public service agencies and departments on a 24/7 basis. The department is able to provide these services with well-trained professional Communications Officers and the use of modern technology, including a fifteen-site, twelve channel 800 MHz trunked radio system, enhanced wireline and wireless 911 systems, a computer aided dispatch system, CAD mapping, digital recording system and interoperable communications systems.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 4,749,743**	**$ 5,311,492**	**$ 5,397,306**	**1.6%**
Personnel	**3,156,229**	**3,388,242**	**3,423,377**	**1.0%**
Operating	**1,548,095**	**1,915,750**	**1,973,929**	**3.0%**
Capital	**45,419**	**7,500**	**-**	**-100.0%**
Revenues	**$ 4,749,743**	**$ 5,311,492**	**$ 5,397,306**	**1.6%**
Local Revenue				
Charges for Services	334,992	333,000	333,000	0.0%
Recovered Costs	20,925	-	-	----
Intergovernmental Revenue				
Categorical State Aid	333,257	350,000	350,000	0.0%
General Fund Revenue	**4,060,569**	**4,628,492**	**4,714,306**	**1.9%**
Per capita cost of operating department	**$ 45.63**	**$ 50.25**	**$ 50.35**	
Generated Revenue Percent	**14.5%**	**12.9%**	**12.7%**	
General Fund Revenue Percent	**85.5%**	**87.1%**	**87.3%**	
Full-time Equivalents (FTE)	**47.50**	**48.50**	**49.50**	
Full-time Positions	47.00	48.00	49.00	
Part-time Positions	0.50	0.50	0.50	

BUDGET HIGHLIGHTS

In FY16, the personnel category for this department increased 1.0%, which is primarily attributable to a compensation adjustment and two (2) employees no longer opting out of health insurance. These increases are partially offset by vacancy savings. The change in FTEs from FY15 to FY16 is due to the addition of (2) new Communications Officer positions in mid-FY15 in exchange for a vacant Communications Center Manager. The operating increase is attributed to increased funding in maintenance service contracts. The Service Level Plan includes on-going funding for battery replacement at communications tower sites ($33,000).

Emergency Communications

GOALS AND OBJECTIVES

• Answer 99% of all incoming 911 calls in 10 seconds or less (3 rings or less);
• Dispatch 90% of all Fire, EMS, Animal Control and Law enforcement priority 1 calls in 60 seconds or less from call entry;
• Maintain a 90% employee retention rate and maintain a core group of well-trained, experienced communications officers, supervisors, managers and administrators;
• Maintain a 90% customer satisfaction rate by ensuring the department provides its required services to the citizens and the user agencies in a timely, efficient, effective and professional manner;
• Assure the Hanover County Security Alarm Ordinance is administered in a proper and efficient manner;
• Maintain a 90% accuracy rate when handling emergency medical dispatch related calls;
• Ensure that all vital and critical systems and equipment remain up and operational 95% of the time to assure the emergency communications, law enforcement and public safety personnel have the tools and equipment readily available to them 24/7 to allow them to perform their duties in an efficient, timely and professional
• Assure the department continues to research, evaluate, and pursue equipment, technology, facilities, services and systems that will enhance the emergency communications operation and provide the emergency communications officers and field personnel with the tools and technology they need to perform their duties in a safe, efficient and timely manner; and,
• Continue to increase the skills, knowledge and service levels of our Communications Officers, Supervisors and Administrative staff.

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Number of Non-911 telephone calls received	119,375	148,000	122,000	130,000
Number of Wireless 911 calls received	27,785	30,000	29,000	30,000
Number of Wire Line 911 calls received	9,478	14,000	10,500	10,000
Number of Public Safety Incidents received	72,863	75,000	74,000	75,000
Number of dispatch consoles	10	10	10	11
Number of call taker consoles	12	12	12	12

Fire/EMS

DESCRIPTION

Fire/EMS provides fire and emergency medical services to the citizens of Hanover County, utilizing a combination system of both paid and volunteer staff. Hanover County currently utilizes the support of approximately 500 volunteer personnel. Fire responsibilities include fire suppression, code inspections, investigations, hazardous materials coordination and response and training. Emergency Medical Services (EMS) responsibilities focus on providing the highest level of care and expertise in managing basic and advanced life support levels to critically ill or injured patients.

Services are provided out of twelve combination fire companies: Ashland (Company 1), Beaverdam (2), Black Creek (12), Chickahominy (10), Doswell (4), Eastern Hanover (3), Farrington (11), Hanover Courthouse (5), Henry (6), Mechanicsville (7), Montpelier (8), and Rockville (9); and four combination rescue squads: Ashcake (13), Ashland (16), East Hanover (14) and West Hanover (15).

Training is conducted on a daily basis to include pre-planning emergency response strategies of businesses and residential neighborhoods in response districts. In preparation for large scale disasters, the department continues to review policies and procedures to ensure adequate response capability to mitigate any size event. The staff participates in numerous regional exercises and a regional grant program to prepare Hanover County and the Richmond area for any type of natural disaster or terrorist event. Fire/EMS provides a regional academy for career staff and volunteer members that includes over 300 hours of basic training to become an entry level Fire-EMS provider.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 14,630,299**	**$ 15,112,851**	**$ 15,902,834**	**5.2%**
Personnel	**11,460,374**	**11,861,376**	**12,638,753**	**6.6%**
Operating	**3,018,711**	**3,005,825**	**3,154,081**	**4.9%**
Capital	**151,214**	**245,650**	**110,000**	**-55.2%**
Revenues	**$ 14,630,299**	**$ 15,112,851**	**$ 15,902,834**	**5.2%**
Local Revenue				
Charges for Services	2,170,454	2,200,000	2,200,000	0.0%
Permits, Fees & Licenses	141,200	148,000	148,000	0.0%
Recovered Costs	111,808	95,000	97,100	2.2%
Intergovernmental Revenue				
Categorical Federal Aid	166,225	98,081	119,800	22.1%
Categorical State Aid	538,094	358,000	365,500	2.1%
General Fund Revenue	**11,502,518**	**12,213,770**	**12,972,434**	**6.2%**
Per capita cost of operating department	**$ 140.54**	**$ 142.98**	**$ 148.35**	
Generated Revenue Percent	**21.4%**	**19.2%**	**18.4%**	
General Fund Revenue Percent	**78.6%**	**80.8%**	**81.6%**	
Full-time Equivalents (FTE)	**144.00**	**150.00**	**158.00**	
Full-time Positions	144.00	150.00	158.00	
Part-time Positions	-	-	-	

Fire/EMS

BUDGET HIGHLIGHTS

The FY16 Service Level Plan adds six (6) new Firefighter/Medic positions ($374,460) and two (2) new Lieutenant positions ($160,280) to this department. The remainder of the personnel increase is due primarily to a compensation adjustment. The personnel category also includes pooled funding for non-benefited employees. The operating increase is due primarily to rightsizing budgeting for vehicle repairs, equipment repairs and uniforms based on need and prior year actuals. There is also an anticipated increase in premium for life and accident insurance for volunteers. The Service Level Plan also includes capital funding for Toughbook replacement (5) ($20,000) and vehicle replacement (3) ($90,000). The Fire/EMS portion of the Capital Improvements Program (CIP) includes $500,000 for the fire engine and heavy rescue apparatus replacement plan as well as $440,000 for the ambulance replacement plan. The increase in categorical federal aid revenue is in anticipation of a Department of Homeland Security grant. The recovery of EMS fees relative to ambulance transport is projected to remain flat at $2.2M.

GOALS AND OBJECTIVES

• Compliance on emergency response plans and documents for radiologic response, readiness initiative, regional hazard mitigations, and local emergency response plan;

• Responders to arrive on scene based on service level goals:

Arrive on scene of Priority 1 EMS calls in less than 9 minutes 80% of the calls
Arrive on scene of Priority 2 EMS calls in less than 13 minutes 80% of the calls
Arrive on scene of Priority 3 EMS calls in less than 15 minutes 80% of the calls
Arrive on scene of fire incidents within the suburban service area in less than 9 minutes 80% of the calls
Arrive on scene of fire incidents outside the suburban service area in less than 15 minutes 80% of the calls

• Rate of structure fire related injuries for civilians and responders per 100,000 of population less than the Commonwealth of Virginia average;

• Percent of fire contained to the building of origin 90% or greater; and

• Maintain a patient condition rate of improved or same 90% or greater upon delivery at the hospital.

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Respond to 80% Priority 1 calls in less than 9 minutes	79.87%	80.0%	80.0%	80.0%
Respond to 80% Priority 2 calls in less than 13 minutes	85.99%	85.0%	86.0%	86.0%
Respond to 80% Priority 3 calls in less than 16 minutes	89.46%	88.0%	89.0%	89.0%
Respond to 80% of urban fire calls in less than 9 minutes	80.24%	82.0%	80.0%	80.0%

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Pamunkey Regional Jail

DESCRIPTION

The Pamunkey Regional Jail Authority (PRJA) operates a regional jail for the Counties of Hanover and Caroline, and the Town of Ashland, which began operations in 1998. The facility contains 437 beds consisting of 403 general-purpose beds, a 16 bed work-release center, a 6 bed infirmary, and 12 special-management beds. Hanover County is charged a per diem prisoner fee by the Jail sufficient to pay its operating and debt service costs.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 4,714,588**	**$ 4,986,247**	**$ 5,383,692**	**8.0%**
Operating	**4,714,588**	**4,986,247**	**5,383,692**	**8.0%**
Revenues	**$ 4,714,588**	**$ 4,986,247**	**$ 5,383,692**	**8.0%**
General Fund Revenue	**4,714,588**	**4,986,247**	**5,383,692**	**8.0%**
Per capita cost of operating department	**$ 45.29**	**$ 47.17**	**$ 50.22**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	

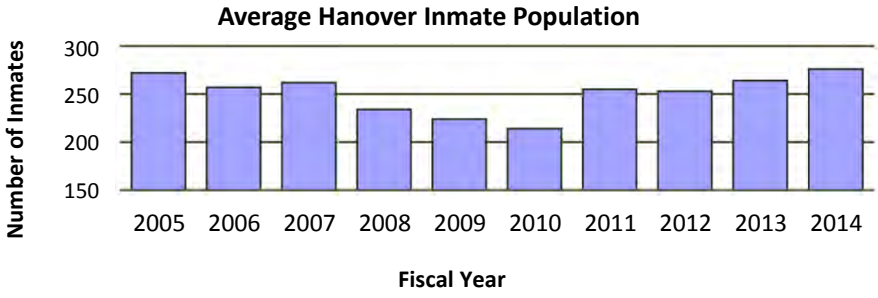
BUDGET HIGHLIGHTS

This adopted budget reflects the per diem costs ($49.63 per day) to house inmates as part of the County's participation in the Pamunkey Regional Jail Authority (PRJA). The per diem rate has increased for FY16. The increase is also due to a compensation adjustment. The costs for housing inmates have benefited from the economies of scale of the larger jail operations as well as the benefits of using available capacity for bed rentals to other governments.

GOALS AND OBJECTIVES

• Continue to enhance our relationship with our user jurisdictions, outside agencies and the public through effective correctional services and community involvement;
• Provide staff the needed training to ensure a safe work environment;
• Provide inmates with quality medical care and a safe living environment; and,
• Maintain American Correctional Association accreditation and Department of Corrections certification through staff development while adhering to facility policy and procedures.

SERVICE LEVELS



Juvenile Court Services

DESCRIPTION

The Juvenile Court Services Unit (JCSU) is responsible for providing intake, probation, case management, psychological services and social investigations. The intake officer has the authority, based on the definitions in the Code of Virginia, to divert relatively minor cases and first offenders (Children in Need of Services, Children in Need of Supervision and Delinquent) from the court system to programs and services operated by the JCSU or outside the Unit. The intake officer also processes all requests for juvenile criminal charges that are directed to the court for adjudication. The intake officer has the ability to issue detention orders for juveniles who are charged with a class 1 misdemeanor or felony and who pose a threat to the safety of themselves or others. There are four levels of detention: secure detention, non-secure (shelter care), electronic monitoring and house arrest. The JCSU monitors all juveniles during any level of detention but does not have access to a shelter care option at this time. Domestic cases (custody, spousal and child support, spousal abuse and child visitation) are also prepared for the Court by the intake officer. The JCSU provides probation supervision as ordered by the court.

The length of probation is determined by the JCSU with judicial approval and time period is dependent on the juvenile's adjustment and compliance with court ordered requirements. Programs provided to juveniles and their parents include electronic monitoring, supervision plan services and community service work. The JCSU provides funding for intensive in-home counseling services for probationers and their families when appropriate.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 483,096**	**$ 707,426**	**$ 734,124**	**3.8%**
Personnel	**182,096**	**197,300**	**201,427**	**2.1%**
Operating	**301,000**	**510,126**	**532,697**	**4.4%**
Revenues	**$ 483,096**	**$ 707,426**	**$ 734,124**	**3.8%**
Intergovernmental Revenue				
Categorical State Aid	81,243	80,000	81,600	2.0%
General Fund Revenue	**401,853**	**627,426**	**652,524**	**4.0%**
Per capita cost of operating department	**$ 4.64**	**$ 6.69**	**$ 6.85**	
Generated Revenue Percent	**16.8%**	**11.3%**	**11.1%**	
General Fund Revenue Percent	**83.2%**	**88.7%**	**88.9%**	
Full-time Equivalents (FTE)	**3.00**	**3.00**	**3.00**	
Full-time Positions	3.00	3.00	3.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

The budget is primarily comprised of the cost of housing juvenile offenders who are placed at the Merrimac Juvenile Detention Center as well as other community programs provided to address accountability, public safety and treatment (e.g. case management, probation, electronic monitoring, community service and treatment groups). In FY16, the personnel category increased by 2.1%, which is primarily due to a compensation adjustment. The operating increase is primarily attributed to an increase in the Merrimac Juvenile Detention Center's per diem costs.

Juvenile Court Services

GOALS AND OBJECTIVES

- Continue to provide an alternative to secure detention through the Electronic Incarceration Program;
- Continue to provide intensive supervision and coordination for Juvenile Drug Court program;
- Continue to provide community service opportunities and supervision for juvenile offenders; and
- Provide additional community supervision of juvenile offenders through community surveillance.

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Program Participation:				
Community Service	163	150	165	150
Stop Thief!*	33	25	-	-
Truancy Project	51	50	50	50
Anger Management*	17	25	-	-
Juvenile Drug Court**	10	10	12	10
Intensive In-home Counseling***	4	5	-	-
Supervision Plan Services***	-	-	8	8
Community Surveillance****	N/A	N/A	50	50
Number of electronic monitoring cases	45	60	60	60
Total caseload (delinquent and domestic)	1,770	1,845	1,770	1,770
Total delinquent	459	517	450	450
Total diverted	173	161	150	150

**Program ended FY15*
***Previously listed as Intensive Probation in FY14 Actual and FY15 Budget. Beginning in FY15, renamed as Juvenile Drug Court Program to reflect Intensive Probation cases as part of the Drug Court Program.*
****Beginning in FY15, In-home Counseling reflected under Supervision Plan Services in order to include multiple types of treatment needs in this area.*
*****New service level beginning FY15*

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Community Corrections

DESCRIPTION

Community Corrections assists the Courts in Hanover and Caroline Counties by providing supervision and investigation of adult offenders. The department is designed to provide an alternative to incarceration while maintaining public safety.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 416,944**	**$ 450,802**	**$ 487,566**	**8.2%**
Personnel	**388,990**	**432,611**	**464,477**	**7.4%**
Operating	**27,954**	**18,191**	**23,089**	**26.9%**
Revenues	**$ 416,944**	**$ 450,802**	**$ 487,566**	**8.2%**
Local Revenue				
Recovered Costs	53,344	67,100	68,100	1.5%
Intergovernmental Revenue				
Categorical State Aid	336,736	328,000	337,800	3.0%
General Fund Revenue	**26,864**	**55,702**	**81,666**	**46.6%**
Per capita cost of operating department	**$ 4.01**	**$ 4.26**	**$ 4.55**	
Generated Revenue Percent	**93.6%**	**87.6%**	**83.3%**	
General Fund Revenue Percent	**6.4%**	**12.4%**	**16.7%**	
Full-time Equivalents (FTE)	**7.00**	**7.00**	**7.60**	
Full-time Positions	7.00	7.00	7.00	
Part-time Positions	-	-	0.60	

BUDGET HIGHLIGHTS

Community Corrections is required to provide pre-trial services to those deemed necessary by the Court. The Department of Criminal Justice Services provides a grant to Community Corrections. In FY16, the personnel category increased 7.4%, which is due to the addition of a part-time Pre-Trial Investigator position (0.6 FTE) and a compensation adjustment. The increase in operating is due primarily to increased funding in small capital outlay, computer equipment replacements and office supplies.

GOALS AND OBJECTIVES

- Protect the community by providing effective supervision to offenders and defendants;
- Provide the local courts with an alternative to incarceration; and,
- Offer a variety of resources and services to assist with treatment needs.

Building Inspections

DESCRIPTION

Building Inspections is responsible for enforcement of the Virginia Uniform Statewide Building Code to protect the health, safety and welfare of the citizens of Hanover County. Traditionally, this enforcement role has focused on new construction and the renovation and rehabilitation of existing buildings. Building Inspections has expanded its duties to include enforcement of the Property Maintenance Code in addition to its traditional role. The Property Maintenance Code provides the minimum standards for the maintenance of existing buildings and structures to promote their continued healthy use and usability. Additionally, the department enforces erosion and sediment control regulations relating to residential construction and proffered conditions for residential construction. A continuing focus of the department is customer service and the use of new technologies, as evidenced by the expansion of the Interactive Voice response telephone system and the continuing development and implementation of online services such as online inspection scheduling and permit tracking. Permanent records of these activities are maintained and available in the Building Inspections' office.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 1,261,057**	**$ 1,366,414**	**$ 1,367,868**	**0.1%**
Personnel	**1,156,288**	**1,222,447**	**1,240,556**	**1.5%**
Operating	**104,769**	**121,967**	**127,312**	**4.4%**
Capital	**-**	**22,000**	**-**	**-100.0%**
Revenues	**$ 1,261,057**	**$ 1,366,414**	**$ 1,367,868**	**0.1%**
Local Revenue				
Permits, Fees & Licenses	1,165,996	1,360,000	1,285,000	-5.5%
Recovered Costs	924	15,000	15,000	0.0%
General Fund Revenue	**94,137**	**(8,586)**	**67,868**	**-890.4%**
Per capita cost of operating department	**$ 12.11**	**$ 12.93**	**$ 12.76**	
Generated Revenue Percent	**92.5%**	**100.6%**	**95.0%**	
General Fund Revenue Percent	**7.5%**	**-0.6%**	**5.0%**	
Full-time Equivalents (FTE)	**15.00**	**16.50**	**16.50**	
Full-time Positions	15.00	16.00	16.00	
Part-time Positions	-	0.50	0.50	

BUDGET HIGHLIGHTS

The overall budget for this department is relatively flat in FY16, with a slight increase of 0.1%. The personnel category increased 1.5%, which is due to a compensation adjustment. The operating category increased 4.4%, which is primarily attributable to increased funding for vehicle and powered equipment supplies, new and replacement computer equipment and educational training. These increases in personnel and operating are almost entirely offset by the decrease in capital, which is due to one-time capital funding in FY15 that was not requested in FY16.

Building Inspections

GOALS AND OBJECTIVES

• Continue cooperative training program within the region to provide code update training for contractors, architects, engineers and their staff;
• Process residential building permit applications within two weeks and commercial applications within 30 days;
• Utilize user fees to pay for departmental operating costs; and,
• Continue our focus on customer service and new technology to better serve the needs of the community.

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Commercial plan reviews:				
Number of plans reviewed	411	508	412	440
Average number of days to review	7	30	21	22
Pre-application plan reviews:				
Number of plans reviewed	9	10	10	10
Average number of days to review	18	30	20	22
Residential plan reviews:				
Number of plans reviewed	1,381	1,794	1,488	1,592
Average number of days to review	4	10	4	6
Number of inspections per day	129	160	151	151
Number of inspections per inspector	22	26	25	23
Number of days from requested to completed inspection	1	1	1	1

Animal Control

DESCRIPTION

Animal Control is responsible for providing the public safety and health of the community by enforcing both county and state animal laws. Animal Control directly assists all other local and State public safety, health and law-enforcement agencies to protect and serve the citizens of Hanover County, their pets and livestock, while promoting humane care and treatment of all animals within the County. The Animal Pound Facility functions include: coordinating information for missing animals, placement of homeless animals, specialized care and security of impounded animals, assisting citizens and visitors with various animal-related problems, quarantine and preparation for testing of animals involved with possible exposure to rabies and collection of fees associated with various facility and departmental functions. The Pound Facility currently has 144 kennels with an average daily capacity of ninety percent.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 913,547**	**$ 1,001,020**	**$ 1,018,807**	**1.8%**
Personnel	**664,042**	**722,698**	**717,892**	**-0.7%**
Operating	**249,505**	**278,322**	**280,915**	**0.9%**
Capital	**-**	**-**	**20,000**	**----**
Revenues	**$ 913,547**	**$ 1,001,020**	**$ 1,018,807**	**1.8%**
Local Revenue				
Charges for Services	22,140	30,000	28,000	-6.7%
Fines & Forfeitures	425	600	600	0.0%
Permits, Fees & Licenses	101,063	100,000	100,000	0.0%
Recovered Costs	2,853	2,000	2,100	5.0%
Miscellaneous Revenue	2,409	-	-	----
Intergovernmental Revenue				
Categorical State Aid	3,738	-	-	----
General Fund Revenue	**780,919**	**868,420**	**888,107**	**2.3%**
Per capita cost of operating department	**$ 8.78**	**$ 9.47**	**$ 9.50**	
Generated Revenue Percent	**14.5%**	**13.2%**	**12.8%**	
General Fund Revenue Percent	**85.5%**	**86.8%**	**87.2%**	
Full-time Equivalents (FTE)	**13.00**	**13.00**	**13.00**	
Full-time Positions	13.00	13.00	13.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

The overall FY16 budget for this department increased 1.8% from FY15. In FY16, the personnel category decreased 0.7%, which is due primarily to staff turnover. This decrease offsets a portion of the increases attributable to a compensation adjustment and part-time funding for a non-benefited Kennel Attendant position. The operational increase is due to additional funding for professional services, telecommunications and cleaning supplies. These increases are partially offset by decreases in funding for small capital and educational training. The Service Level Plan includes capital funding for a storage building ($20,000).

Animal Control

GOALS AND OBJECTIVES

• Increase community safety and health through enforcement of the nuisance ordinance;
• Increase community awareness on animal safety through positive proactive education;
• Increase and improve dog license sales and compliance through education, follow-up and increased positive exposure through proactive public relations in cooperation with local organizations and businesses;
• Improve sterilization program through community outreach, education, local business and other nonprofit support;
• Enhance volunteer programs by positive outreach and community interaction while working on projects with other local organizations; and,
• Improve both facility and field service customer satisfaction through surveys and education.

SERVICE LEVELS	2014 Actual	2015 Budget	2015 Forecast	2016 Budget
Animal Control Total Incidents	9,326	10,500	10,000	10,500
Total Animals Handled	2,585	3,500	3,000	3,000
Total Animals Redeemed to Owner or placed	1,585	1,800	1,800	1,800
Licensed dogs	16,412	20,000	18,000	18,000
Animal Attack reports	337	500	350	400
Positive rabies exposure reports	9	20	15	20
Summons/Warrants issued	95	500	350	400
Lost and found reports	1,107	1,200	1,200	1,200

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Public Works

	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures - by Department	**$ 8,778,392**	**$ 9,371,506**	**$ 9,777,899**	**4.3%**
Public Works	1,650,569	1,737,322	1,821,222	4.8%
Public Works Operations	3,505,793	3,736,292	3,806,382	1.9%
General Services	3,622,030	3,897,892	4,150,295	6.5%
Expenditures - by Category	**$ 8,778,392**	**$ 9,371,506**	**$ 9,777,899**	**4.3%**
Personnel	5,399,828	5,735,499	5,871,419	2.4%
Operating	3,180,060	3,453,907	3,641,740	5.4%
Capital	198,504	182,100	264,740	45.4%
Revenues	**$ 8,778,392**	**$ 9,371,506**	**$ 9,777,899**	**4.3%**
Local Revenue	1,284,506	957,476	1,024,511	7.0%
Intergovernmental Revenue	18,804	18,000	18,000	0.0%
General Fund Revenue	7,475,082	8,396,030	8,735,388	4.0%
Generated Revenue Percent	**14.8%**	**10.4%**	**10.7%**	
General Fund Percent	**85.2%**	**89.6%**	**89.3%**	
Full-time Equivalents (FTE)	**82.30**	**82.00**	**84.50**	
Full-time Positions	80.00	81.00	83.00	
Part-time Positions	2.30	1.00	1.50	

Public Works

DESCRIPTION

Public Works' (PW) responsibilities include assisting with the planning, design and construction of capital projects within the County not related to Public Schools or Public Utilities; administration of the State-mandated Chesapeake Bay, Floodplain, Stormwater Management and Erosion & Sediment Control programs; implementation of the County's regional stormwater quality program; oversight responsibility over solid waste disposal, refuse collection and recycling; management of airport operations and facilities and management of the Cannery. Public Works reviews subdivision and site plans, inspects subdivision roads, administers the flood plain ordinance and manages underground storage tanks for County facilities. The department provides input to the Virginia Department of Transportation (VDOT) regarding transportation projects being managed by VDOT and manages the planning, design and construction of County road projects.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 1,650,569**	**$ 1,737,322**	**$ 1,821,222**	**4.8%**
Personnel	**1,486,351**	**1,590,377**	**1,656,575**	**4.2%**
Operating	**164,218**	**146,945**	**164,647**	**12.0%**
Revenues	**$ 1,650,569**	**$ 1,737,322**	**$ 1,821,222**	**4.8%**
Local Revenue				
Charges for Services	5,951	4,000	4,000	0.0%
Fines & Forfeitures	5,500	2,200	5,000	127.3%
Permits, Fees & Licenses	520,538	200,000	250,000	25.0%
General Fund Revenue	**1,118,580**	**1,531,122**	**1,562,222**	**2.0%**
Per capita cost of operating department	**$ 15.86**	**$ 16.44**	**$ 16.99**	
Generated Revenue Percent	**32.2%**	**11.9%**	**14.2%**	
General Fund Revenue Percent	**67.8%**	**88.1%**	**85.8%**	
Full-time Equivalents (FTE)	**17.80**	**17.50**	**18.00**	
Full-time Positions	16.00	17.00	17.00	
Part-time Positions	1.80	0.50	1.00	

BUDGET HIGHLIGHTS

The FY16 Service Level Plan adds one (1) new benefited part-time Civil Engineer position ($28,340) to this department. The remainder of the personnel category increase is due primarily to a compensation adjustment and filling a vacant funded Deputy Director position above grade minimum during FY15. The operating increase is due primarily to increased funding for drainage easement maintenance and the Service Level Plan adding $10,000 of recurring operating to professional services for internal environmental audits. Funding has been included for automated stormwater facility monitoring ($13,100) and the MS4 (Municipal Separate Storm Sewer System) permit fee ($3,000). The application fee is required when updating the MS4 permit with the Department of Conservation and Recreation. This Phase II permit is required of all localities with a population over 100,000 and is intended to address stormwater pollution. There is also a minimal operating increase relative to repair and maintenance for the Cannery.

Public Works

GOALS AND OBJECTIVES

- Provide construction management for assigned County projects;
- Review 100% of erosion and sediment control plans and utility plans within 14 days;
- Review 95% of building permits within four (4) days;
- Review 100% of construction plans within three (3) weeks of receipt from the Planning Department;
- Respond to 100% of all drainage complaints within ten (10) days; and,
- Operate the Cannery to meet citizen needs.

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Number of erosion control and utility plans submitted	30	35	35	35
Number of site plans reviews	119	130	120	125
Number of subdivision construction plan reviews	63	40	55	55
Number of subdivision plat reviews	92	60	70	70
Number of drainage complaints	266	200	200	200
Number of building permits submitted:				
Residential	274	500	518	554
Commercial	130	100	312	334
Septic Tank Pump-out letters sent	4,528	3,500	3,500	3,800
Cannery items processed (can and jars)	5,414	5,000	5,200	5,200
Cannery patrons	184	150	175	175

Public Works Operations

DESCRIPTION

Public Works Operations provides for solid waste disposal and recycling for Hanover citizens. The County has six (6) manned convenience centers that accept solid waste and numerous recyclables. The County either sells the recovered materials or they are processed through outside contractors. The department transports the mixed and corrugated paper to market using hook lift trucks. Yard waste, leaves and grass are accepted at the Mechanicsville Convenience Center and the Route 301 Transfer Station. Leaves and grass are accepted at the Courthouse and Elmont Convenience Centers. Brush is chipped and sold as mulch or fuel chips, used at schools/parks and given away to the public. The agency operates the 301 Transfer Station and Yard Waste Composting Facility. Solid waste is loaded into contractor trailers and hauled to a private landfill. Public Works Operations is also responsible for street sign installation, stormwater drainage easement maintenance and litter control.

The Board of Supervisors established Recycling Service Districts for the residents of the Ashcreek and Milestone subdivisions on January 23, 2008. There are now thirteen (13) subdivisions under one united Service District. This authorization was in response to petitions for establishment of service districts for the purpose of funding every other week curbside recycling service for plastic and glass bottles, metal cans and paper from these communities.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 3,505,793**	**$ 3,736,292**	**$ 3,806,382**	**1.9%**
Personnel	**1,750,415**	**1,856,633**	**1,913,977**	**3.1%**
Operating	**1,652,827**	**1,768,959**	**1,763,245**	**-0.3%**
Capital	**102,551**	**110,700**	**129,160**	**16.7%**
Revenues	**$ 3,505,793**	**$ 3,736,292**	**$ 3,806,382**	**1.9%**
Intergovernmental Revenue				
Categorical State Aid	18,804	18,000	18,000	0.0%
Local Revenue				
Charges for Services	348,054	331,000	351,000	6.0%
Recovered Costs	401,937	372,000	363,511	-2.3%
General Fund Revenue	**2,736,998**	**3,015,292**	**3,073,871**	**1.9%**
Per capita cost of operating department	**$ 33.68**	**$ 35.35**	**$ 35.51**	
Generated Revenue Percent	**21.9%**	**19.3%**	**19.2%**	
General Fund Revenue Percent	**78.1%**	**80.7%**	**80.8%**	
Full-time Equivalents (FTE)	**32.50**	**32.50**	**34.50**	
Full-time Positions	32.00	32.00	34.00	
Part-time Positions	0.50	0.50	0.50	

BUDGET HIGHLIGHTS

The FY16 Service Level Plan for this division includes capital category funding for roll off containers ($44,240), compactor systems ($40,000) and environmental structures ($44,920). The Service Level Plan also adds $20,000 of ongoing operating to repair and maintenance for drainage projects. This operating increase was offset by reductions in fuel costs and maintenance service contracts, leaving the operating category budget substantially flat from FY15. The personnel category increase is due to a compensation adjustment, employee career development, one (1) additional employee opting for health insurance and the relcassification of three (3) non-benefited part-time positions into two (2) benefited full-time positions in the Service Level Plan.

Public Works Operations

GOALS AND OBJECTIVES

- Maintain solid waste collection and disposal services within resources;
- Maintain street sign maintenance services;
- Maintain drainage easement maintenance at the highest level within the resources available;
- Maintain recycling and compost programs; and,
- Maintain litter and special waste programs within resources.

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Municipal Solid Waste (MSW) Tonnage received at convenience centers:				
Private	6,702	6,300	7,000	7,000
Public	25,168	25,700	25,000	25,000
MSW Pulls from Convenience Center	2,641	2,700	2,700	2,700
Number of tons recycled	15,141	21,000	17,000	17,000
Drainage maintenance requests - DPW crews	424	200	300	350
Street Signs	145	200	200	200

General Services

DESCRIPTION

The General Services Department includes the Facilities, Fleet and Risk Management Divisions. Facilities is responsible for property management, maintenance and renovation of all non-school, County-owned facilities. This consists of the overall responsibility for a preventative maintenance program, in-house repairs and alterations of the buildings and related systems. This division provides support and management services for the County and School telephone system and administers the County's Facilities and Energy Management policies.

Fleet provides preventive maintenance and repair service for County and School vehicles and motorized equipment and administers the Fleet Management Policy. This division provides services including vehicle registrations, preparing equipment specifications, vehicle acquisition and disposal, vehicle replacement and maintaining vehicle history records. This division administers the vehicle fuel management program for County and School vehicles.

Risk Management serves both the County and Schools by providing risk assessments, enhanced safety practices and assistance with determining compliance with Federal OSHA requirements. This division assists with administering the County's Vehicle Safety Policy and assists departments with application of the provisions of the Hanover Safety manual.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 3,622,030**	**$ 3,897,892**	**$ 4,150,295**	**6.5%**
Personnel	**2,163,062**	**2,288,489**	**2,300,867**	**0.5%**
Operating	**1,363,015**	**1,538,003**	**1,713,848**	**11.4%**
Capital	**95,953**	**71,400**	**135,580**	**89.9%**
Revenues	**$ 3,622,030**	**$ 3,897,892**	**$ 4,150,295**	**6.5%**
Local Revenue	**2,526**	**48,276**	**51,000**	**5.6%**
Recovered Costs	2,526	48,276	51,000	5.6%
General Fund Revenue	**3,619,504**	**3,849,616**	**4,099,295**	**6.5%**
Per capita cost of operating department	**$ 34.79**	**$ 36.88**	**$ 38.72**	
Generated Revenue Percent	**0.1%**	**1.2%**	**1.2%**	
General Fund Revenue Percent	**99.9%**	**98.8%**	**98.8%**	
Full-time Equivalents (FTE)	**32.00**	**32.00**	**32.00**	
Full-time Positions	32.00	32.00	32.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

The personnel category for this department increased 0.5% in FY16. The increase is due to a compensation adjustment, which is offset by salary savings due to new hires at lower salaries. The increase in operating is primarily attributed to increases in funding for repair and maintenance, facility painting and maintenance service contracts. The adopted Service Level Plan includes one-time funding for equipment ($77,280) and facility maintenance and improvements ($95,840), as well as on-going operating funding for Fire/EMS facility maintenance ($100k), security upgrades ($5,100) and new fire panels ($2,040).

General Services

GOALS AND OBJECTIVES

• Respond to all facility emergency calls in 3 hours or less;
• Complete facilities preventive work requests within five days of issue;
• Provide project management services for capital improvement projects as needed;
• Identify and perform energy saving projects in line with the Board's Energy Initiative;
• Provide ongoing maintenance and support to all County and School phone systems and serve as liaison to service providers for all service issues;
• Maintain County and School fleets in a safe and cost effective manner;
• Assist customers with fleet needs and promote effective fleet management through best management practices;
• Administer the vehicle fuel management program for County and School vehicles;
• Improve safety and reduce losses by providing safety training, and increasing safety awareness through the use of departmental safety teams and coordinators;
• Coordinate claims processing services for County and School insurance policies; and,
• Provide risk management services for County and School departments and employees through ensuring appropriate insurance coverage and risk mitigation strategies.

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Vehicles Maintained:				
School Buses	297	305	303	303
Public Safety	452	435	445	445
Other	382	380	382	382
Special purpose equipment	75	80	75	75
Total	**1,206**	**1,200**	**1,210**	**1,210**
Square Feet Maintained	617,674	617,674	617,674	617,674
Number of safety audits performed	25	32	30	30

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Human Services

	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures - by Department	**$ 20,334,644**	**$ 23,321,722**	**$ 23,726,744**	**1.7%**
Health	496,000	519,286	534,865	3.0%
Community Services Board	9,442,499	10,206,010	10,621,591	4.1%
Social Services	4,688,727	5,377,157	5,509,098	2.5%
Community Resources	291,512	301,269	308,590	2.4%
Comprehensive Services Act	3,860,747	5,288,000	5,090,000	-3.7%
Tax Relief	1,555,159	1,630,000	1,662,600	2.0%
Expenditures - by Category	**$ 20,334,644**	**$ 23,321,722**	**$ 23,726,744**	**1.7%**
Personnel	11,763,738	12,685,124	13,157,158	3.7%
Operating	8,513,749	10,636,598	10,569,586	-0.6%
Capital	57,157	-	-	----
Revenues	**$ 20,334,644**	**$ 23,321,722**	**$ 23,726,744**	**1.7%**
General Fund Revenue	8,456,813	10,604,877	10,712,119	1.0%
Intergovernmental Revenue	8,318,924	9,380,491	9,579,143	2.1%
Local Revenue	3,558,907	3,336,354	3,435,482	3.0%
Generated Revenue Percent	**58.4%**	**54.5%**	**54.9%**	
General Fund Percent	**41.6%**	**45.5%**	**45.1%**	
Full-time Equivalents (FTE)	**180.38**	**182.28**	**182.67**	
Full-time Positions	171.00	174.00	175.00	
Part-time Positions	9.38	8.28	7.67	

Health

DESCRIPTION

The Health department is part of the Virginia Department of Health's Chickahominy Health District. The District encompasses the Counties of Charles City, Goochland, Hanover and New Kent. Funding is predominantly through a cooperative agreement with the Virginia Department of Health in which Hanover pays 45% of the allotted general funds designated to the Health department's budget. The Health department provides medical, emergency preparedness, vital records and environmental services. The department collaborates with other agencies, health care providers and local communities to address public health issues and to provide public health leadership, guidance, education and consultation to the community. These services are detailed in the local cooperative agreement.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 496,000**	**$ 519,286**	**$ 534,865**	**3.0%**
Operating	**496,000**	**519,286**	**534,865**	**3.0%**
Revenues	**$ 496,000**	**$ 519,286**	**$ 534,865**	**3.0%**
Local Revenue				
Recovered Costs	58,737	46,350	19,500	-57.9%
General Fund Revenue	**437,263**	**472,936**	**515,365**	**9.0%**
Per capita cost of operating department	**$ 4.76**	**$ 4.91**	**$ 4.99**	
Generated Revenue Percent	**11.8%**	**8.9%**	**3.6%**	
General Fund Revenue Percent	**88.2%**	**91.1%**	**96.4%**	

BUDGET HIGHLIGHTS

The Health department represents a stand-alone State function for which the County's share changes in proportion to State funding of this service.

GOALS AND OBJECTIVES

- Conduct epidemiologic surveillance and investigation of outbreaks and communicable diseases of public health significance (e.g., Ebola, Pertussis);
- Provide excellent medical care through ongoing maternity, family planning, and STD clinics;
- Expand the Every Woman's Life program (cancer prevention program for underserved women);
- Increase immunization service levels through public health clinics;
- Continue to conduct at least one mass influenza clinic annually;
- Develop a "Healthy Hanover" collaborative in accordance with the Hanover Human Services Strategic Plan;
- Expand scope and productivity of WIC clinics, which provide nutrition education;
- Promote Healthy Eating, Active Living programs in the community;
- Continue to participate in Health Fairs & other community outreach programs;
- Seek additional funding through healthy lifestyle/chronic disease grants;
- Ensure food safety through restaurant inspections and food worker education;
- Ensure safe drinking water & septic systems; and,
- Protect the community through emergency preparedness & response activities.

Health

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Communicable disease investigations	268	200	270	280
Family planning visits	772	825	785	790
Maternity visits	418	280	450	465
WIC participation (Number of Clients)*	793	1,100	830	900
WIC client visits	3,174	4,400	3,320	3,600
Immunization visits	473	650	600	620
Sexually Transmitted Infection visits	264	264	275	275
TB assessments	177	177	180	180
Rabies Incidents	38	425	380	375
Human Victims Bitten	234	200	225	220
Rabies PEP Given	1	2	2	2
Total sewage/onsite applications	287	145	310	315
Well applications	223	202	235	240
Restaurant inspection visits	1,532	915	1,560	1,570
Temporary event inspections	59	30	68	70
Environmental Health FOIA Requests	547	190	600	620

**WIC generated an estimated $369,030 in revenue for Hanover County businesses during FY14.*
(793 clients x $38.78 average food package per client per month x 12 months = $369,030)

Community Services Board (CSB)

DESCRIPTION

Community Services Board (CSB) provides a range of services and programs to county residents and is licensed by the Virginia Department of Behavioral Health and Developmental Services and accredited by CARF International, an independent, nonprofit accreditor of health and human services agencies. The mission of the agency is "to partner with individuals to provide supports and services in the areas of mental health, intellectual disabilities and substance use disorders in their efforts to lead satisfying and productive lives in their communities". Primarily, services fall under one of two areas: 1) Mental Health, Substance Use Disorders and Prevention Services and 2) Intellectual Disabilities Services.

Mental Health, Substance Use Disorders and Prevention Services include the following program areas: Emergency/Crisis Services, Outpatient Mental Health and Substance Abuse Services, Psychosocial Rehabilitation Services, Residential Support Services, Intensive Community Treatment (ICT) and Prevention Services. Intellectual Disabilities Services include the following program areas: Case Management, Day Health and Rehabilitation. Additionally, services are available to all clients as appropriate.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 9,442,499**	**$ 10,206,010**	**$ 10,621,591**	**4.1%**
Personnel	**8,194,126**	**8,873,996**	**9,226,582**	**4.0%**
Operating	**1,191,216**	**1,332,014**	**1,395,009**	**4.7%**
Capital	**57,157**	**-**	**-**	**----**
Revenues	**$ 9,442,499**	**$ 10,206,010**	**$ 10,621,591**	**4.1%**
Local Revenue				
Charges for Services	3,193,561	2,958,404	3,005,562	1.6%
Miscellaneous Revenue	62,271	49,000	128,000	161.2%
Recovered Costs	130,837	150,000	150,000	0.0%
Intergovernmental Revenue				
Categorical Federal Aid	455,525	453,157	464,759	2.6%
Categorical State Aid	2,267,711	2,276,877	2,465,984	8.3%
General Fund Revenue	**3,332,594**	**4,318,572**	**4,407,286**	**2.1%**
Per capita cost of operating department	**$ 90.71**	**$ 96.56**	**$ 99.08**	
Generated Revenue Percent	**64.7%**	**57.7%**	**58.5%**	
General Fund Revenue Percent	**35.3%**	**42.3%**	**41.5%**	
Full-time Equivalents (FTE)	**122.60**	**123.50**	**123.89**	
Full-time Positions	114.00	116.00	117.00	
Part-time Positions	8.60	7.50	6.89	

BUDGET HIGHLIGHTS

The FY16 CSB budget is $10.6 million and reflects an overall increase of 4.1%. The personnel budget includes a compensation adjustment, a benefited part-time position that was reclassified to full-time during FY15, and Service Level Plan funding in the amount of $217,980 relative to a Crisis Intervention Team (CIT) grant approved during FY15. This grant does not require a local match. The Service Level Plan also adds $50,000 in ongoing operating to professional services for the Home Visiting Program. However, this increase is offset by other operating line adjustments. The operating increase of 4.7% is attributable to $75,000 added for revenue reserve. Otherwise, the operating budget is substantially flat from FY15.

Community Services Board (CSB)

GOALS AND OBJECTIVES

- To improve program effectiveness and services to consumers;
- To improve finance and technology; and,
- To improve efficiency and service delivery.

SERVICE LEVELS	FY14 Actual Served	FY15 Budget Served	FY15 Forecast Served	FY16 Budget Served
Mental Health Services:				
Acute Psychiatric or Inpatient Services	26	25	25	25
Outpatient Services	766	750	800	800
Assertive Community Treatment	66	60	63	60
Case Management Services	705	600	700	700
Rehabilitation	89	90	90	90
Supportive Residential Services	18	20	18	20
Intellectual Disability Services:				
Case Management Services	288	275	280	275
Rehabilitation	47	43	45	45
Sheltered Employment	21	10	21	20
Individual Supported Employment	83	90	70	75
Supportive Residential Services	54	30	50	50
Substance Abuse Services:				
Inpatient Detox Services	2	7	2	2
Outpatient Services	202	150	175	175
Case Management Services	285	200	275	275
Intensive Residential Services	32	20	20	20
Emergency Services:				
Emergency Services	793	600	700	700
Assessment and Evaluation Services	1,032	700	1,100	1,100

Social Services

DESCRIPTION

Social Services provides a comprehensive array of services and benefit programs to County citizens. Benefit Programs include Medicaid, Supplemental Nutrition Assistance Program (formerly referred to as the Food Stamp Program) and Temporary Assistance for Needy Families. Social Services programs include child and adult protection, foster care, employment, child day care and prevention. These programs assist Hanover's residents in achieving self-sufficiency, well-being and safety for their families and themselves. The department provides temporary crisis help to the traditional poor, the "new" poor who do not make a living wage, the elderly who need nursing home care and low-income parents who cannot afford child care while they work. Other major programs include energy assistance, information and referral for housing, food, utilities and medication assistance.

The department's mission is Helping Others Promoting Empowerment (HOPE). Its values are to: recognize strengths; respond to needs; be service-oriented, innovative and creative; and be a strong community partner. The department continues to work in partnership with other County agencies as part of the emergency response team, strategic planning teams for safe community and human services and other collaborative county efforts.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 4,688,727**	**$ 5,377,157**	**$ 5,509,098**	**2.5%**
Personnel	**3,304,648**	**3,535,070**	**3,651,425**	**3.3%**
Operating	**1,384,079**	**1,842,087**	**1,857,673**	**0.8%**
Revenues	**$ 4,688,727**	**$ 5,377,157**	**$ 5,509,098**	**2.5%**
Local Revenue				
Recovered Costs	26,209	27,600	27,420	-0.7%
Intergovernmental Revenue				
Categorical Federal Aid	2,294,976	2,292,636	2,363,130	3.1%
Categorical State Aid	1,130,680	1,467,821	1,477,270	0.6%
General Fund Revenue	**1,236,862**	**1,589,100**	**1,641,278**	**3.3%**
Per capita cost of operating department	**$ 45.04**	**$ 50.87**	**$ 51.39**	
Generated Revenue Percent	**73.6%**	**70.4%**	**70.2%**	
General Fund Revenue Percent	**26.4%**	**29.6%**	**29.8%**	
Full-time Equivalents (FTE)	**53.78**	**54.78**	**54.78**	
Full-time Positions	53.00	54.00	54.00	
Part-time Positions	0.78	0.78	0.78	

BUDGET HIGHLIGHTS

Changes in the FY16 budget are correlated to serving individuals in mandated programs. The personnel category increase includes position reclassifications that occurred during FY15 and a compensation adjustment. These increases were partially offset by four (4) fewer employees opting for health insurance. The Service Level Plan adds $11,000 in one-time operating funding for Document Imaging Licenses. The remainder of the increase is due primarily to non-cyclical computer funding for six (6) LCD monitors, two (2) black and white laser printers and five (5) Laserfiche licenses.

Social Services

GOALS AND OBJECTIVES

• Promote safety, stability, and well-being (including independence and personal responsibility) for children, families and adults;
• Expand services and resources by maximizing all revenue and community sources; and
• Provide excellent customer service by developing public trust.

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Continuous Quality Improvement and Customer Service:				
Eligibility application processing compliance	99%	99%	99%	99%
Switchboard telephone calls	24,605	24,134	24,771	24,800
Lobby traffic (Ashland, Bell Creek)	17,681	18,979	17,472	17,000
Abuse cases:				
Child protection investigations/assessment	204	201	208	212
Adult protection investigations/cases	174	342	300	300
Public Assistance recipients:				
Supplemental Nutrition Assistance Program	8,581	9,485	8,581	8,581
Medicaid	8,913	9,016	9,091	9,273
Temporary Assistance for Needy Families	642	716	610	610
Energy Assistance	2,940	3,119	2,470	2,400
Child Welfare recipients:				
Child Day Care	257	292	244	244
Foster Care	35	33	38	41
Foster Care Prevention	12	13	8	10
Adult Services recipients	190	289	198	200

Community Resources

DESCRIPTION

The mission of Community Resources is to promote Hanover's people, tradition and spirit by mobilizing volunteers and maximizing available resources to address community needs. To support this mission, the department works with citizens, government departments and local non-profit agencies to identify resources to address individual and community needs. The department administers a number of programs, including CASA, Youth Services and Volunteer Services. The Court Appointed Special Advocate (CASA) Program utilizes trained community volunteers to advocate for abused and neglected children involved in the Juvenile Court system. The Youth Services Program facilitates the Hanover Youth Service Council, a group of middle and high school students dedicated to planning and implementing service projects as well as promoting youth service in the community. Finally, the Volunteer Services Program promotes opportunities for citizens to volunteer to support County departments and local community service programs.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 291,512**	**$ 301,269**	**$ 308,590**	**2.4%**
Personnel	**264,964**	**276,058**	**279,151**	**1.1%**
Operating	**26,548**	**25,211**	**29,439**	**16.8%**
Revenues	**$ 291,512**	**$ 301,269**	**$ 308,590**	**2.4%**
Local Revenue				
Recovered Costs	5,000	5,000	5,000	0.0%
Intergovernmental Revenue				
Categorical Federal Aid	30,599	26,000	26,000	0.0%
Categorical State Aid	29,200	30,000	30,000	0.0%
General Fund Revenue	**226,713**	**240,269**	**247,590**	**3.0%**
Per capita cost of operating department	**$ 2.80**	**$ 2.85**	**$ 2.88**	
Generated Revenue Percent	**22.2%**	**20.2%**	**19.8%**	
General Fund Revenue Percent	**77.8%**	**79.8%**	**80.2%**	
Full-time Equivalents (FTE)	**4.00**	**4.00**	**4.00**	
Full-time Positions	4.00	4.00	4.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

For the FY16 budget, there is a slight increase in the personnel category due to a compensation adjustment. The operating increase is due primarily to new funding in maintenance service contracts for Aunt Bertha (basic needs resource directory), the restoration of funding for a smartphone for the Director, and increased funding in education and recreational supplies for internal/external training supplies.

GOALS AND OBJECTIVES

- Participate in achieving goals of the county's strategic plan;
- Determine and implement strategies to meet the Department's mission of mobilizing community resources to address community needs;
- Continue to administer the Court Appointed Special Advocate Program for abused and neglected children;
- Promote youth service within the community through HYSC and expanded participation in GYSD;
- Provide and foster youth leadership and youth development opportunities throughout the county; and
- Support county-wide volunteer engagement and provide volunteer appreciation and recognition.

Community Resources

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Volunteer hours reported	260,834	230,000	260,800	261,000
Hanover Specific Volunteer Opportunities posted	79	60	65	70
Volunteer Profiles for Hanover residents	1,261	1,350	1,460	1,500
HYSC Projects	43	35	35	35
HYSC Service Hours	1,576	1,575	1,575	1,575
Number of CASA volunteers	12	14	14	14
Number of children served through CASA	30	30	34	30
Number of Information & Referral Contacts	534	500	500	500
Number of Information & Referral Sources Provided	1,407	1,200	1,300	1,300
Supervised Youth Leadership Opportunities:				
Number of Youth Leaders	86	35	80	90
Number of Hours Served	335	250	800	830

Comprehensive Service Act (CSA)

DESCRIPTION

The Comprehensive Services Act (CSA) was passed by the 1992 General Assembly to develop a method to improve services for youth with emotional or behavioral problems and to control the escalating costs of residential care to State and local governments. The intent of the legislation was to create a collaborative system of services and funding that is child-centered, family-focused and community-based. The statute requires the establishment of the Community Policy and Management Team (CPMT) appointed by the Board of Supervisors. The CPMT membership includes the department head (or designee) from Court Services, Hanover Public Schools, Social Services and the Community Services Board. In addition, a private provider and community representative are included. The CSA specifies children for whom access to funds and services is mandated or protected.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 3,860,747**	**$ 5,288,000**	**$ 5,090,000**	**-3.7%**
Operating	**3,860,747**	**5,288,000**	**5,090,000**	**-3.7%**
Revenues	**$ 3,860,747**	**$ 5,288,000**	**$ 5,090,000**	**-3.7%**
Local Revenue				
Recovered Costs	82,292	100,000	100,000	0.0%
Intergovernmental Revenue				
Categorical State Aid	2,110,233	2,834,000	2,752,000	-2.9%
General Fund Revenue	**1,668,222**	**2,354,000**	**2,238,000**	**-4.9%**
Per capita cost of operating department	**$ 37.09**	**$ 50.03**	**$ 47.48**	
Generated Revenue Percent	**56.8%**	**55.5%**	**56.0%**	
General Fund Revenue Percent	**43.2%**	**44.5%**	**44.0%**	

BUDGET HIGHLIGHTS

The decrease in the FY16 operating budget is due to an anticipated decrease in mandated expenditures. Both state and general fund revenues decreased proportionately. Budgeting for recovered costs will remain flat as it was rightsized in FY15 based on prior year actuals.

GOALS AND OBJECTIVES

- To ensure compliance with the Comprehensive Services Act;
- To continue to provide a high level of services to children and families mandated through CSA process;
- To continue cost containment and monitoring of CSA funds through the Utilization Review Process; and,
- To recover CSA expenditures by actively pursuing reimbursements.

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Number of children served	101	120	105	110
Total expenditures (Mandated & Non-mandated)	$ 3,701,745	$ 5,288,000	$ 4,849,846	$ 4,929,600
Average cost per child*	$ 36,650	$ 42,400	$ 46,189	$ 44,815
Medicaid funding - total paid	$ 549,503	$ 800,000	$ 800,000	$ 800,000
Medicaid funding - local share	$ 159,001	$ 200,000	$ 200,000	$ 200,000
Total recoveries	$ 82,292	$ 100,000	$ 100,000	$ 100,000
Parental co-pay received	$ 8,550	$ 12,000	$ 9,000	$ 10,000

**Calculated by dividing total expenditures (mandated & non-mandated) by number of children served.*

Tax Relief

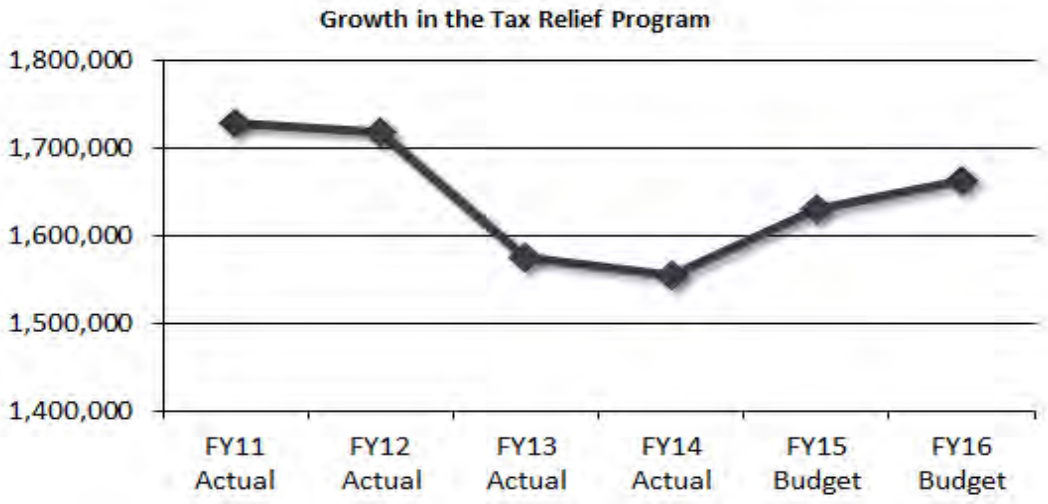
DESCRIPTION

The tax relief program is authorized by the Board of Supervisors to provide a discount on tax bills to elderly or permanently disabled residents meeting certain income and net worth thresholds. The discount applies to the taxes on the value of the house and up to ten acres of land. Currently, the County maximum income level is $50,000 and the maximum net worth is $200,000. An application or renewal affidavit is required to be submitted to the Commissioner of the Revenue's Office each year.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	$ 1,555,159	$ 1,630,000	$ 1,662,600	2.0%
Operating	1,555,159	1,630,000	1,662,600	2.0%
Revenues	$ 1,555,159	$ 1,630,000	$ 1,662,600	2.0%
General Fund Revenue	1,555,159	1,630,000	1,662,600	2.0%
Per capita cost of operating department	$ 14.94	$ 15.42	$ 15.51	
Generated Revenue Percent	0.0%	0.0%	0.0%	
General Fund Revenue Percent	100.0%	100.0%	100.0%	

BUDGET HIGHLIGHTS

The increase in FY16 is due to an increase in real estate assessments, which could result in an increase in the value of properties enrolled in the tax relief program.



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Parks, Recreation & Cultural

	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures - by Department	**$ 5,416,937**	**$ 5,814,360**	**$ 5,895,213**	**1.4%**
Parks and Recreation	2,878,079	3,240,502	3,291,355	1.6%
Pamunkey Regional Library	2,538,858	2,573,858	2,603,858	1.2%
Expenditures - by Category	**$ 5,416,937**	**$ 5,814,360**	**$ 5,895,213**	**1.4%**
Personnel	1,940,095	2,128,454	2,143,328	0.7%
Operating	3,466,590	3,591,406	3,652,885	1.7%
Capital	10,252	94,500	99,000	4.8%
Revenues	**$ 5,416,937**	**$ 5,814,360**	**$ 5,895,213**	**1.4%**
Local Revenue	586,721	601,250	611,300	1.7%
General Fund Revenue	4,830,216	5,213,110	5,283,913	1.4%
Generated Revenue Percent	**10.8%**	**10.3%**	**10.4%**	
General Fund Percent	**89.2%**	**89.7%**	**89.6%**	
Full-time Equivalents (FTE)	**31.60**	**31.60**	**30.85**	
Full-time Positions	28.00	28.00	29.00	
Part-time Positions	3.60	3.60	1.85	

Parks & Recreation

DESCRIPTION

Parks and Recreation provides and promotes leisure services to the citizens of Hanover County. The department specifically offers, or is involved with, passive park activities, maintenance of County grounds, educational/hobby programs, senior citizen activities, youth programs, athletic leagues, bus tours and special events. Their stated mission is to promote, advocate and provide the highest quality parks and recreation resources and leisure services. The vision is to provide, through a comprehensive delivery system, safe, healthy and strategically-placed resources and leisure services of the highest quality. These resources and services are diversely funded, accessible and affordable. It is also part of the vision that Parks and Recreation plays a key leadership role in providing for and improving the quality of life while conserving and protecting natural, cultural and historic resources. The Parks and Recreation Advisory Commission serves as a liaison between the citizens and the Board of Supervisors.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 2,878,079**	**$ 3,240,502**	**$ 3,291,355**	**1.6%**
Personnel	**1,940,095**	**2,128,454**	**2,143,328**	**0.7%**
Operating	**927,732**	**1,017,548**	**1,049,027**	**3.1%**
Capital	**10,252**	**94,500**	**99,000**	**4.8%**
Revenues	**$ 2,878,079**	**$ 3,240,502**	**$ 3,291,355**	**1.6%**
Local Revenue				
Charges for Services	523,055	500,000	510,000	2.0%
Miscellaneous Revenue	63,666	101,250	101,300	0.0%
General Fund Revenue	**2,291,358**	**2,639,252**	**2,680,055**	**1.5%**
Per capita cost of operating department	**$ 27.65**	**$ 30.66**	**$ 30.70**	
Generated Revenue Percent	**20.4%**	**18.6%**	**18.6%**	
General Fund Revenue Percent	**79.6%**	**81.4%**	**81.4%**	
Full-time Equivalents (FTE)	**31.60**	**31.60**	**30.85**	
Full-time Positions	28.00	28.00	29.00	
Part-time Positions	3.60	3.60	1.85	

BUDGET HIGHLIGHTS

In FY16, the personnel category for this department increased 0.7%. The increase due to the compensation adjustment is partially offset by the reduction in FTEs from FY15 to FY16. The change in FTEs is due to two (2) part-time benefited groundskeeper positions (0.5 FTE each) being exchanged for additional pooled funding for non-benefited seasonal positions, and for the reclassification of a Recreation Program Assistant position from a 0.75 FTE to a 1.0 FTE. The operating increase is due primarily to increased on-going Service Level Plan funding in maintenance service contracts for schools ground maintenance services ($40,000). The adopted Service Level Plan also includes one-time funding for various maintenance projects at park facilities ($69,000), replacement of athletic field lighting at Cold Harbor Elementary School ($16,000) and commercial mower replacements ($14,000).

Parks & Recreation

GOALS AND OBJECTIVES

• Promote, advocate and provide the highest quality park and recreational resources and leisure services;
• Provide a balance of recreational programs and facilities to meet the present and planned population needs of Hanover County;
• Preserve, maintain and further enhance public grounds, areas of scenic beauty and areas of historic significance;
• Encourage the use of existing recreational and scenic areas;
• Pursue improvements outlined in Years 6-10 of the updated 2010 Parks & Recreation Comprehensive Facilities Master Plan, as possible;
• Continue service enhancements to the general public by utilizing the recently implemented ACTIVE Net online registration system for shelter reservations and other facility/program use; and,
• Continue to identify services designed to bolster tournament use of park sites, which consequently increase tourism revenue countywide; as well as hosting other special events designed to increase out of region tourism, such as the 2015 Atlantic 10 Cross Country Championships.

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Number of Hanover parks	10	10	10	10
Number of boat ramps	4	4	4	4
% of time athletic fields mowed within 1	100%	100%	100%	100%
% of time all athletic fields are inspected monthly	100%	100%	100%	100%
% of time sites are mowed within 10 working days (March 15 - November 1)	90%	99%	95%	99%
Park visitation total	1,516,628	1,425,000	1,540,000	1,575,000

Pamunkey Regional Library

DESCRIPTION

The Pamunkey Regional Library is a political subdivision of the Commonwealth of Virginia, governed by a ten-member Board of Trustees appointed by the Board of Supervisors of the participating counties (four are appointed by Hanover), which provides public library service to Hanover County through six libraries. The mission of the Library is to enhance the quality of life in our communities by providing access to information, promoting reading and enjoyment, nurturing life-long learning and providing places for people to interact with others.

The Library offers programs for all ages, such as story times, book groups, movies, author visits, teen activities, workshops and lectures, senior center visits and concerts. Citizens may borrow from more than 350,000 items for free, reserve a meeting room, connect on the wireless network for free, use a high-speed computer or join a summer reading program.

LIBRARY DESCRIPTIONS

Hanover's public service outlets are as follows:

Richard S. Gillis, Jr. Ashland Branch Library (201 S. Railroad Avenue, Ashland): a 10,000 square foot library with 44,819 volumes, open 60 hours a week with a circulation of 116,651 in 2014.

Atlee Branch Library (9161 Atlee Road, Mechanicsville): a 10,000 square foot library with 43,212 volumes, open 60 hours a week with a circulation of 131,275 in 2014. Technical Services is also located in the building.

Hanover Courthouse Library (7527 Library Drive, Hanover Courthouse): a 3,000 square foot public service area library with 24,899 volumes, open 60 hours a week with a circulation of 28,879 in 2014. The Library's administrative headquarters are also located in the building.

Mechanicsville Branch (7461 Sherwood Crossing Place, Mechanicsville): a 16,000 square foot library with 48,519 volumes, open 60 hours a week with a circulation of 174,122 in 2014.

Lois Wickham Jones/Montpelier Library (17205 Sycamore Tavern Lane, Montpelier): a 2,500 square foot library with 21,554 volumes, open 40 hours a week with a circulation of 41,501 in 2014.

Cochrane Rockville Branch Library (16600 Pouncey Tract Road, Rockville): a 3,600 square foot library with 25,174 volumes open 60 hours a week with a circulation of 37,215 in 2014.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 2,538,858**	**$ 2,573,858**	**$ 2,603,858**	**1.2%**
Operating	2,538,858	2,573,858	2,603,858	1.2%
Revenues	**$ 2,538,858**	**$ 2,573,858**	**$ 2,603,858**	**1.2%**
General Fund Revenue	2,538,858	2,573,858	2,603,858	1.2%
Per capita cost of operating department	**$ 24.39**	**$ 24.35**	**$ 24.29**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	

Pamunkey Regional Library

BUDGET HIGHLIGHTS

The County and the Pamunkey Regional Library often refer to the goal to have a ratio of 0.6 per square feet of library space per person in the County. The County's current ratio is 0.43. The County has benefited greatly as part of this regional library system. Nearly 530,000 items were circulated in the Hanover libraries in 2014, down 25% from the prior year. The Library's budget increase is due to a compensation adjustment.

GOALS AND OBJECTIVES

- Provide convenient access to library materials and the Internet to all Hanover citizens;
- Provide web access to the library catalog and electronic databases;
- Continue to work to have 0.6 square feet of library space per capita; and
- Increase membership and attendance at library programs.

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Active cardholders	80,642	80,000	84,000	80,000
Attendance at library programs	43,230	40,000	39,252	40,800
Internet workstations – hours used	142,545	130,000	143,800	145,000
References questions answered	375,525	330,000	389,650	397,443
Average number of daily website hits	841	840	803	840
Library visits per capita	3.76	4.40	3.76	3.83

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Community Development

	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures - by Department	**$ 4,008,360**	**$ 4,263,582**	**$ 4,605,947**	**8.0%**
Planning	1,710,288	1,821,630	1,839,668	1.0%
Economic Development	963,141	1,089,677	1,092,942	0.3%
Virginia Cooperative Extension	57,468	83,370	86,806	4.1%
Soil & Water Conservation	92,680	92,680	93,700	1.1%
Community Support	1,184,783	1,176,225	1,492,831	26.9%
Expenditures - by Category	**$ 4,008,360**	**$ 4,263,582**	**$ 4,605,947**	**8.0%**
Personnel	2,108,233	2,201,763	2,219,271	0.8%
Operating	1,884,011	2,051,819	2,386,676	16.3%
Capital	16,116	10,000	-	-100.0%
Revenues	**$ 4,008,360**	**$ 4,263,582**	**$ 4,605,947**	**8.0%**
Local Revenue	1,239,489	1,140,000	1,477,700	29.6%
General Fund Revenue	2,768,871	3,123,582	3,128,247	0.1%
Generated Revenue Percent	**30.9%**	**26.7%**	**32.1%**	
General Fund Percent	**69.1%**	**73.3%**	**67.9%**	
Full-time Equivalents (FTE)	**23.50**	**24.00**	**24.00**	
Full-time Positions	23.00	24.00	24.00	
Part-time Positions	0.50	-	-	

Planning

DESCRIPTION

Planning assists the Board of Supervisors, Planning Commission, Historical Commission, Architectural Review Board, Board of Zoning Appeals and other designated committees in establishing and implementing development policies for the County. Proposals for changes in plans, ordinances, land use, and the division of land are reviewed with Federal, State and local agencies for consistency with applicable regulations and policies. The staff also disseminates policy information to the Board, Planning Commission, Architectural Review Board, other boards and committees and the public.

Planning is made up of four sections. The Administration Section is responsible for overall management. It is also responsible for the preparation of ordinances, ordinance amendments, procedures and forms for the department, and the ongoing advance planning activity for the County, including the comprehensive plan amendments, demographics, and regional issues. The Current Section is responsible for the acceptance, review, and disposition of all land-use and subdivision applications, exclusive of variances. The Development Review Section is responsible for the acceptance, review, tracking, and coordination of County response to, and approval of site plan and subdivision applications. The Zoning Section is responsible for the administration and enforcement of the Zoning Ordinance to include review and approval of building permits, as well as processing variances and appeals.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 1,710,288**	**$ 1,821,630**	**$ 1,839,668**	**1.0%**
Personnel	**1,596,544**	**1,664,272**	**1,679,230**	**0.9%**
Operating	**113,744**	**147,358**	**160,438**	**8.9%**
Capital	**-**	**10,000**	**-**	**-100.0%**
Revenues	**$ 1,710,288**	**$ 1,821,630**	**$ 1,839,668**	**1.0%**
Local Revenue				
Charges for Services	-	3,000	-	-100.0%
Permits, Fees & Licenses	232,948	200,000	240,000	20.0%
General Fund Revenue	**1,477,340**	**1,618,630**	**1,599,668**	**-1.2%**
Per capita cost of operating department	**$ 16.43**	**$ 17.23**	**$ 17.16**	
Generated Revenue Percent	**13.6%**	**11.1%**	**13.0%**	
General Fund Revenue Percent	**86.4%**	**88.9%**	**87.0%**	
Full-time Equivalents (FTE)	**18.50**	**19.00**	**19.00**	
Full-time Positions	18.00	19.00	19.00	
Part-time Positions	0.50	-	-	

BUDGET HIGHLIGHTS

The adopted FY16 budget includes increases in both personnel and operating. The personnel category increased by 0.9%, which is due to a compensation adjustment. The increase in personnel is partially offset by lower health insurance rates and one (1) additional employee opting out of health insurance. The personnel category also includes funding for non-benefited Board and Commission members. The increase in operating is mainly due to increases in citizens training workshop funding for the Planning academy, computer equipment replacement and educational training.

Planning

GOALS AND OBJECTIVES

- Review Economic Development cases within 60 days;
- Review site plan applications in less than 30 days and subdivisions in less than 45 days;
- Continue to participate in the Virginia Citizen's Planning Association;
- Make presentations to civic and community organizations;
- Provide for educational and training opportunities for staff;
- Continue quarterly development community meetings; and,
- Prepare Annual Community Development Report.

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Percentage of Zoning Cases completed in estimated time frame	99%	95%	99%	99%
Percentage of Development Reviews completed on time	99%	95%	99%	99%
Respond to code violation reports within established time frame	99%	95%	99%	99%

Economic Development

DESCRIPTION

Economic Development provides services designed to create and cultivate business investment in Hanover County, resulting in a stable and diverse local economy and an improved standard of living for County citizens. The County has become an important part of the diverse and growing Richmond metropolitan economy. The main objective of the department is to provide an expanding tax base and employment opportunities for Hanover citizens. Economic Development assists existing County businesses with expansion, relocation (within the County) and retention issues; recruits new businesses to the County from both domestic and international markets, assists start-ups and encourages entrepreneurial endeavors. The department also works to strengthen the Comprehensive Plan for the needs of the business community.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 963,141**	**$ 1,089,677**	**$ 1,092,942**	**0.3%**
Personnel	**511,689**	**537,491**	**540,041**	**0.5%**
Operating	**435,336**	**552,186**	**552,901**	**0.1%**
Capital	**16,116**	**-**	**-**	**----**
Revenues	**$ 963,141**	**$ 1,089,677**	**$ 1,092,942**	**0.3%**
Local Revenue				
Recovered Costs	194,235	175,500	181,200	3.2%
General Fund Revenue	**768,906**	**914,177**	**911,742**	**-0.3%**
Per capita cost of operating department	**$ 9.25**	**$ 10.31**	**$ 10.20**	
Generated Revenue Percent	**20.2%**	**16.1%**	**16.6%**	
General Fund Revenue Percent	**79.8%**	**83.9%**	**83.4%**	
Full-time Equivalents (FTE)	**5.00**	**5.00**	**5.00**	
Full-time Positions	5.00	5.00	5.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

The adopted FY16 budget includes a slight increase overall. The personnel category increased 0.5%, with the increase from a compensation adjustment being partially offset by lower health insurance rates and one (1) additional employee budgeted as opting out of health insurance. The operating category includes an overall increase of 0.1%, with increases in professional services, computer replacements, and regional meetings being offset by a decrease in advertising funds.

Economic Development

GOALS AND OBJECTIVES

- Develop and implement long-term County economic development policy;
- Create and cultivate business investment in Hanover County;
- Foster economic development collaboration among County leaders, citizens, and businesses;
- Market the County's business advantages;
- Serve as the primary contact when the County receives business-related inquiries; and,
- Serve as a resource to the Economic Development Authority.

Assist Existing Businesses

- Be a technical resource to the overall County business community;
- Encourage existing County businesses to invest and expand where/when appropriate;
- Visit/interview existing businesses to gauge specific business needs; and,
- Respond to local business needs and serve as a business community liaison with County.

Encourage New Business Ventures

- Provide local entrepreneurs with guidance and resources for their start-up ventures;
- Provide training resources/information to small businesses and start-up ventures; and,
- Provide marketing support for the Dominion Resources Innovation Center (DRIC).

Recruit/Relocate Out-Of-Town Businesses

- Respond to commercial prospect inquiries, whether sourced in-house or via regional partners;
- Expand the County supply of available commercial and industrial sites and buildings; and,
- Be a strategic resource and facilitator to groups looking to develop sites within the County.

SERVICE LEVELS	**FY14 Actual**	**FY15 Budget**	**FY15 Forecast**	**FY16 Budget**
Business prospects serviced	62	45	50	50
Information inquiries	150	150	150	150
Existing business visits	115	110	110	110
Lodging Available (Hotel Rooms)*	**2012**	**2013**	**2014**	**2015****
Town of Ashland	1,117	1,117	1,117	1,117
County (Excluding Town)	678	678	678	678

**Source: RMCVB* ***Projected*

Virginia Cooperative Extension

DESCRIPTION

The Hanover Unit of the Virginia Cooperative Extension is one of 107 units across the Commonwealth bringing the resources of the two Land Grant Universities of Virginia Tech and Virginia State to their local communities. VA Cooperative Extension provides research-based information to residents in the areas of agriculture, horticulture, nutrition, budgeting, community resource development, disaster management and assessment, and youth development and programming. The unit receives partial funding from the U.S. Department of Agriculture and the Commonwealth, along with donations, grants and fees. Staff and volunteers utilize telephone contacts, print, video, computer media, hands-on workshops, office visits and lab testing to provide services throughout the County.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 57,468**	**$ 83,370**	**$ 86,806**	**4.1%**
Operating	**57,468**	**83,370**	**86,806**	**4.1%**
Revenues	**$ 57,468**	**$ 83,370**	**$ 86,806**	**4.1%**
Local Revenue				
Miscellaneous Revenue	2,234	11,500	11,500	0.0%
General Fund Revenue	**55,234**	**71,870**	**75,306**	**4.8%**
Per capita cost of operating department	**$ 0.55**	**$ 0.79**	**$ 0.81**	
Generated Revenue Percent	**3.9%**	**13.8%**	**13.2%**	
General Fund Revenue Percent	**96.1%**	**86.2%**	**86.8%**	

BUDGET HIGHLIGHTS

This function represents the County's share of participating in the State extension service (administered by Virginia Tech), which has been a valuable resource for our agribusiness and residents interested in horticulture, 4-H and various other industry related programs. The increase in FY16 is due primarily to an increase in the salary match agreement from the County.

GOALS AND OBJECTIVES

• Continue to offer programs reflecting the interests, needs and demographics of current Hanover County residents and prepare to adapt to indicated trends utilizing resources of Virginia State University and Virginia Tech;

• Enhance agribusiness profitability through programming including marketing, branding, and farm fiscal management and best management practices;

• Provide 4-H youth development with in-school, afterschool and out of school programming targeted at high-risk youth, underserved audiences and families;

• Provide systematic recruitment and training of volunteers to optimize services offered to residents;

• Collaborate with other agencies/departments to seek outside funding to underwrite programming costs;

• Health, nutrition and fitness will each be an interdisciplinary initiative across all three program areas; and,

• Support and advance the goals and objectives of the Hanover County Human Services Strategic Plan.

Virginia Cooperative Extension

SERVICE LEVELS*	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Telephonic and electronic citizen contact	23,000	22,500	23,500	24,000
Newsletter and mailing citizen contact	2,500	2,500	2,000	1,500
Volunteer members	350	550	350	400
Volunteer contacts	34,000	34,500	34,500	35,000
Volunteer hours	39,000	39,000	39,000	40,000
4-H Youth Participants	1,650	1,850	1,850	1,850

**This information does not include services produced through the media including print and local broadcast stations.*

Soil & Water Conservation District (SWCD)

DESCRIPTION

The Soil and Water Conservation District of Hanover and Caroline County (SWCD) is a subdivision of State government responsible for conservation work within its boundaries. The SWCD is designed to assist County landowners with conservation planning and assistance with conservation programs. The District administers the Virginia Best Management Practices Cost Share Program and the Virginia Tax Credit Program. This program provides financial and technical assistance to install best management practices on agricultural land to reduce

The District's activities are governed by a six (6) member Board of Directors; of which four (4) members are elected and two (2) members are appointed by Virginia's Division of Soil and Water Conservation. The District maintains an office in Hanover and is staffed by four (4) employees. The District is funded with monies appropriated by the Commonwealth, the U.S. Environmental Protection Agency (EPA), and the Counties of Hanover and Caroline.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	$ 92,680	$ 92,680	$ 93,700	1.1%
Operating	92,680	92,680	93,700	1.1%
Revenues	$ 92,680	$ 92,680	$ 93,700	1.1%
General Fund Revenue	92,680	92,680	93,700	1.1%
Per capita cost of operating department	$ 0.89	$ 0.88	$ 0.87	
Generated Revenue Percent	0.0%	0.0%	0.0%	
General Fund Revenue Percent	100.0%	100.0%	100.0%	

BUDGET HIGHLIGHTS

This is the County's share for participating in this district which serves residents in conservation planning and education. The local contribution increases by 1.1% in FY16.

GOALS AND OBJECTIVES

• Continue to locally administer the Virginia Best Management Practices (BMP) Cost-share and Tax Credit Program in order to provide financial assistance to local landowners and operators for proper installation of conservation practices;

• Continue to bring landowners into compliance with USDA Farm Bill regulations through conservation planning and implementation of BMPs using federal programs such as the Environmental Quality Incentive Program (EQIP), Continuous Conservation Reserve Program (CCRP), and the Conservation Reserve Enhancement Programs (CREP);

• Continue to assist local citizens with the on-farm resource planning through the development of Chesapeake Bay Act Soil and Water Quality Conservation Plans and installation of riparian buffers on the land to reduce erosion and improve water quality;

• Continue to promote conservation no-tillage planting techniques and residue management through the District's Seeder Program;

• Continue to assist the Department of Public Works with the tracking of biosolids applications and Chesapeake Bay Preservation Act (CBPA) tracts, plans, and plan revisions;

• Continue to administer the Ag Stewardship Act by investigating and resolving complaints against agricultural producers;

• Continue to assist the County with the development and implementation of TMDLs (total maximum daily loads) for locally impaired streams and basin-wide tributary strategies initiatives for the York and James Rivers;

Soil & Water Conservation District (SWCD)

• Continue to provide assistance to urban and suburban landowners for water quality problems, drainage problems, erosion and sediment control problems, and other natural resource problems as referred by the County;
• Actively promote flood hazard awareness, perform inspections and maintenance, and maintain a current and executable emergency action plan for dam Site 52-B in Hanover County;
• Continue to provide conservation education through such youth and adult programs as the Envirothon Competition, Ag Day, Conservation Awards Programs, Quarterly Newsletters, Website development, Conservation Camp, career days, Youth Scholarship Opportunities, Bayscapes Workshops, Scout Programs (Soil and Water Conservation Merit Badge), and conservation workshops/topics of interest as requested; and,
• Manage fiscal and administrative operations of the District to comply with regulations and directives.

SERVICE LEVELS

The SWCD works with agricultural landowners to verify if farms are in compliance with state and local ordinances of the Chesapeake Bay Preservation Act. SWCD provides a minimum of 30 Soil and Water Quality Conservation plans to landowners each year to document riparian buffer information and assist with nutrient management, erosion control measures, and pesticide management. SWCD provides Hanover County Department of Public Works with a current database and GIS information generated through the identification and tracking of these CBPA agricultural tracts, plans, and biosolids applications. The Virginia BMP Cost-share program funding will be used to assist landowners in Hanover and Caroline Counties with implementing best management practices that reduce erosion and improve water quality on agricultural land. Education is provided on conservation and natural resource issues in the school systems through an annual agriculture day for third graders, an Envirothon competition, Youth Conservation Camp for 9th-12th graders, and college scholarships for a graduating senior at each county high school in the field of conservation.

Community Support

DESCRIPTION

The County recognizes the benefit obtained by its citizens from the agencies listed below and is pleased to provide a share of the operation of these agencies.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 1,184,783**	**$ 1,176,225**	**$ 1,492,831**	**26.9%**
Operating	**1,184,783**	**1,176,225**	**1,492,831**	**26.9%**
Revenues	**$ 1,184,783**	**$ 1,176,225**	**$ 1,492,831**	**26.9%**
Local Revenue				
Non-Property Taxes	810,072	750,000	1,045,000	39.3%
General Fund Revenue	**374,711**	**426,225**	**447,831**	**5.1%**
Per capita cost of operating department	**$ 11.38**	**$ 11.13**	**$ 13.93**	
Generated Revenue Percent	**68.4%**	**63.8%**	**70.0%**	
General Fund Revenue Percent	**31.6%**	**36.2%**	**30.0%**	

BUDGET HIGHLIGHTS

The FY16 budget includes funding for sixteen (16) regional agencies and seven (7) Hanover agencies and reflects an overall increase from FY15, with funding for most agencies remaining relatively flat or increasing slightly. The increase in overall funding is primarily attributed to the significant increases in funding for the Richmond Region Tourism, which is determined based on increases in hotel occupancy, and the Greater Richmond Convention Center Authority, which is based on the County's lodging tax. Funding to support the Richmond 2015 Regional Bike Race also increased the overall funding for FY16 and will be a one-time contribution related to the 2015 UCI World Cycling Championship.

GOALS AND OBJECTIVES

• To continue to honor regional and local funding agreements that recognize the County’s share of participation.

Community Support

SERVICE LEVELS

The County appropriated funds for the following agencies. Note that during the course of a fiscal year additional contributions may be appropriated.

	FY14 Actual	FY15 Budget	FY16 Budget
American Red Cross	$ 5,000	$ 5,000	$ 5,000
Arts & Culture Funding Consortium	9,500	10,000	10,300
Capital Region Workforce Partnership	5,000	5,000	10,000
FeedMore	3,600	5,000	5,000
Greater Richmond Convention Center Authority	810,073	750,000	861,000
Hanover Concert Band	-	-	500
Hanover County Council on Aging	-	500	500
Hanover Habitat for Humanity	16,465	10,000	10,000
Hanover Safe Place	5,700	6,000	7,000
Hanover Tavern Foundation	3,700	3,900	4,000
Historic Polegreen Church Foundation	750	800	850
Homeward	3,400	4,000	4,000
J. Sargeant Reynolds Community College	89,200	123,016	124,973
Maymont Foundation	8,300	9,000	9,500
Metropolitan Richmond Sports Backers	4,850	5,250	5,500
READ Center	1,925	2,000	-
Regional Taxicab Program (GRTC)	250	250	250
Richmond 2015 Regional Bike Race	-	-	184,000
Richmond Region Tourism	148,613	167,752	173,317
Richmond Regional Planning District Comm	49,532	49,532	57,016
Science Museum of VA	7,525	7,525	7,525
Scotchtown	3,700	3,800	3,900
Senior Connections	5,000	5,200	6,000
St. Joseph's Villa	2,700	2,700	2,700
Total	**$ 1,184,783**	**$ 1,176,225**	**$ 1,492,831**

Community Support

American Red Cross – Provides for the immediate basic needs for those impacted by emergencies such as home fires and major natural disasters within the community.

Arts & Culture Funding Consortium – Consolidates and provides funding for the arts and cultural organizations in the Richmond metropolitan area. Direct services to County citizens include operational support for the Children's Museum of Richmond, Richmond Symphony's Metro Collection concerts and the Virginia Repertory Theatre, which presents performances through the Barksdale Season at Hanover Tavern.

Capital Region Workforce Partnership – Provides job training and employment assistance services to all residents of Hanover.

FeedMore – The umbrella organization that brings together Meals on Wheels, Central Virginia Food Bank and the Community Kitchen. Provides meals and snacks to residents who are food-insecure (those who are not certain where they will get their next meal) including children, homebound elderly and disabled adults.

Greater Richmond Convention Center Authority – Funded through the state lodging tax generated in each participating locality based on regional agreements supported by the hospitality industry. The amount appropriated totals 100% of this tax in Hanover.

Hanover Concert Band - A community band that meets regularly throughout the year to play concert band music in Hanover and the greater Richmond metro area.

Hanover County Council on Aging – Provides services for the senior population including a health fair, health screenings and health counseling.

Hanover Habitat for Humanity – Provides housing for low to moderate income families through building and selling affordable homes in Hanover County. Funding offsets the associated fees and utility connection for building homes in Hanover County.

Hanover Safe Place (Domestic and Sexual Violence Program) – Provides shelter space to house victims of domestic and sexual violence in Hanover County. Services include emergency shelter, case management, food, clothing, transportation, hospital accompaniment, court accompaniment and counseling to community members of all ages.

Hanover Tavern Foundation – Offers educational history programs, exhibits, tours, family-oriented special events, theater performances through the Virginia Repertory Theatre's season of plays and a full service restaurant.

Historic Polegreen Church Foundation – Preserves the Historic Polegreen Church site and offers guided tours, lectures and other educational programs related to the history of the site and struggle for civil and religious freedom.

Homeward – The planning and coordinating agency for homeless services in Hanover, Richmond, Henrico and Chesterfield.

J. Sargeant Reynolds Community College – Support from localities within the college's service region enables the community college to award scholarships and tutorial assistance to students and provide information on the college and course registration to citizens. Funding also supports capital projects related to infrastructure development in support of new facilities and to upgrade existing infrastructure as needed.

Maymont Foundation – Funding from local governments facilitates Maymont Foundation's ability to maintain and preserve Maymont as an admission-free urban park and provide educational opportunities and engaging public programs for citizens and students.

Metropolitan Richmond Sports Backers – Provides event organization, produces and supports quality sporting events and programs that promote a more active lifestyle and provides scholarships to area student athletes and high school athletic teams.

Community Support

Regional Taxicab Program – Implements programs and improves services for taxicab customers. Funding supports the program's monthly customer service training that is required for taxicab operators' permit renewal.

Richmond 2015 Regional Bike Race - Funding is to support the 2015 UCI World Cycling Championship that will occur September of 2015 in Richmond. This event is anticipated to generate worldwide media exposure for the region.

Richmond Region Tourism – Formerly the Richmond Metropolitan Convention and Visitors Bureau; designed to promote the metropolitan Richmond area (including Hanover) as an attractive vacation spot, convention place and motion picture filming location. Specifically for Hanover, this includes promotional inducement with Kings Dominion, Scotchtown, battlefields, shuttle service from County hotels to Richmond conventions, radio station advertising highlighting Hanover attractions, and coordinating all feature films, commercial production and television shooting in Hanover.

Richmond Regional Planning District Commission – Represents the Counties of Hanover, Charles City, Chesterfield, Goochland, Henrico, New Kent, Powhatan, the Town of Ashland and the City of Richmond. Funding is based on a per capita calculation.

Science Museum of Virginia – Provides educational programming and exhibits focusing on the sciences.

Scotchtown – The home of Patrick Henry. Provides tours, special events and educational and family programming for the public.

Senior Connections - An agency for people age sixty and older living in Planning District 15 (includes Hanover) under the jurisdiction of the Older Americans Act.

St. Joseph's Villa – Flagler Home provides temporary housing and support to families who have experienced the crisis of homelessness.

Nondepartmental

DESCRIPTION

Nondepartmental is comprised of General Fund transfers to other funds and appropriated reserves. The County's General Fund provides transfers to the various other funds to supplement revenue collected by these funds. The School Fund and Airport Fund receive operating and capital funds from the General Fund. The County Improvement Fund and School Improvement Fund receive capital funds from the General Fund. The Lewistown Commerce Center Community Development Authority (CDA) receives the transfer of its generated revenue. In addition, contingency funds for unexpected budgetary needs are included in this area. For further information on transfers to other funds, refer to each Fund's applicable section of this budget document.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 93,509,636**	**$ 102,957,406**	**$ 105,975,972**	**2.9%**
Transfers	**93,509,636**	**101,076,614**	**104,221,818**	**3.1%**
Operating				
Transfer to School Operating Fund	68,742,945	74,453,688	77,000,000	3.4%
Transfer to Textbook Fund	717,352	-	-	----
Transfer to County Improvements Fund	3,703,000	5,438,669	4,819,800	-11.4%
Transfer to School Improvements Fund	820,000	1,600,000	2,400,000	50.0%
Transfer to Debt Fund - County	4,427,593	5,053,573	5,890,835	16.6%
Transfer to Debt Fund - Schools	14,644,965	13,970,610	13,524,822	-3.2%
Transfer to Airport Fund	-	65,074	60,361	-7.2%
Transfer to Lewistown CDA	453,781	495,000	526,000	6.3%
Reserves	**-**	**1,880,792**	**1,754,154**	**-6.7%**
Operating				
Reserve for Contingencies	-	1,280,792	1,154,154	-9.9%
Reserve for Revenue Transfers	-	500,000	500,000	0.0%
Personnel Category Adjustment	-	100,000	100,000	0.0%
Revenues	**$ 93,509,636**	**$ 102,957,406**	**$ 105,975,972**	**2.9%**
Revenues	**93,509,636**	**102,957,406**	**105,975,972**	**2.9%**
Local Revenue				
Miscellaneous Revenue	-	500,000	500,000	0.0%
General Fund Revenue	93,509,636	102,457,406	105,475,972	2.9%

The Miscellaneous Revenue category represents Reserve for Revenue Transfers.

Nondepartmental

BUDGET HIGHLIGHTS

Transfers to the School Fund, Other Funds, and Capital Funds are detailed on the respective department pages. Per the County Financial Policies, Reserve for Contingencies will be appropriated at an amount equal to at least 0.5% of the General Fund budget, net of capital improvement transfers. The adopted amount ensures that this policy is adhered to throughout the five-year plan. The Reserve for Revenue Transfers has maintained the same level of funding on both the revenue and expense side to appropriate grants, donations and insurance recoveries received that were not budgeted for.

GOALS AND OBJECTIVES

• Provide necessary operating and capital funding from the General Fund as approved by the Board of Supervisors;
• Provide sufficient reserves for contingencies of at least 0.5% of total general revenues less general fund capital transfers to ensure unexpected budgetary needs are satisfied; and,
• Comply with all debt payment schedules and covenants contained in debt agreements.

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Other Funds

	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures - by Other Fund	**$ 243,724,339**	**$ 263,484,627**	**$ 270,200,055**	**2.5%**
School Funds				
Schools Operating Fund	158,156,318	170,725,515	171,839,758	0.7%
Textbook Fund	1,121,326	-	-	----
School Food Services Fund	6,959,888	7,005,028	7,016,800	0.2%
Special Revenue Fund				
Economic Development Authority	274,797	220,295	225,950	2.6%
Enterprise Funds				
Utilities Operating Fund	26,704,950	29,931,785	32,728,981	9.3%
Airport Fund	514,450	854,651	4,585,446	436.5%
Internal Service Fund				
Self-Insurance Fund	29,017,643	34,487,327	33,315,180	-3.4%
Fiduciary Funds				
Bell Creek CDA	255,213	360,000	160,000	-55.6%
Lewistown CDA	652,960	623,000	659,440	5.8%
Debt Service Fund				
Debt Service Fund	20,066,794	19,277,026	19,668,500	2.0%
Expenditures - by Category	**$ 243,724,339**	**$ 263,484,627**	**$ 270,200,055**	**2.5%**
Personnel	**180,797,698**	**196,141,613**	**195,242,406**	**-0.5%**
Operating				
Operating	29,819,555	32,856,417	33,552,585	2.1%
Operating Capital	427,267	551,783	976,969	77.1%
Reserve for Construction	-	100,000	99,780	-0.2%
Reserve for Revenue Transfers	-	50,000	50,000	0.0%
Debt Service				
Issuance Costs	307,254	-	-	----
Principal	15,609,179	15,117,412	14,826,913	-1.9%
Interest	7,496,683	7,651,646	8,209,001	7.3%
Capital				
Capital Improvements	8,205,041	10,965,756	17,192,401	56.8%
Capital	1,061,662	50,000	50,000	0.0%
Revenues	**$ 251,588,423**	**$ 263,484,627**	**$ 270,200,055**	**2.5%**
Intergovernmental Revenue	**89,634,979**	**95,957,681**	**98,527,667**	**2.7%**
Local Revenue	**72,966,808**	**69,413,972**	**69,698,196**	**0.4%**
Use of Planned Surpluses	**-**	**4,075,029**	**4,972,174**	**22.0%**
Transfers In	**88,986,636**	**94,037,945**	**97,002,018**	**3.2%**
Non-General Fund Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Percent	**100.0%**	**100.0%**	**100.0%**	
Full-time Equivalents (FTE)	**92.50**	**92.50**	**95.00**	
Full-time Positions	92.00	92.00	95.00	
Part-time Positions	0.50	0.50	-	

Revenue reflected under 'Transfers In' represents General Fund Revenue.

County Improvements Fund and School Improvements Fund are not included in the above summary. See the CIP section of this document for information related to these two funds.

Positions exclude Schools. See School Board's FY16 Budget for FTE summary: http://hcps2.hanover.k12.va.us

Hanover County Public Schools

SCHOOL FUNDS

DESCRIPTION

Hanover County Public Schools' mission is focused on providing a student-centered, community-driven school district that assures a quality education for success in a changing world. The Hanover County School Board is charged with the responsibility of preserving and enhancing public education in Hanover. The seven-member body is appointed to four-year terms by the Board of Supervisors of Hanover County. The chief administrator and executive officer appointed by the School Board is Superintendent of Schools, Dr. Jamelle S. Wilson.

The quality of the school system has produced many accolades for Hanover's students and teachers. Hanover is fully accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) and AdvancED. In addition, Hanover was the first Virginia school district to receive the U.S. Senate Productivity and Quality Award for Continuing Excellence.

In an effort to align effectively with its mission statement, Hanover County Public Schools is divided into four (4) central departmental areas of responsibility: Instructional Leadership, Business and Operations, Human Resources, and Administration and Communication.

Instructional Leadership is responsible for accreditation, curriculum development, instructional programming, accountability and performance measurement, student classification and academic requirements, guidance, library/media, textbooks, instructional materials, development of the school calendar, summer school, long-range planning, evaluation and reporting.

Business and Operations is responsible for management of funds, budget planning, the annual operating budget, grant management, student activity fund accounting, grants/gifts/bequests, business partnerships, food services, technology services, capital facility planning and budgeting, maintenance, custodial services, facility usage, pupil transportation and records management.

Human Resources is responsible for recruiting, staffing, staff development and evaluation, personnel policies and goals, board/staff communication, student health services, personnel records, ethics, hiring, conditions of employment, appointments, transfers, resignations, compensation, fringe benefits, and compliance with state and federal programs for Occupational Safety and Health Act (OSHA), Family and Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA).

Administration and Communication is responsible for administrative services for the Superintendent and the School Board, community and media relations, School Board relations, legislative services, school security and safety policy development, district website content, TV99 and publications.

Hanover County Public Schools

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
School Funds				
Expenditures	**$ 166,237,532**	**$ 177,730,543**	**$ 178,856,558**	**0.6%**
Personnel	145,811,066	155,318,169	156,095,767	0.5%
Operating	18,154,558	20,608,669	20,981,465	1.8%
Capital	2,271,908	1,803,705	1,779,326	-1.4%
Revenues	**$ 164,798,824**	**$ 177,730,543**	**$ 178,856,558**	**0.6%**
Intergovernmental Revenue	88,987,411	95,214,838	94,057,029	-1.2%
Local Revenue	6,351,116	7,829,700	7,345,716	-6.2%
Use of Planned Surpluses	-	232,317	453,813	95.3%
Transfers In	69,460,297	74,453,688	77,000,000	3.4%
Generated Revenue Percent	**57.9%**	**58.1%**	**56.9%**	
General Fund Percent	**42.1%**	**41.9%**	**43.1%**	

BUDGET HIGHLIGHTS

The FY16 budget reflects the input of School Board members, School staff, and parent and professional organizational representatives working together as a budget advisory focus group to develop a budget that maximizes resources. The focus remains on maintaining educational opportunities for our students. The significant highlight for this budget is a 2% pay increase for all employees.

BUDGET GOALS

• Develop budget proposals to support the stated goal of the superintendent and school board of providing an education system that will foster the success of all students;
• Provide salary and benefit plans that support Hanover's competitive position and reflect market adjustments where necessary;
• Promote instructional programming that supports professional development for staff, curriculum development, career and alternative education, state and federal accountability standards, special education services, technology integration and dual enrollment;
• Develop and maintain a responsive, systematic approach to long-term building maintenance, construction, custodial services, furniture/equipment replacement, technology (information) system upgrades, other operating efficiencies and long-range financial stability;
• Identify the impact of emerging issues and mandates on the school budget; and
• Integrate recommendations, as approved by the Board, from the Facility and Instructional Program Evaluation Committee.

SCHOOL FUNDS SUMMARY

Hanover County Public Schools currently operates three (3) separate funds; the Schools Operating Fund, the School Food Services Fund and the School Capital Improvements Fund. Complete details of all funds can be found in the School Board's Adopted FY15-16 Budget, which can be accessed on the School's website at http://hcps2.hanover.k12.va.us. Following are summaries for the Schools Operating Fund, Textbook Fund and Food Services Fund. The Textbook Fund was eliminated in FY15 and was incorporated into the School Operating Fund.

School Operating Fund

DESCRIPTION

The School Operating Fund, comprising 87% of the district's resources, encompasses six (6) components: General Support, Pupil Transportation, Operations and Maintenance, Instruction, Facilities and Other Use of Funds.

General Support: Includes the Executive Board, Superintendent, Administration and Communications, Budget & Financial Reporting, Information Technology and Human Resources. School-based services of Health Services, Psychological Services and Speech/Audiology Services are also included in this component.

Pupil Transportation: The School Transportation Program plays a vital role in the education process in the County. In addition to providing safe and effective transportation to and from school, buses also transport students to extra-curricular activities such as educational field trips, band and choral concerts, and sporting events.

Operations & Maintenance: Building Services provides technical and maintenance support, enabling all facilities to remain in full and efficient operation. Services provided daily by staff include repairs and/or work in the following areas: carpentry, electrical, plumbing, painting, welding, grounds, and kitchen equipment. Custodial Services provides complete custodial services to schools throughout the district.

Instruction: Instruction is comprised of three (3) levels of education: elementary, middle and high school. The fifteen (15) elementary schools are Battlefield Park, Beaverdam, Cold Harbor, Cool Spring, Elmont, Henry Clay, John M. Gandy, Kersey Creek, Laurel Meadow, Mechanicsville, Pearson's Corner, Pole Green, Rural Point, South Anna and Washington-Henry. The four (4) middle schools include Chickahominy, Liberty, Oak Knoll and Stonewall Jackson; the four (4) high schools are Atlee, Hanover, Lee-Davis and Patrick Henry. The division also provides an alternative learning opportunity at The Georgetown School as well as a Career and Technical education curriculum at The Hanover Center for Trades and Technology.

Facilities: Facilities oversees construction and facility planning activities and is responsible for the acquisition and placement of temporary classrooms.

Other Use of Funds: Debt service costs were reported under this category until the creation of the Debt Service Fund in FY14.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 158,156,318**	**$ 170,725,515**	**$ 171,839,758**	**0.7%**
Personnel	**142,176,442**	**151,772,325**	**152,549,963**	**0.5%**
Operating	**14,769,630**	**17,199,485**	**17,560,469**	**2.1%**
Capital	**1,210,246**	**1,753,705**	**1,729,326**	**-1.4%**
Revenues	**$ 157,637,696**	**$ 170,725,515**	**$ 171,839,758**	**0.7%**
Local Revenue				
Charges for Services	873,347	800,500	825,500	3.1%
Recovered Costs	226,870	603,000	573,000	-5.0%
Miscellaneous Revenue	533,991	1,390,200	1,169,200	-15.9%
Intergovernmental Revenue				
Non-Categorical State Aid	62,437,549	68,006,852	66,574,264	-2.1%
Sales Tax	17,506,909	17,971,861	18,201,206	1.3%
Categorical Federal Aid	6,569,367	6,702,700	6,717,100	0.2%
Categorical State Aid	746,718	796,714	779,488	-2.2%
Transfers In	**68,742,945**	**74,453,688**	**77,000,000**	**3.4%**

School Operating Fund

EXPENDITURES BY COMPONENT	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
General Support	**$ 8,583,220**	**$ 10,214,954**	**$ 10,368,768**	**1.5%**
Personnel	7,790,302	8,528,548	8,638,704	1.3%
Operating	767,919	1,661,406	1,705,064	2.6%
Capital	24,999	25,000	25,000	0.0%
Pupil Transportation	**$ 7,980,471**	**$ 8,236,253**	**$ 8,423,911**	**2.3%**
Personnel	5,848,791	6,174,520	6,359,178	3.0%
Operating	2,110,199	2,061,733	2,064,733	0.1%
Capital	21,481	-	-	----
Operations & Maintenance	**$ 11,737,732**	**$ 12,124,398**	**$ 12,036,534**	**-0.7%**
Personnel	5,728,787	5,889,299	5,960,222	1.2%
Operating	5,825,724	6,168,216	6,009,429	-2.6%
Capital	183,221	66,883	66,883	0.0%
Instruction	**$ 128,419,521**	**$ 138,935,791**	**$ 139,711,431**	**0.6%**
Personnel	122,682,759	131,047,056	131,457,362	0.3%
Operating	4,967,642	6,543,887	6,915,800	5.7%
Capital	769,120	1,344,848	1,338,269	-0.5%
Facilities	**$ 1,435,374**	**$ 1,214,119**	**$ 1,299,114**	**7.0%**
Personnel	125,803	132,902	134,497	1.2%
Operating	1,098,146	764,243	865,443	13.2%
Capital	211,425	316,974	299,174	-5.6%

School Operating Fund

REVENUE DETAIL	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Charges for Services	**$ 873,347**	**$ 800,500**	**$ 825,500**	**3.1%**
Tuition Payments	**587,069**	**555,500**	**555,500**	**0.0%**
Drivers Ed Fees	**165,600**	**170,000**	**170,000**	**0.0%**
Student Parking Fees	**120,678**	**75,000**	**100,000**	**33.3%**
Miscellaneous Revenue	**$ 533,991**	**$ 1,390,200**	**$ 1,169,200**	**-15.9%**
Recovered Costs	**$ 226,870**	**$ 603,000**	**$ 573,000**	**-5.0%**
Recovered Costs				
Miscellaneous Refunds	150,175	545,000	545,000	0.0%
Payments-Other Agencies	76,695	58,000	28,000	-51.7%
Intergovernmental	**$ 87,171,007**	**$ 93,338,863**	**$ 92,150,020**	**-1.3%**
State Aid				
Basic Aid	44,053,284	47,885,976	46,576,343	-2.7%
Fringe Benefits	7,224,510	8,670,213	8,315,786	-4.1%
Special Education-SOQ	6,073,554	6,756,422	6,650,548	-1.6%
Textbook	930,000	1,017,376	1,001,433	-1.6%
Compensation Supplement	-	-	764,346	----
Incentive Funds-State Aid	648,000	648,000	648,000	0.0%
Prevention, Intervent & Remediation	407,244	570,965	562,018	-1.6%
Gifted and Talented-SOQ	476,764	496,951	489,164	-1.6%
Vocational Education - SOQ	570,044	444,084	437,125	-1.6%
Other Non-Categorical State Aid	502,420	317,500	355,500	12.0%
At-Risk	178,640	266,747	262,466	-1.6%
Remedial Summer School	250,116	263,550	209,945	-20.3%
Virginia PreSchool Initiative	187,823	320,274	199,248	-37.8%
K-3 Class Size Reduction	298,111	400,205	180,580	-54.9%
English as a Second Language	91,596	108,754	125,172	15.1%
Early Reading Intervention	132,121	137,280	122,215	-11.0%
Foster Home Children	105,049	104,483	110,507	5.8%
Career and Technical	116,711	124,239	93,377	-24.8%
SOL Algebra Readiness	76,013	90,653	86,783	-4.3%
Other Lottery Funds-State Aid	34,934	31,180	31,708	1.7%
General Adult Education	9,182	9,450	9,450	0.0%
ADD SUPP RETIR,INFLAT,PREV	728,615	-	-	----
Categorical Federal Aid				
Title VI-B Flow Thru	2,993,199	3,200,000	3,200,000	0.0%
Title I	988,180	990,000	990,000	0.0%
Head Start	751,801	980,000	980,000	0.0%
Medicaid Reimbursement	830,788	468,000	564,900	20.7%
Title II	268,769	350,000	300,000	-14.3%
JROTC	160,560	200,000	200,000	0.0%
Carl Perkins Grant	146,569	155,000	155,000	0.0%
Infants & Toddlers - Federal	133,533	120,000	130,000	8.3%
Preschool Grants	72,437	78,000	78,000	0.0%
Basic Skills-Adult	61,608	145,000	62,500	-56.9%
Title III Immigrant & Youth Grant	39,864	-	40,000	----
Other Federal Funds	122,059	16,700	16,700	0.0%
Sales Tax				
Sales Tax	17,506,909	17,971,861	18,201,206	1.3%
Transfers From General Fund	**$ 89,536**	**$ 139,264**	**$ 122,038**	**-12.4%**
Grand Total	**$ 88,894,751**	**$ 96,271,827**	**$ 94,839,758**	**-1.5%**

School Textbook Fund

DESCRIPTION

The Textbook Fund provides administration, maintenance and control over all of the textbooks used in the schools. The Division's policy is to issue the books at no cost to the students during the school year. Revenue is received from the State. The Textbook Fund was eliminated in FY15 and incorporated into the School Operating Fund.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 1,121,326**	**$ -**	**$ -**	**----**
Personnel	**72,027**	**-**	**-**	**----**
Operating	**1,978**	**-**	**-**	**----**
Capital	**1,047,321**	**-**	**-**	**----**
Revenues	**$ 718,706**	**$ -**	**$ -**	**----**
Local Revenue				
Miscellaneous Revenue	1,354	-	-	----
Transfers In				
Transfer from General Fund	717,352	-	-	----

School Food Services Fund

DESCRIPTION

The Food Services Fund accounts for all of the operations of the school food services program. The elementary and middle schools participate in the National School Breakfast and Lunch Program, which provides subsidized meals to eligible students at reduced or no cost. An a la carte food service program is available at the high schools.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 6,959,888**	**$ 7,005,028**	**$ 7,016,800**	**0.2%**
Personnel	**3,562,597**	**3,545,844**	**3,545,804**	**0.0%**
Operating	**3,382,950**	**3,409,184**	**3,420,996**	**0.3%**
Capital	**14,341**	**50,000**	**50,000**	**0.0%**
Revenues	**$ 6,442,422**	**$ 7,005,028**	**$ 7,016,800**	**0.2%**
Local Revenue				
Charges for Services	4,689,966	5,010,000	4,752,016	-5.1%
Revenue from Use of Money & Property	3,970	4,000	4,000	0.0%
Miscellaneous Revenue	21,618	22,000	22,000	0.0%
Intergovernmental Revenue				
Categorical State Aid	57,985	60,911	53,061	-12.9%
Categorical Federal Aid	1,668,883	1,675,800	1,731,910	3.3%
Use of Planned Surpluses	**-**	**232,317**	**453,813**	**95.3%**

Economic Development Authority Fund

DESCRIPTION

The Economic Development Authority (EDA) consists of seven members appointed from each magisterial district in the County. The EDA (formerly Industrial Development Authority (IDA)) was created by ordinance on August 30, 1967, and is a political subdivision of the Commonwealth of Virginia, but has no taxing authority. The EDA is empowered to acquire, construct, improve, maintain, equip, own, lease and dispose of various types of facilities, including facilities for use by the County, and to finance the same by issuance of revenue bonds. Hanover's EDA is primarily used for considering industrial revenue bond requests and assisting the County in lease revenue bonds. Revenue is generated from a management fee of 1/10 of 1% of all outstanding debt issued after 1996 from inducement resolutions approved by the EDA.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 274,797**	**$ 220,295**	**$ 225,950**	**2.6%**
Operating	**274,797**	**220,295**	**225,950**	**2.6%**
Revenues	**$ 204,192**	**$ 220,295**	**$ 225,950**	**2.6%**
Local Revenue				
Permits, Fees & Licenses	204,192	190,295	187,550	-1.4%
Use of Planned Surpluses	**-**	**30,000**	**38,400**	**28.0%**
Generated Revenue Percent	**100.0%**	**100.0%**	**100.0%**	
General Fund Revenue Percent	**0.0%**	**0.0%**	**0.0%**	

BUDGET HIGHLIGHTS

The FY16 budget includes the pass-through funds that are used to support the Economic Development Department in the General Fund. The increase is due to increased funding for the Dominion Resources Innovation Center (DRIC), which is partially offset by a decrease in bond amounts.

GOALS AND OBJECTIVES

• The EDA intends to promptly service industrial revenue bond requests, other economic development opportunities and, after a thorough study, make timely recommendations to the Board of Supervisors for their consideration.

Public Utilities Operating Fund

DESCRIPTION

The County's Department of Public Utilities owns, operates and maintains public water and wastewater systems in the Suburban Service Area, the Hanover Courthouse Area and five rural residential subdivisions (collectively, the "System"). The County provides utility service to approximately 19,647 water customers and 19,098 wastewater customers. Extensions of the System are made in support of and in compliance with the County's Comprehensive Plan.

The County operates the System as a self-supporting enterprise fund, the Utility Enterprise Fund, whereby the operations and capital expenditures are funded with revenues generated from customer user fees and one-time fees paid for capacity at the time of connection to the System. County General Fund tax dollars are not used to fund the operating or capital expenses of the System. The Utility Enterprise Fund reimburses the County's General Fund for direct services provided to support the Department and also pays a service assessment charge to the General Fund in lieu of taxes for indirect Public Safety and Fire/EMS Services. The Board of Supervisors establishes and revises both water and wastewater rates and fees as well as adopts the annual operating and capital improvement plan budget.

The Department develops its overall operations, maintenance and capital construction plans for the System to ensure operational reliability, adequate capacity, and regulatory compliance. Department capital needs are impacted by projects constructed in support of the County's Comprehensive Plan, rehabilitation and maintenance requirements of the System and maintaining compliance with State and Federal regulations. The Department operates the System with County personnel and maintains the System with both County and private contractor personnel. The Department reads meters, prepares bills and maintains customer accounts. The Department's activities extend to providing assistance to other utility purveyors within the County, supporting economic development initiatives, and participating in regional approaches to providing water and wastewater services. These activities are accomplished with 93 full-time employees.

MISSION

The Mission of the Department is "to provide water and wastewater services that, within regulatory guidelines, meet or exceed our customers' needs and expectations for safety, quality and quantity; to provide these services at a competitive price and in a fair and equitable and environmentally responsible manner, and to provide opportunities for personal and professional development for employees at all levels of the department."

EXISTING FACILITIES & SERVICE AREAS

The Department's water system consists of eight potable water wells, two surface water treatment plants, six water pumping stations and seven storage facilities. The water transmission and distribution system is comprised of approximately 425 miles of waterline ranging in size from 2 to 30 inches in diameter. The Doswell Water Treatment Plant, rated at 4 million gallons per day (mgd), was constructed in 1974 and upgraded and expanded in 1991. The South Anna Water Treatment Plant is rated at 2.0 mgd and was constructed in the early 1960's. The South Anna plant is currently not in service and would require rehabilitation and upgrades to return it to service. Additional water supplies are provided by long-term contracts with the City of Richmond and Henrico County. Rural systems owned and operated by the Department include Georgetown, Dianne Ridge, Oak Hill Estates, Strawhorn, Sinclair Manor, and Hanover Courthouse.

The County's wastewater system consists of four wastewater treatment plants and thirty-nine wastewater pumping stations. The wastewater collection system is comprised of approximately 389 miles of sewerline. The Doswell Wastewater Treatment Plant, rated at 1.0 mgd, serves the Doswell area and was placed in service in 1975. Ashland is served by the 2.0 mgd Ashland Wastewater Treatment Plant, which was placed in service in 1992. The Hanover Courthouse area is served by the 0.08 mgd Courthouse Wastewater Treatment Plant, which was placed in service 1978. The Totopotomoy Wastewater Treatment Plant is rated at 7.0 mgd, and was placed

Public Utilities Operating Fund

in service in 2004. A portion of the wastewater generated in the Suburban Service Area is pumped from Hanover's Beaverdam Creek Wastewater Pump Station (5.4 mgd average capacity) to Henrico County's Strawberry Hill Wastewater Pump Station for conveyance to and treatment at Henrico's wastewater treatment plant under a long-term contract.

WATER SUPPLY CONTRACTS

The County has purchased water from Henrico County since 1974. On April 10, 1995, the County negotiated a new agreement with Henrico County to purchase up to 0.775 mgd. The term of the Henrico water contract is through June 30, 2014, and continues thereafter until terminated by either the County Manager of Henrico or the County Administrator of Hanover, upon giving the other party ten years written notice.

On July 1, 1994, the County entered into a contract with the City of Richmond. The term of the Richmond contract is through June 30, 2035, and continues thereafter until terminated by either the City Manager of Richmond by giving fifteen years written notice (such notice may not be given earlier than July 1, 2020), or the County Administrator by giving ten years notice (such notice may not be given earlier than July 1, 2025), unless a shorter time for notice is mutually agreed upon. The County's available capacity from Richmond is 20 mgd.

WASTEWATER TREATMENT CONTRACT

The County treats most of the wastewater it collects. Since 1979 it has also purchased wastewater treatment services from Henrico County. On April 10, 1995, Hanover and Henrico entered a new wastewater agreement, which provides for long-term wastewater treatment services by Henrico for Hanover. The term of the contract is through June 30, 2014, and continues thereafter until terminated by mutual agreement. The new agreement increased the capacity from 3.69 mgd to 5.4 mgd, which is based upon a 90-day rolling average. Wastewater is conveyed to Henrico County's Strawberry Hill Pump Station from Hanover's Beaverdam Creek Pump Station.

FINANCIAL AND BUDGETARY PROCEDURES

The Director of Public Utilities is responsible for budgeting, accounting, procurement, billing, collection activities, capital construction and financial and strategic planning for the System. Steven P. Herzog, P.E. has served as Director of Public Utilities since July 1, 2011.

The operating budget and the Capital Improvement Plan for the System are updated and presented annually to the County Administrator and the Board of Supervisors. Approval usually occurs in April.

In support of the County's Comprehensive Plan and the Voluntary Settlement Agreement with the Town of Ashland (which provided for annexation of certain territory and the merger of the Ashland and County water and wastewater systems), the Department plans, implements and funds improvements to make water and wastewater capacity available for properties located within the County's suburban services area and the Town of Ashland.

The Utility Enterprise Fund, which is funded by utility ratepayers, reimburses the County's General Fund on an allocated cost basis for services such as procurement, finance, information technology, human resources, and legal that are provided by other County departments to support the Department. In addition, although the Department is a part of the County government and thus tax exempt, the County's General Fund assesses a separate charge to the Utility Enterprise Fund to recover public safety costs, which are not a part of the allocated cost payment.

Utility customers are generally billed on a bi-monthly basis. Some commercial customers are billed monthly. Bills are due and payable upon receipt by the customer. A past due notice is mailed if the bill remains unpaid 30 days after the billing date. If payment is not made in accordance with the past due notice, the utility service may be disconnected. A $40 fee is assessed to all accounts where service has been discontinued due to nonpayment. A 10% late penalty fee is charged for all past due accounts. Interest at an annual rate of 10% applies to unpaid

Public Utilities Operating Fund

balances beginning when the account is 60 days past due. The County's annual losses from uncollected accounts have been less than 1% of total billings since 1990. The Treasurer's Office has provided collection support for the Department in the past.

RATES, FEES AND CHARGES

The principal sources of revenue for the Utility Enterprise Fund are user fees and capacity fees. The user fee is a monthly or bi-monthly charge comprised of a base charge based on meter size, levied regardless of usage, and a commodity charge that is typically based upon metered water consumption. The capacity fee is a one-time charge for each new connection to the water and/or wastewater systems. Capacity fees are based on the size of the water meter necessary to serve the new customer. In setting these fees, the goal is to cover projected operating, maintenance, general improvement, rehabilitation, and capital costs in a fair and equitable manner. This rate structure applies to both water and wastewater services.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 26,704,950**	**$ 29,931,785**	**$ 32,728,981**	**9.3%**
Personnel	**5,913,548**	**6,304,655**	**6,299,515**	**-0.1%**
Operating				
Operating	10,380,509	10,891,801	10,871,669	-0.2%
Operating Capital	427,267	551,783	976,969	77.1%
Reserve for Construction	-	100,000	99,780	-0.2%
Debt Service				
Principal	2,296,830	2,331,830	2,371,830	1.7%
Interest	985,902	1,034,725	872,085	-15.7%
Capital				
Capital Improvements	6,700,894	8,716,991	11,237,133	28.9%
Revenues	**$ 32,293,815**	**$ 29,931,785**	**$ 32,728,981**	**9.3%**
Local Revenue				
Charges for Services	21,701,013	21,615,000	22,127,000	2.4%
Non-Operating Revenue	9,472,603	3,920,000	5,920,000	51.0%
Permits, Fees & Licenses	424,780	255,000	405,000	58.8%
Recovered Costs	280,098	279,500	279,500	0.0%
Miscellaneous Revenue	302,623	175,000	175,000	0.0%
Revenue from Use of Money & Property	112,698	75,000	100,000	33.3%
Use of Planned Surpluses	**-**	**3,612,285**	**3,722,481**	**3.1%**
Full-time Equivalents (FTE)	**91.00**	**91.00**	**93.00**	
Full-time Positions	91.00	91.00	93.00	
Part-time Positions	-	-	-	

Public Utilities Operating Fund

LARGEST CUSTOMERS: WATER

The following table provides annual data on the County's ten largest water customers for the fiscal year ended June 30, 2014:

	Water Usage*	Water Revenue	% of Total Revenue
Bear Island Paper Company, L.P.	482,728	$ 1,071,830	8.09%
Tyson Food	254,561	584,630	4.42%
Kings Dominion	155,594	381,823	2.88%
Doswell Limited Partnership	82,361	195,095	1.47%
Hanover Medical Park	54,473	186,313	1.41%
Randolph - Macon College	28,362	131,448	0.99%
Aqua Virginia	18,490	80,721	0.61%
Covenant Woods	13,141	58,762	0.44%
Caroline County	11,234	53,212	0.40%
Hanover Crossing Apartments	10,613	49,369	0.37%
Total	**1,111,557**	**$ 2,793,203**	**21.09%**

**In 1,000 gallons*

The ten largest water customers together represent about 21.09% of total water operating and non-operating revenues, with the largest customer representing approximately 8.09% of that total.

LARGEST CUSTOMERS: WASTEWATER

The following table provides annual data on the County's ten largest wastewater customers for the fiscal year ended June 30, 2014:

	Wasterwater Usage*	Wasterwater Revenue	% of Total Revenue
Kings Dominion	65,198	$ 288,626	1.84%
Hanover Medical Park	52,279	269,798	1.72%
Randolph - Macon College	25,192	148,404	0.94%
Hanover Crossing Apartments	10,613	59,354	0.38%
Covenant Woods	10,486	57,723	0.37%
Mill Trace Apartments	9,253	55,990	0.36%
Leadbetter Inc	7,727	39,733	0.25%
Shelter Management	7,490	53,616	0.34%
Ashland Town Square	6,817	43,433	0.28%
Cold Harbor Apartments	6,298	37,812	0.24%
Total	**201,353**	**$ 1,054,489**	**6.71%**

**In 1,000 gallons*

The ten largest wastewater customers together represent about 6.71% of total operating and non-operating wastewater revenues with the largest customer representing approximately 1.84% of that total. Water and wastewater usage by a specific customer may not be equal based upon the specific needs for each service.

Public Utilities Operating Fund

RATE STRUCTURE: WATER

	FY15	FY16
Base Charge by Meter Size		
Meter Size		
5/8 inch & 3/4 inch	$ 9.52	$ 9.62
1 inch	23.84	24.08
1 1/2 inch	47.54	48.02
2 inch	76.04	76.80
3 inch	152.10	153.62
4 inch	237.65	240.03
6 inch	475.30	480.05
Residential Rates		
Base Charge	By meter size (table above)	
Consumption Charge (per 1,000 gallons):		
Consumption		
0 to 4,000 gallons	$ 1.51	$ 1.53
4,001 to 15,000 gallons	4.60	4.65
Above 15,000 gallons	5.99	6.05
Commercial Schedule I Rates		
Base Charge	By meter size (table above)	
Consumption Charge (per 1,000 gallons):		
Consumption		
0 to 15,000 gallons	$ 4.09	$ 4.13
15,001 to 1,000,000 gallons	4.60	4.65
Above 1,000,000 gallons	2.56	2.59
Separate irrigation meter	5.67	5.73
Commercial Schedule II Rates		
Base Charge	$ 146.26	$ 147.72
Consumption Charge (per 1,000 gallons):		
Consumption		
All usage	$ 2.38	$ 2.40
Peak Use Fee*	1.47	1.48
Commercial Schedule III Rates		
Base Charge	$ 14,624.72	$ 14,770.97
Consumption Charge (per 1,000 gallons):		
Consumption		
All usage	$ 1.94	$ 1.96
Peak Use Fee*	1.47	1.48

*Peak Use Fee - Consumption charge is per 1,000 gallons greater than 150% of previous fiscal year average

Public Utilities Operating Fund

RATE STRUCTURE: WASTEWATER

	FY15	FY16
Base Charge by Meter Size		
Meter Size		
5/8 inch	$ 20.03	$ 20.23
3/4 inch	20.03	20.23
1 inch	20.03	20.23
1 1/2 inch	20.03	20.23
2 inch	100.16	101.16
3 inch	100.16	101.16
4 inch	100.16	101.16
6 inch	100.16	101.16
Residential Rates		
Base Charge	By meter size (table above)	
Consumption Charge (per 1,000 gallons):		
Consumption		
0 to 4,000 gallons	$ 5.37	$ 5.42
Above 4,000 gallons	6.77	6.84
Flat Rate Wastewater	93.56	94.50
Commercial Schedule I Rates		
Base Charge	By meter size (table above)	
Consumption Charge (per 1,000 gallons):		
Consumption		
0 to 50,000 gallons	$ 6.26	$ 6.32
Above 50,000 gallons	5.02	5.07
Commercial Schedule II Rates		
Base Charge	$ 1,252.13	$ 1,264.65
Consumption Charge (per 1,000 gallons):		
Consumption		
All usage	$ 4.13	$ 4.17
Peak Use Fee*	1.24	1.25

*Peak Use Fee - Consumption charge is per 1,000 gallons greater than 150% of previous fiscal year average

Public Utilities Operating Fund

CAPACITY FEES

Capacity fees are the fees charged to customers when initially connected to the County's system. The detailed fee schedule is listed below.

	FY15	FY16
Residential Water		
Standard Connection	$ 5,982	$ 5,982

In FY16, single and mult-famuly units are charged $5,982 for a standard connection. There is no increase in the per unit fee for a standard connection in FY16.*

Commercial, Industrial and Public Facilities Water

Capacity fees for these entities are based on meter size.

Meter Size		
5/8 inch*	$ 5,982	$ 5,982
1 inch	13,226	13,226
1 1/2 inch	26,451	26,451
2 inch	42,322	42,322
3 inch	84,643	84,643
4 inch	**	**
6 inch	**	**
8 inch	**	**

Residential Wastewater

Standard Connection	$ 6,149	$ 6,149

In FY16, single and multi-family units are charged $6,149 for a standard connection. There is no increase in the per unit fee for a standard connection in FY16.*

Commercial, Industrial and Public Facilities Water

Capacity fees for these entities are based on meter size.

Meter Size		
5/8 inch*	$ 6,149	$ 6,149
1 inch*	15,371	15,371
1 1/2 inch*	30,744	30,744
2 inch*	49,189	49,189
3 inch*	98,380	98,380
4 inch	**	**
6 inch	**	**
8 inch	**	**

*A Public Hearing held on November 12, 2014 (FY15) on Ordinance 14-08 amended Sections 20 and 23 of the Hanover County Code to revise the County's water and sewer capacity fees.

**Capacity fees for commercial customers requiring larger than 3” meters shall be determined on a case-by-case basis and established by contract, but in no case shall be less than the capacity fee for a 3” meter.

Public Utilities Operating Fund

OBJECTIVES

• Provide reliable water and wastewater service in accordance with applicable regulatory requirements;
• Maintain fiscal integrity to provide for system growth, adequate maintenance, and replacement of capital to ensure quality service, system reliability and to control future costs;
• Emphasize continuing education to maintain staff competency ensuring EPA regulatory compliance; and
• Continue implementing Capital Improvement Plan, meeting customer capacity needs in support of the County's Comprehensive Plan and economic development.

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Water customers	19,647	19,835	19,997	20,327
Wastewater customers	19,098	19,318	19,444	19,776
Customer calls	43,116	41,723	46,668	49,935
Plans reviewed	353	500	365	500
Water distributed (mgd)	8.60	9.31	9.68	9.84
Wastewater collected (mgd)	6.80	6.14	5.36	5.45
Miles of water line maintained	425	430	428	435
Miles of sewer line maintained	389	393	393	396

Airport Fund

DESCRIPTION

The Hanover County Airport is a 260 acre facility strategically located between Ashland and Richmond, and is easily accessible to Interstates 95 and 295 for multimodal transportation. The airport is a reliever airport within the Richmond Metropolitan Service Area that provides over $29 million in yearly economic impact, based on a 2010 study contracted by the Virginia Department of Aviation. The facility has a 5,400 x 100 foot runway, non-precision landing system and with the services provided by a contracted operator, the airport is able to accommodate corporate aircraft and the businesses which they represent. Services at the facility include flight instruction, aircraft fueling, aircraft charters, aircraft sales, repairs, rentals and aircraft storage.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 514,450**	**$ 854,651**	**$ 4,585,446**	**436.5%**
Personnel	**100,609**	**104,562**	**105,944**	**1.3%**
Operating				
Operating	48,200	61,052	61,561	0.8%
Reserve for Revenue Transfers	-	50,000	50,000	0.0%
Debt Service				
Principal	-	74,072	77,883	5.1%
Interest	71,740	69,905	64,116	-8.3%
Capital				
Capital Improvements	293,901	495,060	4,225,942	753.6%
Revenues	**$ 589,195**	**$ 854,651**	**$ 4,585,446**	**436.5%**
Local Revenue				
Revenue from Use of Money & Property	194,419	199,577	207,290	3.9%
Reserve for Revenue	-	50,000	50,000	0.0%
Miscellaneous Revenue	50	-	-	----
Intergovernmental Revenue				
Categorical State Aid	43,651	15,000	331,894	2112.6%
Categorical Federal Aid	351,075	475,000	3,885,901	718.1%
Use of Planned Surpluses	**-**	**50,000**	**50,000**	**0.0%**
Transfers In	**-**	**65,074**	**60,361**	**-7.2%**
Generated Revenue Percent	**100.0%**	**92.4%**	**98.7%**	
General Fund Revenue Percent	**0.0%**	**7.6%**	**1.3%**	
Full-time Equivalents (FTE)	**1.00**	**1.00**	**1.00**	
Full-time Positions	1.00	1.00	1.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

The Airport Fund tracks the revenue, debt service, operating and capital transactions for this activity. The personnel category increase is due to a compensation adjustment. There is a slight increase in operating. Capital improvements include $4.0M of grant funding for additional ramp apron and taxiway connectors on the East side to meet the demand for additional hangars and corporate hangar development. The remainder is for land acquisition to remove airspace obstructions and complete East side expansion.

Airport Fund

This budget includes funding for airfield maintenance and these funds are grant leveraged whenever possible, reducing the local burden of funding such operations. Approximately $7,200 in aircraft personal property tax was assessed in the County in 2014.

GOALS AND OBJECTIVES

- Continue the removal of obstructions to accommodate safe operations;
- Begin Design Planning for East side development;
- Continue land acquisition for East side development;
- Maximize grant recovery on eligible projects; and,
- Maintain 60 day turnaround time between invoice and revenue recovery for all grants and capital projects.

SERVICE LEVELS	FY14 Actual	FY15 Budget	FY15 Forecast	FY16 Budget
Number of based aircraft	114	110	110	110
Aircraft hangar spaces	54	54	54	54
Aircraft tie down spaces	56	56	56	56
Corporate Hangars (sq/ft)	14,800	14,800	14,800	14,800
Gallons of fuel sold	202,451	192,000	190,000	190,000

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Self-Insurance Fund

DESCRIPTION

The Self-Insurance Fund provides for fiscal management of the County and School Board health insurance costs. The employer's share of health insurance costs and retiree healthcare liability costs are budgeted in departmental budgets, but this internal service fund serves in the payment of claims, accounting for employee health insurance deductions, and providing adequate reserves to mitigate increases in claims beyond those anticipated. The revenue for the fund comes primarily from employer contributions and employee deductions. Each employee has a deduction based on the level of coverage selected in the program. The fund earns interest on cash balances. There are currently 3,173 budgeted plan participants.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 29,017,643**	**$ 34,487,327**	**$ 33,315,180**	**-3.4%**
Personnel	**28,972,475**	**34,414,227**	**32,741,180**	**-4.9%**
Operating	**45,168**	**73,100**	**574,000**	**685.2%**
Revenues	**$ 32,402,516**	**$ 34,487,327**	**$ 33,315,180**	**-3.4%**
Local Revenue				
Investment Income	63,575	50,000	68,100	36.2%
Recovered Costs	174,995	25,000	75,000	200.0%
Employee	9,590,727	9,905,800	9,707,300	-2.0%
Employer	22,490,537	24,252,000	22,563,300	-7.0%
Employer FICA Savings	9,982	14,000	10,000	-28.6%
OPEB	72,700	90,100	184,000	104.2%
Use of Planned Surpluses	**-**	**150,427**	**707,480**	**370.3%**
Generated Revenue Percent	**100.0%**	**100.0%**	**100.0%**	
General Fund Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
Full-time Equivalents (FTE)	**0.50**	**0.50**	**1.00**	
Full-time Positions	-	-	1.00	
Part-time Positions	0.50	0.50	-	

BUDGET HIGHLIGHTS

The decrease in FY16 expenses is based on market trend increases in health care claims offset by claims not increasing as high as budgeted in FY15. Employer health insurance costs will decrease 2.0% to $7,470 for each full-time participating employee. The operating increase is due mainly to the funding of the County Wellness Program. The change in FTEs is the reclassification of the Wellness Coordinator position from a part-time to a full time employee.

Bell Creek Community Development Authority (CDA)

DESCRIPTION

The Bell Creek Community Development Authority (CDA) was created in 2002 and consists of 325 acres of land within the County. The property encompasses a mixed-use development and is expected to provide commercial development with retail space including a shopping center known as "The Shoppes at Bell Creek", a light industrial park, and a residential development on 167 acres known as "The Bluffs at Bell Creek."

The Bell Creek Community Development Special Assessment Bonds were issued in 2003 in the total principal amount of $15,980,000. The bonds were issued to finance the acquisition and construction of roads and road improvements, water and sanitary sewer improvements, storm water management improvements and certain other infrastructure improvements. The Board of Supervisors, at the request of the Bell Creek CDA, adopted a special assessment levy on all residential, retail, commercial and light industrial properties within the authority to repay the bonds. As of June 30, 2014, $13,676,000 of the bonds has been repaid, reducing the outstanding debt to $2,304,000.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 255,213**	**$ 360,000**	**$ 160,000**	**-55.6%**
Operating	**255,213**	**360,000**	**160,000**	**-55.6%**
Revenues	**$ 256,317**	**$ 360,000**	**$ 160,000**	**-55.6%**
Local Revenue				
Recovered Costs	256,317	360,000	160,000	-55.6%

Lewistown Community Development Authority (CDA)

DESCRIPTION

The Lewistown Commerce Center Community Development Authority (CDA) was created in 2006 and consists of 186.5 acres of land within the County. The property is part of a business complex that is expected to provide commercial and retail spaces, recreation and tourism facilities and other amenities that are expected to be developed in phases by different entities. The overall development has been named Winding Brook.

The Lewistown Community Development Authority Revenue Bonds were issued in 2007 in the total principal amount of $37,675,000. The bonds were issued to finance the acquisition of certain land and the construction of certain infrastructure improvements.

Pursuant to the terms of a Special Assessment Agreement between the County, the Authority, and the Developers, the 2007 Bonds will be payable from (1) a Special Real Property Tax, equal to $0.10 per $100 of the assessed or assessable value of taxable real and leasehold property, respectively, within the District, beginning with calendar year 2008, (2) Incremental Tax Revenues consisting of specified percentages of incremental real and personal property, hotel occupancy, and the County's portion of sales tax revenues collected beginning in 2007 over and above 2006 collections within the District, and (3) Special Assessments imposed and collected by the County, if necessary, at the request of the Authority on taxable real property within the District, in that order. Special assessments were imposed in fiscal year 2012.

BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 652,960**	**$ 623,000**	**$ 659,440**	**5.8%**
Operating	**652,960**	**623,000**	**659,440**	**5.8%**
Revenues	**$ 623,504**	**$ 623,000**	**$ 659,440**	**5.8%**
Local Revenue				
Recovered Costs	169,723	128,000	133,440	4.3%
Transfers In	**453,781**	**495,000**	**526,000**	**6.3%**
Generated Revenue Percent	**27.2%**	**20.5%**	**20.2%**	
General Fund Revenue Percent	**72.8%**	**79.5%**	**79.8%**	

Debt Service Fund

DESCRIPTION

Debt service is an expense to the County for principal and interest payments on financing mechanisms, which include: general obligation bonds, revenue bonds, lease-purchase arrangements and loans from the Virginia Department of Education Literary Loan Fund.

The Constitution of Virginia and the Virginia Public Finance Act provide the County with authority to issue general obligation debt secured solely by the pledge of its full faith and credit. The issuance of general obligation bonds must have been approved by public referendum, unless such bonds are issued to certain State authorities. In the Commonwealth of Virginia, there is no statutory limitation on the amount of general obligation debt the County may incur. Debt secured solely by the revenues generated by the system for which the bonds were issued may be issued in any amount without a public referendum.

The County's commitment to established debt and financial management policies has enabled the County to achieve AAA bond ratings from all three rating agencies: Fitch Ratings, Standard & Poor's, and Moody's Investors Services.

The process of debt funding begins with the Five-Year Capital Improvements Program (CIP). The Board of Supervisors is not only approving which projects are to be funded in which year, but the Board also approves a means of financing. The debt service of the CIP is designed to have minimal impact on the General Fund balance and not produce wide fluctuations of annual debt service requirements.

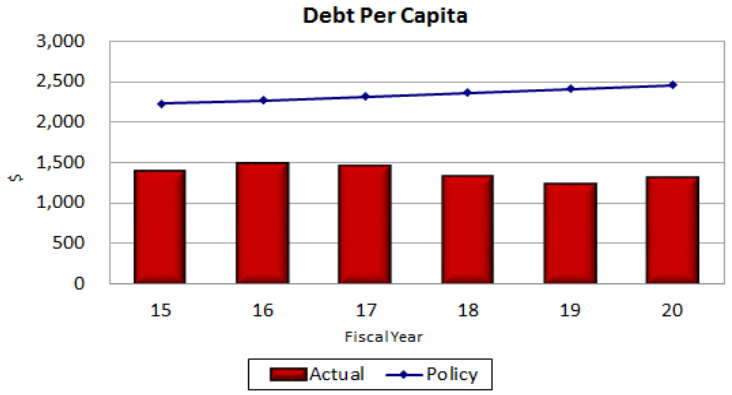
As of June 30, 2014, the County had total bonded debt outstanding of $147.6 million. Of this amount, $128.4 million comprises debt backed by the full faith and credit of the County. The remainder of the County's debt represents bonds secured by specified revenue sources (i.e., revenue bonds and obligations under capital leases).

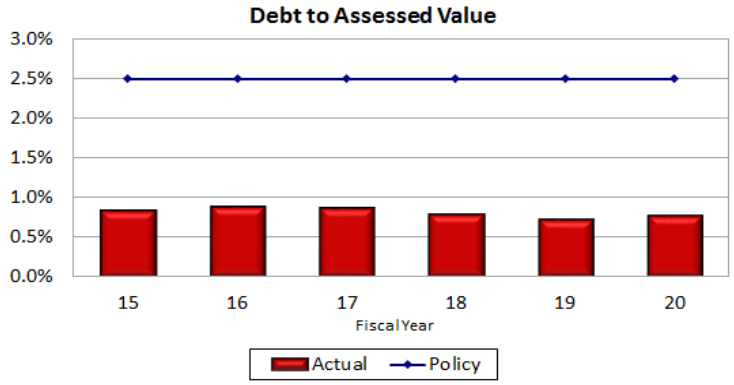
DEBT RATIO POLICIES

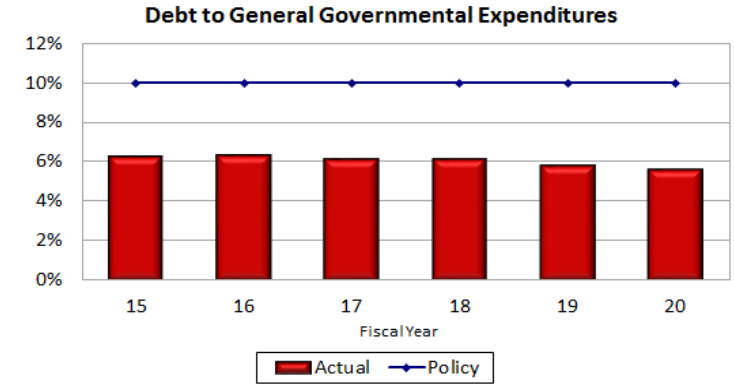
In an effort to maintain fiscal restraint and control, the Board of Supervisors has established guidelines for each of the following debt ratios: debt per capita ($1,900 growing by 2% annually beginning FY2008); debt to assessed value (2.5%); debt service to general (non-capital) government expenditures (10%); and debt per capita income ($5,000). The following graphs illustrate the County's actual and projected compliance with the debt policy.

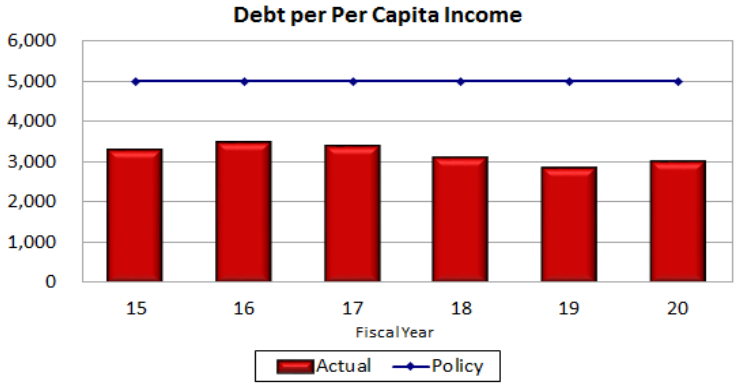
BUDGET SUMMARY	FY14 Actual	FY15 Budget	FY16 Budget	% Change FY15 to FY16
Expenditures	**$ 20,066,794**	**$ 19,277,026**	**$ 19,668,500**	**2.0%**
Operating	**8,150**	**18,500**	**18,500**	**0.0%**
Debt Service				
Principal	13,312,349	12,711,510	12,377,200	-2.6%
Interest	6,439,041	6,547,016	7,272,800	11.1%
Issuance Costs	307,254	-	-	----
Revenues	**$ 20,420,060**	**$ 19,277,026**	**$ 19,668,500**	**2.0%**
Local Revenue				
Miscellaneous Revenue	1,094,660	-	-	----
Intergovernmental Revenue				
Categorical Federal Aid	252,842	252,843	252,843	0.0%
Transfers In	**19,072,558**	**19,024,183**	**19,415,657**	**2.1%**
Generated Revenue Percent	**6.6%**	**1.3%**	**1.3%**	
General Fund Revenue Percent	**93.4%**	**98.7%**	**98.7%**	

Debt Service Fund









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Capital Improvements Program

PURPOSE

The Capital Improvements Program (CIP) is a plan for capital and capital-related expenditures and a means of planning for funding these expenditures throughout the Five-Year Financial Plan. The following guidelines established in the County's Financial Policies are used for qualifying expenditures under the CIP:

1. Facilities, equipment and vehicles with a unit cost greater than $50,000; and
2. Purchases for multiples departments that are generally:
    a. Managed by a single department/agency; or,
    b. Over $50,000 annually in aggregate.

The CIP is guided by the County's Comprehensive Plan, which is a long-term guide for growth and development within the County and outlines goals, objectives and projections of the County's needs for the next twenty-year horizon. The Code of Virginia requires that a CIP be prepared to carry out policies adopted through the Comprehensive Plan. The CIP performs this function by outlining anticipated projects by year, cost and recommended funding source. Hanover County has maintained compliance with capital outlay programs as stated in Section 15.2-2239 of the Code of Virginia as follows:

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

The purpose of having a CIP is to assess the County's existing condition and identify needs which must be addressed to accomplish planning goals set forth in the Comprehensive Plan. The CIP sets forth needs and priorities to coordinate the development of County facilities with anticipated revenues, growth and the community's ability to pay. By saying where public schools, water or sewer lines, drainage and other improvements should be constructed, the County can encourage development in appropriate areas. "Appropriate" is used here to mean consistent with adopted policies. This makes the CIP a key document in influencing and managing growth. The CIP is also an important tool in ensuring efficient use of limited financial resources. By reviewing anticipated revenues with anticipated capital needs, priorities can be established to ensure that essential public services can be continued and improved without interruption.

Capital Improvements Program

PROCESS

The CIP process occurs in conjunction with the County's budget process and is used to establish priorities between competing needs. First, departments recommend individual projects based on their needs assessment. Then, Finance and County Administration review and recommend proposals based on an assessment of community needs and financial resources available. The Planning Commission reviews these recommendations and provides input to the Board of Supervisors. The Board of Supervisors acts on the recommendations from public hearings, the County staff and the Planning Commission.

FUNDING SOURCES

The Five-Year Financial Plan forecasts the anticipated expenditures, approximate timing and source of funding for each project. The adoption of the CIP does not appropriate funds, nor commit the Board, to any expenditure in fiscal years two through five. The first fiscal year is appropriated in conjunction with the Adopted Budget.

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

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

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

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

Fund Balance Assignment: Funds transferred from the General Fund that were classified as an assigned fund balance and in excess of the unassigned fund balance required by County policy.

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

Long-Term Debt: Provides current financial resources to governmental funds, while the repayment of the principal and interest of long-term debt consumes the current financial resources of governmental funds.

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

Proffers: Cash proffers are only used to finance road projects. The Board adopted the *Business and Residential Development Road Improvements Transportation Policy* in March 2013. The policy supports the implementation of a road impact cash contribution for road improvements. Revenues received from the contribution are used to fund road improvements to address the increased traffic demand arising from residential development. The cash contribution is only negotiated for residential zoning

requests and the actual value of the cash contribution is based on the *Road Improvement Cost Assumptions*.

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

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

User Fees: Public Utility fees paid by existing utility customers.

SAMPLE CAPITAL IMPROVEMENT PROJECT

Capital Improvements Program **General Government Admin.**

Storage Area Network (SAN)

DEPARTMENT
Information Technology

LOCATION
Wickham Building

PROJECT DESCRIPTION
Technology infrastructure enhancements for the County's Storage Area Network (SAN). The current SAN was originally purchased in FY11 using Energy Efficiency and Conservation Block Grant (EECBG) funds. A major upgrade is planned in FY16 to accommodate system growth. The SAN provides the County with the ability to provide storage with greater capabilities and reliability. The SAN allows multiple system access, which helps the County ensure that we are utilizing all storage more effectively and efficiently than traditional server storage. Funds are included for growth in data storage. The SAN also provides greater advance fault detection, allowing staff the ability to identify potential issues and correct them before the problems cause catastrophic system failures and service outages.

USEFUL LIFE
Major upgrades for system growth are planned every 5 years with replacement typically in 10 to 15 years.

TIMETABLE
FY16 includes the addition of a new unit to provide for anticipated storage growth as we migrate our major systems away from the IBM iSeries systems. FY17 will be for existing SAN maintenance. FY18 & FY19 reflect the cost of the new public safety systems storage.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 440,500**	**$ 96,000**	**$ 126,000**	**$ 300,000**	**$ 100,000**	**$ 1,062,500**
General Fund	440,500	96,000	126,000	300,000	100,000	1,062,500
Funding Uses	**$ 440,500**	**$ 96,000**	**$ 126,000**	**$ 300,000**	**$ 100,000**	**$ 1,062,500**
Technology	440,500	96,000	126,000	300,000	100,000	1,062,500

Functional Area

The functional area is a group of related departments aimed at accomplishing a major service or regulatory program for which a locality is responsible, such as General Government Admin., Public Safety or Human Services. This information is located at the top-right of each project page.

Capital Improvements Program

Department

For the County Improvements Fund, this represents the department that has oversight responsibility for the capital improvement project. If applicable, other departments will provide their services to ensure that the capital improvement meets all specifications, laws and budgetary controls.

For the School Improvements Fund and Airport Fund, the fund name is listed. Public Utilities includes three different categories under Department for purposes of distinguishing project types: DPU – Water Source & Distribution, DPU – Wastewater Collection & Treatment and DPU – Other.

Location

The physical location (building, complex, etc.) of where the capital improvement is to be located. Countywide is used for location if the capital improvement is not physically set (e.g. equipment) or maintained in one location.

Project Description

A brief project description provides the reasons behind the project and other pertinent information. Included in the description, if applicable, are the number of acres required, square feet of structure desired, feasibility studies and design work status. For construction projects, a cost/sq. ft. will be provided and adjusted for inflation and contingency.

Useful Life

The estimated amount of time before an asset will need to be replaced based on the expected quality, application and environment of that asset.

Timetable

This is when the project is anticipated to be completed. If construction of a capital improvement is required, the estimated starting and ending dates are noted. Request for Bid (RFB) or Requests for Proposals (RFP) with a vendor are required, with an appropriate contract awarded, in completing a capital improvement.

Operating Impact

Operating impact describes what effect, if any, the capital improvement will have on the operating budget. Impacts may include an increase or decrease in personnel, operating and/or capital outlay. Only incremental impacts are shown in subsequent years as growth of base impacts are correlated to growth rates in Five-Year Financial Plan assumptions. Debt service impacts are shown in the Five-Year Financial Plan and the Debt Service Fund section of the Budget document. Any reduced expenditures or increased revenues are also noted, if applicable.

Funding Sources

Funding sources are categorized by revenue type and are shown by fiscal year as well as total.

Funding Uses

Funding uses are categorized under each project by the type of expenditure(s) required for the capital improvement and are shown by fiscal year as well as total.

Capital Improvements Program

PROJECT LOCATIONS

The following is a list of locations that are referenced within the project pages of the Capital Improvements Program, along with the corresponding addresses and the departments located at each building, as applicable.

301 Landfill (Closed)	7301 Courtland Farm Road, Hanover, VA 23069
County Transfer Station	7301 Courtland Farm Road, Hanover, VA 23069
Co. 5 - Fire/EMS	13326 Hanover Courthouse Road, Hanover, VA 23069
Facilities Building	7490 Library Drive, Hanover, VA 23069
Fleet Building	11375 N. Lakeridge Parkway, Ashland, VA 23005
Harman-Taylor Fire/EMS Training Center	13038 Winston Road, Ashland, VA 23005
Hanover County Airport	11152 Airpark Road, Ashland, VA 23005
Pamunkey Regional Jail	7240 Courtland Farm Road, Hanover, VA 23069
Rutland Center Building	8200 Center Path Lane, Mechanicsville, VA 23116
Economic Development	
Sheriff's Firing Range	7532 Courtland Farm Road, Hanover, VA 23069

Solid Waste Convenience Centers

Beaverdam	18400 Beaverdam Road, Beaverdam, VA 23015
Courthouse	7301 Courtland Farm Road, Hanover VA 23069
Doswell	11224 Doswell Road, Doswell, VA 23047
Elmont	11045 Lewistown Road, Ashland, VA 23005
Mechanicsville	7427 Verdi Lane, Mechanicsville, VA 23116
Montpelier	15188 Clazemont Road, Montpelier, VA 23192

Courthouse Complex

Administration Building	7516 County Complex Road, Hanover, VA 23069
Board of Supervisors meeting room	
Building Inspections	
County Administrator	
County Attorney	
Planning Department	
Public Utilities	
Public Works	
Circuit Court	7507 Library Drive, Hanover, VA 23069
Clerk of the Circuit Court	
Emergency Communications Center	7501 Library Drive, Hanover, VA 23069
General District Court	7515 Library Drive, Hanover, VA 23069
Commonwealth's Attorney	
Juvenile & Domestic Relations Court	

Capital Improvements Program

Old Clerk Building	7496 County Complex Road, Hanover, VA 23069
Finance & Management Services	
Pamunkey Regional Library	7527 Library Drive, Hanover, VA 23069
Vaughan-Bradley Building	7522 County Complex Road, Hanover, VA 23069
Sheriff	
Wickham Building	7497 County Complex Road, Hanover, VA 23069
Commissioner of Revenue	
Human Resources	
Internal Audit	
Information Technology	
Registrar	
Treasurer	
Wickham Annex	7515 County Complex Road, Hanover, VA 23069
Assessor	
Community Corrections	

Human Services Complex

Community Services Board	12300 Washington Highway, Ashland, VA 23005
Community Resources	12310 Washington Highway, Ashland, VA 23005
Health	12312 Washington Highway, Ashland, VA 23005
Social Services	12304 Washington Highway, Ashland, VA 23005

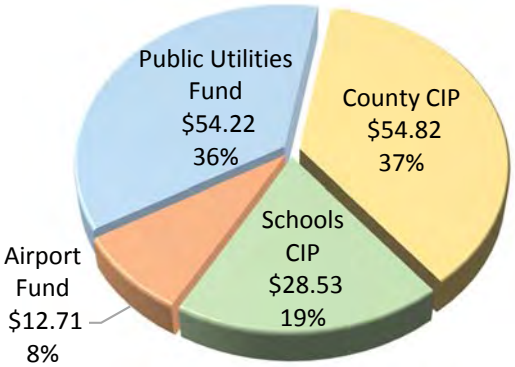
Taylor Complex

Animal Control	12471 Taylor Complex Lane, Ashland, VA 23005
Parks & Recreation	13017 Taylor Complex Lane, Ashland, VA 23005

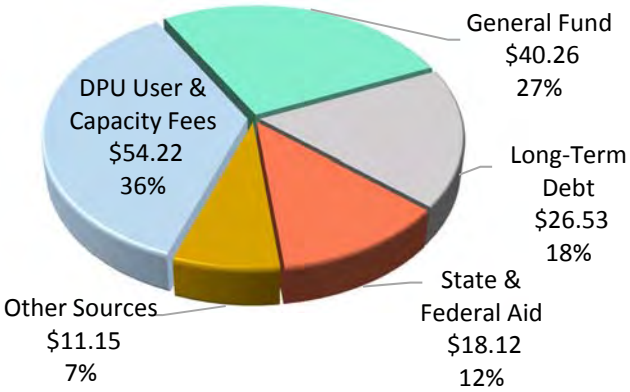
Capital Improvements Program (CIP) At a Glance

FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM: ALL FUNDS ($150,272,067)

FY16-20 CIP by Fund (In Millions)



FY16-20 CIP Funding Sources (In Millions)



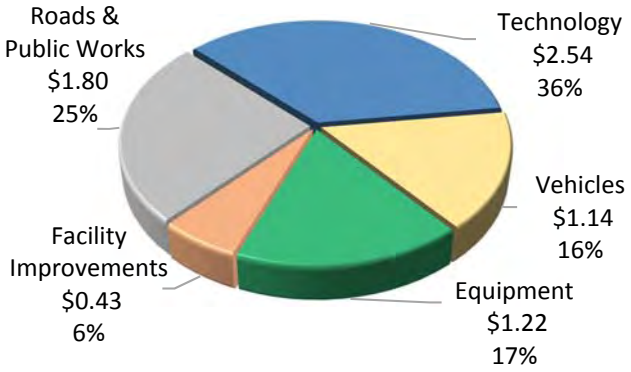
FY16-20 CIP with General Fund as Funding Source By Project Type (In Millions)

	Technology	Equipment	Vehicles	Facility Improv.	Roads & Public Works	Reserve	Land	Total
County CIP	7.56	5.28	7.61	4.06	2.65	1.01	-	**$27.17**
School CIP	5.00	5.00	-	2.00	-	-	-	**12.00**
Airport	-	-	-	0.04	-	-	0.05	**0.09**
Total	**$12.56**	**10.28**	**7.61**	**6.10**	**2.65**	**1.01**	**0.05**	**40.26**

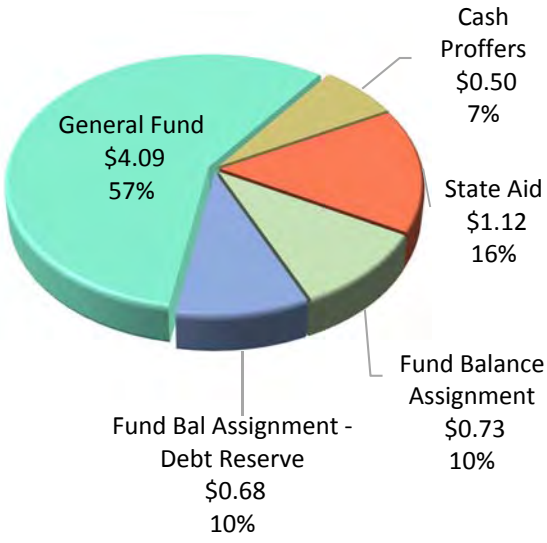
FY16 COUNTY CIP PROJECTS ($7,123,400)

Functional Area	FY16
Public Safety	$ 3.13
Public Works	2.31
General Government Admin.	1.68
Total (In Millions)	**$ 7.12**

FY16 County CIP by Project Type (In Millions)



FY16 County CIP Funding Sources (In Millions)



Capital Improvements Program

	FY16	FY17	FY18	FY19	FY20	Grand Total	Total General Fund
General Government Admin.	**$ 1,677,000**	**$ 2,391,000**	**$ 1,636,000**	**$ 1,410,000**	**$ 1,330,000**	**$ 8,444,000**	**$ 7,019,000**
Human Resources	**-**	**-**	**300,000**	**-**	**-**	**300,000**	**-**
Human Resource System	-	-	300,000	-	-	**300,000**	-
Commissioner of the Revenue	**-**	**1,125,000**	**-**	**-**	**-**	**1,125,000**	**-**
County Revenue Management System	-	1,125,000	-	-	-	**1,125,000**	-
Information Technology	**1,677,000**	**1,266,000**	**1,336,000**	**1,410,000**	**1,330,000**	**7,019,000**	**7,019,000**
Technology Infrastructure	650,000	630,000	600,000	600,000	600,000	**3,080,000**	3,080,000
Enterprise Licenses	336,500	360,000	360,000	360,000	400,000	**1,816,500**	1,816,500
Storage Area Network	440,500	96,000	126,000	300,000	100,000	**1,062,500**	1,062,500
Computer Replacement Program	100,000	100,000	150,000	150,000	150,000	**650,000**	650,000
Data Center Upgrades	150,000	-	100,000	-	-	**250,000**	250,000
County Website Hosting	-	80,000	-	-	-	**80,000**	80,000
Tax Parcel Data Enhancement	-	-	-	-	80,000	**80,000**	80,000
Judicial Administration	**$ -**	**$ -**	**$ -**	**$ -**	**$ 300,000**	**$ 300,000**	**$ 300,000**
Clerk of the Circuit Court	**-**	**-**	**-**	**-**	**300,000**	**300,000**	**300,000**
New Land Records Management System	-	-	-	-	300,000	**300,000**	300,000
Public Safety	**$ 3,135,400**	**$ 2,269,750**	**$ 2,696,000**	**$ 6,346,000**	**$ 4,106,000**	**$ 18,553,150**	**$ 13,470,550**
Sheriff	**975,000**	**-**	**325,000**	**-**	**65,000**	**1,365,000**	**680,400**
Law Enforcement Records Mgmt System	800,000	-	-	-	-	**800,000**	115,400
Vaughan-Bradley HVAC	-	-	225,000	-	-	**225,000**	225,000
Vaughan-Bradley Chiller Replacement	175,000	-	-	-	-	**175,000**	175,000
Firing Range Lead Removal	-	-	100,000	-	-	**100,000**	100,000
3D Laser Scanner	-	-	-	-	65,000	**65,000**	65,000
Emergency Communications	**1,094,400**	**1,100,000**	**1,100,000**	**3,475,000**	**-**	**6,769,400**	**2,490,400**
Radio Replacement - Portable & Mobile	-	1,100,000	1,100,000	3,475,000	-	**5,675,000**	2,178,000
Capital Region Radio	632,000	-	-	-	-	**632,000**	-
Tower Light Upgrade/Replacement	250,000	-	-	-	-	**250,000**	250,000
CPE Phone System	212,400	-	-	-	-	**212,400**	62,400
Fire/EMS	**1,066,000**	**1,169,750**	**1,271,000**	**2,871,000**	**4,041,000**	**10,418,750**	**10,299,750**
Fire Engine & Heavy Squad Replacement	500,000	500,000	750,000	750,000	1,270,000	**3,770,000**	3,770,000
Ambulance Replacement	440,000	521,000	521,000	521,000	521,000	**2,524,000**	2,524,000
Fire Training Burn Building	-	-	-	250,000	1,500,000	**1,750,000**	1,750,000
Upgrade to Station Alerting	-	-	-	500,000	500,000	**1,000,000**	1,000,000
Air Bottles for Scott Air Packs	-	-	-	600,000	-	**600,000**	600,000
Traffic Preemption	-	-	-	250,000	250,000	**500,000**	500,000
Life Pack (LP) 15 Upgrade	126,000	148,750	-	-	-	**274,750**	155,750
Public Works	**$ 2,311,000**	**$ 3,128,600**	**$ 2,786,200**	**$ 3,171,000**	**$ 3,259,000**	**$ 14,655,800**	**$ 5,570,800**
Public Works	**1,800,000**	**2,750,000**	**2,200,000**	**2,250,000**	**2,735,000**	**11,735,000**	**2,650,000**
Reserve for Future Roadway Improvements	1,700,000	1,700,000	2,000,000	2,000,000	2,000,000	**9,400,000**	2,200,000
Regional Stormwater Implementation	100,000	1,050,000	100,000	100,000	535,000	**1,885,000**	-
Watershed Improvement Program	-	-	100,000	150,000	200,000	**450,000**	450,000
Public Works Operations	**125,000**	**63,600**	**151,200**	**220,000**	**100,000**	**659,800**	**659,800**
Solid Waste Equipment Replacement	-	63,600	151,200	220,000	100,000	**534,800**	534,800
Closed 301 Landfill Remediation	125,000	-	-	-	-	**125,000**	125,000
General Services	**386,000**	**315,000**	**435,000**	**701,000**	**424,000**	**2,261,000**	**2,261,000**
General Vehicle Replacement Schedule	200,000	200,000	300,000	300,000	320,000	**1,320,000**	1,320,000
Fleet Garage Floor Top-Coat	-	-	-	300,000	-	**300,000**	300,000
Courthouse Complex Repaving	-	-	-	51,000	104,000	**155,000**	155,000
HVAC Air Handler Replacement	-	-	135,000	-	-	**135,000**	135,000
Elevator Cylinder Replacement	126,000	-	-	-	-	**126,000**	126,000
Human Services Complex Repaving	-	115,000	-	-	-	**115,000**	115,000
Risk Management Information System	60,000	-	-	-	-	**60,000**	60,000
Vaughan-Bradley Roof Replacement	-	-	-	50,000	-	**50,000**	50,000
Human Services	**$ -**	**$ -**	**$ -**	**$ 500,000**	**$ -**	**$ 500,000**	**$ 500,000**
Community Services Board	**-**	**-**	**-**	**500,000**	**-**	**500,000**	**500,000**
RAFT House Project	-	-	-	500,000	-	**500,000**	500,000

Capital Improvements Program

	FY16	FY17	FY18	FY19	FY20	Grand Total	Total General Fund
Parks, Recreation & Cultural	**$ -**	**$ -**	**$ 75,000**	**$ 90,000**	**$ 10,135,000**	**$ 10,300,000**	**$ 300,000**
Parks & Recreation	**-**	**-**	**75,000**	**90,000**	**2,135,000**	**2,300,000**	**300,000**
District Park Acquisition & Development	-	-	-	-	2,000,000	**2,000,000**	-
Courthouse Park - Athletic Field Lighting	-	-	75,000	90,000	135,000	**300,000**	300,000
Pamunkey Regional Library	**-**	**-**	**-**	**-**	**8,000,000**	**8,000,000**	**-**
Atlee Branch Library	-	-	-	-	8,000,000	**8,000,000**	-
Community Development	**$ -**	**$ -**	**$ 1,050,000**	**$ -**	**$ -**	**$ 1,050,000**	**$ -**
Planning	**-**	**-**	**1,050,000**	**-**	**-**	**1,050,000**	**-**
Comm. Development System Replacements	-	-	1,050,000	-	-	**1,050,000**	-
Nondepartmental	**$ -**	**$ 642,350**	**$ 371,310**	**$ -**	**$ -**	**$ 1,013,660**	**$ 1,013,660**
Nondepartmental	**-**	**642,350**	**371,310**	**-**	**-**	**1,013,660**	**1,013,660**
Debt Capacity Reserve	-	642,350	371,310	-	-	**1,013,660**	1,013,660
Education	**$ 2,400,000**	**$ 12,596,500**	**$ 2,400,000**	**$ 4,139,000**	**$ 6,990,000**	**$ 28,525,500**	**$ 12,000,000**
Schools	**2,400,000**	**12,596,500**	**2,400,000**	**4,139,000**	**6,990,000**	**28,525,500**	**12,000,000**
HVAC Repairs & Upgrades	-	5,720,500	-	1,339,000	1,550,000	**8,609,500**	-
School Buses	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	**5,000,000**	5,000,000
Technology Enhancements	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	**5,000,000**	5,000,000
Roof Repairs & Replacements	200,000	1,467,500	200,000	600,000	283,000	**2,750,500**	1,000,000
School Grounds Upgrades	-	330,000	-	-	1,882,000	**2,212,000**	-
Painting	200,000	200,000	200,000	200,000	200,000	**1,000,000**	1,000,000
Bathroom Renovations	-	900,000	-	-	-	**900,000**	-
Auditorium Renovations	-	600,000	-	-	250,000	**850,000**	-
Window Replacements	-	600,000	-	-	200,000	**800,000**	-
Electrical Service Upgrades	-	536,500	-	-	-	**536,500**	-
Gym Floor, Bleacher Repairs & Field Lighting	-	90,000	-	-	415,000	**505,000**	-
Kitchen Modernizations	-	152,000	-	-	210,000	**362,000**	-
Airport	**$ 4,225,942**	**$ 5,995,982**	**$ 790,600**	**$ 1,125,118**	**$ 574,104**	**$ 12,711,746**	**$ 87,095**
Airport	**4,225,942**	**5,995,982**	**790,600**	**1,125,118**	**574,104**	**12,711,746**	**87,095**
East Side Taxiway Apron	4,008,614	4,048,614	-	-	-	**8,057,228**	40,000
Airport Land Acquisition	217,328	1,947,368	570,600	1,029,118	430,104	**4,194,518**	47,095
Terminal Building	-	-	220,000	-	-	**220,000**	-
Fuel Tank Replacement	-	-	-	-	144,000	**144,000**	-
Airport Improvements	-	-	-	96,000	-	**96,000**	-
Department of Public Utilities	**$ 11,237,133**	**$ 13,742,311**	**$ 11,519,077**	**$ 6,075,331**	**$ 11,644,359**	**$ 54,218,211**	**$ -**
DPU - Water Source & Distribution	**9,228,483**	**11,942,461**	**9,207,577**	**2,796,331**	**6,379,359**	**39,554,211**	**-**
Hanover-Richmond Joint Capital Water Contract	5,598,483	6,273,461	6,132,577	772,331	2,109,359	**20,886,211**	-
Elmont Water Storage Tank & Pump Station	-	5,000,000	-	-	-	**5,000,000**	-
Cedar Lane Waterline Improvements	208,000	280,000	1,185,000	-	1,196,000	**2,869,000**	-
Henrico Water Capacity Purchase	2,600,000	-	-	-	-	**2,600,000**	-
New Ashcake Road Waterline Improvements	322,000	-	1,334,000	-	-	**1,656,000**	-
Sliding Hill Rd & Ashcake Rd Waterline	-	-	-	310,000	1,284,000	**1,594,000**	-
Meadowbridge Road Waterline	-	-	-	172,000	701,000	**873,000**	-
I-95 Waterline Crossing at Long Road	-	-	141,000	-	581,000	**722,000**	-
Air Park Water Tank Rehabilitation	-	55,000	-	445,000	-	**500,000**	-
Doswell WTP Carbon Feed System	-	-	54,000	300,000	-	**354,000**	-
Air Park Water Storage Tank Pump Upgrade	-	-	34,000	290,000	-	**324,000**	-
Waterline Replacement	-	75,000	75,000	75,000	75,000	**300,000**	-
Ashcake Rd/Long Rd Waterline Improvements	-	-	-	282,000	-	**282,000**	-
Pamunkey Regional Jail Water Tank Rehab.	275,000	-	-	-	-	**275,000**	-
Doswell WTP Rehabilitation	-	75,000	75,000	75,000	-	**225,000**	-
Cold Harbor Rd Waterline Improvements	-	-	-	-	191,000	**191,000**	-
Dianne Ridge Water Treatment	-	39,000	102,000	-	-	**141,000**	-
Oak Hill Estates Hydro & Storage Tank	-	125,000	-	-	-	**125,000**	-
Doswell WTP Storage Tank Generator	-	-	-	-	98,000	**98,000**	-
Harris Court Water Tank Rehabilitation	20,000	-	75,000	-	-	**95,000**	-
Pleasant Street Water Tank Rehabilitation	-	20,000	-	75,000	-	**95,000**	-
Georgetown Well House Rehabilitation	85,000	-	-	-	-	**85,000**	-
Water Tank Rehabilitation	-	-	-	-	75,000	**75,000**	-
Doswell WTP Generator Fuel Tank	-	-	-	-	69,000	**69,000**	-
Cold Harbor Rd Overpass Waterline Rehab.	60,000	-	-	-	-	**60,000**	-
Jackson Ave Water Tank Rehabilitation	60,000	-	-	-	-	**60,000**	-

Capital Improvements Program

	FY16	FY17	FY18	FY19	FY20	Grand Total	Total General Fund
DPU - Wastewater Collection & Treatment	**1,943,650**	**1,799,850**	**1,771,500**	**2,705,000**	**5,147,000**	**13,367,000**	**-**
TWWTP Nutrient Improvements Phase 2	-	-	-	-	2,050,000	**2,050,000**	-
Shelton Pointe Force Main Upgrade	-	-	-	-	1,622,000	**1,622,000**	-
Ashland Sewerline Rehabilitation - Area 2	-	110,500	739,500	-	-	**850,000**	-
Pump Station #5 Rehabilitation	-	-	-	763,000	-	**763,000**	-
Ashland WWTP Generators & Fuel Tank	-	-	-	700,000	-	**700,000**	-
Mechumps Creek WWPS Force Main Repl	-	-	-	-	625,000	**625,000**	-
WWPS Control Upgrade	285,000	155,000	145,000	-	-	**585,000**	-
Shelton Pointe WWPS Upgrade	63,000	450,000	-	-	-	**513,000**	-
Doswell WWTP Equalization Tank Rehab	56,650	453,350	-	-	-	**510,000**	-
Mechanicsville Sewer Rehab - Area 1	-	-	-	100,000	400,000	**500,000**	-
AWWTP UV System Replacement	482,000	-	-	-	-	**482,000**	-
CHSTP Aeration Tank Rehabilitation	350,000	-	-	-	-	**350,000**	-
Jail Lift Station Pump & Rotomat Repl	-	-	282,000	-	-	**282,000**	-
Mechumps Creek WWPS Pump Repl	-	-	-	265,000	-	**265,000**	-
TWWTP Influent 2nd Influent Step Screen	-	250,000	-	-	-	**250,000**	-
Beaverdam WWPS Control Panel & Switch Gear	-	-	236,000	-	-	**236,000**	-
Beaverdam WWPS Grinder Replacement	-	-	-	221,000	-	**221,000**	-
DWWTP Aeration Basin Blower Repl	-	-	-	210,000	-	**210,000**	-
DWWTP Clarifier Weir & Baffle Repl	20,000	189,000	-	-	-	**209,000**	-
Ashland Sewerline Rehab - Area 3	202,000	-	-	-	-	**202,000**	-
Courthouse STP Generator	-	-	-	-	183,000	**183,000**	-
DWWTP Magnesium Hydroxide Tank Repl	175,000	-	-	-	-	**175,000**	-
Ashland WWTP Chemical Feed Unit	-	-	-	165,000	-	**165,000**	-
Best Products WWPS Replacement	-	-	-	161,000	-	**161,000**	-
AWWTP Polymer Control Panel	-	-	160,000	-	-	**160,000**	-
Dabney Lake Sewerline Rehab	140,000	-	-	-	-	**140,000**	-
DWWTP Digester Blowers & Enclosures Repl	-	-	126,000	-	-	**126,000**	-
Courthouse STP UV Disinfection System Repl	-	-	-	120,000	-	**120,000**	-
Hanover Lift Station Pump Replacement	-	119,000	-	-	-	**119,000**	-
Mechanicsville Sewer Rehab Area 2	-	-	-	-	100,000	**100,000**	-
Beaverdam WWPS Divider Gate Repl	93,000	-	-	-	-	**93,000**	-
AWWTP 2nd Auto Valve at Equalization Basin	-	-	-	-	86,000	**86,000**	-
AWWTP Clarifier Isolation Valves Repl	-	-	83,000	-	-	**83,000**	-
Ashland WWTP Switch Gear Repl	-	-	-	-	81,000	**81,000**	-
Snead Street WWPS Pump Repl	77,000	-	-	-	-	**77,000**	-
Air Park WWPS Generator Repl	-	73,000	-	-	-	**73,000**	-
DPU - Other Projects	**65,000**	**-**	**540,000**	**574,000**	**118,000**	**1,297,000**	**-**
Vehicle Replacement	65,000	-	290,000	236,000	-	**591,000**	-
Customer Info Sys & Asset Mgmt Upgrade	-	-	250,000	250,000	-	**500,000**	-
Bruce Center Painting & Carpeting	-	-	-	88,000	-	**88,000**	-
Equipment Replacement	-	-	-	-	60,000	**60,000**	-
Bruce Center Mezzanine	-	-	-	-	58,000	**58,000**	-
Grand Total	**$ 24,986,475**	**$ 40,766,493**	**$ 23,324,187**	**$ 22,856,449**	**$ 38,338,463**	**$ 150,272,067**	**$ 40,261,105**

Capital Improvements Program

	General Fund	Fund Balance Assignment	Cash Proffers	Long-Term Debt	Federal Aid	State Aid	Utilities Fees	Grand Total
General Government Admin.	**$ 7,019,000**	**$ 1,425,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 8,444,000**
Human Resources	**-**	**300,000**	**-**	**-**	**-**	**-**	**-**	**$ 300,000**
Commissioner of the Revenue	**-**	**1,125,000**	**-**	**-**	**-**	**-**	**-**	**$ 1,125,000**
Information Technology	**7,019,000**	**-**	**-**	**-**	**-**	**-**	**-**	**$ 7,019,000**
Judicial Administration	**$ 300,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 300,000**
Public Safety	**$ 13,470,550**	**$ 4,813,600**	**$ -**	**$ -**	**$ -**	**$ 269,000**	**$ -**	**$ 18,553,150**
Sheriff	**680,400**	**684,600**	**-**	**-**	**-**	**-**	**-**	**$ 1,365,000**
Law Enforcement Records Mgmt System	115,400	684,600	-	-	-	-	-	**$ 800,000**
Vaughan-Bradley HVAC	225,000	-	-	-	-	-	-	**$ 225,000**
Vaughan-Bradley Chiller Replacement	175,000	-	-	-	-	-	-	**$ 175,000**
Firing Range Lead Removal	100,000	-	-	-	-	-	-	**$ 100,000**
3D Laser Scanner	65,000	-	-	-	-	-	-	**$ 65,000**
Emergency Communications	**2,490,400**	**4,129,000**	**-**	**-**	**-**	**150,000**	**-**	**$ 6,769,400**
Radio Replacement - Portable & Mobile	2,178,000	3,497,000	-	-	-	-	-	**$ 5,675,000**
Capital Region Radio	-	632,000	-	-	-	-	-	**$ 632,000**
Tower Light Upgrade/Replacement	250,000	-	-	-	-	-	-	**$ 250,000**
CPE Phone System	62,400	-	-	-	-	150,000	-	**$ 212,400**
Fire/EMS	**10,299,750**	**-**	**-**	**-**	**-**	**119,000**	**-**	**$ 10,418,750**
Fire Engine & Heavy Squad Replacement	3,770,000	-	-	-	-	-	-	**$ 3,770,000**
Ambulance Replacement	2,524,000	-	-	-	-	-	-	**$ 2,524,000**
Fire Training Burn Building	1,750,000	-	-	-	-	-	-	**$ 1,750,000**
Upgrade to Station Alerting	1,000,000	-	-	-	-	-	-	**$ 1,000,000**
Air Bottles for Scott Air Packs	600,000	-	-	-	-	-	-	**$ 600,000**
Traffic Preemption	500,000	-	-	-	-	-	-	**$ 500,000**
Life Pack (LP) 15 Upgrade	155,750	-	-	-	-	119,000	-	**$ 274,750**
Public Works	**$ 5,570,800**	**$ 1,360,000**	**$ 2,500,000**	**$ -**	**$ -**	**$ 5,225,000**	**$ -**	**$ 14,655,800**
Public Works	**2,650,000**	**1,360,000**	**2,500,000**	**-**	**-**	**5,225,000**	**-**	**$ 11,735,000**
Reserve for Future Roadway Improvements	2,200,000	-	2,500,000	-	-	4,700,000	-	**$ 9,400,000**
Regional Stormwater Implementation	-	1,360,000	-	-	-	525,000	-	**$ 1,885,000**
Watershed Improvement Program	450,000	-	-	-	-	-	-	**$ 450,000**
Public Works Operations	**659,800**	**-**	**-**	**-**	**-**	**-**	**-**	**$ 659,800**
General Services	**2,261,000**	**-**	**-**	**-**	**-**	**-**	**-**	**$ 2,261,000**
Human Services	**$ 500,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 500,000**
Parks, Recreation & Cultural	**$ 300,000**	**$ -**	**$ -**	**$ 10,000,000**	**$ -**	**$ -**	**$ -**	**$ 10,300,000**
Parks & Recreation	**300,000**	**-**	**-**	**2,000,000**	**-**	**-**	**-**	**$ 2,300,000**
District Park Acquisition & Development	-	-	-	2,000,000	-	-	-	**$ 2,000,000**
Courthouse Park - Athletic Field Lighting	300,000	-	-	-	-	-	-	**$ 300,000**
Pamunkey Regional Library	**-**	**-**	**-**	**8,000,000**	**-**	**-**	**-**	**$ 8,000,000**
Atlee Branch Library	-	-	-	8,000,000	-	-	-	**$ 8,000,000**
Community Development	**$ -**	**$ 1,050,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,050,000**
Nondepartmental	**$ 1,013,660**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,013,660**
Education	**$ 12,000,000**	**$ -**	**$ -**	**$ 16,525,500**	**$ -**	**$ -**	**$ -**	**$ 28,525,500**
Schools	**12,000,000**	**-**	**-**	**16,525,500**	**-**	**-**	**-**	**$ 28,525,500**
HVAC Repairs & Upgrades	-	-	-	8,609,500	-	-	-	**$ 8,609,500**
School Buses	5,000,000	-	-	-	-	-	-	**$ 5,000,000**
Technology Enhancements	5,000,000	-	-	-	-	-	-	**$ 5,000,000**
Roof Repairs & Replacements	1,000,000	-	-	1,750,500	-	-	-	**$ 2,750,500**
School Grounds Upgrades	-	-	-	2,212,000	-	-	-	**$ 2,212,000**
Painting	1,000,000	-	-	-	-	-	-	**$ 1,000,000**
Bathroom Renovations	-	-	-	900,000	-	-	-	**$ 900,000**
Auditorium Renovations	-	-	-	850,000	-	-	-	**$ 850,000**
Window Replacements	-	-	-	800,000	-	-	-	**$ 800,000**
Electrical Service Upgrades	-	-	-	536,500	-	-	-	**$ 536,500**
Gym Floor, Bleacher Repairs & Field Lighting	-	-	-	505,000	-	-	-	**$ 505,000**
Kitchen Modernizations	-	-	-	362,000	-	-	-	**$ 362,000**
Airport	**$ 87,095**	**$ -**	**$ -**	**$ -**	**$ 10,864,534**	**$ 1,760,117**	**$ -**	**$ 12,711,746**
Airport	**87,095**	**-**	**-**	**-**	**10,864,534**	**1,760,117**	**-**	**$ 12,711,746**
East Side Taxiway Apron	40,000	-	-	-	7,771,802	245,426	-	**$ 8,057,228**
Airport Land Acquisition	47,095	-	-	-	3,092,732	1,054,691	-	**$ 4,194,518**
Terminal Building	-	-	-	-	-	220,000	-	**$ 220,000**
Fuel Tank Replacement	-	-	-	-	-	144,000	-	**$ 144,000**
Airport Improvements	-	-	-	-	-	96,000	-	**$ 96,000**
Department of Public Utilities	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 54,218,211**	**$ 54,218,211**
Grand Total	**$ 40,261,105**	**$ 8,648,600**	**$ 2,500,000**	**$ 26,525,500**	**$ 10,864,534**	**$ 7,254,117**	**$ 54,218,211**	**$ 150,272,067**

Capital Improvements Program

Summary by Funding Source	FY16	FY17	FY18	FY19	FY20	Total
General Fund	**$ 6,495,947**	**$ 7,385,648**	**$ 7,627,510**	**$ 9,257,000**	**$ 9,495,000**	**$ 40,261,105**
County Improvements Fund	4,087,800	4,906,700	5,227,510	6,857,000	7,095,000	**28,174,010**
School Improvements Fund	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000	**12,000,000**
Airport Fund	8,147	78,948	-	-	-	**87,095**
Long-Term Debt	**$ -**	**$ 10,196,500**	**$ -**	**$ 1,739,000**	**$ 14,590,000**	**$ 26,525,500**
County Improvements Fund	-	-	-	-	10,000,000	**10,000,000**
School Improvements Fund	-	10,196,500	-	1,739,000	4,590,000	**16,525,500**
Utility Fund	-	-	-	-	-	**-**
Cash Proffers	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 2,500,000**
County Improvements Fund	500,000	500,000	500,000	500,000	500,000	**2,500,000**
Other Sources	**$ 17,990,528**	**$ 22,684,345**	**$ 15,196,677**	**$ 11,360,449**	**$ 13,753,463**	**$ 80,985,462**
County Improvements Fund	2,535,600	3,025,000	2,887,000	4,160,000	1,535,000	**14,142,600**
Airport Fund	4,217,795	5,917,034	790,600	1,125,118	574,104	**12,624,651**
Utility Fund	11,237,133	13,742,311	11,519,077	6,075,331	11,644,359	**54,218,211**
Total Funding Sources	**$ 24,986,475**	**$ 40,766,493**	**$ 23,324,187**	**$ 22,856,449**	**$ 38,338,463**	**$ 150,272,067**

Summary by Function	FY16	FY17	FY18	FY19	FY20	Total
General Government Admin.	1,677,000	2,391,000	1,636,000	1,410,000	1,330,000	**8,444,000**
Judicial Administration	-	-	-	-	300,000	**300,000**
Public Safety	3,135,400	2,269,750	2,696,000	6,346,000	4,106,000	**18,553,150**
Public Works	2,311,000	3,128,600	2,786,200	3,171,000	3,259,000	**14,655,800**
Human Services	-	-	-	500,000	-	**500,000**
Parks, Recreation & Cultural	-	-	75,000	90,000	10,135,000	**10,300,000**
Community Development	-	-	1,050,000	-	-	**1,050,000**
Nondepartmental	-	642,350	371,310	-	-	**1,013,660**
Education	2,400,000	12,596,500	2,400,000	4,139,000	6,990,000	**28,525,500**
Airport	4,225,942	5,995,982	790,600	1,125,118	574,104	**12,711,746**
Department of Public Utilities	11,237,133	13,742,311	11,519,077	6,075,331	11,644,359	**54,218,211**
Total by Year	**$ 24,986,475**	**$ 40,766,493**	**$ 23,324,187**	**$ 22,856,449**	**$ 38,338,463**	**$ 150,272,067**

Summary by Fund	FY16	FY17	FY18	FY19	FY20	Total
County Improvements Fund	7,123,400	8,431,700	8,614,510	11,517,000	19,130,000	**54,816,610**
School Improvements Fund	2,400,000	12,596,500	2,400,000	4,139,000	6,990,000	**28,525,500**
Airport Fund	4,225,942	5,995,982	790,600	1,125,118	574,104	**12,711,746**
Utility Fund	11,237,133	13,742,311	11,519,077	6,075,331	11,644,359	**54,218,211**
Grand Total	**$ 24,986,475**	**$ 40,766,493**	**$ 23,324,187**	**$ 22,856,449**	**$ 38,338,463**	**$ 150,272,067**

Funding Analysis of County and School Projects	FY16	FY17	FY18	FY19	FY20	Total
General Fund Support	68%	35%	69%	59%	36%	**48%**
Support from Other Sources	32%	17%	31%	30%	8%	**20%**
Total Non-Debt Funding	**100%**	**52%**	**100%**	**89%**	**44%**	**68%**
Total Debt Funding	**0%**	**48%**	**0%**	**11%**	**56%**	**32%**

Capital Improvements Program

Funding Sources by Fund	FY16	FY17	FY18	FY19	FY20	Total
County Improvements Fund	**$ 7,123,400**	**$ 8,431,700**	**$ 8,614,510**	**$ 11,517,000**	**$ 19,130,000**	**$ 54,816,610**
General Fund	4,087,800	4,906,700	5,227,510	6,857,000	7,095,000	**28,174,010**
Categorical State Aid	1,119,000	1,375,000	1,000,000	1,000,000	1,000,000	**5,494,000**
Cash Proffers	500,000	500,000	500,000	500,000	500,000	**2,500,000**
Fund Balance Assignment	732,000	1,650,000	1,887,000	2,060,000	535,000	**6,864,000**
Fund Balance Assignment - Debt Reserve	684,600	-	-	1,100,000	-	**1,784,600**
Long-Term Debt	-	-	-	-	10,000,000	**10,000,000**
School Improvements Fund	**$ 2,400,000**	**$ 12,596,500**	**$ 2,400,000**	**$ 4,139,000**	**$ 6,990,000**	**$ 28,525,500**
General Fund	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000	**12,000,000**
Long-Term Debt	-	10,196,500	-	1,739,000	4,590,000	**16,525,500**
Airport Fund	**$ 4,225,942**	**$ 5,995,982**	**$ 790,600**	**$ 1,125,118**	**$ 574,104**	**$ 12,711,746**
General Fund	8,147	78,948	-	-	-	**87,095**
Categorical State Aid	331,894	278,502	790,600	180,010	179,111	**1,760,117**
Categorical Federal Aid	3,885,901	5,638,532	-	945,108	394,993	**10,864,534**
Utility Fund	**$ 11,237,133**	**$ 13,742,311**	**$ 11,519,077**	**$ 6,075,331**	**$ 11,644,359**	**$ 54,218,211**
User Fees	8,044,133	8,012,311	8,859,077	5,311,331	5,444,359	**35,671,211**
Capacity Fees	3,193,000	5,730,000	2,660,000	764,000	6,200,000	**18,547,000**
Grand Total	**$ 24,986,475**	**$ 40,766,493**	**$ 23,324,187**	**$ 22,856,449**	**$ 38,338,463**	**$ 150,272,067**

Total Capital Improvements Funds	FY16	FY17	FY18	FY19	FY20	Total
General Fund	6,495,947	7,385,648	7,627,510	9,257,000	9,495,000	**40,261,105**
Cash Proffers	500,000	500,000	500,000	500,000	500,000	**2,500,000**
Long-Term Debt	-	10,196,500	-	1,739,000	14,590,000	**26,525,500**
Other Sources	17,990,528	22,684,345	15,196,677	11,360,449	13,753,463	**80,985,462**
Grand Total	**$ 24,986,475**	**$ 40,766,493**	**$ 23,324,187**	**$ 22,856,449**	**$ 38,338,463**	**$ 150,272,067**

Detail of Other Sources	FY16	FY17	FY18	FY19	FY20	Total
County Improvements Fund	**$ 2,535,600**	**$ 3,025,000**	**$ 2,887,000**	**$ 4,160,000**	**$ 1,535,000**	**$ 14,142,600**
Categorical State Aid	1,119,000	1,375,000	1,000,000	1,000,000	1,000,000	**5,494,000**
Fund Balance Assignment	732,000	1,650,000	1,887,000	2,060,000	535,000	**6,864,000**
Fund Balance Assignment - Debt Reserve	684,600	-	-	1,100,000	-	**1,784,600**
Airport Fund	**$ 4,217,795**	**$ 5,917,034**	**$ 790,600**	**$ 1,125,118**	**$ 574,104**	**$ 12,624,651**
Categorical Federal Aid	3,885,901	5,638,532	-	945,108	394,993	**10,864,534**
Categorical State Aid	331,894	278,502	790,600	180,010	179,111	**1,760,117**
Utility Fund	**$ 11,237,133**	**$ 13,742,311**	**$ 11,519,077**	**$ 6,075,331**	**$ 11,644,359**	**$ 54,218,211**
Capacity Fees	3,193,000	5,730,000	2,660,000	764,000	6,200,000	**18,547,000**
User Fees	8,044,133	8,012,311	8,859,077	5,311,331	5,444,359	**35,671,211**
Grand Total	**$ 17,990,528**	**$ 22,684,345**	**$ 15,196,677**	**$ 11,360,449**	**$ 13,753,463**	**$ 80,985,462**

Capital Improvements Program

Funding by Project Type	FY16	FY17	FY18	FY19	FY20	Total
County Improvements Fund	**$ 7,123,400**	**$ 8,431,700**	**$ 8,614,510**	**$ 11,517,000**	**$ 19,130,000**	**$ 54,816,610**
Roads and Public Works	1,800,000	2,750,000	2,200,000	2,250,000	2,735,000	**11,735,000**
Technology	2,537,000	2,391,000	2,686,000	1,410,000	1,695,000	**10,719,000**
Equipment Replacement	1,220,400	1,312,350	1,251,200	5,045,000	850,000	**9,678,950**
Construction	-	-	-	-	8,000,000	**8,000,000**
Vehicles	1,140,000	1,221,000	1,571,000	1,571,000	2,111,000	**7,614,000**
Facility Improvements	426,000	115,000	535,000	1,241,000	3,739,000	**6,056,000**
Reserve	-	642,350	371,310	-	-	**1,013,660**
School Improvements Fund	**$ 2,400,000**	**$ 12,596,500**	**$ 2,400,000**	**$ 4,139,000**	**$ 6,990,000**	**$ 28,525,500**
Facility Improvements	400,000	10,596,500	400,000	2,139,000	4,990,000	**18,525,500**
Technology	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	**5,000,000**
Equipment Replacement	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	**5,000,000**
Airport Fund	**$ 4,225,942**	**$ 5,995,982**	**$ 790,600**	**$ 1,125,118**	**$ 574,104**	**$ 12,711,746**
Facility Improvements	4,008,614	4,048,614	220,000	96,000	-	**8,373,228**
Land Acquisition	217,328	1,947,368	570,600	1,029,118	430,104	**4,194,518**
Equipment Replacement	-	-	-	-	144,000	**144,000**
Utility Fund	**$ 11,237,133**	**$ 13,742,311**	**$ 11,519,077**	**$ 6,075,331**	**$ 11,644,359**	**$ 54,218,211**
Facility Improvements	2,973,650	7,468,850	4,846,500	4,817,000	9,417,000	**29,523,000**
Utility Service Agreement	8,198,483	6,273,461	6,132,577	772,331	2,109,359	**23,486,211**
Equipment Replacement	65,000	-	540,000	486,000	118,000	**1,209,000**
Grand Total	**$ 24,986,475**	**$ 40,766,493**	**$ 23,324,187**	**$ 22,856,449**	**$ 38,338,463**	**$ 150,272,067**

Capital Improvements Program

	FY16	FY17	FY18	FY19	FY20
County Improvements Fund	**$ -**	**$ 135,000**	**$ 330,000**	**$ 520,800**	**$ 570,800**
Maintenance	**-**	**135,000**	**330,000**	**520,800**	**570,800**
Comm. Development System Replacements	-	-	-	170,000	170,000
County Revenue Management System	-	-	160,000	160,000	160,000
County Website Hosting	-	-	30,000	30,000	30,000
Courthouse Park - Athletic Field Lighting	-	-	-	800	800
Human Resource System	-	-	-	20,000	20,000
Law Enforcement Records Mgmt System	-	125,000	125,000	125,000	125,000
New Land Records Management System	-	-	-	-	50,000
Risk Management Information System	-	10,000	10,000	10,000	10,000
Watershed Improvement Program	-	-	5,000	5,000	5,000
Utility Fund	**$ -**	**$ -**	**$ 30,000**	**$ 33,000**	**$ 151,500**
Maintenance	**-**	**-**	**30,000**	**33,000**	**151,500**
Ashland WWTP Chemical Feed Unit	-	-	-	-	62,500
Dianne Ridge Water Treatment	-	-	-	3,000	3,000
Doswell WTP Carbon Feed System	-	-	-	-	56,000
Elmont Water Storage Tank & Pump Station	-	-	29,000	29,000	29,000
TWWTP Influent 2nd Influent Step Screen	-	-	1,000	1,000	1,000
Grand Total	**$ -**	**$ 135,000**	**$ 360,000**	**$ 553,800**	**$ 722,300**

NOTES

(1) Any debt funding associated with CIP projects has been accounted for in the County's Five-Year Financial Plan and is not represented on this table of operating impacts.

Human Resource System

DEPARTMENT
Human Resources

LOCATION
Countywide

PROJECT DESCRIPTION
The County presently uses a variety of systems and approaches to manage its human capital. A consolidated and integrated Human Resources System will allow the County to keep up with federal and state laws, enhance operations efficiencies, allow for better management/maintenance of personnel records (reporting, benefits administration), and to manage risk.

USEFUL LIFE
10 years

TIMETABLE
System implementation is scheduled for FY18.

OPERATING IMPACT
Software system maintenance fees will begin in FY19.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ 300,000**	**$ -**	**$ -**	**$ 300,000**
Fund Balance Assignment	-	-	300,000	-	-	300,000
Funding Uses	**$ -**	**$ -**	**$ 300,000**	**$ -**	**$ -**	**$ 300,000**
Professional Services	-	-	300,000	-	-	300,000
Operating Impact	**$ -**	**$ -**	**$ -**	**$ 20,000**	**$ 20,000**	**$ 40,000**
Maintenance	-	-	-	20,000	20,000	40,000

County Revenue Management System

DEPARTMENT
Commissioner of the Revenue

LOCATION
Countywide

PROJECT DESCRIPTION
Presently, the County utilizes the Bright System for its revenue tracking and management. Real Estate and Personal Property records are managed by the Commissioner of the Revenue, and tax billing, cash receipts, collections, and accounting are managed by the Treasurer. This solution runs on the iSeries platform and has limited support and functionality. A new revenue management system will allow the County to implement more controls, workflows, audits, and functionality into the process. In addition, a more effective public portal can be offered to citizens so they can monitor and manage their real estate and personal property accounts.

USEFUL LIFE
10 years

TIMETABLE
Data conversion and system implementation in FY17.

OPERATING IMPACT
Software system maintenance fees will begin in FY18.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 1,125,000**	**$ -**	**$ -**	**$ -**	**$ 1,125,000**
Fund Balance Assignment	-	1,125,000	-	-	-	1,125,000
Funding Uses	**$ -**	**$ 1,125,000**	**$ -**	**$ -**	**$ -**	**$ 1,125,000**
Technology	-	1,125,000	-	-	-	1,125,000
Operating Impact	**$ -**	**$ -**	**$ 160,000**	**$ 160,000**	**$ 160,000**	**$ 480,000**
Maintenance	-	-	160,000	160,000	160,000	480,000

Technology Infrastructure

DEPARTMENT
Information Technology

LOCATION
Countywide

PROJECT DESCRIPTION
Technology Infrastructure includes the County's Network, Windows Server, and iSeries (AS400) infrastructure, including the County's Security & Network Protection methods and back-up solutions. Some of these costs are not separated by categories as vendors bid these as bundled prices to include the equipment, software licenses and their warranty coverage. These upgrades are required as shifts in technology occur, to provide current support and warranty coverage, provide system enhancements, and to supplement implementation of new technologies. These funds also ensure the Continuity of Operations for all technology services within the County. This CIP includes all hardware to operate the County's Infrastructure in all County locations except for Public Utilities and Pamunkey Regional Jail.

USEFUL LIFE
Varies; depends on when the equipment vendor has classified the product as EOL (End Of Life) and is no longer supporting the product.

TIMETABLE
Annual purchases for enhancements to the County's major systems and infrastructure. FY16 and FY17 will include replacement of equipment that had been delayed from prior fiscal years.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 650,000**	**$ 630,000**	**$ 600,000**	**$ 600,000**	**$ 600,000**	**$ 3,080,000**
General Fund	650,000	630,000	600,000	600,000	600,000	3,080,000
Funding Uses	**$ 650,000**	**$ 630,000**	**$ 600,000**	**$ 600,000**	**$ 600,000**	**$ 3,080,000**
Technology	650,000	630,000	600,000	600,000	600,000	3,080,000

Enterprise Licenses

DEPARTMENT
Information Technology

LOCATION
Wickham Building

PROJECT DESCRIPTION
The County utilizes numerous enterprise software agreements to keep and maintain systems with up-to-date software that provides users and customers with extended functionality, corrections for known issues and key security upgrades. The Microsoft Enterprise Agreement is one example that provides software licensing and product access for all County computers. Servers, desktops, laptops and other device operating systems are funded and maintained through the Enterprise Agreement. Employees are licensed to use the latest version of Microsoft productivity tools, including Office, SharePoint, Exchange and many other products. Administrative costs are greatly reduced through the use of the Enterprise License Agreements. Licenses do not have to be purchased with new computers and the management of licenses are simplified and very efficient. Users have access to vendor issued patches and updates for their systems without the need to re-purchase software or pay vendors on a time and materials basis to correct problems. The County uses the Microsoft Software Assurance and Premier support agreements to provide critical support for the Microsoft platform as the County's enterprise applications are migrated off the iSeries (AS/400) systems.

USEFUL LIFE
Varies based upon the product. However, all product upgrades are included with the license agreement.

TIMETABLE
Purchase of licenses annually beginning in FY16.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 336,500**	**$ 360,000**	**$ 360,000**	**$ 360,000**	**$ 400,000**	**$ 1,816,500**
General Fund	336,500	360,000	360,000	360,000	400,000	1,816,500
Funding Uses	**$ 336,500**	**$ 360,000**	**$ 360,000**	**$ 360,000**	**$ 400,000**	**$ 1,816,500**
Technology	336,500	360,000	360,000	360,000	400,000	1,816,500

Storage Area Network (SAN)

DEPARTMENT
Information Technology

LOCATION
Wickham Building

PROJECT DESCRIPTION
Technology infrastructure enhancements for the County's Storage Area Network (SAN). The current SAN was originally purchased in FY11 using Energy Efficiency and Conservation Block Grant (EECBG) funds. A major upgrade is planned in FY16 to accommodate system growth. The SAN provides the County with the ability to provide storage with greater capabilities and reliability. The SAN allows multiple system access, which helps the County ensure that we are utilizing all storage more effectively and efficiently than traditional server storage. Funds are included for growth in data storage. The SAN also provides greater advance fault detection, allowing staff the ability to identify potential issues and correct them before the problems cause catastrophic system failures and service outages.

USEFUL LIFE
Major upgrades for system growth are planned every 5 years with replacement typically in 10 to 15 years.

TIMETABLE
FY16 includes the addition of a new unit to provide for anticipated storage growth as we migrate our major systems away from the IBM iSeries systems. FY17 will be for existing SAN maintenance. FY18 & FY19 reflect the cost of the new public safety systems storage.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 440,500**	**$ 96,000**	**$ 126,000**	**$ 300,000**	**$ 100,000**	**$ 1,062,500**
General Fund	440,500	96,000	126,000	300,000	100,000	1,062,500
Funding Uses	**$ 440,500**	**$ 96,000**	**$ 126,000**	**$ 300,000**	**$ 100,000**	**$ 1,062,500**
Technology	440,500	96,000	126,000	300,000	100,000	1,062,500

Computer Replacement Program

DEPARTMENT
Information Technology

LOCATION
Wickham Building

PROJECT DESCRIPTION
The computer replacement program philosophy is to replace computers when they are no longer functioning in an efficient manner. The target replacement schedule is once computers are 5 years old, but there are times when specific computer make/models must be replaced on a more aggressive schedule due to issues. Our experience shows that at 5 years we start seeing consistent performance issues and failures that can impact workforce efficiency and productivity. FY16 & FY17 represent stable budgets that do not fully achieve the 5 year replacement goal. Beginning in FY18 the full amount is budgeted to reach our 5 year goal and provide funds for repairs as needed. As new enterprise applications are deployed using full feature client side applications, the need to keep the client systems current becomes more critical. Funds have been maximized by adjusting warranty periods as appropriate while still providing maximum usability and performance for the County workforce. These funds do not replace any computers in Public Utilities, Regional Jail or any Mobile Device Computers (MDC's).

USEFUL LIFE
5 years

TIMETABLE
Annual replacement of computers beginning in FY16.

OPERATING IMPACT
There are no anticipated additional operating impacts as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 100,000**	**$ 100,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 650,000**
General Fund	100,000	100,000	150,000	150,000	150,000	650,000
Funding Uses	**$ 100,000**	**$ 100,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 650,000**
Technology	100,000	100,000	150,000	150,000	150,000	650,000

Data Center Upgrades

DEPARTMENT
Information Technology

LOCATION
Countywide

PROJECT DESCRIPTION
This project will provide required maintenance and enhancements of the County Data Centers to ensure continuity of County technology operations by ensuring that existing cooling and UPS (Uninterruptable Power Supply) systems continue to operate properly with regular maintenance and upgrades. Future expenditures are for maintenance of existing cooling and UPS equipment, UPS battery replacements, major component upgrades and replacements, area modifications for growth of services, and improvements to center interconnects to provide highly available systems and services. Without this routine maintenance and upgrades of critical systems, the equipment may fail without warning or not operate as required. Loss of stabilized power or cooling could lead to catastrophic failure of major business systems affecting all County citizens.

USEFUL LIFE
5 years for UPS batteries and major components of the cooling system. Major components of the UPS (such as capacitors and filtering circuits) have a useful life of 3 to 5 years.

TIMETABLE
Enhancements and maintenance will take place in FY16 and FY18 in a phased approach designed to minimize time that system components may be offline.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 150,000**	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ 250,000**
General Fund	150,000	-	100,000	-	-	250,000
Funding Uses	**$ 150,000**	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ 250,000**
Technology	150,000	-	100,000	-	-	250,000

County Website Hosting

DEPARTMENT
Information Technology

LOCATION
Wickham Building

PROJECT DESCRIPTION
The County recently completed a redesign of its website. The website is hosted on-premise using County resources. Moving the hosting of the website to a third party contractor will allow the Information Technology department to focus its resources in other areas while working with the contractor to enhance the functionality of the website. This will also ensure the website functions on all platforms and with all major browsers in support of citizens using advanced technology and functionality.

USEFUL LIFE
N/A

TIMETABLE
The project will be completed in FY17.

OPERATING IMPACT
Website hosting fees starting in FY18 at $30,000 annually.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 80,000**	**$ -**	**$ -**	**$ -**	**$ 80,000**
General Fund	-	80,000	-	-	-	80,000
Funding Uses	**$ -**	**$ 80,000**	**$ -**	**$ -**	**$ -**	**$ 80,000**
Technology	-	80,000	-	-	-	80,000
Operating Impact	**$ -**	**$ -**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 90,000**
Maintenance	-	-	30,000	30,000	30,000	90,000

Tax Parcel Data Enhancement

DEPARTMENT
Information Technology

LOCATION
Wickham Building

PROJECT DESCRIPTION
The basis of the County's real estate tax record system is the tax parcel. Local government tax parcel data is the legal repository of land ownership and property value. The original GIS parcel data layer was established in the mid 1990's by digitally converting hard copy, manually-created maps that were not based on deeds or survey plats. Since the County's assessment system is predominantly based on physical attributes of a parcel and characteristics of the land that comprises the parcel, it is imperative that parcels be as accurate as possible. Implementation of a new CAMA system provides an opportunity to make the related GIS parcel data more accurate, which will be beneficial to County operations and the public.

USEFUL LIFE
N/A

TIMETABLE
Implementation to be completed in FY20.

OPERATING IMPACT
There are no anticipated additional operating impacts as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 80,000**	**$ 80,000**
General Fund	-	-	-	-	80,000	80,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 80,000**	**$ 80,000**
Technology	-	-	-	-	80,000	80,000

New Land Records Management System (LRMS)

DEPARTMENT
Clerk of the Circuit Court

LOCATION
Circuit Court

PROJECT DESCRIPTION
The Land Records Management System (LRMS) stores and enables access to the public record, including land records, court orders, wills, fiduciary accounts, and marriage licenses, and provides secure remote access to land records to paid subscribers and governmental employees. For the past 12 years the LRMS has been supplied by American Cadastre LLC (AmCad). Due to corporate reorganization, and the amount of time since this service was rebid, this service is likely to need to be rebid within the span of this five-year plan.

USEFUL LIFE
10 years

TIMETABLE
Request for Proposal (RFP) to be released in late FY19. Vendor selection planned for 2019 and installation during the first quarter of 2020.

OPERATING IMPACT
Software system maintenance fees will begin in FY20.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 300,000**	**$ 300,000**
General Fund	-	-	-	-	300,000	300,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 300,000**	**$ 300,000**
Technology	-	-	-	-	300,000	300,000
Operating Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ 50,000**
Maintenance	-	-	-	-	50,000	50,000

Law Enforcement Records Management System

DEPARTMENT
Sheriff

LOCATION
Vaughan-Bradley Building

PROJECT DESCRIPTION
The Sheriff presently has several software solutions to support the many aspects of law enforcement, including using New World Systems running on the iSeries platform for their records management system. The intent is to replace as many components as possible (prioritizing those that have technology deficiencies) into an integrated solution. The Sheriff also has a need for a mobile field reporting solution. This functionality is presently done using antiquated tools (pdf files). A new system running on the Windows platform will introduce many enhancements and efficiencies into the law enforcement program. Currently, the Commonwealth's Attorney uses the VCAIS system, which has limited support and functionality.

USEFUL LIFE
10 years

TIMETABLE
Data conversion from July to December 2015; system implementation to be completed in January-December 2016 and final system cutover on January 1, 2017. Mobile field reporting, Commonwealth's Attorney case reporting and prosecutor system will be implemented in FY17.

OPERATING IMPACT
Software system maintenance fees will begin in FY17.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 800,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 800,000**
General Fund	115,400	-	-	-	-	115,400
Fund Balance Assignment - Debt Reserve	684,600	-	-	-	-	684,600
Funding Uses	**$ 800,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 800,000**
Technology	800,000	-	-	-	-	800,000
Operating Impact	**$ -**	**$ 125,000**	**$ 125,000**	**$ 125,000**	**$ 125,000**	**$ 500,000**
Maintenance	-	125,000	125,000	125,000	125,000	500,000

Vaughan-Bradley Building HVAC

DEPARTMENT
Sheriff

LOCATION
Vaughan-Bradley Building

PROJECT DESCRIPTION
The manufacturer no longer makes an interface for the current HVAC system in the Vaughan-Bradley building. Toggle switches are being placed onto each control unit as an interim measure. With funding for this project, this unit will be replaced.

USEFUL LIFE
15 years

TIMETABLE
Purchase and installation in FY18.

OPERATING IMPACT
There are no anticipated additional operating impacts as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ 225,000**	**$ -**	**$ -**	**$ 225,000**
General Fund	-	-	225,000	-	-	225,000
Funding Uses	**$ -**	**$ -**	**$ 225,000**	**$ -**	**$ -**	**$ 225,000**
Facility Improvements	-	-	225,000	-	-	225,000

Vaughan-Bradley Building Chiller Replacement

DEPARTMENT
Sheriff

LOCATION
Vaughan-Bradley Building

PROJECT DESCRIPTION
The Vaughan-Bradley building chiller has surpassed its life expectancy. Additionally, the controls are out of date and will cost more to fix than to replace.

USEFUL LIFE
15 to 20 years

TIMETABLE
Purchase and installation in FY16.

OPERATING IMPACT
There are no anticipated additional operating impacts as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 175,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 175,000**
General Fund	175,000	-	-	-	-	175,000
Funding Uses	**$ 175,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 175,000**
Facility Improvements	175,000	-	-	-	-	175,000

Firing Range Lead Removal

DEPARTMENT
Sheriff

LOCATION
Sheriff's Firing Range

PROJECT DESCRIPTION
Lead removal is an EPA Best Practice for outdoor firing ranges and should be done every 10-12 years. The last removal was completed in 2007. This process will prevent the Hanover Sheriff's Office Range from being a hazardous environment.

USEFUL LIFE
N/A

TIMETABLE
Lead removal process will be started and completed in FY18.

OPERATING IMPACT
There are no anticipated additional operating impacts as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ 100,000**
General Fund	-	-	100,000	-	-	100,000
Funding Uses	**$ -**	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ 100,000**
Facility Improvements	-	-	100,000	-	-	100,000

3D Laser Scanner

DEPARTMENT
Sheriff

LOCATION
Vaughan-Bradley Building

PROJECT DESCRIPTION
This device is for laser crime scene scanning, documentation and display. This piece of equipment would be used by the Sheriff's Office Traffic Safety Unit and General Investigations personnel to document and accurately record crime scenes and fatal motor vehicle crashes. The 3D Laser Scanner would save time and man-hours and allow investigators to concentrate on recovering other evidence while this device is in use. Our current process could take upwards of several hours; the new device can scan a scene in under 30 minutes. This device would replace the current Total Station laser currently in use, which was purchased in 2004.

USEFUL LIFE
10 to 15 years

TIMETABLE
Purchase and implementation in FY20.

OPERATING IMPACT
Maintenance fees would begin the year following purchase and implementation.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 65,000**	**$ 65,000**
General Fund	-	-	-	-	65,000	65,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 65,000**	**$ 65,000**
Technology	-	-	-	-	65,000	65,000

Radio Replacement - Portable & Mobile

DEPARTMENT
Emergency Communications

LOCATION
Emergency Communications Center

PROJECT DESCRIPTION
Radio Subscriber Lifecycle Replacements - replacement of portable radios for Public Safety users. The XTS 5000 radio product is the primary portable radio in use by Hanover public safety agencies and 700 portable radios require replacement. Additionally, regional police agencies (including Hanover) have agreed to encrypt all law enforcement talk groups in FY18, which will require Hanover to replace 320 Sheriff's Office mobile radios. Expenditures will not occur until contract for CRCSC Radio System replacement is awarded.

USEFUL LIFE
Current radio subscribers are anticipated to have a useful life of 7 to 10 years. This project represents an initial lifecycle replacement plan request for a phased, multi-year replacement program. Motorola will cease support of current Hanover mobiles/portables effective 12/31/2019.

TIMETABLE
Radio replacement will begin in FY18 and continue through FY19.

OPERATING IMPACT
There are no anticipated additional operating impacts as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 1,100,000**	**$ 1,100,000**	**$ 3,475,000**	**$ -**	**$ 5,675,000**
Fund Balance Assignment	-	-	437,000	1,960,000	-	2,397,000
General Fund	-	1,100,000	663,000	415,000	-	2,178,000
Fund Balance Assignment - Debt Reserve	-	-	-	1,100,000	-	1,100,000
Funding Uses	**$ -**	**$ 1,100,000**	**$ 1,100,000**	**$ 3,475,000**	**$ -**	**$ 5,675,000**
Equipment	-	1,100,000	1,100,000	3,475,000	-	5,675,000

Capital Region Radio System

DEPARTMENT
Emergency Communications

LOCATION
Emergency Communications Center

PROJECT DESCRIPTION
The Capital Region Radio System participants (Chesterfield, Henrico and Richmond) are in the process of upgrading their existing Motorola radio systems to a P25 digital radio system capable of integrating with the Hanover County P25 digital radio system. In 2008, Hanover was added as a voting member of the Capital Region Communications Steering Committee. Long-range plans include provisions for including the Hanover County radio system as part of the Capital Region Radio System. This integration provides numerous benefits for radio system users and this CIP project provides funding for the required integration via one of two currently available integration options.

Integration of the two radio systems is contingent upon selection and award of a radio system upgrade/ replacement contract and the development of a regionally-agreeable implementation plan. Regional coordination meetings anticipate that a regional contract will be awarded during FY15 to replace/upgrade the Chesterfield, Henrico and Richmond systems. The integration of the two systems cannot occur until the new Capital Region Radio system is operational.

USEFUL LIFE
The useful life of this project is expected to be 15 to 20 years. Hanover currently has in place a support contract that will keep the current system up to date for 15 years.

TIMETABLE
This project assumes that integration design will occur during FY15 and equipment funding will follow. Consulting costs in FY16 are related to a regional RFP.

OPERATING IMPACT
There are no anticipated additional operating impacts as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 632,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 632,000**
Fund Balance Assignment	632,000	-	-	-	-	632,000
Funding Uses	**$ 632,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 632,000**
Equipment	500,000	-	-	-	-	500,000
Professional Services	132,000	-	-	-	-	132,000

Tower Light Upgrade/Replacement

DEPARTMENT
Emergency Communications

LOCATION
Countywide

PROJECT DESCRIPTION
Current tower lighting systems on 10 towers have exhibited lifecycle issues and should be upgraded to address on-going maintenance issues. Cost per tower is estimated to be $25,000.

USEFUL LIFE
Anticipated useful life of 20 years. This project represents the lifecycle replacement plan and phased 2-year relacement program.

TIMETABLE
9-month implementation process in FY16.

OPERATING IMPACT
There are no anticipated additional operating impacts as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 250,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 250,000**
General Fund	250,000	-	-	-	-	250,000
Funding Uses	**$ 250,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 250,000**
Equipment	250,000	-	-	-	-	250,000

Customer Premise Equipment (CPE) 911 Phone System Upgrade

DEPARTMENT
Emergency Communications

LOCATION
Emergency Communications Center

PROJECT DESCRIPTION
This request will provide funding necessary to upgrade the current VIPER CPE Phone System, which is outdated and running on the Microsoft Windows XP platform. Hanover is equipped with 12 E911 trunks and 7 administrative lines. This will provide new system hardware and software to allow us to upgrade ITRR (Integrated Telephone Radio Recorder) and 12 positions of Power 911 and Power MIS (Management Information System). The current CPE is 5 years old with all hardware initially installed in operation. The Intrado VIPER CPE phone system is Next Generation 911 compatable and capable of transferring large amounts of data as needed. This project supports the State Comprehensive 911 plan and allows for the continued provision of reliable E911 services to Hanover County Citizens and the public within our jurisdiction by ensuring Hanover County's CPE and phone system is updated and enhanced to the most current version.

USEFUL LIFE
5 to 7 years

TIMETABLE
6-month implementation process beginning in FY16.

OPERATING IMPACT
There are no anticipated additional operational impacts as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 212,400**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 212,400**
Categorical State Aid	150,000	-	-	-	-	150,000
General Fund	62,400	-	-	-	-	62,400
Funding Uses	**$ 212,400**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 212,400**
Equipment	212,400	-	-	-	-	212,400

Fire Engine and Heavy Squad Replacement

DEPARTMENT
Fire/EMS

LOCATION
Fire/EMS Stations

PROJECT DESCRIPTION
The County operates a fleet of twenty (20) engines, eight (8) tankers, three (3) ladder trucks, four (4) Heavy Rescue Units and miscellaneous air utility vehicles, brush trucks, first responder all purpose vehicles and a mobile command unit. The engines in this rotation are the first line engines for fire and medical response from the County fire stations. They have a capacity of 750 gallons of water, 2,000 gallon per minute pump, 2,000 feet of assorted hose, breathing apparatus and the capability of transporting six (6) firefighters to emergency scenes. This plan will not expand the current fleet of fire engines beyond the 20 currently in operation.

USEFUL LIFE
Varies based on vehicle. 10 years: Engines; 15 years: Ladder Trucks and Heavy Rescue Trucks; 20 years: Tankers.

TIMETABLE
Purchase an Engine, Heavy Rescue, Ladder Truck or Tanker each year to stay on point with the 22-year apparatus replacement plan.

OPERATING IMPACT
There are no additional maintenance costs associated with the replacement vehicles.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 500,000**	**$ 500,000**	**$ 750,000**	**$ 750,000**	**$ 1,270,000**	**$ 3,770,000**
General Fund	500,000	500,000	750,000	750,000	1,270,000	3,770,000
Funding Uses	**$ 500,000**	**$ 500,000**	**$ 750,000**	**$ 750,000**	**$ 1,270,000**	**$ 3,770,000**
Vehicles	500,000	500,000	750,000	750,000	1,270,000	3,770,000

Ambulance Replacement

DEPARTMENT
Fire/EMS

LOCATION
Fire/EMS Stations

PROJECT DESCRIPTION
Hanover County currently operates 22 ambulances from 16 stations. The fleet will remain at 22 ambulances. Ambulances are chosen for replacement based on estimated maintenance costs, mileage and age. All ambulances will be outfitted to advanced life support standards. The cost will increase beginning in FY17 due to a new NFPA standard on patient safety and delivery. This plan incorporates the replacement of our QRV's at 1 a year beginning in FY17.

USEFUL LIFE
10 years

TIMETABLE
Purchasing two ambulances per year beginning in FY16.

OPERATING IMPACT
There are no additional maintenance costs associated with the replacement vehicles.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 440,000**	**$ 521,000**	**$ 521,000**	**$ 521,000**	**$ 521,000**	**$ 2,524,000**
General Fund	440,000	521,000	521,000	521,000	521,000	2,524,000
Funding Uses	**$ 440,000**	**$ 521,000**	**$ 521,000**	**$ 521,000**	**$ 521,000**	**$ 2,524,000**
Vehicles	440,000	521,000	521,000	521,000	521,000	2,524,000

Fire Training Burn Building

DEPARTMENT
Fire/EMS

LOCATION
Harman-Taylor Fire/EMS Training Center

PROJECT DESCRIPTION
The current burn building was originally constructed in 1992 using refractory concrete. Refractory concrete became known as a poor choice for burn building construction because the high temperatures will cause the concrete to separate at the internal rebar. In 2000, the building was inspected and the department decided to use a new construction method using externally constructed "burn boxes," in an attempt to reduce wear on the building. The boxes were installed in 2003-2004, however, this addition was not designed to add years to the overall service life use of the building. By 2017, the building will be 25 years old and at the end of its service life for live fire training. This funding will allow the department to construct a replacement building, which is absolutely essential to basic firefighting training. The funded burn building consists of mostly gas props. There is an opportunity where our burn boxes can be removed and stacked to give us a combination system for an enhanced live fire training experience.

USEFUL LIFE
25 years

TIMETABLE
Architecture & engineering in FY19; construction in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 250,000**	**$ 1,500,000**	**$ 1,750,000**
General Fund	-	-	-	250,000	1,500,000	1,750,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 250,000**	**$ 1,500,000**	**$ 1,750,000**
Construction	-	-	-	-	1,500,000	1,500,000
Professional Services	-	-	-	250,000	-	250,000

Upgrade to Station Alerting System

DEPARTMENT
Fire/EMS

LOCATION
Fire/EMS Stations

PROJECT DESCRIPTION
Our current Station alerting system utilizes 1950's technology. The alerting system is the first step in a series of cascading events that allow the Fire/EMS Department to meet its' primary mission. A more advanced alerting system will help reduce response times by shortening the length of time it takes for tones to commence and end. Another regional department who recently upgraded their station alerting system, saw an eighteen percent (18%) reduction in out of station times from the time of dispatch. This reduction in out of station time has a significant correlation to both fire and EMS incident outcomes. We also know that our antiquated alerting technology has a short shelf life, demonstrated by a twenty percent (20%) to twenty-five percent (25%) failure rate at the station paging receiving mechanism, and finding parts to maintain the system will continue to become challenging. Lastly, this is also a significant health and safety initiative. The current alerting mechanism, loud bells and tone pages, have been proven to have long term, negative health effects such as Tinnitus, and undue stress on our personnel's hearts due to sudden, loud alerting activations that awaken personnel while sleeping. The new technology implemented in modern activation systems utilizes "soft" alerting/notification through the volume of speakers and the gradual illumination of bedroom lighting. The new station alerting system will enable our department to be better prepared for future technology needs, and most importantly will improve the health and safety of our personnel.

USEFUL LIFE
20 years

TIMETABLE
Installation split between stations in FY19 & FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 500,000**	**$ 500,000**	**$ 1,000,000**
General Fund	-	-	-	500,000	500,000	1,000,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 500,000**	**$ 500,000**	**$ 1,000,000**
Equipment	-	-	-	500,000	500,000	1,000,000

New Air Bottles for Scott Air Packs

DEPARTMENT
Fire/EMS

LOCATION
N/A

PROJECT DESCRIPTION
The useful life of any air bottle (SCBA) is 15 years. Within that 15 year time span they can only be hydro tested twice. At the conclusion of FY14, we completed our last hydro test for our current SCBA inventory. We will have to replace all of the bottles by the conclusion of FY19. We have 600 bottles and the cost is $1,000 each to replace.

USEFUL LIFE
15 years

TIMETABLE
Purchase replacements in FY19.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 600,000**	**$ -**	**$ 600,000**
General Fund	-	-	-	600,000	-	600,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 600,000**	**$ -**	**$ 600,000**
Equipment	-	-	-	600,000	-	600,000

Traffic Preemption

DEPARTMENT
Fire/EMS

LOCATION
Countywide

PROJECT DESCRIPTION
Traffic preemption is a system installed by VDOT that allows emergency vehicles priority at controlled intersections. The emergency units cause the traffic signals in their intended lanes to turn green as the vehicle approaches the intersection. This type of system is common and already in place in Richmond, Henrico and Chesterfield. Given the significant traffic on some of the county's major thoroughfares, this system can improve response times and safety for both responders and citizens on the roadways. Currently, there are 47 existing signals in the county, 11 of which already have the system installed. This funding would phase in installation of the system on the remaining signals over two years. It will also provide for the signaling equipment to be installed on our fleet of emergency vehicles.

USEFUL LIFE
20 years

TIMETABLE
Installations of signals at the busiest intersections in FY19. Install on the remaining intersections in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 250,000**	**$ 250,000**	**$ 500,000**
General Fund	-	-	-	250,000	250,000	500,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 250,000**	**$ 250,000**	**$ 500,000**
Equipment	-	-	-	250,000	250,000	500,000

Life Pack (LP) 15 Upgrade

DEPARTMENT
Fire/EMS

LOCATION
N/A

PROJECT DESCRIPTION
The current LP12's have reached the end of their useful life and the manufacturer no longer produces replacement parts. Life Packs are a critical piece of equipment on our ambulances because they provide lifesaving diagnostic and treatment interventions for our most critical patients. In addition, they are a state mandated requirement for ambulances to be licensed and receive an EMS Permit. Each unit costs $29,750. In FY16, the local share has been discounted based on the trade-in value of our existing units.

USEFUL LIFE
10 years

TIMETABLE
Complete replacement by FY17.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 126,000**	**$ 148,750**	**$ -**	**$ -**	**$ -**	**$ 274,750**
Categorical State Aid	119,000	-	-	-	-	119,000
General Fund	7,000	148,750	-	-	-	155,750
Funding Uses	**$ 126,000**	**$ 148,750**	**$ -**	**$ -**	**$ -**	**$ 274,750**
Equipment	126,000	148,750	-	-	-	274,750

Reserve for Future Roadway Improvements

DEPARTMENT
Public Works

LOCATION
To be Determined

PROJECT DESCRIPTION
The intent of this project is to improve traffic operations and highway capacity or construct new roadways on an as-needed basis to be determined by the Board of Supervisors. The funds will also be used to match state funds for specific road projects and to help offset unforeseen construction cost increases on current and future road projects.

USEFUL LIFE
N/A

TIMETABLE
Continuous improvements beginning in FY16.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 1,700,000**	**$ 1,700,000**	**$ 2,000,000**	**$ 2,000,000**	**$ 2,000,000**	**$ 9,400,000**
Categorical State Aid	850,000	850,000	1,000,000	1,000,000	1,000,000	4,700,000
Cash Proffers	500,000	500,000	500,000	500,000	500,000	2,500,000
General Fund	350,000	350,000	500,000	500,000	500,000	2,200,000
Funding Uses	**$ 1,700,000**	**$ 1,700,000**	**$ 2,000,000**	**$ 2,000,000**	**$ 2,000,000**	**$ 9,400,000**
Construction	1,020,000	1,020,000	1,200,000	1,200,000	1,200,000	5,640,000
Land	340,000	340,000	400,000	400,000	400,000	1,880,000
Professional Services	340,000	340,000	400,000	400,000	400,000	1,880,000

Regional Stormwater Implementation

DEPARTMENT
Public Works

LOCATION
Suburban Service Area

PROJECT DESCRIPTION
Prior to June 30, 2014, the County's regional stormwater program provided for the voluntary collection of a one-time pro-rata share fee from development based on the amount of impervious surface. Fees collected were used to construct regional stormwater management ponds to meet water quality requirements in-lieu of requiring on-site Best Management Practices (BMPs). Due to changes to the State's stormwater management laws, the County's regional stormwater program ended on June 30, 2014. The CIP anticipates expending the current un-appropriated fund balances to close out this program over FY16 through FY20 for additional nutrient reductions. For FY17, the Henderson Hall project proposes to restore a stream corridor at the rear of single-family lots in the Kings Charter Subdivision. It has been a source of concern for those residents and the Kings Charter community due to accelerated erosion and down-cutting affecting the lake quality and properties. This project will be to rebuild the channel and engineer a restoration to prevent the ongoing erosion. This project will serve to meet the County's Chesapeake Bay Total Maximum Daily Load stormwater requirements, protect the environment and solve the local erosion problem.

USEFUL LIFE
N/A

TIMETABLE
Stormwater implementation projects in FY16 through FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 100,000**	**$ 1,050,000**	**$ 100,000**	**$ 100,000**	**$ 535,000**	**$ 1,885,000**
Fund Balance Assignment	100,000	525,000	100,000	100,000	535,000	1,360,000
Categorical State Aid	-	525,000	-	-	-	525,000
Funding Uses	**$ 100,000**	**$ 1,050,000**	**$ 100,000**	**$ 100,000**	**$ 535,000**	**$ 1,885,000**
Facility Improvements	100,000	1,050,000	100,000	100,000	535,000	1,885,000

Watershed Improvement Program

DEPARTMENT
Public Works

LOCATION
Countywide

PROJECT DESCRIPTION
A special condition in the State's Municipal Separate Storm Sewer System (MS4) General Permit requires the County to develop and implement a Chesapeake Bay Total Maximum Daily Load (TMDL) action plan to reduce pollutants discharged from our public storm sewer system. The Chesapeake Bay TMDL is a "pollution diet" established by the U.S. Environmental Protection Agency (EPA) and implemented through Virginia's Watershed Implementation Plan (WIP) to improve water quality in the Chesapeake Bay watershed. Localities in the Bay watershed with MS4 permits like Hanover are mandated to reduce pollutants from previously developed lands as a condition of their permit. The State's WIP requires localities to address 5% of the required reduction in the current 5-year permit cycle (FY14-FY18), 35% in the second 5-year cycle, and the remaining 60% reductions in the third 5-year cycle.

New capital improvement funds to address the Chesapeake Bay-related requirements contained in the County's storm sewer system permit will comprise a large portion of budget growth in future years. These capital funds will be used to modify and upgrade stormwater facilities to reduce sediment, phosphorus and nitrogen. At this time, the County is developing a plan which focuses on building projects that fix existing local problems and meet regulatory requirements. A combination of general fund appropriations, grant funds and local developer funds are proposed to fund this increasing obligation. The general fund dollars projected to begin in FY18 are intended to address projected needs in the second permit cycle and beyond. The grant funds are not reflected in the budget since they will be project-specific and incorporated on a case-by-case basis.

USEFUL LIFE
N/A

TIMETABLE
Second permit cycle projects to begin FY18.

OPERATING IMPACT
$5,000 annually beginning in FY18.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ 100,000**	**$ 150,000**	**$ 200,000**	**$ 450,000**
General Fund	-	-	100,000	150,000	200,000	450,000
Funding Uses	**$ -**	**$ -**	**$ 100,000**	**$ 150,000**	**$ 200,000**	**$ 450,000**
Facility Improvements	-	-	100,000	150,000	200,000	450,000
Operating Impact	**$ -**	**$ -**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 15,000**
Maintenance	-	-	5,000	5,000	5,000	15,000

Solid Waste Equipment Replacement

DEPARTMENT
Public Works Operations

LOCATION
Convenience Centers & Transfer Station

PROJECT DESCRIPTION
The project will purchase replacement equipment to handle solid waste at the County Convenience Centers, County Transfer Station and Waste-to-Compost (WTC). This project is necessary to maintain a viable fleet of solid waste handling equipment. Aging equipment will be taken out of service and replaced with more modern and reliable equipment. Acquisition of new equipment will provide for more efficient operations with less maintenance and repair downtime.

USEFUL LIFE
Varies by equipment. 10 Years: Hooklift Conversion; 15 Years: Farm Tractor, Hooklift Truck and Wheeled Loader; 20 Years: Roll-off Containers.

TIMETABLE
Purchasing Farm Tractor in FY17; Hooklift Truck ($140,400) and Hooklift Conversion ($10,800) in FY18; Wheeled Loader in FY19; Backhoe and Roll-off Trailer ($50,000 each) in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 63,600**	**$ 151,200**	**$ 220,000**	**$ 100,000**	**$ 534,800**
General Fund	-	63,600	151,200	220,000	100,000	534,800
Funding Uses	**$ -**	**$ 63,600**	**$ 151,200**	**$ 220,000**	**$ 100,000**	**$ 534,800**
Equipment	-	63,600	151,200	220,000	100,000	534,800

Closed 301 Landfill Remediation

DEPARTMENT
Public Works Operations

LOCATION
301 Landfill (Closed)

PROJECT DESCRIPTION
Construct a groundwater interception trench for passive remediation of trace volatile organic compounds in the shallow groundwater at the 301 Landfill. Limestone will assist with the control of naturally occurring dissolved metal concentrations in the uppermost aquifer beneath the facility. The cost for this new requirement from the Virginia Department of Environmental Quality includes permitting, engineering and construction.

USEFUL LIFE
30 years

TIMETABLE
Project to be completed in FY16.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 125,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 125,000**
General Fund	125,000	-	-	-	-	125,000
Funding Uses	**$ 125,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 125,000**
Facility Improvements	125,000	-	-	-	-	125,000

General Vehicle Replacement Schedule

DEPARTMENT
General Services

LOCATION
N/A

PROJECT DESCRIPTION
As the County's fleet ages, vehicle replacement is required. The yearly budgeted amounts will go directly to replacing County vehicles.

USEFUL LIFE
7 to 10 years

TIMETABLE
Annual purchasing of vehicles.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 200,000**	**$ 200,000**	**$ 300,000**	**$ 300,000**	**$ 320,000**	**$ 1,320,000**
General Fund	200,000	200,000	300,000	300,000	320,000	1,320,000
Funding Uses	**$ 200,000**	**$ 200,000**	**$ 300,000**	**$ 300,000**	**$ 320,000**	**$ 1,320,000**
Vehicles	200,000	200,000	300,000	300,000	320,000	1,320,000

Fleet Garage Floor Top-Coat

DEPARTMENT
General Services

LOCATION
Fleet Building

PROJECT DESCRIPTION
Concrete floor in all bay areas is in need of top-coat application to protect and extend the working life of the garage floor. Dropped tools, spills and the weight of vehicles all combine to destroy, split and crack the concrete surface over time.

USEFUL LIFE
10 to 15 years

TIMETABLE
Project to be completed in FY19.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 300,000**	**$ -**	**$ 300,000**
General Fund	-	-	-	300,000	-	300,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 300,000**	**$ -**	**$ 300,000**
Facility Improvements	-	-	-	300,000	-	300,000

Courthouse Complex Repaving

DEPARTMENT
General Services

LOCATION
Courthouse Complex

PROJECT DESCRIPTION
Asphalt surfaces are aging and showing signs of wear and deterioration. Repaving parking areas at Vaughan-Bradley Building and Building Inspections office is planned for FY19. In FY20, Main Courts parking areas will be repaved. This request is to repave the parking areas with new asphalt and includes restriping of parking areas.

USEFUL LIFE
10 to 15 years

TIMETABLE
Work to be scheduled and completed in FY19 and FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 51,000**	**$ 104,000**	**$ 155,000**
General Fund	-	-	-	51,000	104,000	155,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 51,000**	**$ 104,000**	**$ 155,000**
Facility Improvements	-	-	-	51,000	104,000	155,000

HVAC Air Handler Replacement

DEPARTMENT
General Services

LOCATION
Wickham Building

PROJECT DESCRIPTION
The HVAC Supply and Return building air handlers are continuing to age and deteriorate. This project would replace these units.

USEFUL LIFE
25 to 40 years

TIMETABLE
Purchase and installation in FY18.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ 135,000**	**$ -**	**$ -**	**$ 135,000**
General Fund	-	-	135,000	-	-	135,000
Funding Uses	**$ -**	**$ -**	**$ 135,000**	**$ -**	**$ -**	**$ 135,000**
Facility Improvements	-	-	135,000	-	-	135,000

Elevator Cylinder Replacement

DEPARTMENT
General Services

LOCATION
Wickham Building & Vaughan-Bradley Building

PROJECT DESCRIPTION
The Wickham Building elevator cylinder ($51k) has an anticipated useful life of anywhere from 20 to 40 years, depending on the environment. This unit slated for replacement is past the 35 year mark. The Vaughan Bradley Building elevator cylinder ($75k) is 17 years old and has a 20 year anticipated useful life.

USEFUL LIFE
20 to 40 years

TIMETABLE
Purchase and installation in FY16.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 126,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 126,000**
General Fund	126,000	-	-	-	-	126,000
Funding Uses	**$ 126,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 126,000**
Facility Improvements	126,000	-	-	-	-	126,000

Human Services Complex Repaving

DEPARTMENT
General Services

LOCATION
Human Services Complex

PROJECT DESCRIPTION
Asphalt surface of parking areas and driveways within the Human Services Complex is aging and showing signs of wear and deterioration. Cracking is worsening and potholes are beginning to develop. Temporary repairs are planned for FY15 and/or FY16 to alleviate immediate concerns. This project is to repave the entire surface with new asphalt and includes restriping of parking areas.

USEFUL LIFE
10 to 15 years

TIMETABLE
Work to be scheduled and completed in FY17.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 115,000**	**$ -**	**$ -**	**$ -**	**$ 115,000**
General Fund	-	115,000	-	-	-	115,000
Funding Uses	**$ -**	**$ 115,000**	**$ -**	**$ -**	**$ -**	**$ 115,000**
Facility Improvements	-	115,000	-	-	-	115,000

Risk Management Information System

DEPARTMENT
General Services

LOCATION
Fleet Building

PROJECT DESCRIPTION
Hosted information system to provide risk management support in the areas of record keeping, claims processing and tracking, coverage management, safety issues, etc. System will help provide capacity to handle increased workload from assumption of risk management function for Hanover Schools and improve risk management efficiency.

USEFUL LIFE
10 years

TIMETABLE
Purchasing in FY16.

OPERATING IMPACT
Beginning in FY17, there will be an ongoing maintenance impact of $10,000.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 60,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 60,000**
General Fund	60,000	-	-	-	-	60,000
Funding Uses	**$ 60,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 60,000**
Technology	60,000	-	-	-	-	60,000
Operating Impact	**$ -**	**$ 10,000**	**$ 10,000**	**$ 10,000**	**$ 10,000**	**$ 40,000**
Maintenance	-	10,000	10,000	10,000	10,000	40,000

Vaughan-Bradley Building Roof Replacement

DEPARTMENT
General Services

LOCATION
Vaughan-Bradley Building

PROJECT DESCRIPTION
The Vaughan-Bradley Building has a 20-year old ballasted roof system that has received repairs in areas of heavy traffic due to Communication and HVAC equipment installation. The roof will soon be at the end of its useful life and will be replaced with the same type of EPDM (Ethylene Propylene Diene Monomer) material. Also, roof gutters will be relined with EPDM as part of total roof replacement.

USEFUL LIFE
20 years

TIMETABLE
Project to be completed in FY19.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ -**	**$ 50,000**
General Fund	-	-	-	50,000	-	50,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ -**	**$ 50,000**
Facility Improvements	-	-	-	50,000	-	50,000

RAFT (Recovery Acceptance Friendship Teamwork) House Project

DEPARTMENT
Community Services Board

LOCATION
To be determined

PROJECT DESCRIPTION
The purpose of the RAFT (Recovery Acceptance Friendship Teamwork) House project is to provide a facility that fully meets the program needs of the CSB psychosocial rehabilitation program, while also eliminating the last remaining CSB leased facility. The current facility does not allow for needed expansion and configuration for optimum programming. Transition to a County-owned facility will also provide a more cost-effective alternative to long-term leasing.

USEFUL LIFE
20+ years

TIMETABLE
Purchase of an existing property or construction in FY19.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 500,000**	**$ -**	**$ 500,000**
General Fund	-	-	-	500,000	-	500,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 500,000**	**$ -**	**$ 500,000**
Facility Improvements	-	-	-	500,000	-	500,000

District Park Acquisition & Development

DEPARTMENT
Parks & Recreation

LOCATION
Countywide

PROJECT DESCRIPTION
Acquisition of land and preliminary development of one or more district parks. Amenities for these sites would be both active and passive in nature and may include lighted athletic fields/courts, playgrounds, picnic shelters and walking trails. The acquisition and development of district parks is identified in Year 10 of the Parks and Recreation Comprehensive Facilities Master Plan approved in March 2010.

USEFUL LIFE
30 to 50 years with preventative maintenance and constant care.

TIMETABLE
Acquisition of land and preliminary development in FY20.

OPERATING IMPACT
Additional staff resources will be necessary to maintain the parks and keep amenities at a satisfactory level. Additional utilities, materials and supplies will also be required.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,000,000**	**$ 2,000,000**
Long-Term Debt	-	-	-	-	2,000,000	2,000,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,000,000**	**$ 2,000,000**
Land	-	-	-	-	2,000,000	2,000,000

Athletic Field Lighting

DEPARTMENT
Parks & Recreation

LOCATION
Various

PROJECT DESCRIPTION
In FY18, upgrade lights and wiring for Roller Hockey Rink and Courthouse Park Field #1, upgrade wiring and cross arm supports for lighting poles at Battlefield Park Elementary School. Install lights at Courthouse Park Field #1 in FY19. In FY20, install lights at Courthouse Park Field #2 and upgrade wiring and cross arm supports for lighting poles at Rural Point Elementary School.

USEFUL LIFE
25+ years

TIMETABLE
Upgrades and installation to begin in FY18 through FY20.

OPERATING IMPACT
Anticipated to be approximately $800 annually beginning in FY19.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ 75,000**	**$ 90,000**	**$ 135,000**	**$ 300,000**
General Fund	-	-	75,000	90,000	135,000	300,000
Funding Uses	**$ -**	**$ -**	**$ 75,000**	**$ 90,000**	**$ 135,000**	**$ 300,000**
Facility Improvements	-	-	75,000	90,000	135,000	300,000
Operating Impact	**$ -**	**$ -**	**$ -**	**$ 800**	**$ 800**	**$ 1,600**
Maintenance	-	-	-	800	800	1,600

Atlee Branch Library

DEPARTMENT
Pamunkey Regional Library

LOCATION
Rutland (2.2 acre site donated for proffer credits)

PROJECT DESCRIPTION
This project would fund a 25,000 square foot library to replace the 10,000 square foot storefront library and 3,000 square feet of space for the Library's Technical Services and Mobile Services Departments. The additional space is needed to provide contemporary library services to customers. In Hanover County, based on the standard of 0.6 square foot per person and a population of 102,714 (Weldon Cooper Center, 2014 estimate), the library needs 61,628 square feet of space. Currently, the library has 50,200 square feet of space. A new Atlee branch library with a total of 25,000 square feet will add 12,000 square feet of space.

USEFUL LIFE
50 Years

TIMETABLE
Construction in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 8,000,000**	**$ 8,000,000**
Long-Term Debt	-	-	-	-	8,000,000	8,000,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 8,000,000**	**$ 8,000,000**
Construction	-	-	-	-	8,000,000	8,000,000

Community Development System Replacements

DEPARTMENT
Planning

LOCATION
Administration Building

PROJECT DESCRIPTION
Currently, Community Development departments use the SunGard HTE software solution to support permitting, code enforcement, plan of development, work orders and utility customer service. The system runs on the iSeries (AS400) platform, which is no longer being enhanced by the vendor. A new system running on the Windows platform would introduce efficencies and enhancements that would expand the functionality of the existing system and would provide more seamless access to the public for the services offered through the system. Funds have been included to implement the new software application, contractor implementation costs, IT infrastructure, SQL database and Project Management. This request also includes funds for an overall asset management and work order system, which will be integrated to GIS technology. The work order component of the system will allow Community Development departments to manage and schedule maintenance activities for the inventoried infrastructure. In addition, this system will allow the public to request that staff check on physical locations that are experiencing various issues.

USEFUL LIFE
10 years

TIMETABLE
Data conversion and system implementation in FY18; final system cutover by January 1, 2019.

OPERATING IMPACT
Software system maintenance fees will begin in FY19.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ 1,050,000**	**$ -**	**$ -**	**$ 1,050,000**
Fund Balance Assignment	-	-	1,050,000	-	-	1,050,000
Funding Uses	**$ -**	**$ -**	**$ 1,050,000**	**$ -**	**$ -**	**$ 1,050,000**
Technology	-	-	1,050,000	-	-	1,050,000
Operating Impact	**$ -**	**$ -**	**$ -**	**$ 170,000**	**$ 170,000**	**$ 340,000**
Maintenance	-	-	-	170,000	170,000	340,000

HVAC Repairs & Upgrades

DEPARTMENT
Schools

LOCATION
Various Schools

PROJECT DESCRIPTION
All types of HVAC systems used within the various school facilities require ongoing planned and unplanned maintenance and eventual replacement based on the predicted life of the unit. As an HVAC system approaches the end of the predicted life, the operational staff reviews various factors to determine the timing for replacement. The factors include: the frequency of unplanned maintenance, the costs associated with unscheduled maintenance, the availability of spare parts, the cost and availability of the refrigerant, and the energy efficiency of the unit. Sections of the buildings which require HVAC replacements are based on the FY13 School Facilities Assessment.

USEFUL LIFE
20 years

TIMETABLE
Repairs and replacements to occur in FY17, FY19 and FY20.

OPERATING IMPACT
Potential energy savings achieved through building enhancements.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 5,720,500**	**$ -**	**$ 1,339,000**	**$ 1,550,000**	**$ 8,609,500**
Long-Term Debt	-	5,720,500	-	1,339,000	1,550,000	8,609,500
Funding Uses	**$ -**	**$ 5,720,500**	**$ -**	**$ 1,339,000**	**$ 1,550,000**	**$ 8,609,500**
Construction	-	5,720,500	-	1,339,000	1,550,000	8,609,500

School Buses

DEPARTMENT
Schools

LOCATION
N/A

PROJECT DESCRIPTION
School buses need to be replaced when they are unable to be practically repaired. This point occurs when buses have been in service around 15 years. Hanover has 34 buses exceeding 15 years old. This funding would replace these buses over the next 5 years.

USEFUL LIFE
10 to 15 years

TIMETABLE
Buses to be purchased annually.

OPERATING IMPACT
The annual replacement of school buses removes the oldest, least efficient buses from the fleet and increases the operational efficiency and reliability of the fleet.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 5,000,000**
General Fund	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Funding Uses	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 5,000,000**
Vehicles	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000

Technology Enhancements

DEPARTMENT
Schools

LOCATION
All Schools

PROJECT DESCRIPTION
Technology enhancements include server replacements in all schools, additional laptop carts and new mobile devices, expanded Wi-Fi density coverage, expanded bandwidth to tier one provider (move to full 1 GB pipe), replacement of the firewall, proxy and core switching network, hosted email system and archiving and disaster recovery plan and contingency site (in conjunction with County IT).

USEFUL LIFE
5 years

TIMETABLE
Annual purchase of computers and related hardware.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 5,000,000**
General Fund	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Funding Uses	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 5,000,000**
Equipment	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000

Roof Repairs & Replacements

DEPARTMENT
Schools

LOCATION
Various Schools

PROJECT DESCRIPTION
All types of roofing systems used within the various school facilities require ongoing maintenance and eventual replacement based on the predicted life and manufacturer's warranty for the given structure. As a roofing system approaches the end of the predicted life, the operational staff reviews the history of roof repairs and the unscheduled maintenance costs to determine the timing for the replacement. Sections of the roofing systems that will exceed their useful life and require replacement are based on the FY13 School Facilities Assessment.

USEFUL LIFE
15 to 25 years

TIMETABLE
Annual repairs and replacements in FY16 through FY20.

OPERATING IMPACT
Potential energy savings achieved through building enhancements.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 200,000**	**$ 1,467,500**	**$ 200,000**	**$ 600,000**	**$ 283,000**	**$ 2,750,500**
Long-Term Debt	-	1,267,500	-	400,000	83,000	1,750,500
General Fund	200,000	200,000	200,000	200,000	200,000	1,000,000
Funding Uses	**$ 200,000**	**$ 1,467,500**	**$ 200,000**	**$ 600,000**	**$ 283,000**	**$ 2,750,500**
Construction	-	1,267,500	-	400,000	83,000	1,750,500
Facility Improvements	200,000	200,000	200,000	200,000	200,000	1,000,000

School Grounds Upgrades

DEPARTMENT
Schools

LOCATION
Atlee, Battlefield Park, Beaverdam, Chickahominy, Cool Harbor, Cool Spring, Elmont, Lee-Davis, Liberty, Mechanicsville, Stonewall Jackson, South Anna, Washington-Henry

PROJECT DESCRIPTION
The schools scheduled for general upgrades to various exterior structures and grounds are based on the FY13 School Facilities Assessment. These projects include installation of playground equipment, drainage improvements, sidewalk installations, parking lot repairs and expansion and the removal of unused storage buildings.

USEFUL LIFE
20 years

TIMETABLE
Facilitiy improvements to be completed in FY17 & FY20.

OPERATING IMPACT
There is no anticipated operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 330,000**	**$ -**	**$ -**	**$ 1,882,000**	**$ 2,212,000**
Long-Term Debt	-	330,000	-	-	1,882,000	2,212,000
Funding Uses	**$ -**	**$ 330,000**	**$ -**	**$ -**	**$ 1,882,000**	**$ 2,212,000**
Construction	-	330,000	-	-	1,882,000	2,212,000

Painting

DEPARTMENT
Schools

LOCATION
All Schools

PROJECT DESCRIPTION
The schools scheduled for interior painting are based on the FY13 School Facilities Assessment. These improvements are being done based on normal wear and fall within the reasonable expected lifetime of the component.

USEFUL LIFE
20 years

TIMETABLE
Painting scheduled in FY16 through FY20.

OPERATING IMPACT
There is no anticipated operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 1,000,000**
General Fund	200,000	200,000	200,000	200,000	200,000	1,000,000
Funding Uses	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 1,000,000**
Facility Improvements	200,000	200,000	200,000	200,000	200,000	1,000,000

Bathroom Renovations

DEPARTMENT
Schools

LOCATION
Battlefield Park, Beaverdam, Elmont, Henry-Clay, John Gandy, Mechanicsville, Pearson's Corner, Rural Point, Washington-Henry

PROJECT DESCRIPTION
The schools scheduled for bathroom renovations are based on the FY13 School Facilities Assessment. These schools typically have the original bathroom facilities from when they were constructed. This renovation will only involve modifications above ground and will not include renovations to the plumbing and sewer infrastructure. Typical improvements will include: new fixtures, tile, ceiling grid, paint, ventilation and minor structural changes to improve ADA accessibility.

USEFUL LIFE
20 years

TIMETABLE
Renovations to be completed in FY17.

OPERATING IMPACT
There is no anticipated operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 900,000**	**$ -**	**$ -**	**$ -**	**$ 900,000**
Long-Term Debt	-	900,000	-	-	-	900,000
Funding Uses	**$ -**	**$ 900,000**	**$ -**	**$ -**	**$ -**	**$ 900,000**
Construction	-	900,000	-	-	-	900,000

Auditorium Renovations

DEPARTMENT
Schools

LOCATION
Atlee, Lee-Davis, Patrick Henry

PROJECT DESCRIPTION
The schools scheduled for renovations to the auditoriums are based on the FY13 School Facilities Assessment. The auditorium infrastructure in these schools are original from their construction of the school and have exceeded their useful lives. Renovation components include the installation of new seating, sound system, lighting, stage, and curtains as well as cosmetic improvements to wall and floor finishes.

USEFUL LIFE
20 years

TIMETABLE
Renovations to be completed in FY17 & FY20

OPERATING IMPACT
There is no anticipated operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 600,000**	**$ -**	**$ -**	**$ 250,000**	**$ 850,000**
Long-Term Debt	-	600,000	-	-	250,000	850,000
Funding Uses	**$ -**	**$ 600,000**	**$ -**	**$ -**	**$ 250,000**	**$ 850,000**
Construction	-	600,000	-	-	250,000	850,000

Window Replacements

DEPARTMENT
Schools

LOCATION
Battlefield Park, Beaverdam, Elmont, John Gandy, Liberty, Mechanicsville, Patrick Henry, Pearson's Corner, South Anna, Stonewall Jackson, Washington-Henry

PROJECT DESCRIPTION
The schools scheduled for window replacements are based on the FY13 School Facilities Assessment. These schools have the original window structures that were installed when they were constructed. These wood-framed, single-paned glass windows will be replaced with aluminum-framed, double-paned, glass store front windows. These windows will have improved energy efficiency and reduced maintenance due to the elimination of painting, caulking, glazing and replacement of rotten wood.

USEFUL LIFE
20 years

TIMETABLE
Window replacements to be installed in FY17 & FY20

OPERATING IMPACT
Potential energy savings achieved through building enhancements.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 600,000**	**$ -**	**$ -**	**$ 200,000**	**$ 800,000**
Long-Term Debt	-	600,000	-	-	200,000	800,000
Funding Uses	**$ -**	**$ 600,000**	**$ -**	**$ -**	**$ 200,000**	**$ 800,000**
Construction	-	600,000	-	-	200,000	800,000

Electrical Service Upgrades

DEPARTMENT
Schools

LOCATION
Battlefield Park, Beaverdam, Cold Harbor, Lee-Davis, Liberty, Patrick Henry, Rural Point, Stonewall Jackson, South Anna, Washington-Henry

PROJECT DESCRIPTION
As part of the FY13 School Facilities Assessment Study, the mechanical and electrical consulting firm of Simmons, Rockecharlie and Prince was hired to assess the general condition of the main electrical service to the facilities. Based on their engineering analysis, some schools require replacement of the switchboard serving the main electrical system because the switchboard is no longer serviceable. Typically, these types of replacements would be done during a major renovation to the facility. Since no major renovations are planned for these facilities, it is advisable to upgrade the main electrical service independently.

USEFUL LIFE
20 years

TIMETABLE
Upgrades to be completed in FY17.

OPERATING IMPACT
Potential energy savings achieved through building enhancements.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 536,500**	**$ -**	**$ -**	**$ -**	**$ 536,500**
Long-Term Debt	-	536,500	-	-	-	536,500
Funding Uses	**$ -**	**$ 536,500**	**$ -**	**$ -**	**$ -**	**$ 536,500**
Construction	-	536,500	-	-	-	536,500

Gym Floor, Bleacher Repair & Field Lighting

DEPARTMENT
Schools

LOCATION
Hanover, Liberty, Patrick Henry, Lee-Davis

PROJECT DESCRIPTION
The schools scheduled for general improvements to athletic facility infrastructure are based on the FY13 School Facilities Assessment. These improvements are being done based on normal wear and fall within the reasonable expected lifetime of the component. The improvements include: synthetic track resurfacing, wood gym floor resurfacing, field lighting and regrading and seeding of athletic fields.

USEFUL LIFE
20 years

TIMETABLE
Improvements to be completed in FY17 & FY20.

OPERATING IMPACT
There is no anticipated operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 90,000**	**$ -**	**$ -**	**$ 415,000**	**$ 505,000**
Long-Term Debt	-	90,000	-	-	415,000	505,000
Funding Uses	**$ -**	**$ 90,000**	**$ -**	**$ -**	**$ 415,000**	**$ 505,000**
Construction	-	90,000	-	-	415,000	505,000

Kitchen Modernizations

DEPARTMENT
Schools

LOCATION
Various Schools

PROJECT DESCRIPTION
The appliances and mechanical system used within a school kitchen to prepare meals, serve food, and wash dishes must be replaced periodically based on normal wear, excessive cost to repair and the obsolescence of spare parts. Based on the FY13 School Facilities Assessment, some schools will have new appliances installed in their kitchen facilities. These appliances include dishwashers, ovens, refrigerators, freezers, serving lines, kettles and steamers.

USEFUL LIFE
20 years

TIMETABLE
New equipment to be purchased and installed in FY17 & FY20.

OPERATING IMPACT
Potential energy, repair and maintenance savings achieved through equipment upgrades.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 152,000**	**$ -**	**$ -**	**$ 210,000**	**$ 362,000**
Long-Term Debt	-	152,000	-	-	210,000	362,000
Funding Uses	**$ -**	**$ 152,000**	**$ -**	**$ -**	**$ 210,000**	**$ 362,000**
Construction	-	152,000	-	-	210,000	362,000

East Side Taxiway and Apron

DEPARTMENT
Airport

LOCATION
Hanover County Airport

PROJECT DESCRIPTION
Current aircraft hangars on the West side are 100% occupied. Additional ramp apron and taxiway connectors on the East side are needed to meet the demand for additional hangars and corporate hangar development.

USEFUL LIFE
N/A

TIMETABLE
Construction in FY16 and FY17.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 4,008,614**	**$ 4,048,614**	**$ -**	**$ -**	**$ -**	**$ 8,057,228**
Categorical Federal Aid	3,885,901	3,885,901	-	-	-	7,771,802
Categorical State Aid	122,713	122,713	-	-	-	245,426
General Fund	-	40,000	-	-	-	40,000
Funding Uses	**$ 4,008,614**	**$ 4,048,614**	**$ -**	**$ -**	**$ -**	**$ 8,057,228**
Construction	4,008,614	4,048,614	-	-	-	8,057,228

Airport Land Acquisition

DEPARTMENT
Airport

LOCATION
Hanover County Airport

PROJECT DESCRIPTION
The 2000 Airport Master Plan indicates the need to purchase 58 acres of land and aviation easements to the North, South and East of the runway to meet FAA Airport Safety Criteria. Purchase of this land or easement is required to remove airspace obstructions and complete East side expansion. The County will give priority for acquisition of required land when it is on the market.

USEFUL LIFE
N/A

TIMETABLE
Purchase of land or easements in FY16/FY17.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 217,328**	**$ 1,947,368**	**$ 570,600**	**$ 1,029,118**	**$ 430,104**	**$ 4,194,518**
Categorical Federal Aid	-	1,752,631	-	945,108	394,993	3,092,732
Categorical State Aid	209,181	155,789	570,600	84,010	35,111	1,054,691
General Fund	8,147	38,948	-	-	-	47,095
Funding Uses	**$ 217,328**	**$ 1,947,368**	**$ 570,600**	**$ 1,029,118**	**$ 430,104**	**$ 4,194,518**
Land	217,328	1,947,368	570,600	1,029,118	430,104	4,194,518

Terminal Building

DEPARTMENT
Airport

LOCATION
Hanover County Airport

PROJECT DESCRIPTION
The Airport's approved Master Plan calls for a new terminal building on the Airport's East Side. State funding is based on the amount of Terminal Public Use Space versus Private Use Space, with Public Use Space typically funded 100% by the Virginia Department of Aviation (VDOA). The terminal's design and use will determine the appropriate square footage. If grant funding is requested, approval by VDOA is required prior to construction.

USEFUL LIFE
N/A

TIMETABLE
Design to be completed in FY18.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ 220,000**	**$ -**	**$ -**	**$ 220,000**
Categorical State Aid	-	-	220,000	-	-	220,000
Funding Uses	**$ -**	**$ -**	**$ 220,000**	**$ -**	**$ -**	**$ 220,000**
Professional Services	-	-	220,000	-	-	220,000

Fuel Tank Replacement

DEPARTMENT
Airport

LOCATION
Hanover County Airport

PROJECT DESCRIPTION
The current Jet A fuel tank is an above ground tank built in 1989. The tank was refurbished in 1996 with an epoxy coated lining to prevent corrosion. In 2010 the tank was inspected and repaired as needed. Airport customers requiring both Avgas and Jet A Fuel Tanks, and State Environmental regulations require tanks to meet tightness and leak proof standards. The new system will meet the current environmental regulations as well as FAA and State requirements.

USEFUL LIFE
20 years

TIMETABLE
Design and construction in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 144,000**	**$ 144,000**
Categorical State Aid	-	-	-	-	144,000	144,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 144,000**	**$ 144,000**
Equipment	-	-	-	-	144,000	144,000

Airport Improvements

DEPARTMENT
Airport

LOCATION
Hanover County Airport

PROJECT DESCRIPTION
Funding initiative to be used toward the removal of obstructions on the sides of the runway, and any additional obstruction clearing as needed to maintain federal and state grant assurance.

USEFUL LIFE
N/A

TIMETABLE
Runway 16 obstruction removal in FY19. Projects will be initiated as sufficient funding is accumulated and/or grant funds become available.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 96,000**	**$ -**	**$ 96,000**
Categorical State Aid	-	-	-	96,000	-	96,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 96,000**	**$ -**	**$ 96,000**
Construction	-	-	-	96,000	-	96,000

Capital Improvements Program

Public Utilities Projects

Abbreviations

The following abbreviations are used within the Public Utilities CIP project pages.

WTP - Water Treatment Plant
WWTP - Wastewater Treatment Plant
WWPS - Wastewater Pump Station
STP - Sewage Treatment Plan
FMP - Facilities Master Plan: Any project that is part of Public Utilities Facilities Master Plan is indicated as FMP and then the project reference number. Example: FMP W (Water) 34.

Locations

The following is a list of locations that are referenced within the project pages of the Capital Improvements Program related to Public Utilities.

Air Park Pump Station
Air Park Wastewater Pump Station
Ashland Wastewater Treatment Plant (AWWTP)
Beaverdam Wastewater Pump Station (BWWPS)
Best Products Wastewater Pump Station
Courthouse Sewage Treatment Plant (CHSTP)
Doswell Wastewater Treatment Plant (DWWTP)
Doswell Water Treatment Plant (DWTP)
Hanover Lift Station
James T. Bruce Operations Center
Mechumps Creek Wastewater Pump Station (WWPS)
Pamunkey Regional Jail (PRJ)
Pamunkey Regional Jail Lift Station
Shelton Point Wastewater Pump Station
Snead Street Wastewater Pump Station
Suburban Service Area & Rural Systems
Totopotomoy Wastewater Treatment Plant (TWWTP)

Hanover-Richmond Joint Capital Contract Payment

DEPARTMENT
DPU - Water Source & Distribution

LOCATION
N/A

PROJECT DESCRIPTION
This project provides for improvements to the City of Richmond water system to support Hanover County's water supply.

USEFUL LIFE
N/A

TIMETABLE
Improvements to be completed annually beginning in FY16 through FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 5,598,483**	**$ 6,273,461**	**$ 6,132,577**	**$ 772,331**	**$ 2,109,359**	**$ 20,886,211**
User Fees	5,598,483	6,273,461	6,132,577	772,331	2,109,359	20,886,211
Funding Uses	**$ 5,598,483**	**$ 6,273,461**	**$ 6,132,577**	**$ 772,331**	**$ 2,109,359**	**$ 20,886,211**
Joint Capital	5,598,483	6,273,461	6,132,577	772,331	2,109,359	20,886,211

Elmont Water Storage Tank and Pump Station

DEPARTMENT
DPU - Water Source & Distribution

LOCATION
Near the intersection of Cedar Lane and Karen Drive (FMP W93 & W94)

PROJECT DESCRIPTION
This project provides for the FY17 construction of a 1 MG water storage tank and a pump station to be located near the intersection of Cedar Lane and Karen Drive. This project is needed to provide adequate system pressures and fire flows in the far western portions of the Suburban Service Area.

USEFUL LIFE
35 to 75 years

TIMETABLE
Construction in FY17.

OPERATING IMPACT
Operating impact of $29,000 per year.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 5,000,000**	**$ -**	**$ -**	**$ -**	**$ 5,000,000**
Capacity Fees	-	5,000,000	-	-	-	5,000,000
Funding Uses	**$ -**	**$ 5,000,000**	**$ -**	**$ -**	**$ -**	**$ 5,000,000**
Construction	-	5,000,000	-	-	-	5,000,000
Operating Impact	**$ -**	**$ -**	**$ 29,000**	**$ 29,000**	**$ 29,000**	**$ 87,000**
Maintenance	-	-	29,000	29,000	29,000	87,000

Cedar Lane Waterline Improvements

DEPARTMENT
DPU - Water Source & Distribution

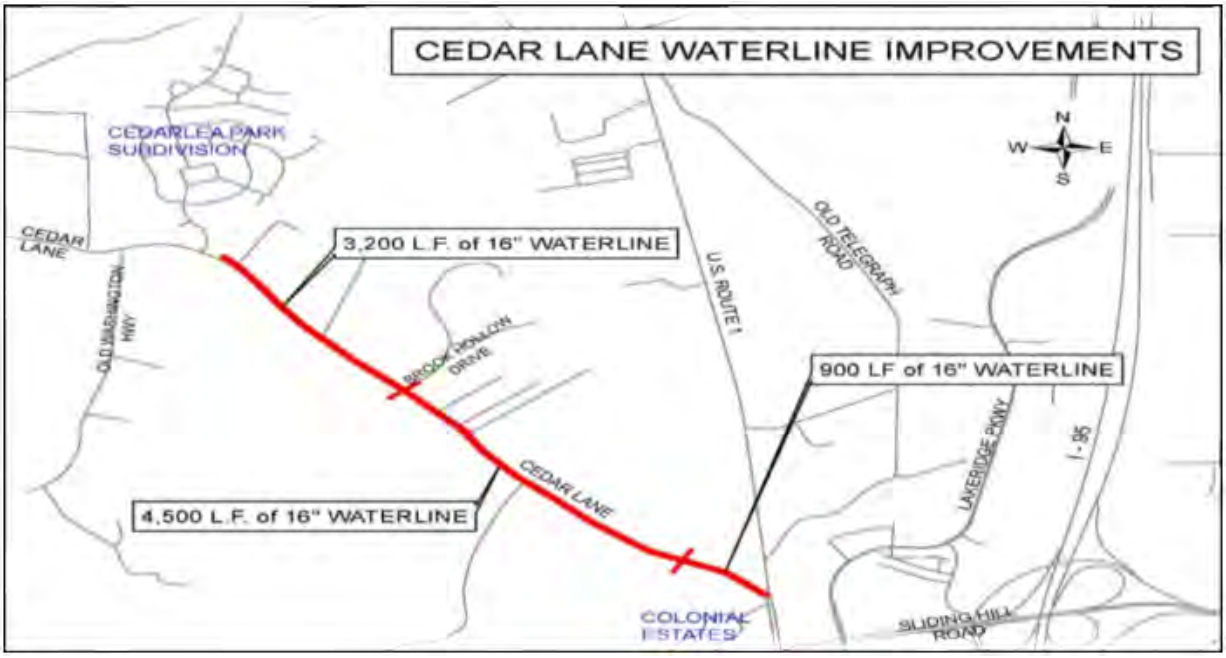
LOCATION
Along Cedar Lane from Cedarlea Parkway to Route 1 (FMP W25)

PROJECT DESCRIPTION
This project provides for the FY16 design and easement acquisition and FY18 construction of approximately 3,200' of 16" waterline from Cedarlea Parkway to Brookhollow Drive, for the FY17 construction of approximately 900' of 16" waterline in conjunction with the proposed County Cedar Lane road improvement project and for the FY18 design and easement acquisition and FY20 construction of approximately 4,500' of 16" waterline from Brookhollow Drive to the end of the waterline installed with the Cedar Lane road project.

USEFUL LIFE
50 years

TIMETABLE
Design and easement acquisition in FY16; construction in FY17; design, easement acquisition and construction in FY18; construction in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 208,000**	**$ 280,000**	**$ 1,185,000**	**$ -**	**$ 1,196,000**	**$ 2,869,000**
Capacity Fees	208,000	280,000	1,185,000	-	1,196,000	2,869,000
Funding Uses	**$ 208,000**	**$ 280,000**	**$ 1,185,000**	**$ -**	**$ 1,196,000**	**$ 2,869,000**
Construction	-	280,000	826,000	-	1,196,000	2,302,000
Professional Services	125,440	-	215,000	-	-	340,440
Land	82,560	-	144,000	-	-	226,560

Henrico Water Capacity Purchase

DEPARTMENT
DPU - Water Source & Distribution

LOCATION
N/A

PROJECT DESCRIPTION
Hanover's current contract with Henrico allows Hanover to purchase its allocated 0.775 MGD capacity. Currently Hanover makes annual payments for capacity. For FY13, the annual capacity payment was $279,408. The payback period for this purchase is 10 to 12 years.

USEFUL LIFE
N/A

TIMETABLE
Purchasing in FY16.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 2,600,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,600,000**
Capacity Fees	2,600,000	-	-	-	-	2,600,000
Funding Uses	**$ 2,600,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,600,000**
Construction	2,600,000	-	-	-	-	2,600,000

New Ashcake Road Waterline Improvements

DEPARTMENT
DPU - Water Source & Distribution

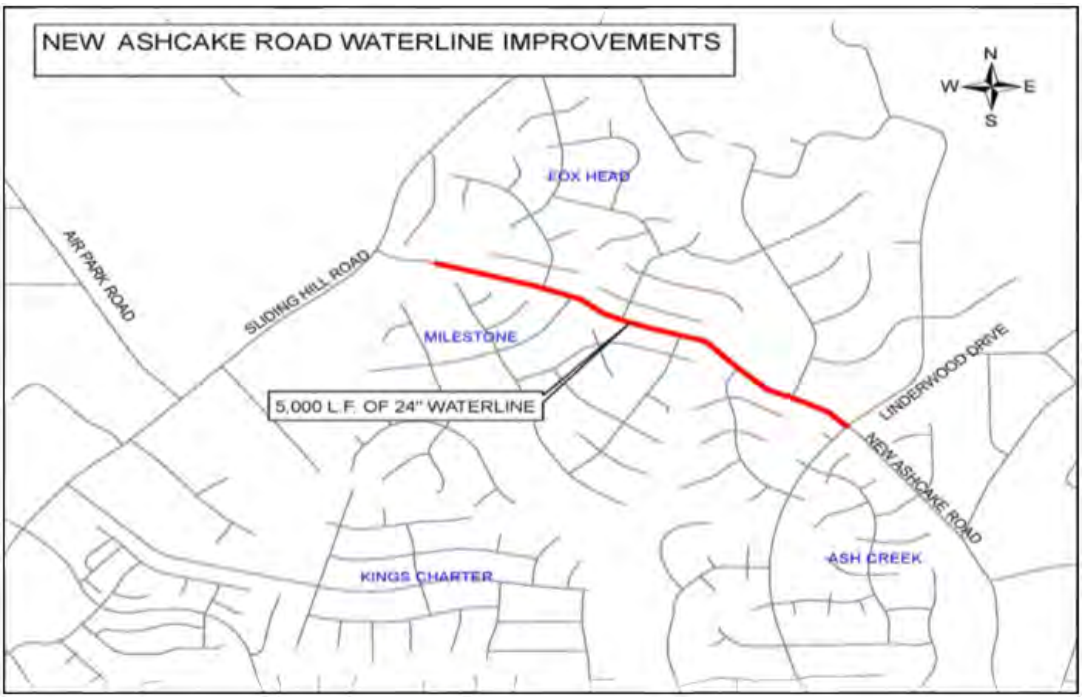
LOCATION
Along New Ashcake Road from Linderwood Drive to Sliding Hill Road (FMP W14)

PROJECT DESCRIPTION
This project provides for the FY16 design and easement acquisition and FY18 construction of approximately 5,000' of 24" waterline along New Ashcake Road from Linderwood Drive to the vicinity of the intersection of New Ashcake and Sliding Hill Roads.

USEFUL LIFE
50 years

TIMETABLE
Design and easement acquisition in FY16; construction in FY18.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 322,000**	**$ -**	**$ 1,334,000**	**$ -**	**$ -**	**$ 1,656,000**
Capacity Fees	322,000	-	1,334,000	-	-	1,656,000
Funding Uses	**$ 322,000**	**$ -**	**$ 1,334,000**	**$ -**	**$ -**	**$ 1,656,000**
Construction	-	-	1,334,000	-	-	1,334,000
Professional Services	200,000	-	-	-	-	200,000
Land	122,000	-	-	-	-	122,000

Sliding Hill Rd & Ashcake Rd Waterline Improvements

DEPARTMENT
DPU - Water Source & Distribution

LOCATION
Along Sliding Hill Road from Countryside Lane to Ashcake Road (FMP W19 Modified Phase 2) and along Ashcake Road from Sliding Hill Road to connect to existing waterline in Ashcake Road (FMP W36)

PROJECT DESCRIPTION
This project provides for the FY19 design and easement acquisition and the FY20 construction of approximately 2,900' of 20" waterline along Sliding Hill Road from Countryside Lane to Ashcake Road and 3,200' of 16" waterline along Ashcake Road from Sliding Hill Road to connect to the existing waterline in Ashcake Road.

USEFUL LIFE
50 years

TIMETABLE
Design and easement acquisition in FY19; construction in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 310,000**	**$ 1,284,000**	**$ 1,594,000**
Capacity Fees	-	-	-	310,000	1,284,000	1,594,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 310,000**	**$ 1,284,000**	**$ 1,594,000**
Construction	-	-	-	-	1,284,000	1,284,000
Professional Services	-	-	-	186,000	-	186,000
Land	-	-	-	124,000	-	124,000

Meadowbridge Road Waterline Improvements

DEPARTMENT
DPU - Water Source & Distribution

LOCATION
Meadowbridge Road from Memorial Regional Medical Center to Shady Grove Road (FMP W77)

PROJECT DESCRIPTION
This project includes the FY19 design and easement acquisition and FY20 construction of approximately 2,700' of 16" waterline along Meadowbridge Road from the entrance to Memorial Regional Medical Center to Shady Grove Road.

USEFUL LIFE
50 years

TIMETABLE
Design and easement acquisition in FY19; construction in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 172,000**	**$ 701,000**	**$ 873,000**
Capacity Fees	-	-	-	172,000	701,000	873,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 172,000**	**$ 701,000**	**$ 873,000**
Construction	-	-	-	-	701,000	701,000
Professional Services	-	-	-	103,600	-	103,600
Land	-	-	-	68,400	-	68,400

I-95 Waterline Crossing at Long Road

DEPARTMENT
DPU - Water Source & Distribution

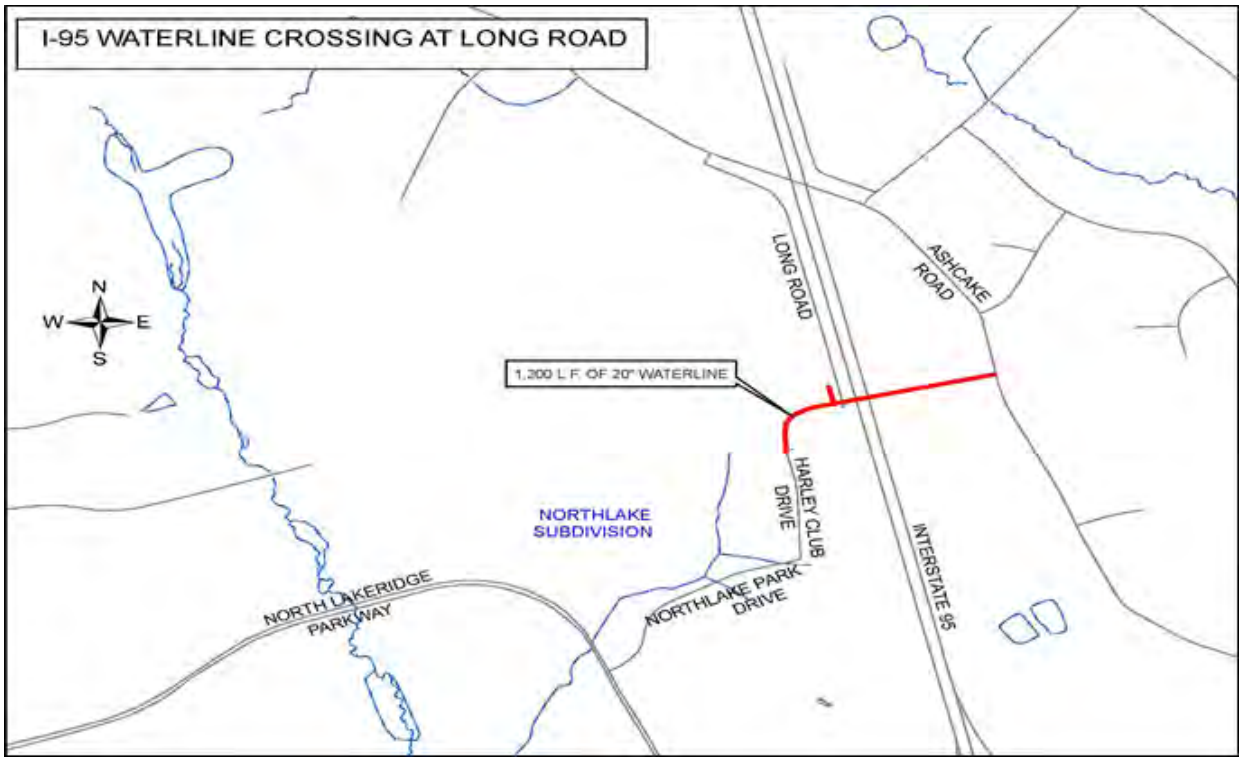
LOCATION
Ashcake Road to Harley Club Drive in the Northlake Development (FMP W38 Modified Phase 1)

PROJECT DESCRIPTION
This project provides for the FY18 design and easement acquisition and FY20 construction of approximately 1,200' of 20" waterline from Ashcake Road to Harley Club Drive in the Northlake Development.

USEFUL LIFE
50 years

TIMETABLE
Design and easement acquisition in FY18; construction in FY20.

OPERATING IMPACT
Anticipated impact of $200 per year beginning in FY21.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ 141,000**	**$ -**	**$ 581,000**	**$ 722,000**
Capacity Fees	-	-	141,000	-	581,000	722,000
Funding Uses	**$ -**	**$ -**	**$ 141,000**	**$ -**	**$ 581,000**	**$ 722,000**
Construction	-	-	-	-	581,000	581,000
Professional Services	-	-	84,600	-	-	84,600
Land	-	-	56,400	-	-	56,400

Air Park Water Tank Rehabilitation

DEPARTMENT
DPU - Water Source & Distribution

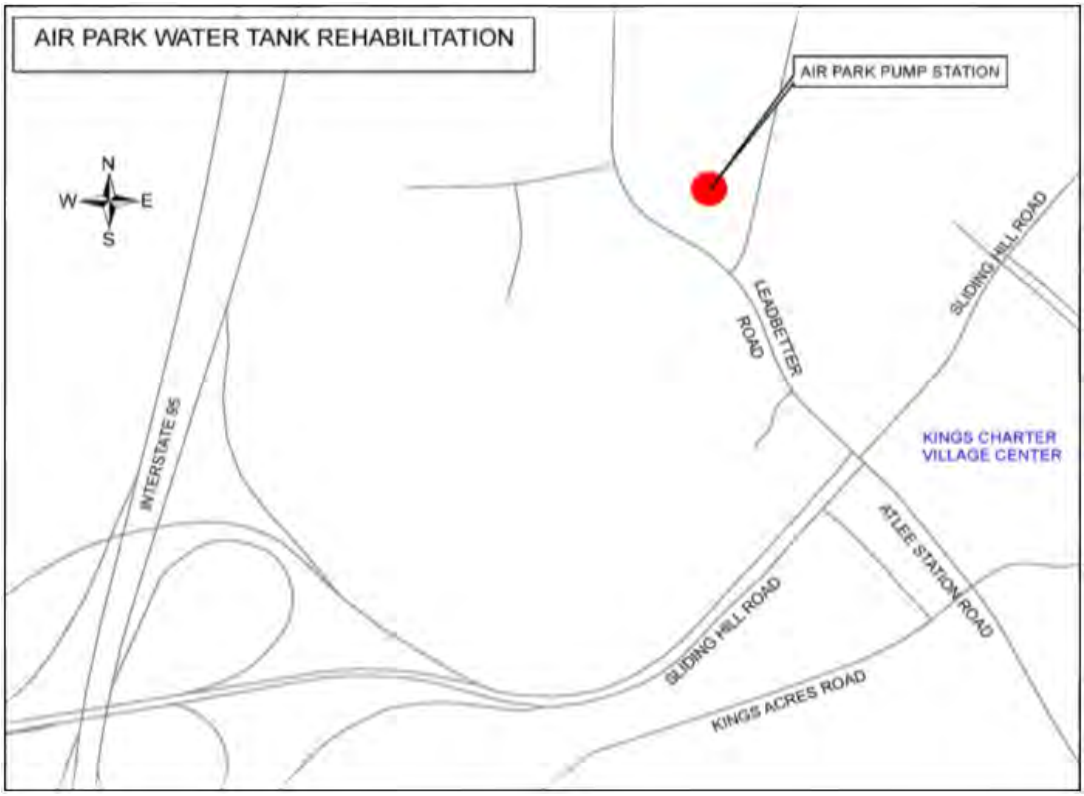
LOCATION
Air Park Pump Station

PROJECT DESCRIPTION
This project provides for the rehabilitation of the 1,000,000 gallon Air Park water storage tank.

USEFUL LIFE
15 to 75 years

TIMETABLE
Design in FY17; construction in FY19.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 55,000**	**$ -**	**$ 445,000**	**$ -**	**$ 500,000**
User Fees	-	55,000	-	445,000	-	500,000
Funding Uses	**$ -**	**$ 55,000**	**$ -**	**$ 445,000**	**$ -**	**$ 500,000**
Construction	-	-	-	445,000	-	445,000
Professional Services	-	55,000	-	-	-	55,000

Doswell WTP Carbon Feed System

DEPARTMENT
DPU - Water Source & Distribution

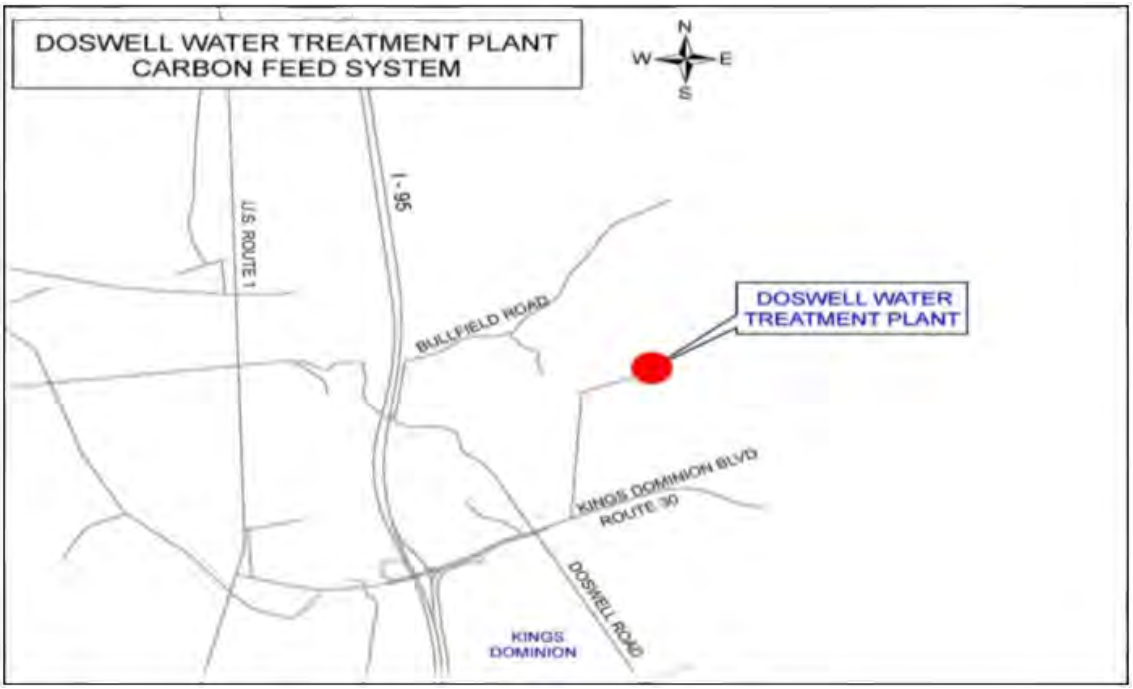
LOCATION
Doswell Water Treatment Plant

PROJECT DESCRIPTION
EPA's Stage II Disinfectant By-Product Rule is more stringent than the previous Stage I rule. This project provides for the capability of powdered activated carbon addition, if warranted, to enhance water treatment and ensure compliance with the regulation.

USEFUL LIFE
10 years

TIMETABLE
Design in FY18; construction in FY19.

OPERATING IMPACT
Anticipated operating impact of $56,000 per year.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ 54,000**	**$ 300,000**	**$ -**	**$ 354,000**
User Fees	-	-	54,000	300,000	-	354,000
Funding Uses	**$ -**	**$ -**	**$ 54,000**	**$ 300,000**	**$ -**	**$ 354,000**
Construction	-	-	-	300,000	-	300,000
Professional Services	-	-	54,000	-	-	54,000
Operating Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ 56,000**	**$ 56,000**
Maintenance	-	-	-	-	56,000	56,000

Air Park Water Storage Tank Pump Upgrade

DEPARTMENT
DPU - Water Source & Distribution

LOCATION
Air Park Pump Station

PROJECT DESCRIPTION
This project provides for the upgrade of the existing pumps to full-size impellers and 75 Hp motors and the installation of larger variable frequency drives.

USEFUL LIFE
20 years

TIMETABLE
Design in FY18; construction in FY19.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ 34,000**	**$ 290,000**	**$ -**	**$ 324,000**
User Fees	-	-	34,000	290,000	-	324,000
Funding Uses	**$ -**	**$ -**	**$ 34,000**	**$ 290,000**	**$ -**	**$ 324,000**
Construction	-	-	-	290,000	-	290,000
Professional Services	-	-	34,000	-	-	34,000

Waterline Replacement

DEPARTMENT
DPU - Water Source & Distribution

LOCATION
Suburban Service Area and Rural Systems

PROJECT DESCRIPTION
This project provides for the replacement of aged and undersized waterlines in various streets within the Suburban Service Area and Rural Systems.

USEFUL LIFE
50 years

TIMETABLE
Design and construction beginning in FY17.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 300,000**
User Fees	-	75,000	75,000	75,000	75,000	300,000
Funding Uses	**$ -**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 300,000**
Construction	-	67,500	67,500	67,500	67,500	270,000
Professional Services	-	7,500	7,500	7,500	7,500	30,000

Ashcake Road/Long Road Waterline Improvements

DEPARTMENT
DPU - Water Source & Distribution

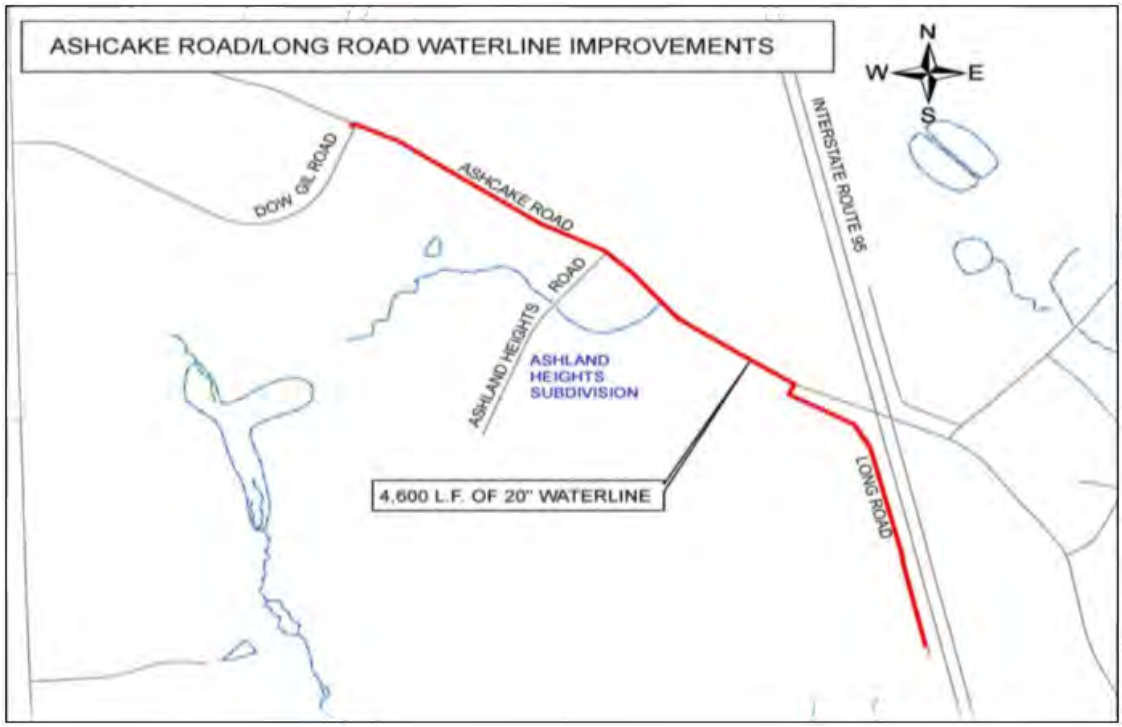
LOCATION
From the Northlake Development along Long Road to Ashcake Road ending at Dow Gil Road
(FMP W38 Modified Phase 2)

PROJECT DESCRIPTION
This project provides for the FY19 design and easement acquisition and FY21 construction of approximately 4,600' of 20" waterline from the Northlake Development along Long Road to Ashcake Road and ending at Dow Gil Road. This project provides increased transmission capacity from the planned Garnett/Ashcake Road Water Storage Tank and Pump Station.

USEFUL LIFE
50 years

TIMETABLE
Design and easement acquisition in FY19.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 282,000**	**$ -**	**$ 282,000**
Capacity Fees	-	-	-	282,000	-	282,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 282,000**	**$ -**	**$ 282,000**
Professional Services	-	-	-	169,200	-	169,200
Land	-	-	-	112,800	-	112,800

Pamunkey Regional Jail Water Tank Rehabilitation

DEPARTMENT
DPU - Water Source & Distribution

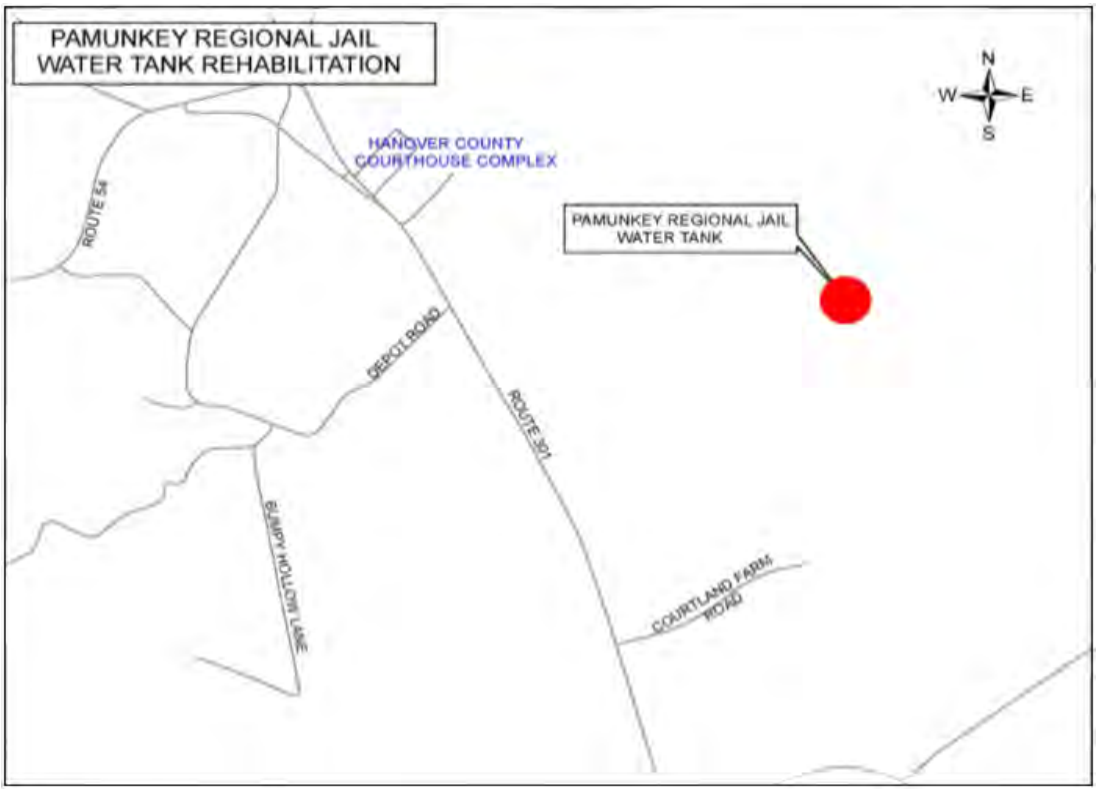
LOCATION
Pamunkey Regional Jail

PROJECT DESCRIPTION
This project provides for recoating and structural repairs to the Pamunkey Regional Jail water storage tank.

USEFUL LIFE
15 to 75 years

TIMETABLE
Design and construction in FY16.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 275,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 275,000**
User Fees	275,000	-	-	-	-	275,000
Funding Uses	**$ 275,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 275,000**
Construction	235,000	-	-	-	-	235,000
Professional Services	40,000	-	-	-	-	40,000

Doswell WTP Rehabilitation

DEPARTMENT
DPU - Water Source & Distribution

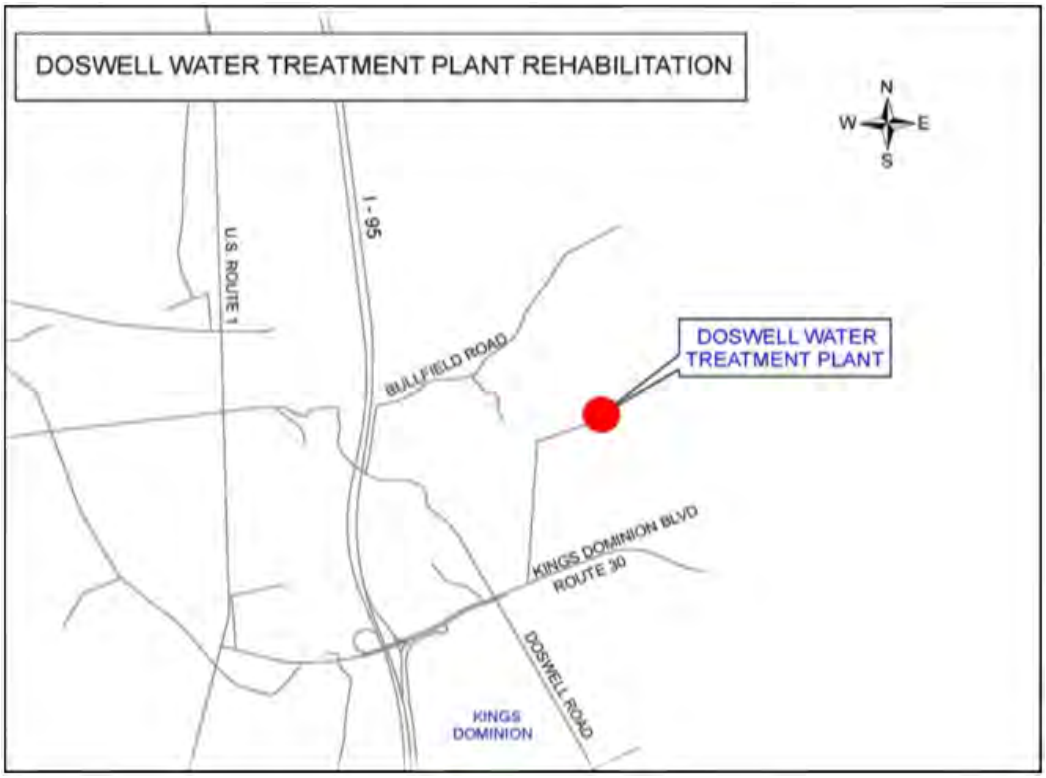
LOCATION
Doswell Water Treatment Plant

PROJECT DESCRIPTION
This project provides for the continuing funding to rehabilitate various equipment, structural components and process enhancements at the Doswell Water Treatment Plant.

USEFUL LIFE
5 to 35 years

TIMETABLE
Design and construction from FY17 through FY19.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ -**	**$ 225,000**
User Fees	-	75,000	75,000	75,000	-	225,000
Funding Uses	**$ -**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ -**	**$ 225,000**
Construction	-	67,500	67,500	67,500	-	202,500
Professional Services	-	7,500	7,500	7,500	-	22,500

Cold Harbor Road Waterline Improvements

DEPARTMENT
DPU - Water Source & Distribution

LOCATION
Along Cold Harbor Road from Mary Esther Lane to Bonniefield Drive

PROJECT DESCRIPTION
This project provides for the FY20 design and easement acquisition and the FY21 construction of 4,200' of 16" waterline along Cold Harbor Road from Mary Esther Lane to Bonniefield Drive.

USEFUL LIFE
50 years

TIMETABLE
Design and easement acquisition in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 191,000**	**$ 191,000**
Capacity Fees	-	-	-	-	191,000	191,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 191,000**	**$ 191,000**
Professional Services	-	-	-	-	115,000	115,000
Land	-	-	-	-	76,000	76,000

Dianne Ridge Subdivision Water Treatment

DEPARTMENT
DPU - Water Source & Distribution

LOCATION
Dianne Ridge Subdivision

PROJECT DESCRIPTION
This project provides for the FY17 design and FY18 construction of treatment equipment for removal of gross alpha should levels increase beyond maximum containment level. The well water is in compliance with EPA/VDH regulations. Sampling, which is required every three years, will be used to determine if and when the project is needed.

USEFUL LIFE
30 years

TIMETABLE
Design in FY17; construction in FY18.

OPERATING IMPACT
Anticipated operating impact of $3,000 per year.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 39,000**	**$ 102,000**	**$ -**	**$ -**	**$ 141,000**
User Fees	-	39,000	102,000	-	-	141,000
Funding Uses	**$ -**	**$ 39,000**	**$ 102,000**	**$ -**	**$ -**	**$ 141,000**
Construction	-	-	102,000	-	-	102,000
Professional Services	-	39,000	-	-	-	39,000
Operating Impact	**$ -**	**$ -**	**$ -**	**$ 3,000**	**$ 3,000**	**$ 6,000**
Maintenance	-	-	-	3,000	3,000	6,000

Oak Hill Estates Hydro and Storage Tank Replacement

DEPARTMENT
DPU - Water Source & Distribution

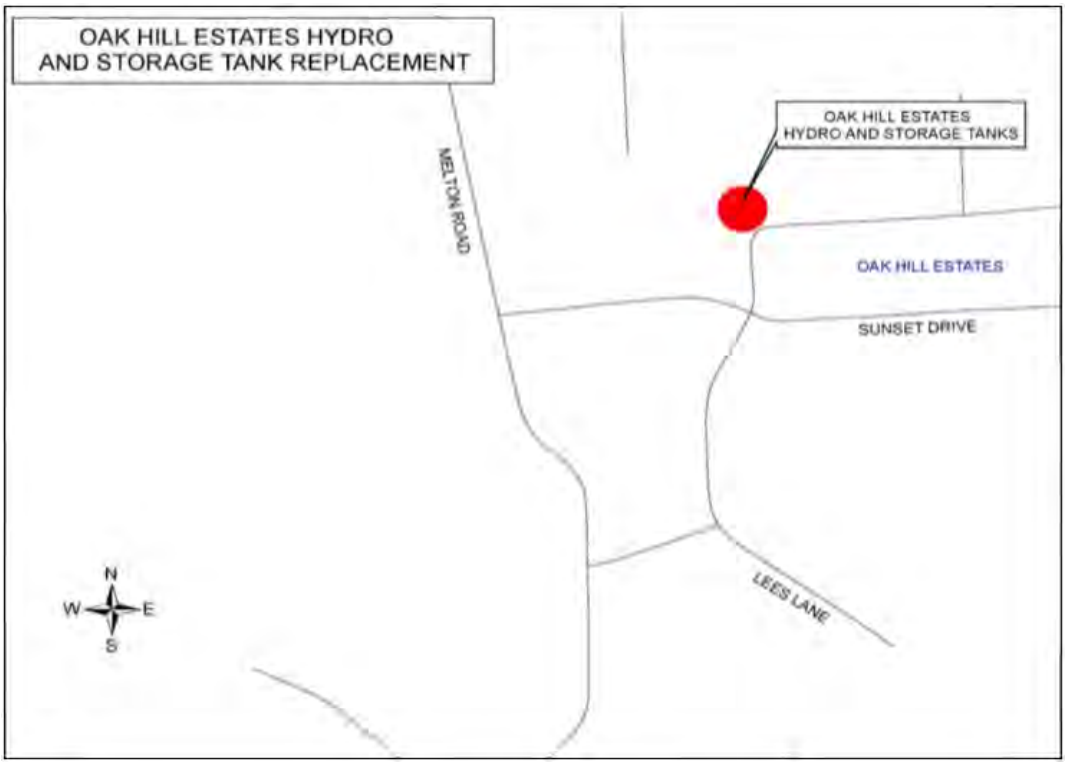
LOCATION
Oak Hill Estates

PROJECT DESCRIPTION
This project provides for the replacement of the existing 5,000 gallon hydro pneumatic tanks and both the 20,000 and 25,000 gallon ground storage tanks located in Oak Hill Estates.

USEFUL LIFE
15 to 75 years

TIMETABLE
Design and construction in FY17.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 125,000**	**$ -**	**$ -**	**$ -**	**$ 125,000**
User Fees	-	125,000	-	-	-	125,000
Funding Uses	**$ -**	**$ 125,000**	**$ -**	**$ -**	**$ -**	**$ 125,000**
Construction	-	110,000	-	-	-	110,000
Professional Services	-	15,000	-	-	-	15,000

Doswell WTP Storage Tank Generator

DEPARTMENT
DPU - Water Source & Distribution

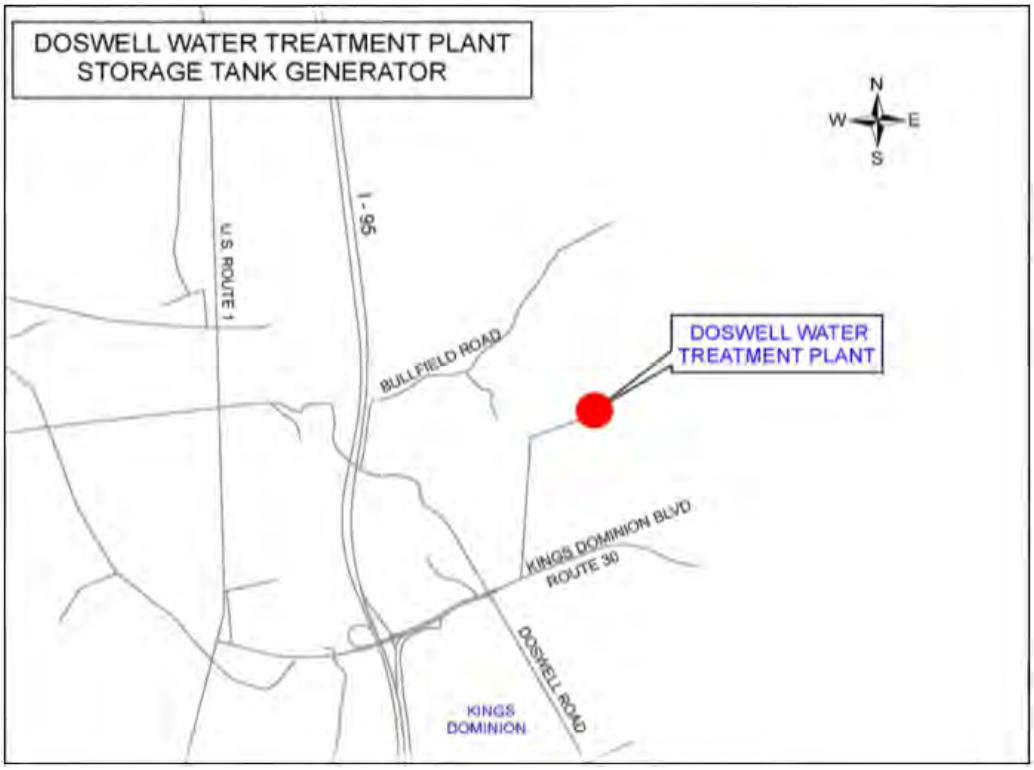
LOCATION
Doswell Water Treatment Plant

PROJECT DESCRIPTION
This project includes the removal of the existing 125kW generator and automatic transfer switch. This unit was installed in 1976 and will be at the end of its useful life.

USEFUL LIFE
25 to 30 years

TIMETABLE
Construction in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 98,000**	**$ 98,000**
User Fees	-	-	-	-	98,000	98,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 98,000**	**$ 98,000**
Construction	-	-	-	-	98,000	98,000

Harris Court Water Tank Rehabilitation

DEPARTMENT
DPU - Water Source & Distribution

LOCATION
Harris Court Ground Storage Tank in Mechanicsville near Lee Davis High School

PROJECT DESCRIPTION
This project provides for repairs and cathodic protection addition to the 500,000 gallon Harris Court ground storage tank.

USEFUL LIFE
15 to 75 years

TIMETABLE
Design in FY16; construction in FY18.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 20,000**	**$ -**	**$ 75,000**	**$ -**	**$ -**	**$ 95,000**
User Fees	20,000	-	75,000	-	-	95,000
Funding Uses	**$ 20,000**	**$ -**	**$ 75,000**	**$ -**	**$ -**	**$ 95,000**
Construction	-	-	75,000	-	-	75,000
Professional Services	20,000	-	-	-	-	20,000

Pleasant Street Water Tank Rehabilitation

DEPARTMENT
DPU - Water Source & Distribution

LOCATION
Pleasant Street Ground Storage Tank in Ashland

PROJECT DESCRIPTION
This project provides for repairs and cathodic protection addition to the 1MG Pleasant Street ground storage tank.

USEFUL LIFE
15 to 75 years

TIMETABLE
Design in FY17; construction in FY19.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 20,000**	**$ -**	**$ 75,000**	**$ -**	**$ 95,000**
User Fees	-	20,000	-	75,000	-	95,000
Funding Uses	**$ -**	**$ 20,000**	**$ -**	**$ 75,000**	**$ -**	**$ 95,000**
Construction	-	-	-	75,000	-	75,000
Professional Services	-	20,000	-	-	-	20,000

Georgetown Well House Rehabilitation

DEPARTMENT
DPU - Water Source & Distribution

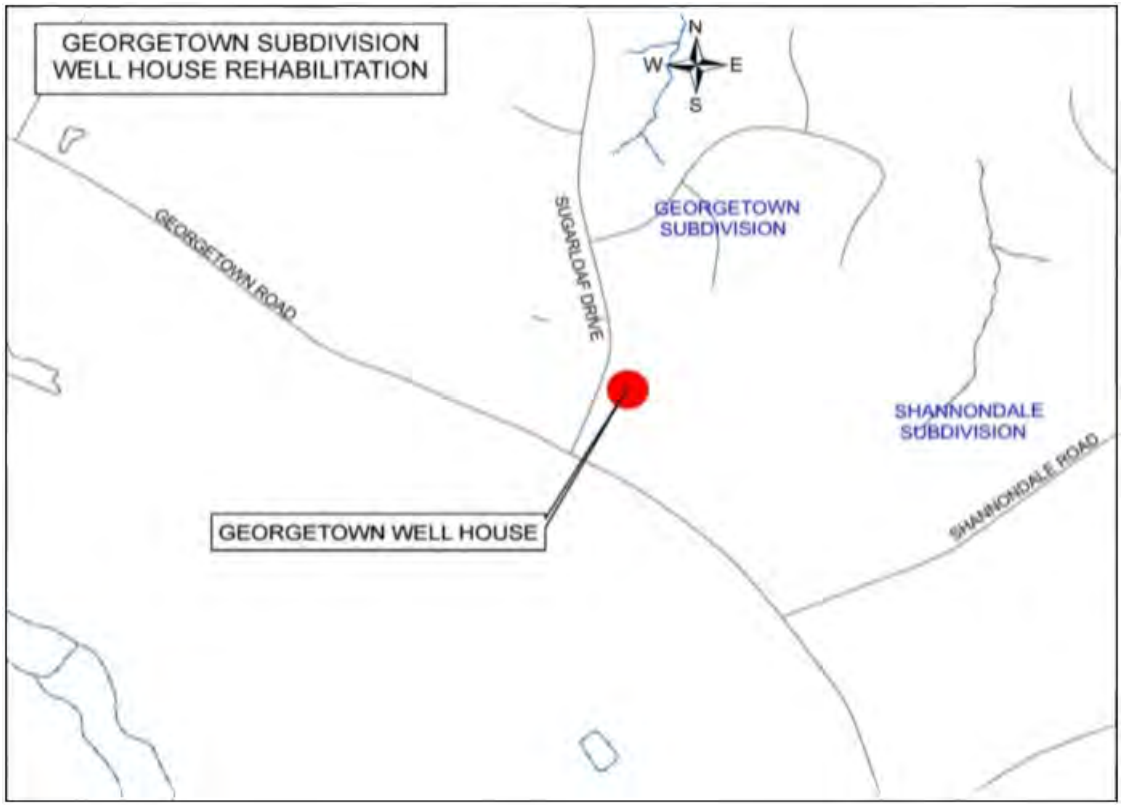
LOCATION
Georgetown Subdivision Well House

PROJECT DESCRIPTION
This project provides for the FY16 rehabilitation of the Georgetown Well House facility.

USEFUL LIFE
20 to 35 years

TIMETABLE
Design and construction in FY16.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 85,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 85,000**
User Fees	85,000	-	-	-	-	85,000
Funding Uses	**$ 85,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 85,000**
Construction	65,000	-	-	-	-	65,000
Professional Services	20,000	-	-	-	-	20,000

Water Tank Rehabilitation

DEPARTMENT
DPU - Water Source & Distribution

LOCATION
Suburban Service Area and Rural Systems

PROJECT DESCRIPTION
This project provides for the continuing funding to rehabilitate existing water storage tanks throughout the Suburban Service Area and Rural Systems.

USEFUL LIFE
15 to 75 years

TIMETABLE
Construction in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 75,000**	**$ 75,000**
User Fees	-	-	-	-	75,000	75,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 75,000**	**$ 75,000**
Construction	-	-	-	-	75,000	75,000

Doswell WTP Generator Fuel Tank Replacement

DEPARTMENT
DPU - Water Source & Distribution

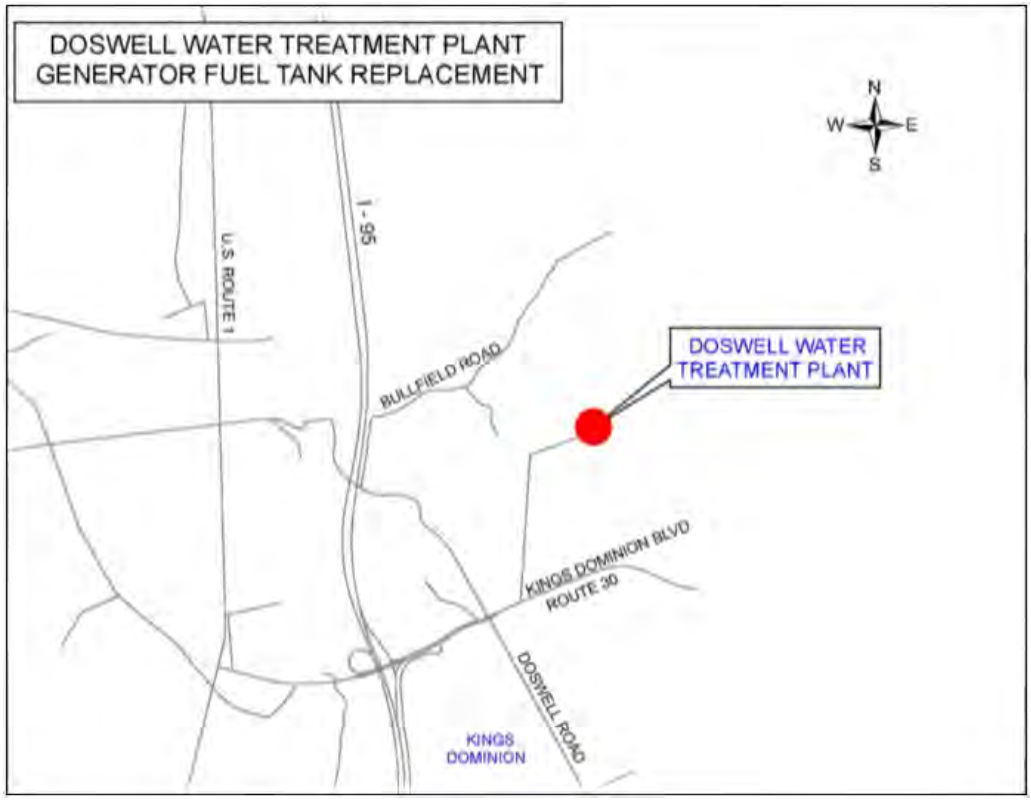
LOCATION
Doswell Water Treatment Plant

PROJECT DESCRIPTION
This project provides for the design and "in kind" replacement of the main plant generator fuel tank. It is anticipated that by 2020 it will have reached the end of its useful life (installed 1991).

USEFUL LIFE
30 years

TIMETABLE
Construction in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 69,000**	**$ 69,000**
User Fees	-	-	-	-	69,000	69,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 69,000**	**$ 69,000**
Construction	-	-	-	-	69,000	69,000

Cold Harbor Road Overpass Waterline Rehabilitation

DEPARTMENT
DPU - Water Source & Distribution

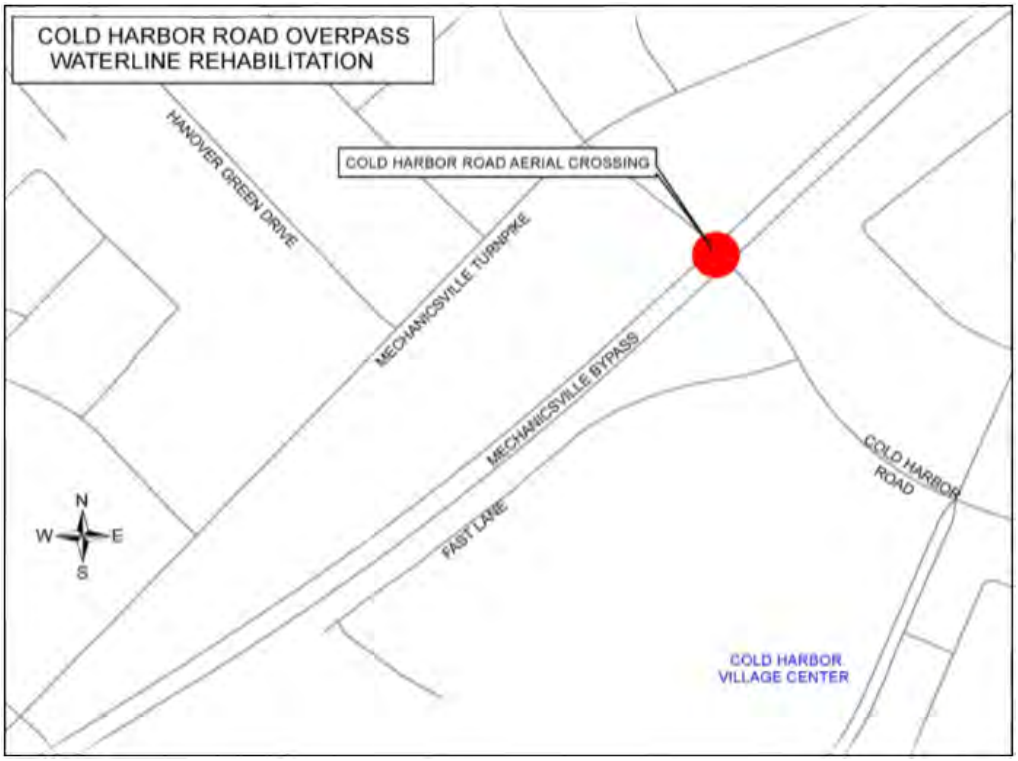
LOCATION
Cold Harbor Road at Route 360 Aerial Crossing

PROJECT DESCRIPTION
This project includes broken hanger replacements, expansion joint coupling, TEAM valve installations and joint tightening on Cold Harbor Road at the Route 360 aerial crossing.

USEFUL LIFE
50 years

TIMETABLE
Construction in FY16.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 60,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 60,000**
User Fees	60,000	-	-	-	-	60,000
Funding Uses	**$ 60,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 60,000**
Construction	60,000	-	-	-	-	60,000

Jackson Avenue Water Tank Rehabilitation

DEPARTMENT
DPU - Water Source & Distribution

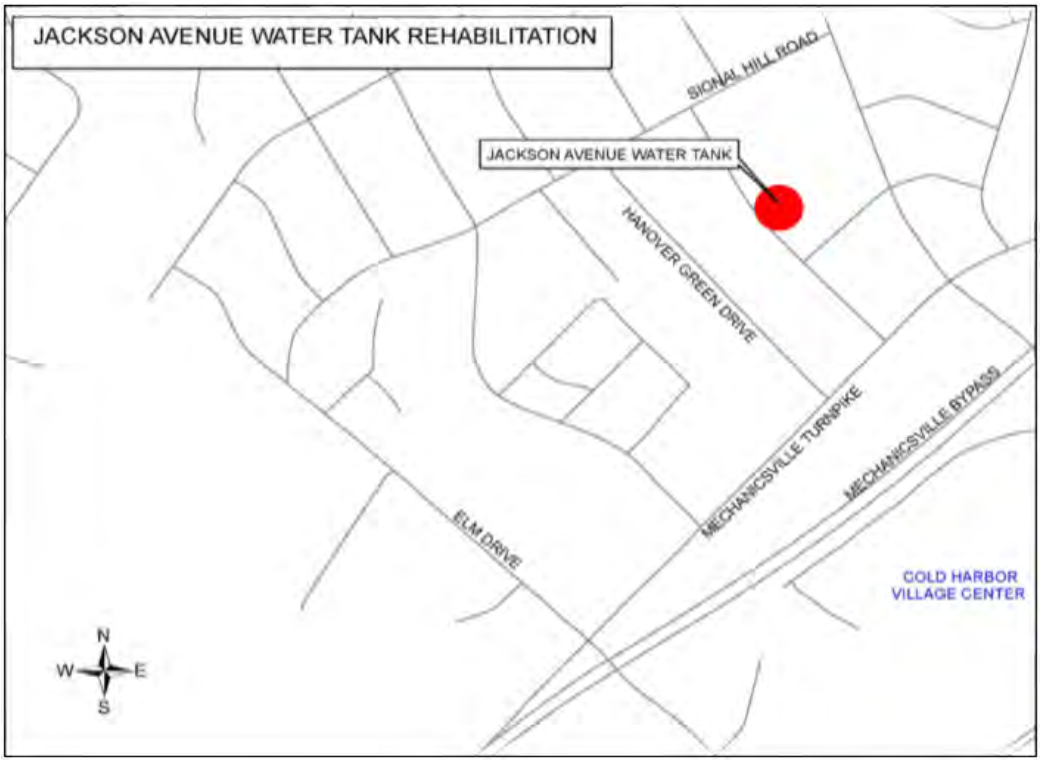
LOCATION
Jackson Avenue Elevated Storage Tank in Old Mechanicsville

PROJECT DESCRIPTION
This project provides for minor corrosion and structural repairs to the 200,000 gallon Jackson Avenue elevated water storage tank.

USEFUL LIFE
15 to 75 years

TIMETABLE
Construction in FY16.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 60,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 60,000**
User Fees	60,000	-	-	-	-	60,000
Funding Uses	**$ 60,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 60,000**
Construction	60,000	-	-	-	-	60,000

Totopotomoy WWTP Nutrient Improvements Phase 2

DEPARTMENT
DPU - Wastewater Collection & Treatment

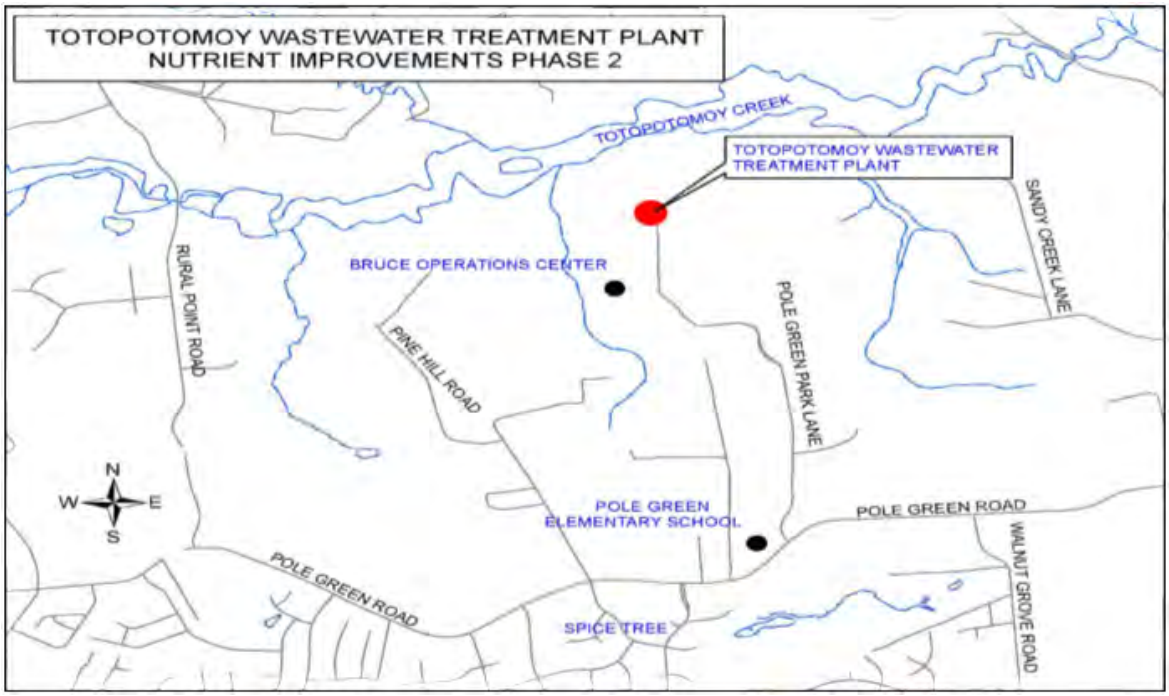
LOCATION
Totopotomoy Wastewater Treatment Plant

PROJECT DESCRIPTION
This project will include replacement of the nitrified recycle pumps in the remaining two treatment trains of the biological treatment facilities. The new nitrified recycle pumps increase mechanical reliability and increase the recycle flow rate to optimize nutrient removal. This project also includes supplemental carbon storage feed facilities for enhanced denitrification in the TWWTP. Supplemental carbon feed provides a carbon (e.g. glycerine) source needed for enhanced nitrogen removal.

USEFUL LIFE
30 years

TIMETABLE
Design and construction in FY20.

OPERATING IMPACT
Chemical costs will be dependent on removal goals. The carbon feed facility will have normal heating and cooling costs and minor costs for metered pumping. To be established with design.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,050,000**	**$ 2,050,000**
User Fees	-	-	-	-	2,050,000	2,050,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,050,000**	**$ 2,050,000**
Construction	-	-	-	-	1,783,500	1,783,500
Professional Services	-	-	-	-	266,500	266,500

Shelton Pointe Force Main Upgrade

DEPARTMENT
DPU - Wastewater Collection & Treatment

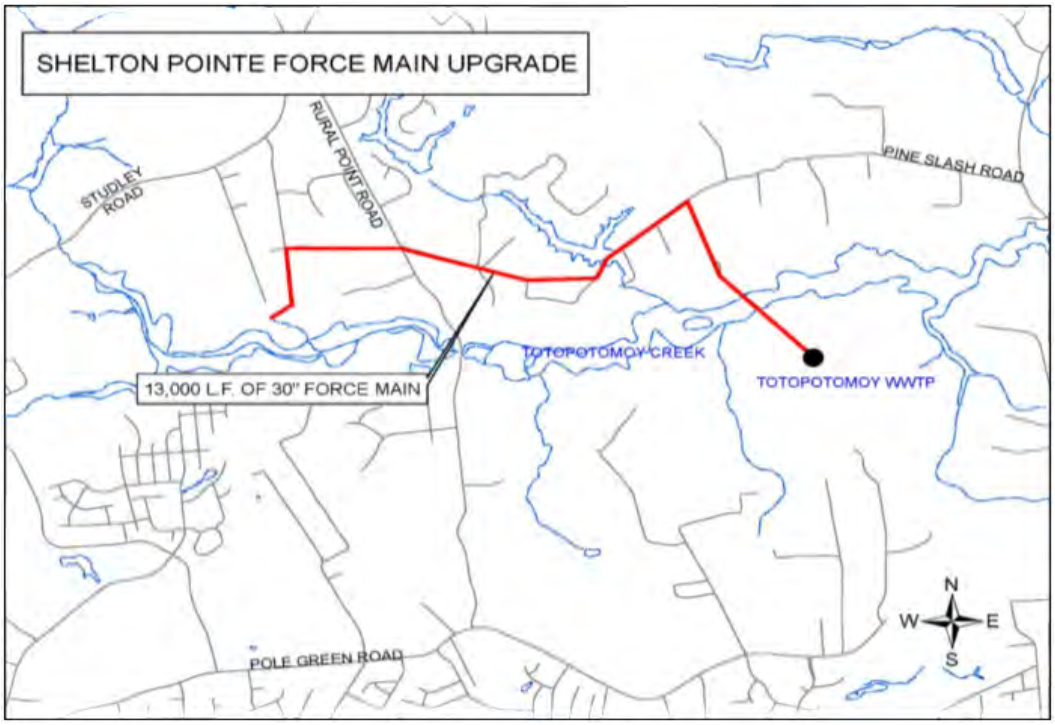
LOCATION
Shelton Pointe Force Main (FMP S66)

PROJECT DESCRIPTION
This project provides for the FY20 design and easement acquisition and the FY22 construction of 13,000' of 30" force main beginning at the Shelton Pointe Wastewater Pump Station (WWPS) and extending northeast to the Totopotomoy Wastewater Treatment Plant (WWTP). This project will allow additional wastewater from Shelton Pointe WWPS to be conveyed to the Totopotomoy WWTP.

USEFUL LIFE
50 years

TIMETABLE
Design and easement acquisition in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,622,000**	**$ 1,622,000**
Capacity Fees	-	-	-	-	1,622,000	1,622,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,622,000**	**$ 1,622,000**
Professional Services	-	-	-	-	973,000	973,000
Land	-	-	-	-	649,000	649,000

Ashland Sewerline Rehabilitation - Area 2

DEPARTMENT
DPU - Wastewater Collection & Treatment

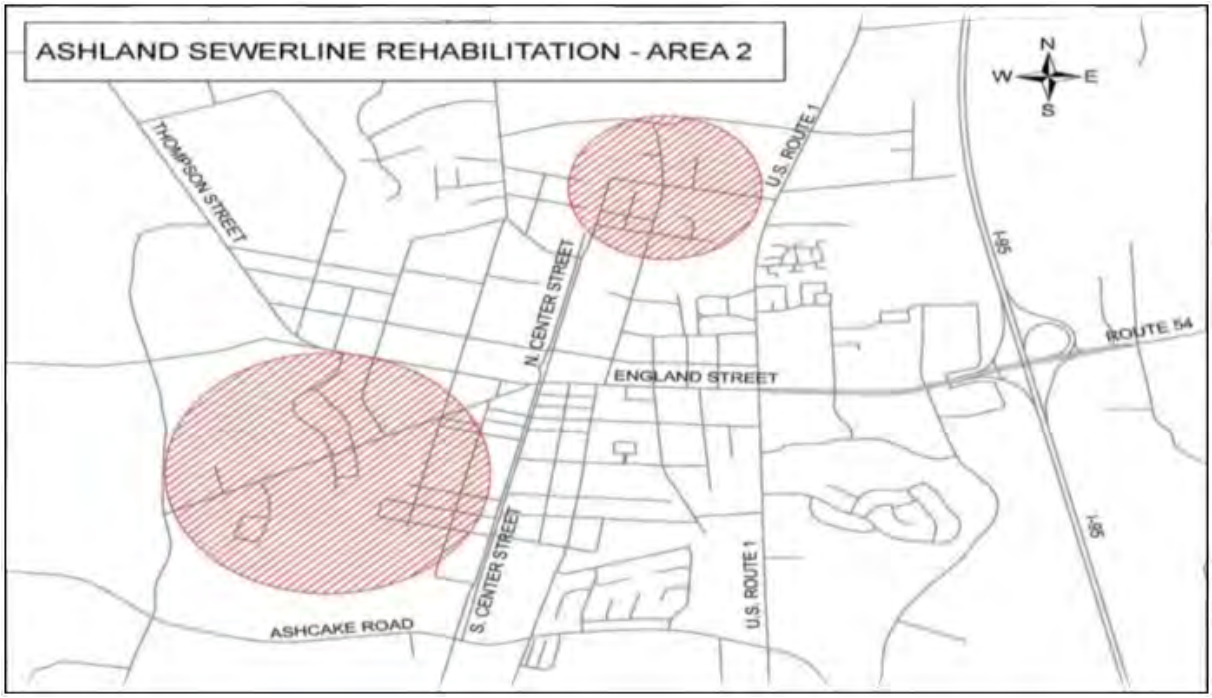
LOCATION
Ashland Wastewater Treatment Plant Drainage Basin

PROJECT DESCRIPTION
This project provides for sewerline rehabilitation within the Ashland Wastewater Treatment Plant drainage basin. This project consists of sewerline, lateral and manhole rehabilitation and replacement. These repairs are needed to correct structural defects in the sewer pipes and to reduce the volume of inflow and infiltration to the sanitary sewer system.

USEFUL LIFE
50 years

TIMETABLE
Design in FY17; construction in FY18.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 110,500**	**$ 739,500**	**$ -**	**$ -**	**$ 850,000**
User Fees	-	110,500	739,500	-	-	850,000
Funding Uses	**$ -**	**$ 110,500**	**$ 739,500**	**$ -**	**$ -**	**$ 850,000**
Construction	-	-	739,500	-	-	739,500
Professional Services	-	110,500	-	-	-	110,500

Pump Station #5 Rehabilitation

DEPARTMENT
DPU - Wastewater Collection & Treatment

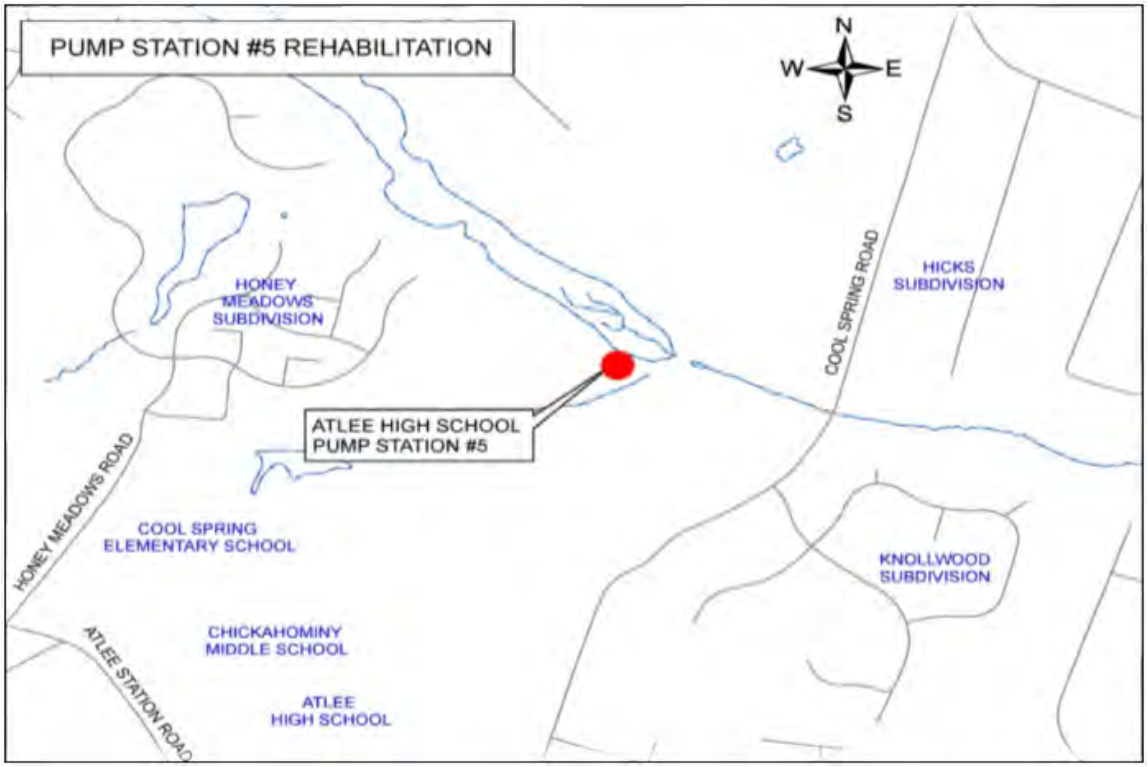
LOCATION
Atlee High School Pump Station #5

PROJECT DESCRIPTION
This project includes the design and rehabilitation of the pump station. The pump station will be 30 years old at the time of rehabilitation.

USEFUL LIFE
30 years

TIMETABLE
Design and construction in FY19.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 763,000**	**$ -**	**$ 763,000**
User Fees	-	-	-	763,000	-	763,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 763,000**	**$ -**	**$ 763,000**
Construction	-	-	-	681,000	-	681,000
Professional Services	-	-	-	82,000	-	82,000

Ashland WWTP Generators & Fuel Tank

DEPARTMENT
DPU - Wastewater Collection & Treatment

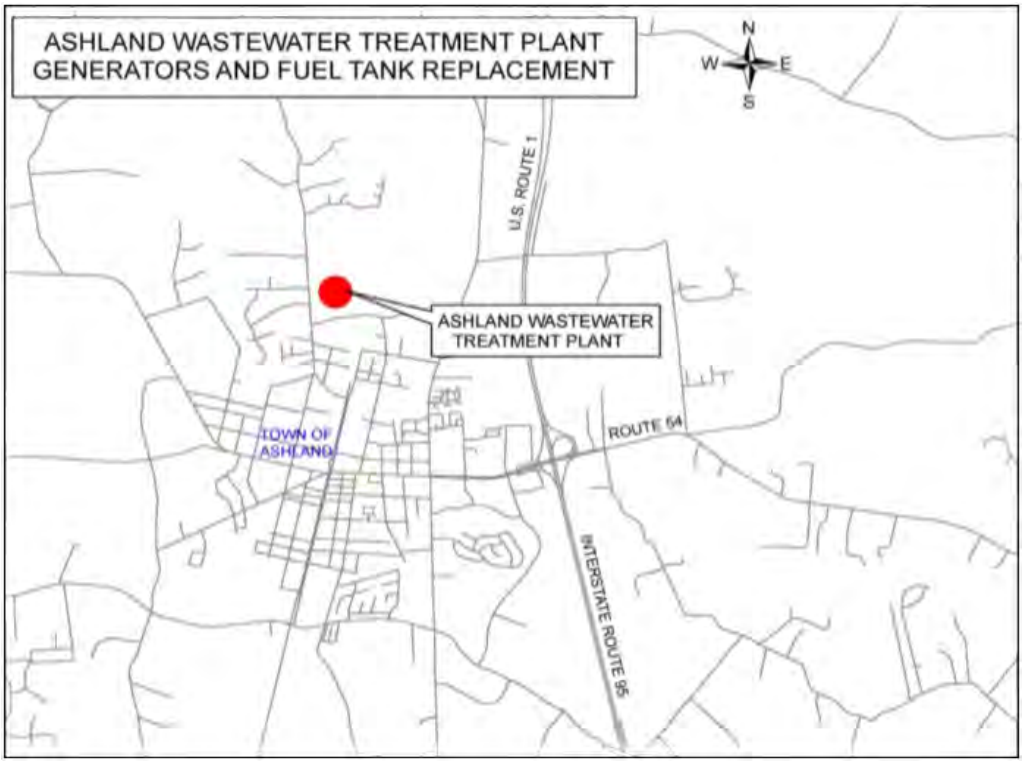
LOCATION
Ashland Wastewater Treatment Plant

PROJECT DESCRIPTION
This project provides for the design and "in kind" replacement of the Main Plant generator (700kW) and the Headworks generator (300kW). Also included are the installations of sound attenuation enclosures and new fuel tanks.

USEFUL LIFE
20 years

TIMETABLE
Construction in FY19.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 700,000**	**$ -**	**$ 700,000**
User Fees	-	-	-	700,000	-	700,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 700,000**	**$ -**	**$ 700,000**
Construction	-	-	-	700,000	-	700,000

Mechumps Creek WWPS Force Main Replacement

DEPARTMENT
DPU - Wastewater Collection & Treatment

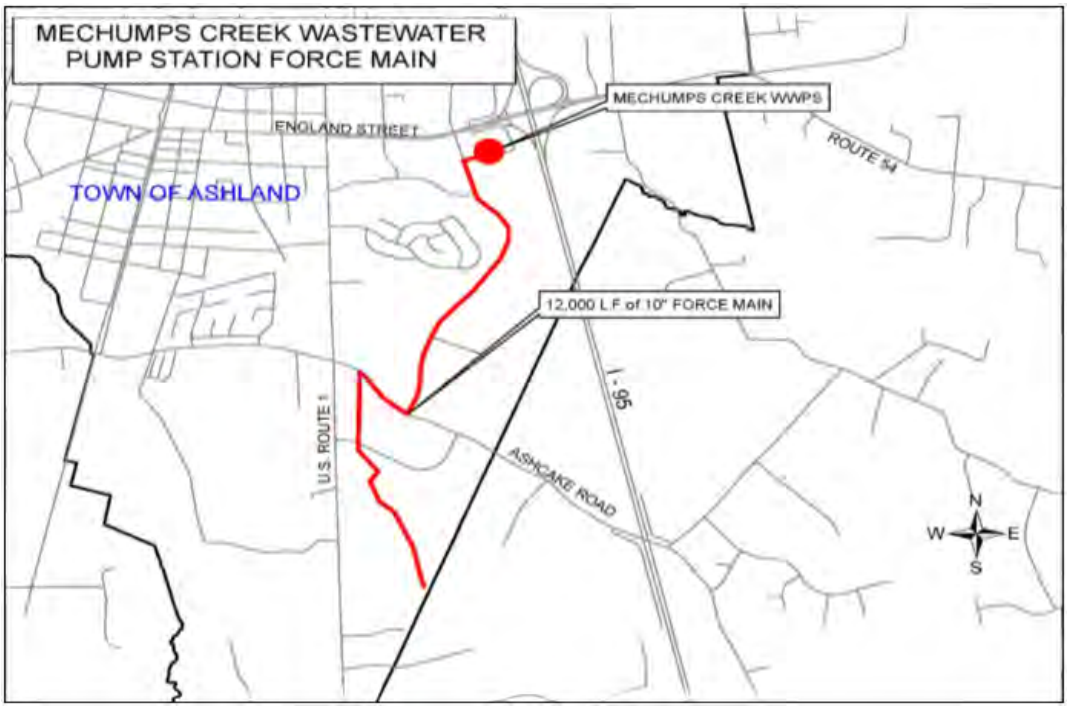
LOCATION
Mechumps Creek Pump Station to Ashland Wastewater Treatment Plant (FMP S83)

PROJECT DESCRIPTION
This project provides for the FY20 design and easement acquisition and FY21 construction of 12,000' of 10" force main beginning at the existing Mechumps Creek Wastewater Pump Station (WWPS) and extending south to the existing Lickinghole Creek Trunk Sewer. This project will allow wastewater to be diverted from the Ashland WWTP to the Totopotomoy WWTP.

USEFUL LIFE
50 years

TIMETABLE
Design and easement acquisition in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 625,000**	**$ 625,000**
Capacity Fees	-	-	-	-	625,000	625,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 625,000**	**$ 625,000**
Professional Services	-	-	-	-	375,000	375,000
Land	-	-	-	-	250,000	250,000

Wastewater Pump Station Control Upgrade

DEPARTMENT
DPU - Wastewater Collection & Treatment

LOCATION
Various

PROJECT DESCRIPTION
This project provides for the upgrade of 27 pump station control panels. The current "EnviroRanger" programmable logic control units have been discontinued and support is limited. New control panels will be installed.

USEFUL LIFE
15 years

TIMETABLE
Design and construction in FY16 through FY18.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 285,000**	**$ 155,000**	**$ 145,000**	**$ -**	**$ -**	**$ 585,000**
User Fees	285,000	155,000	145,000	-	-	585,000
Funding Uses	**$ 285,000**	**$ 155,000**	**$ 145,000**	**$ -**	**$ -**	**$ 585,000**
Construction	285,000	155,000	145,000	-	-	585,000

Shelton Pointe WWPS Upgrade

DEPARTMENT
DPU - Wastewater Collection & Treatment

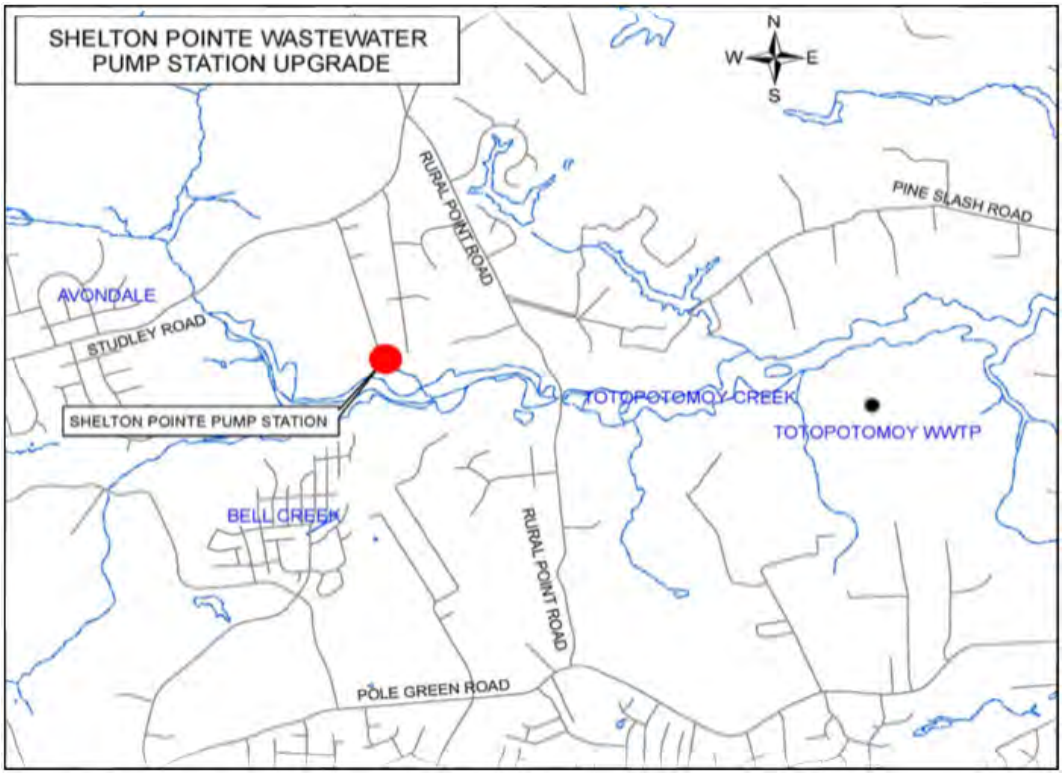
LOCATION
Shelton Pointe Pump Station (FMP S59)

PROJECT DESCRIPTION
This project provides for the FY16 design and FY17 construction of an upgrade of Shelton Pointe Wastewater Pump Station to increase capacity to 5.75 MGD through the installation of new pumps.

USEFUL LIFE
20 years

TIMETABLE
Design in FY16; construction in FY17.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 63,000**	**$ 450,000**	**$ -**	**$ -**	**$ -**	**$ 513,000**
Capacity Fees	63,000	450,000	-	-	-	513,000
Funding Uses	**$ 63,000**	**$ 450,000**	**$ -**	**$ -**	**$ -**	**$ 513,000**
Construction	-	450,000	-	-	-	450,000
Professional Services	63,000	-	-	-	-	63,000

Doswell WWTP Equalization Tank Rehabilitation

DEPARTMENT
DPU - Wastewater Collection & Treatment

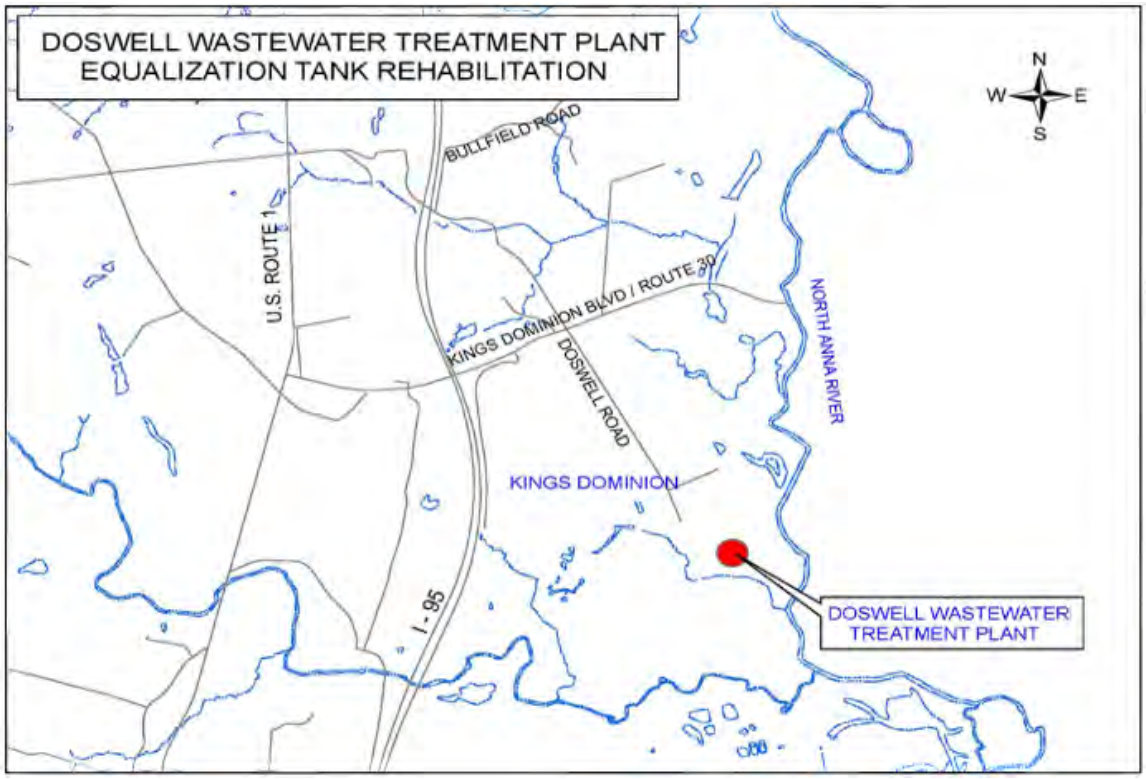
LOCATION
Doswell Wastewater Treatment Plant

PROJECT DESCRIPTION
This project consists of the rehabilitation and recoating of the two 500,000 gallon steel equalization tanks. This includes cleaning, complete recoating of the interiors and spot repair and recoating of the exteriors.

USEFUL LIFE
20 to 35 years

TIMETABLE
Design in FY16; construction in FY17.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 56,650**	**$ 453,350**	**$ -**	**$ -**	**$ -**	**$ 510,000**
User Fees	56,650	453,350	-	-	-	510,000
Funding Uses	**$ 56,650**	**$ 453,350**	**$ -**	**$ -**	**$ -**	**$ 510,000**
Construction	-	453,350	-	-	-	453,350
Professional Services	56,650	-	-	-	-	56,650

Mechanicsville Sewer Rehabilitation Area 1

DEPARTMENT
DPU - Wastewater Collection & Treatment

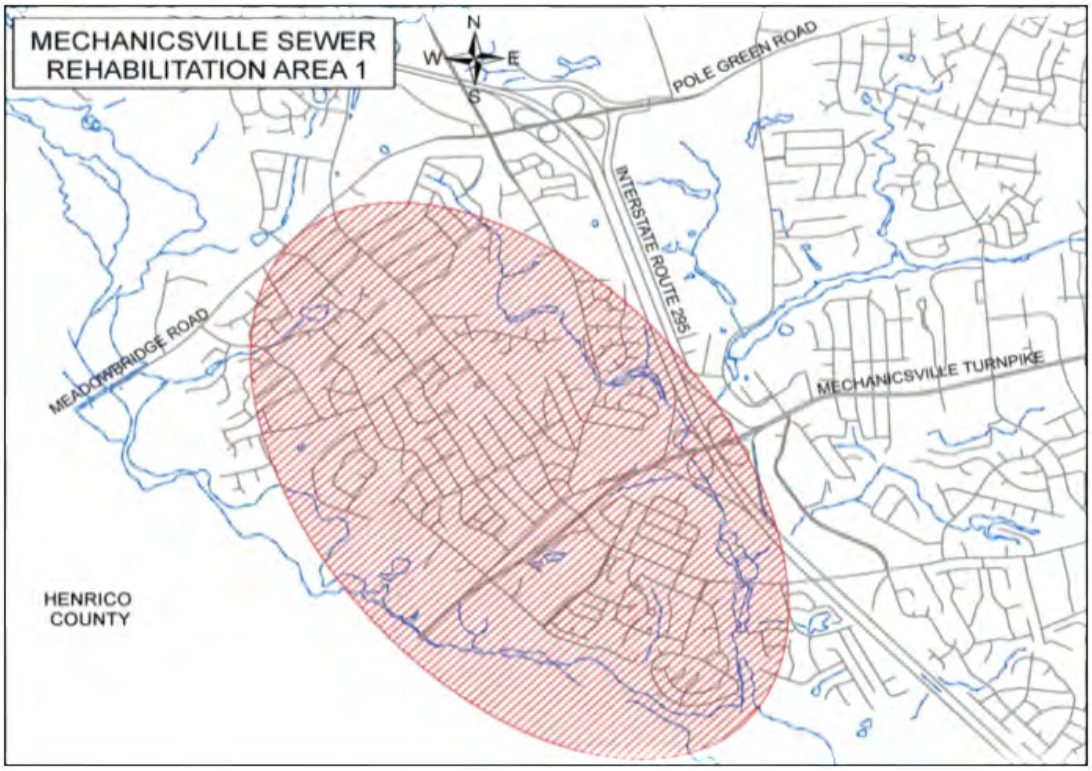
LOCATION
Mechanicsville (generally west of I-295)

PROJECT DESCRIPTION
This project consists of sewerline, lateral and manhole rehabilitation and replacement to correct deficiencies and reduce inflow/infiltration.

USEFUL LIFE
50 years

TIMETABLE
Design in FY19; construction in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 100,000**	**$ 400,000**	**$ 500,000**
User Fees	-	-	-	100,000	400,000	500,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 100,000**	**$ 400,000**	**$ 500,000**
Construction	-	-	-	-	400,000	400,000
Professional Services	-	-	-	100,000	-	100,000

Ashland WWTP UV Disinfection System Replacement

DEPARTMENT
DPU - Wastewater Collection & Treatment

LOCATION
Ashland Wastewater Treatment Plant

PROJECT DESCRIPTION
This project includes the complete replacement of the ultraviolet (UV) disinfection system. The existing equipment has reached the end of its useful life. The equipment manufacturer has indicated that future maintenance support and availability of replacement parts are no longer reliable.

USEFUL LIFE
20 years

TIMETABLE
Construction in FY16.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 482,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 482,000**
User Fees	482,000	-	-	-	-	482,000
Funding Uses	**$ 482,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 482,000**
Construction	482,000	-	-	-	-	482,000

Courthouse STP Aeration Tank Rehabilitation

DEPARTMENT
DPU - Wastewater Collection & Treatment

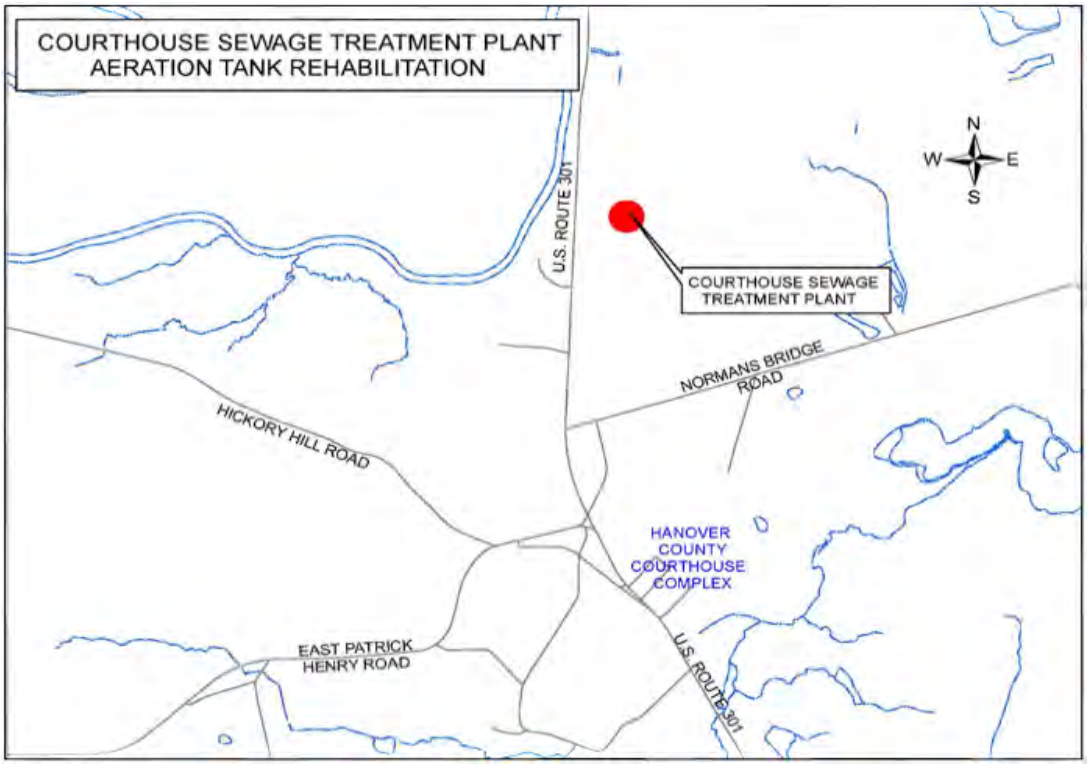
LOCATION
Courthouse Sewage Treatment Plant

PROJECT DESCRIPTION
This project provides for the recoating of aeration tanks, railings, piping and steel appurtenances including blower pipe recoating. Anode replacement will also be included.

USEFUL LIFE
20 to 35 years

TIMETABLE
Construction in FY16.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 350,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 350,000**
User Fees	350,000	-	-	-	-	350,000
Funding Uses	**$ 350,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 350,000**
Construction	333,000	-	-	-	-	333,000
Professional Services	17,000	-	-	-	-	17,000

Pamunkey Jail Lift Station Pump and Rotomat Replacement

DEPARTMENT
DPU - Wastewater Collection & Treatment

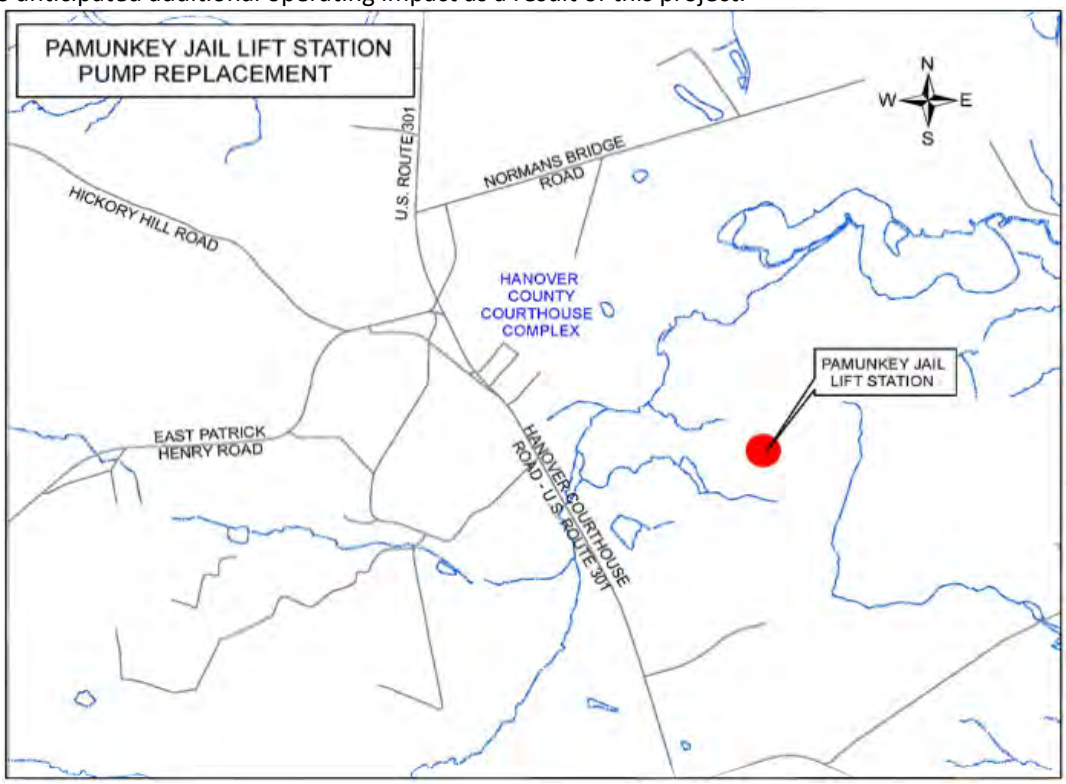
LOCATION
Pamunkey Jail Lift Station

PROJECT DESCRIPTION
This project provides for the replacement of the two existing submersible pumps and Rotomat (installed in 1998).

USEFUL LIFE
20 years

TIMETABLE
Construction in FY18.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ 282,000**	**$ -**	**$ -**	**$ 282,000**
User Fees	-	-	282,000	-	-	282,000
Funding Uses	**$ -**	**$ -**	**$ 282,000**	**$ -**	**$ -**	**$ 282,000**
Construction	-	-	282,000	-	-	282,000

Mechumps Creek WWPS Pump Replacement

DEPARTMENT
DPU - Wastewater Collection & Treatment

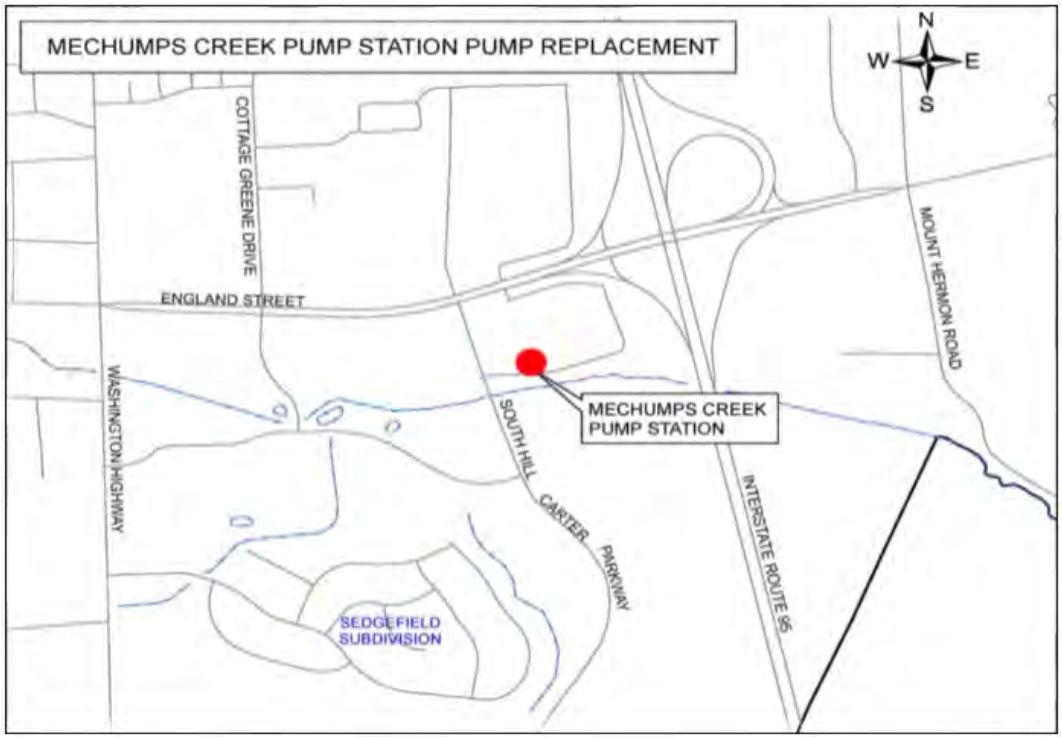
LOCATION
Mechumps Creek Wastewater Pump Station

PROJECT DESCRIPTION
This project provides for the replacement and installation of the two dry well sewer pumps. The pumps will be 20 years old at the time of replacement.

USEFUL LIFE
20 years

TIMETABLE
Design and Construction in FY19.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 265,000**	**$ -**	**$ 265,000**
User Fees	-	-	-	265,000	-	265,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 265,000**	**$ -**	**$ 265,000**
Construction	-	-	-	231,000	-	231,000
Professional Services	-	-	-	34,000	-	34,000

Totopotomoy WWTP 2nd Influent Step Screen

DEPARTMENT
DPU - Wastewater Collection & Treatment

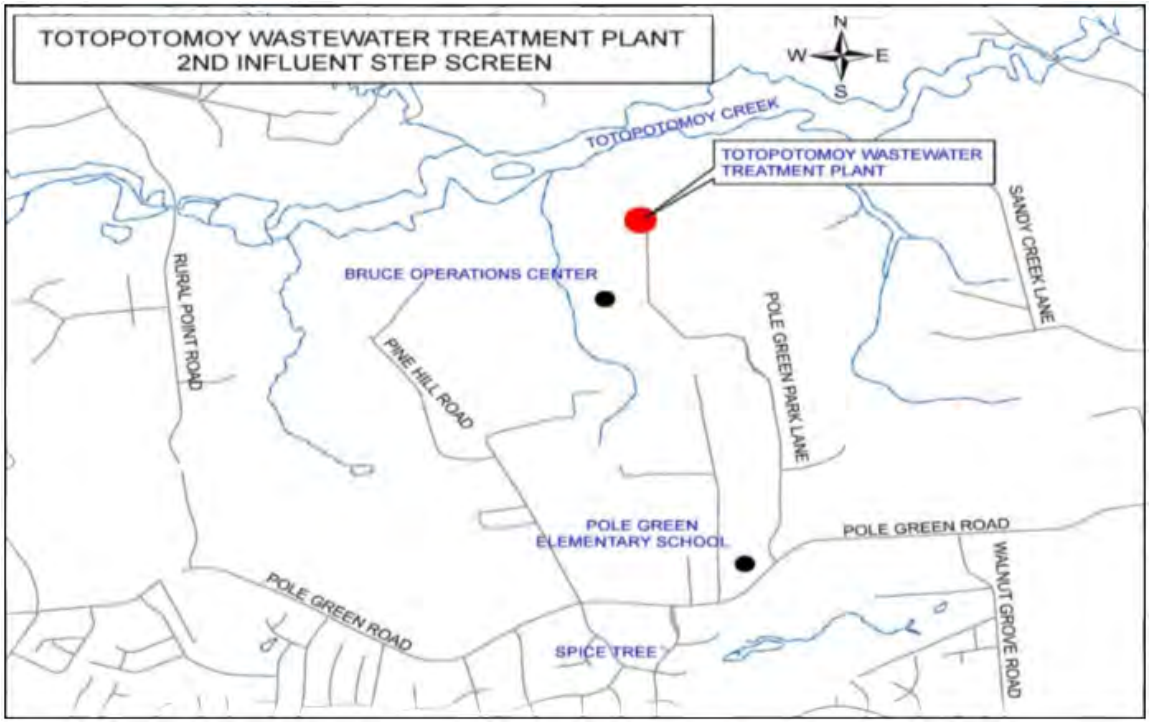
LOCATION
Totopotomoy Wastewater Treatment Plant

PROJECT DESCRIPTION
This project consists of the addition of a second influent step screen at the Totopotomoy Wastewater Treatment Plant. The second screen will be needed to handle higher flows.

USEFUL LIFE
20 years

TIMETABLE
Design and construction in FY17.

OPERATING IMPACT
Anticipated operating impact of $1,000 per year.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 250,000**	**$ -**	**$ -**	**$ -**	**$ 250,000**
User Fees	-	250,000	-	-	-	250,000
Funding Uses	**$ -**	**$ 250,000**	**$ -**	**$ -**	**$ -**	**$ 250,000**
Construction	-	230,000	-	-	-	230,000
Professional Services	-	20,000	-	-	-	20,000
Operating Impact	**$ -**	**$ -**	**$ 1,000**	**$ 1,000**	**$ 1,000**	**$ 3,000**
Maintenance	-	-	1,000	1,000	1,000	3,000

Beaverdam WWPS Control Panel & Switch Gear Replacement

DEPARTMENT
DPU - Wastewater Collection & Treatment

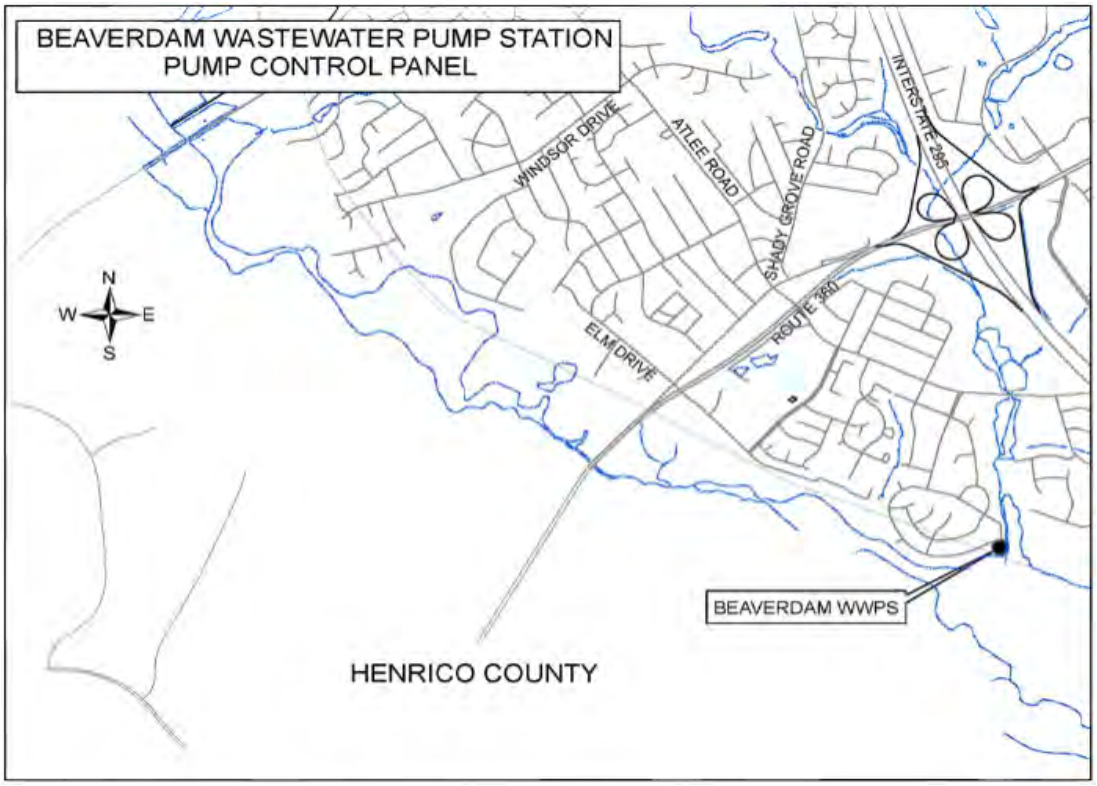
LOCATION
Beaverdam Wastewater Pump Station

PROJECT DESCRIPTION
The existing control panel has been in service since 2001 and will be near the end of its service life at the time of replacement.

USEFUL LIFE
10 to 20 years

TIMETABLE
Construction in FY18.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ 236,000**	**$ -**	**$ -**	**$ 236,000**
User Fees	-	-	236,000	-	-	236,000
Funding Uses	**$ -**	**$ -**	**$ 236,000**	**$ -**	**$ -**	**$ 236,000**
Construction	-	-	236,000	-	-	236,000

Beaverdam WWPS Grinder Replacement

DEPARTMENT
DPU - Wastewater Collection & Treatment

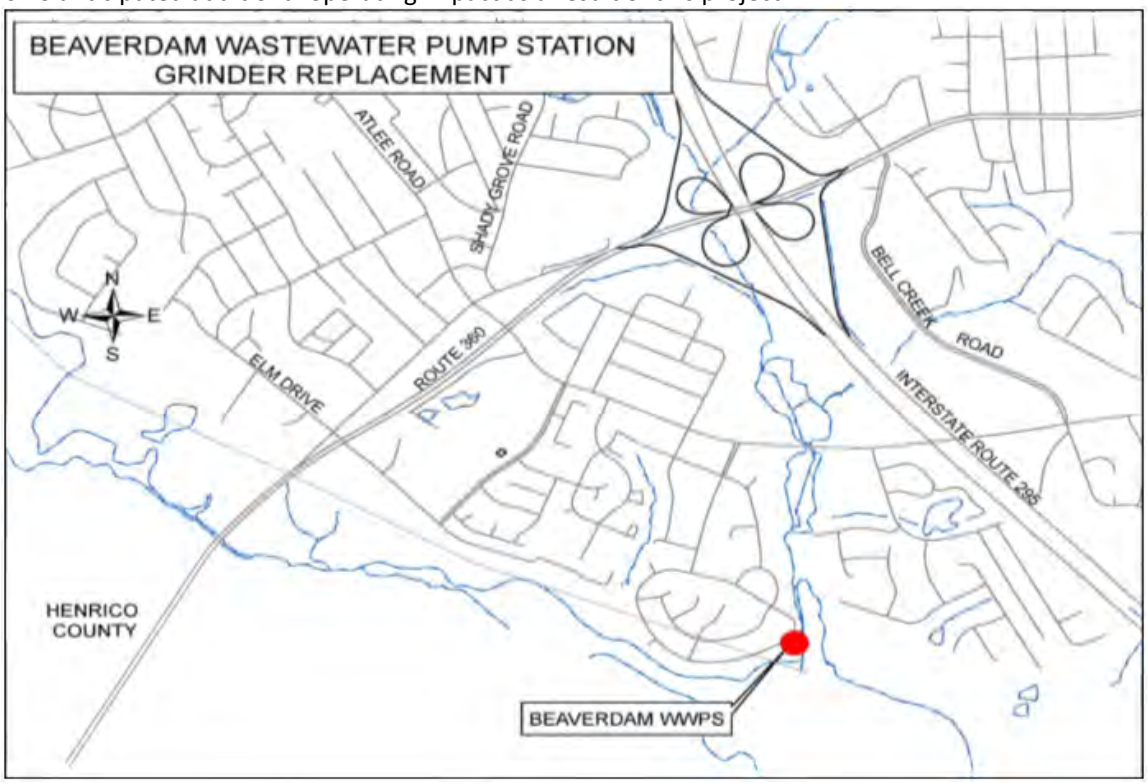
LOCATION
Beaverdam Wastewater Pump Station

PROJECT DESCRIPTION
The project provides for the replacement of the two existing influent grinders. The grinders will be over 20 years old, both have been rebuilt and have reached the end of their useful life.

USEFUL LIFE
20 years

TIMETABLE
Design and construction in FY19.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 221,000**	**$ -**	**$ 221,000**
User Fees	-	-	-	221,000	-	221,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 221,000**	**$ -**	**$ 221,000**
Construction	-	-	-	197,300	-	197,300
Professional Services	-	-	-	23,700	-	23,700

Doswell WWTP Aeration Basin Blower Replacement

DEPARTMENT
DPU - Wastewater Collection & Treatment

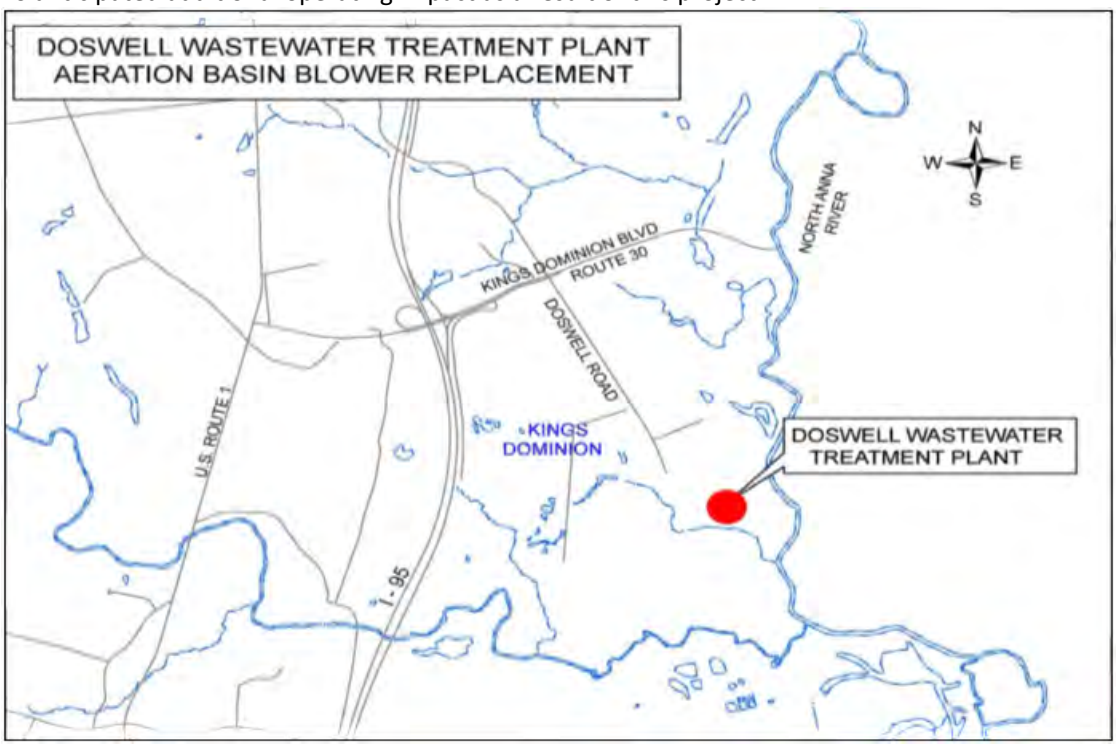
LOCATION
Doswell Wastewater Treatment Plant

PROJECT DESCRIPTION
This project includes the replacement of the three existing aeration basin centrifugal blowers and associated equipment. The existing blowers were installed in 1994 making them over 25 years old at the time of their replacement; consequently, they have reached the end of their useful life.

USEFUL LIFE
20 years

TIMETABLE
Design and construction in FY19.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 210,000**	**$ -**	**$ 210,000**
User Fees	-	-	-	210,000	-	210,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 210,000**	**$ -**	**$ 210,000**
Construction	-	-	-	187,000	-	187,000
Professional Services	-	-	-	23,000	-	23,000

Doswell WWTP Clarifier Weir & Baffle Replacement

DEPARTMENT
DPU - Wastewater Collection & Treatment

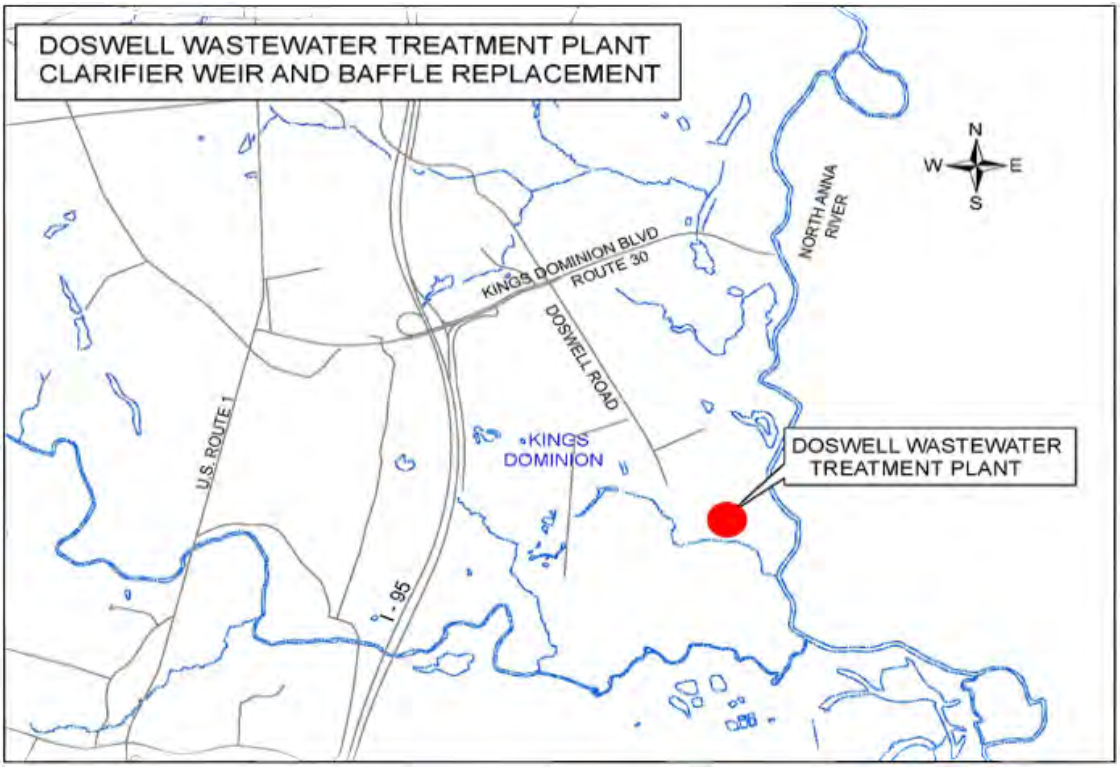
LOCATION
Doswell Wastewater Treatment Plant

PROJECT DESCRIPTION
This project provides for the replacement of both the clarifier weir and baffles along with coating the effluent trough and wall.

USEFUL LIFE
20 years

TIMETABLE
Design in FY16; construction in FY17.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 20,000**	**$ 189,000**	**$ -**	**$ -**	**$ -**	**$ 209,000**
User Fees	20,000	189,000	-	-	-	209,000
Funding Uses	**$ 20,000**	**$ 189,000**	**$ -**	**$ -**	**$ -**	**$ 209,000**
Construction	-	189,000	-	-	-	189,000
Professional Services	20,000	-	-	-	-	20,000

Ashland Sewerline Rehabilitation - Area 3

DEPARTMENT
DPU - Wastewater Collection & Treatment

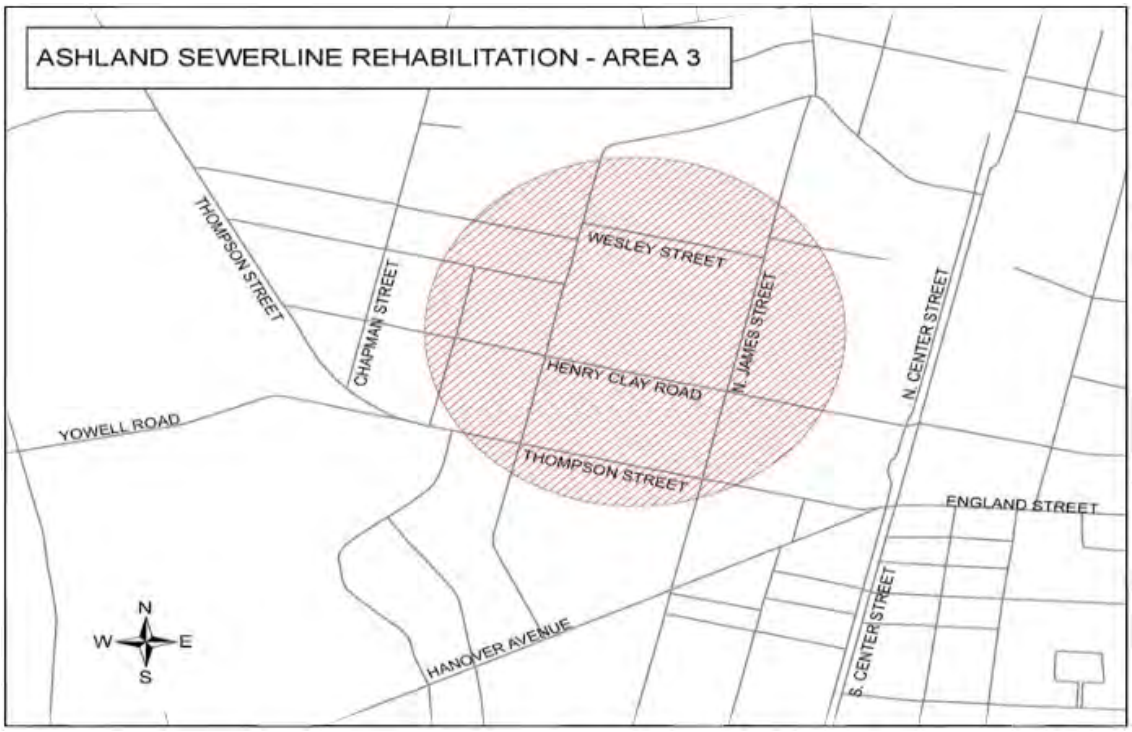
LOCATION
Ashland Wastewater Treatment Plant Drainage Basin

PROJECT DESCRIPTION
This project provides for sewerline rehabilitation within the Ashland Wastewater Treatment Plant drainage basin. This project consists of sewerline, lateral and manhole rehabilitation and replacement. These repairs are needed to correct structural defects in the sewer pipes and to reduce the volume of inflow and infiltration to the sanitary sewer system.

USEFUL LIFE
50 years

TIMETABLE
Design and construction in FY16.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 202,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 202,000**
User Fees	202,000	-	-	-	-	202,000
Funding Uses	**$ 202,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 202,000**
Construction	173,000	-	-	-	-	173,000
Professional Services	29,000	-	-	-	-	29,000

Courthouse STP Generator & Switch Replacement

DEPARTMENT
DPU - Wastewater Collection & Treatment

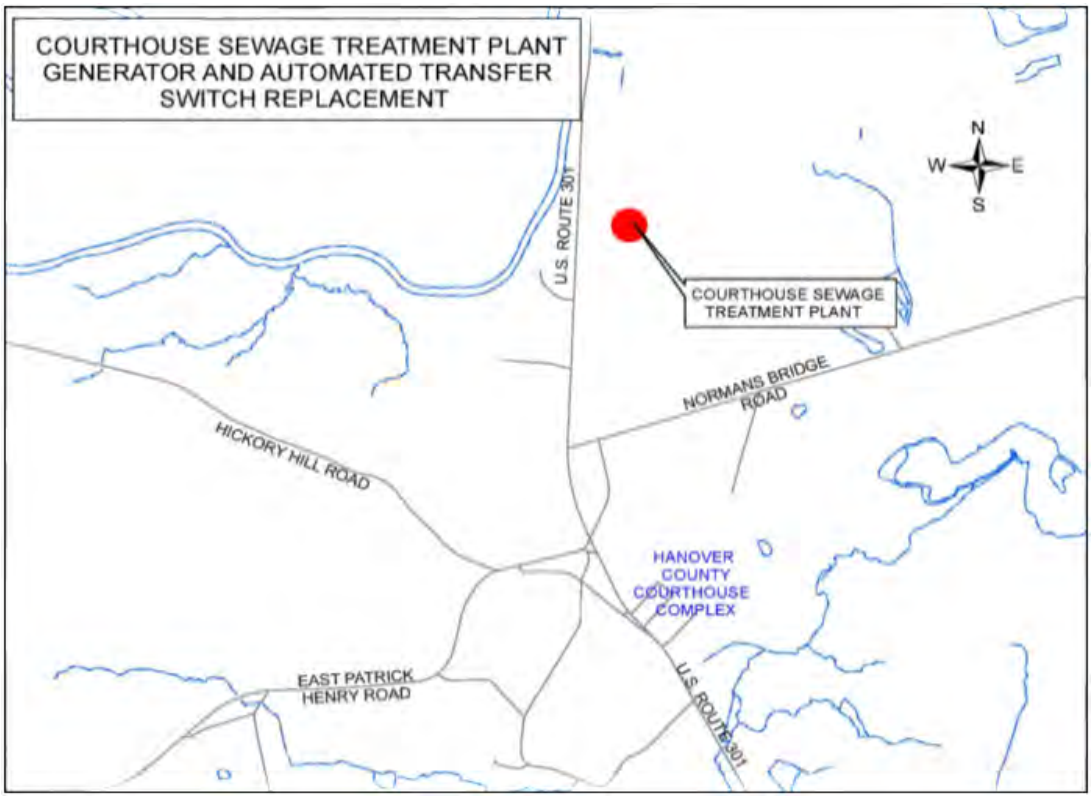
LOCATION
Courthouse Sewage Treatment Plant

PROJECT DESCRIPTION
This project includes the replacement of the backup generator and associated automatic transfer switch along with the replacement of the concrete slab and deck structure. The generator was installed in 1998.

USEFUL LIFE
25 years

TIMETABLE
Construction in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 183,000**	**$ 183,000**
User Fees	-	-	-	-	183,000	183,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 183,000**	**$ 183,000**
Construction	-	-	-	-	183,000	183,000

Doswell WWTP Magnesium Hydroxide Tank Replacement

DEPARTMENT
DPU - Wastewater Collection & Treatment

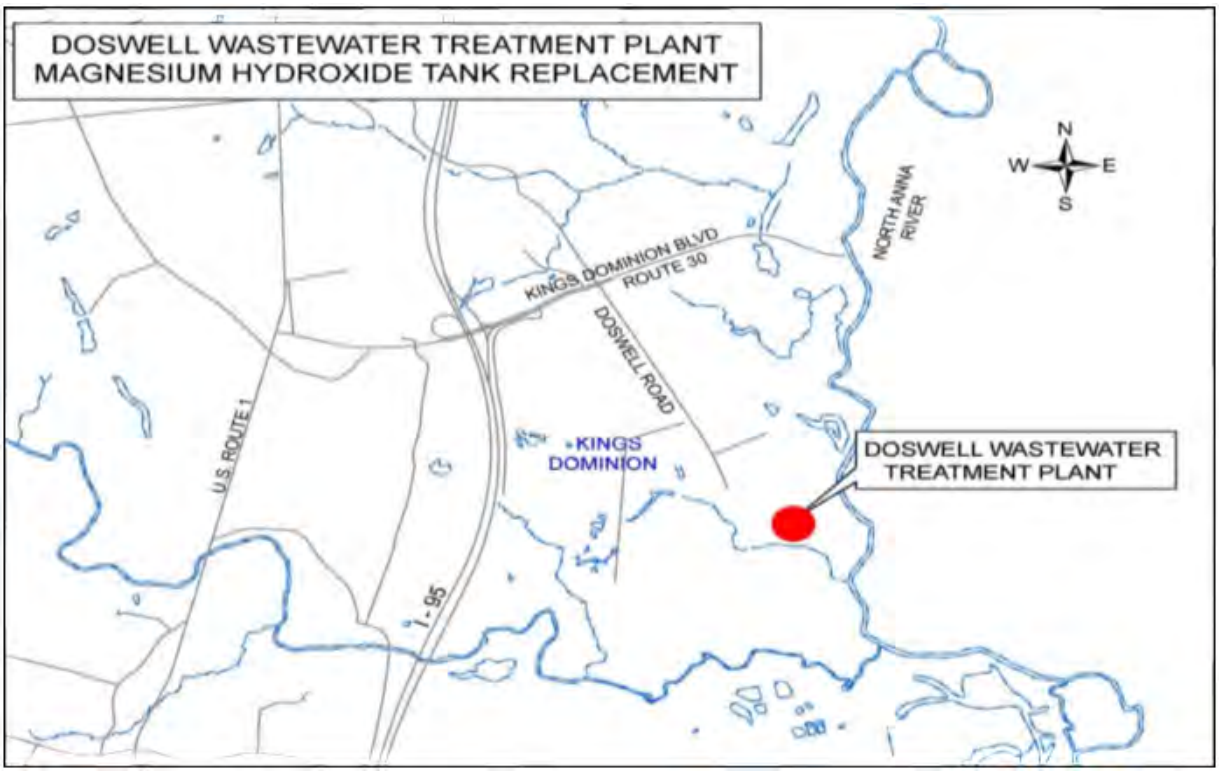
LOCATION
Doswell Wastewater Treatment Plant

PROJECT DESCRIPTION
This project consists of the replacement of the existing horizontal magnesium hydroxide tank and associated equipment.

USEFUL LIFE
20 years

TIMETABLE
Design and construction in FY16.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 175,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 175,000**
User Fees	175,000	-	-	-	-	175,000
Funding Uses	**$ 175,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 175,000**
Construction	156,500	-	-	-	-	156,500
Professional Services	18,500	-	-	-	-	18,500

Ashland WWTP Chemical Feed Unit

DEPARTMENT
DPU - Wastewater Collection & Treatment

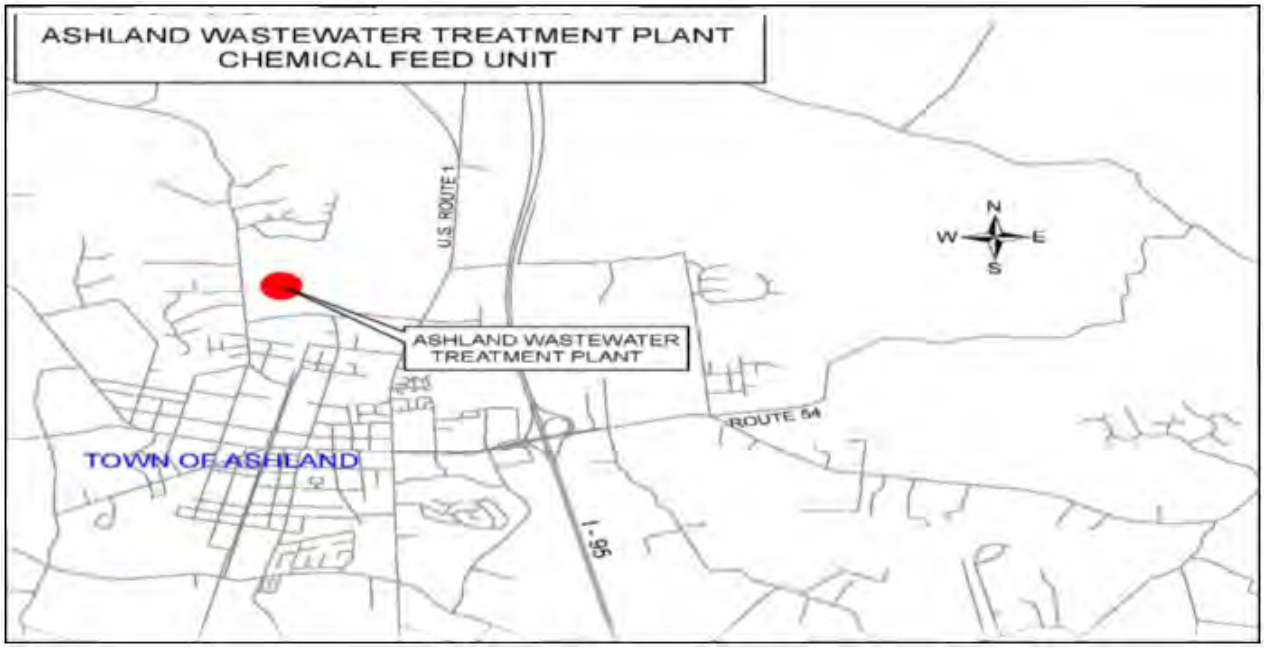
LOCATION
Ashland Wastewater Treatment Plant

PROJECT DESCRIPTION
This project includes the FY19 addition of chemical storage, pumping, piping and miscellaneous electrics and controls to improve treatment.

USEFUL LIFE
20 to 50 years

TIMETABLE
Design and construction in FY19.

OPERATING IMPACT
Anticipated operating impact of $62,500 per year.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 165,000**	**$ -**	**$ 165,000**
User Fees	-	-	-	165,000	-	165,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 165,000**	**$ -**	**$ 165,000**
Construction	-	-	-	145,000	-	145,000
Professional Services	-	-	-	20,000	-	20,000
Operating Impact	**$ -**	**$ -**	**$ -**	**$ -**	**$ 62,500**	**$ 62,500**
Maintenance	-	-	-	-	62,500	62,500

Best Products WWPS Replacement

DEPARTMENT
DPU - Wastewater Collection & Treatment

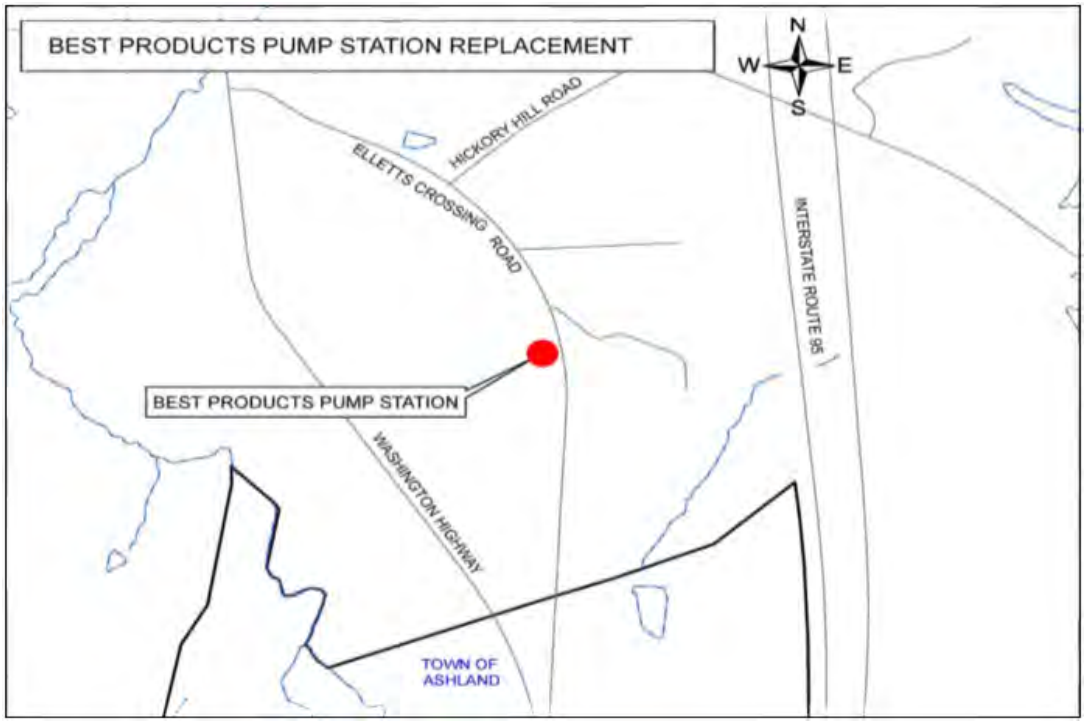
LOCATION
Best Products Wastewater Pump Station

PROJECT DESCRIPTION
This project provides for the replacement of the Best Products Wastewater Pump Station. The pump station was installed in 1977, will be over 40 years old at the time of replacement and will have reached the end of its useful life.

USEFUL LIFE
40 years

TIMETABLE
Design and construction in FY19.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 161,000**	**$ -**	**$ 161,000**
User Fees	-	-	-	161,000	-	161,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 161,000**	**$ -**	**$ 161,000**
Construction	-	-	-	140,400	-	140,400
Professional Services	-	-	-	20,600	-	20,600

Ashland WWTP Polymer Control Panel

DEPARTMENT
DPU - Wastewater Collection & Treatment

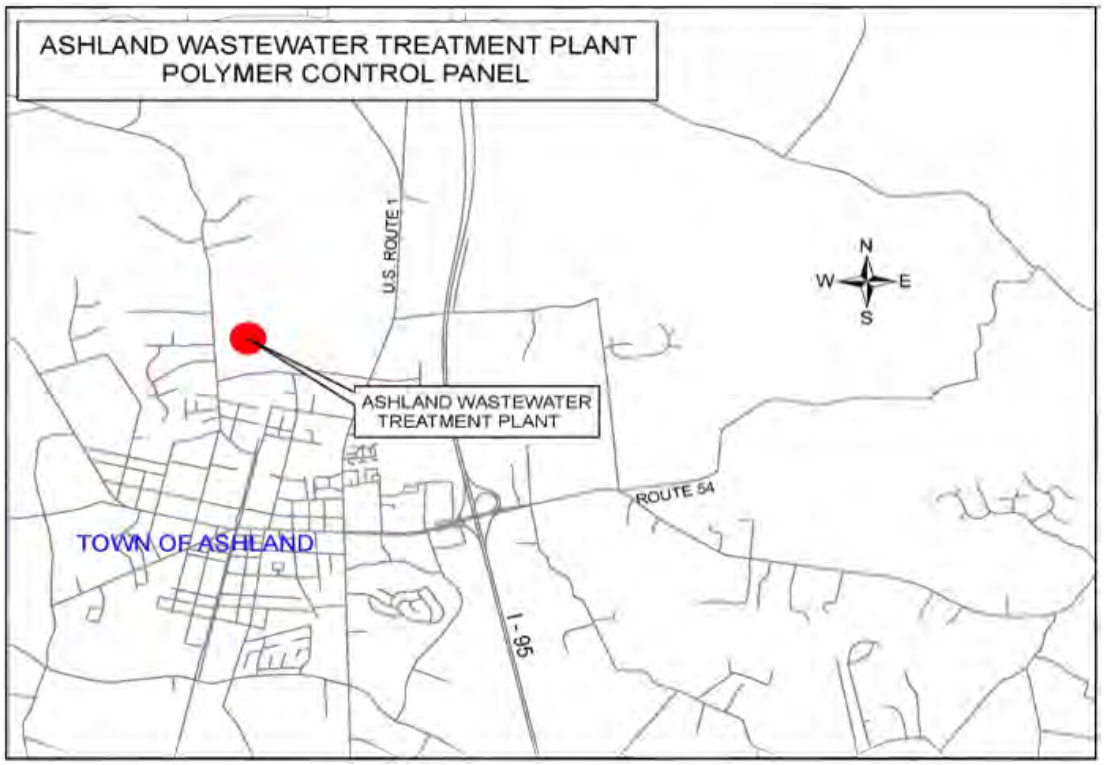
LOCATION
Ashland Wastewater Treatment Plant

PROJECT DESCRIPTION
This project provides for the replacement of the polymer feed panel located adjacent to the belt press room at the Ashland Wastewater Treatment Plant. The panel has been in service since 1992.

USEFUL LIFE
20 years

TIMETABLE
Construction in FY18.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ 160,000**	**$ -**	**$ -**	**$ 160,000**
User Fees	-	-	160,000	-	-	160,000
Funding Uses	**$ -**	**$ -**	**$ 160,000**	**$ -**	**$ -**	**$ 160,000**
Construction	-	-	160,000	-	-	160,000

Dabney Lake Sewerline Rehabilitation

DEPARTMENT
DPU - Wastewater Collection & Treatment

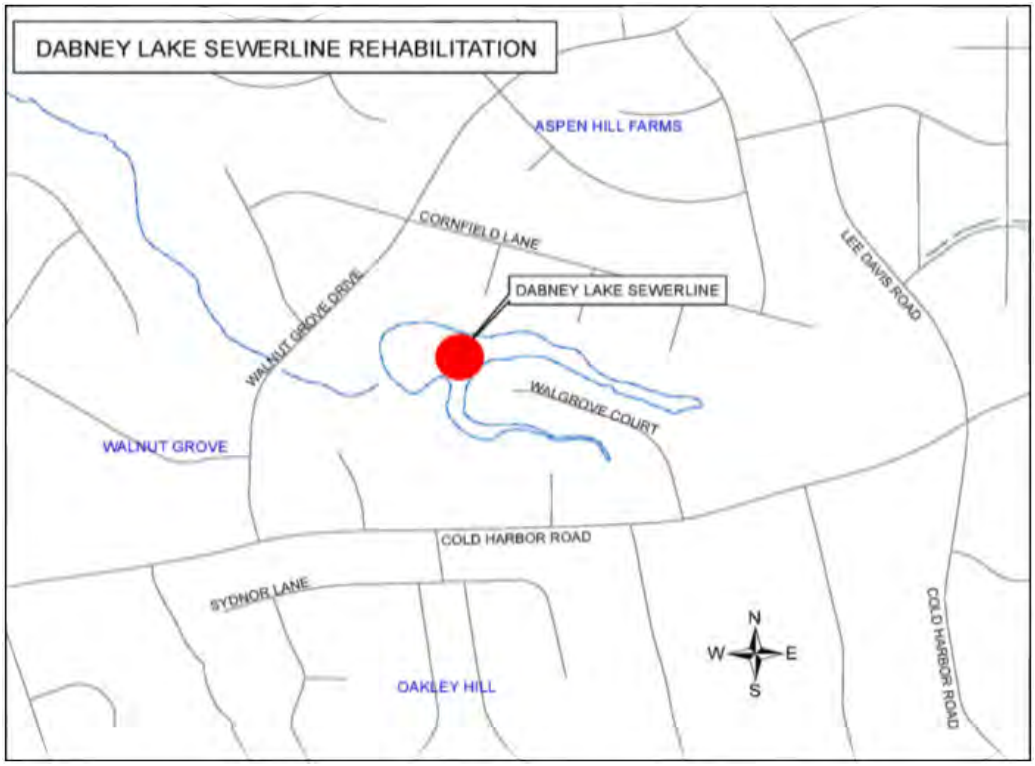
LOCATION
Dabney Lake at Walgrove Court

PROJECT DESCRIPTION
This project includes rehabilitating approximately 680' of 12" sewerline located under Dabney Lake and one small section near the lake.

USEFUL LIFE
50 years

TIMETABLE
Construction in FY16.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 140,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 140,000**
User Fees	140,000	-	-	-	-	140,000
Funding Uses	**$ 140,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 140,000**
Construction	125,000	-	-	-	-	125,000
Professional Services	15,000	-	-	-	-	15,000

Doswell WWTP Digester Blowers & Enclosures Replacement

DEPARTMENT
DPU - Wastewater Collection & Treatment

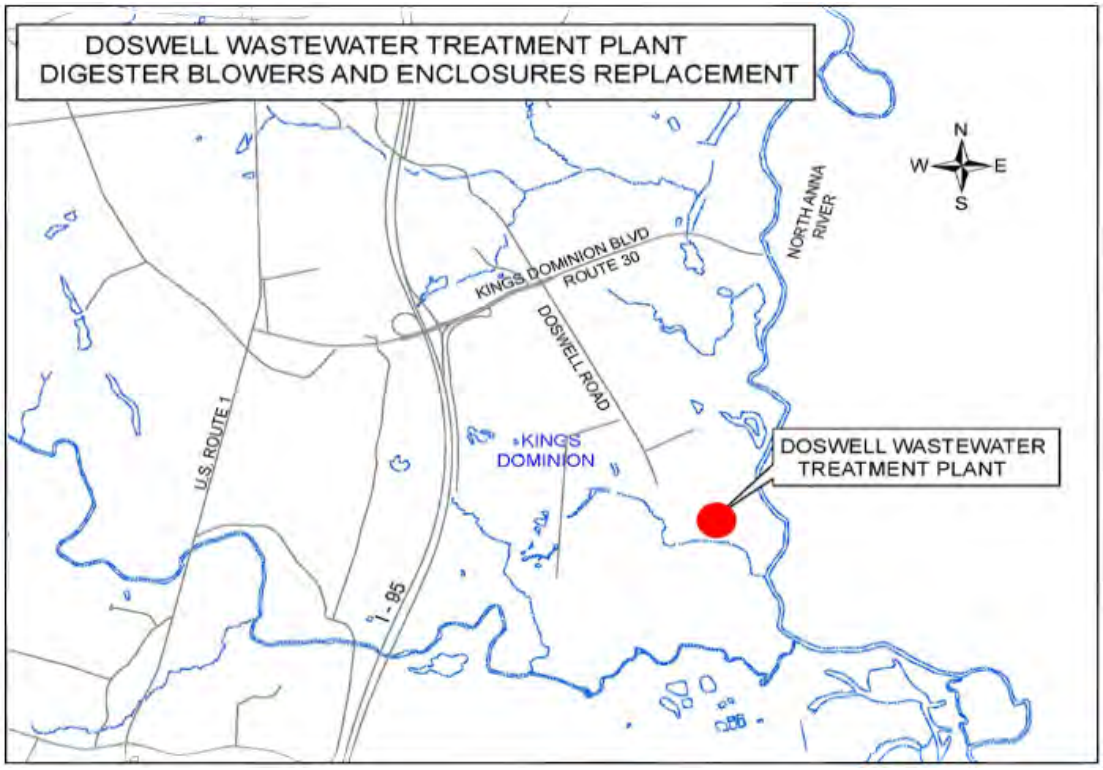
LOCATION
Doswell Wastewater Treatment Plant

PROJECT DESCRIPTION
The two existing 50 Hp centrifugal blowers will be 17 years old at the time of replacement. This project provides for the replacement "in kind" of both blowers.

USEFUL LIFE
20 years

TIMETABLE
Construction in FY18.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ 126,000**	**$ -**	**$ -**	**$ 126,000**
User Fees	-	-	126,000	-	-	126,000
Funding Uses	**$ -**	**$ -**	**$ 126,000**	**$ -**	**$ -**	**$ 126,000**
Construction	-	-	126,000	-	-	126,000

Courthouse STP UV System Replacement

DEPARTMENT
DPU - Wastewater Collection & Treatment

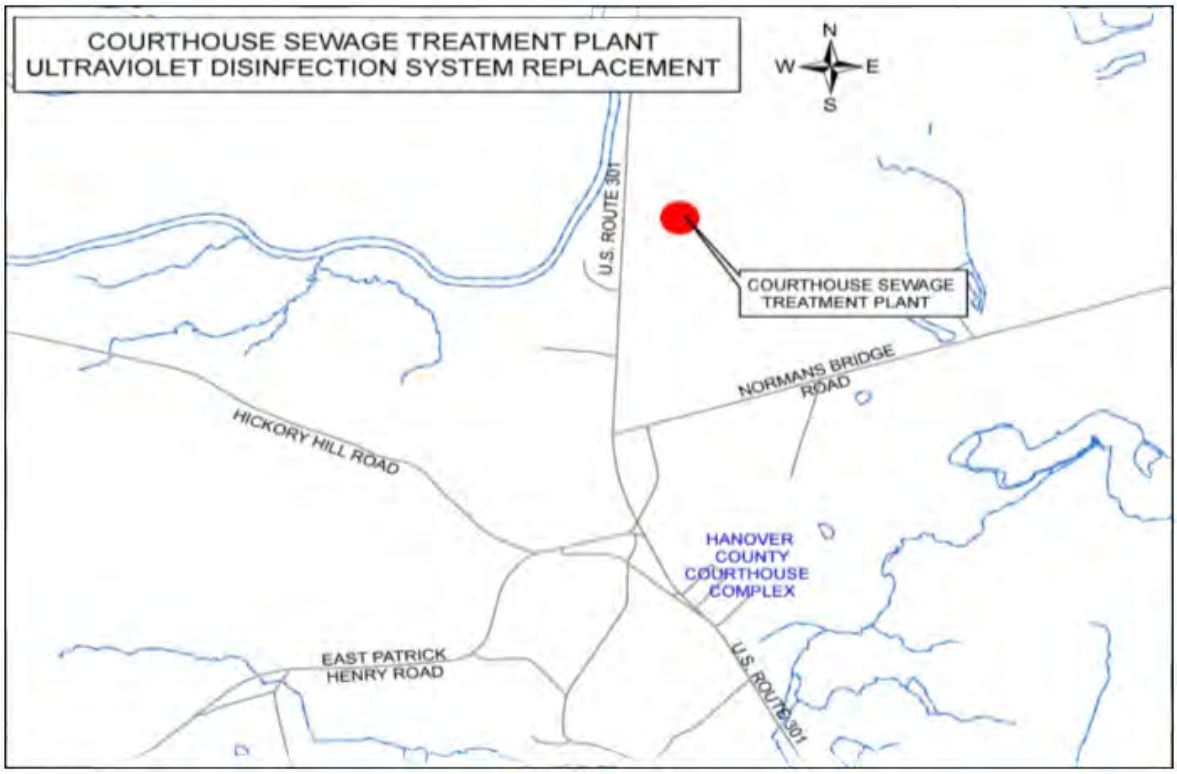
LOCATION
Courthouse Sewage Treatment Plant

PROJECT DESCRIPTION
This project includes the replacement of the ultraviolet (UV) disinfection system. The existing equipment was installed and placed in service in 1997 and has reached the end of its useful life.

USEFUL LIFE
20 years

TIMETABLE
Design and construction in FY19.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 120,000**	**$ -**	**$ 120,000**
User Fees	-	-	-	120,000	-	120,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 120,000**	**$ -**	**$ 120,000**
Construction	-	-	-	106,800	-	106,800
Professional Services	-	-	-	13,200	-	13,200

Hanover Lift Station Pump Replacement

DEPARTMENT
DPU - Wastewater Collection & Treatment

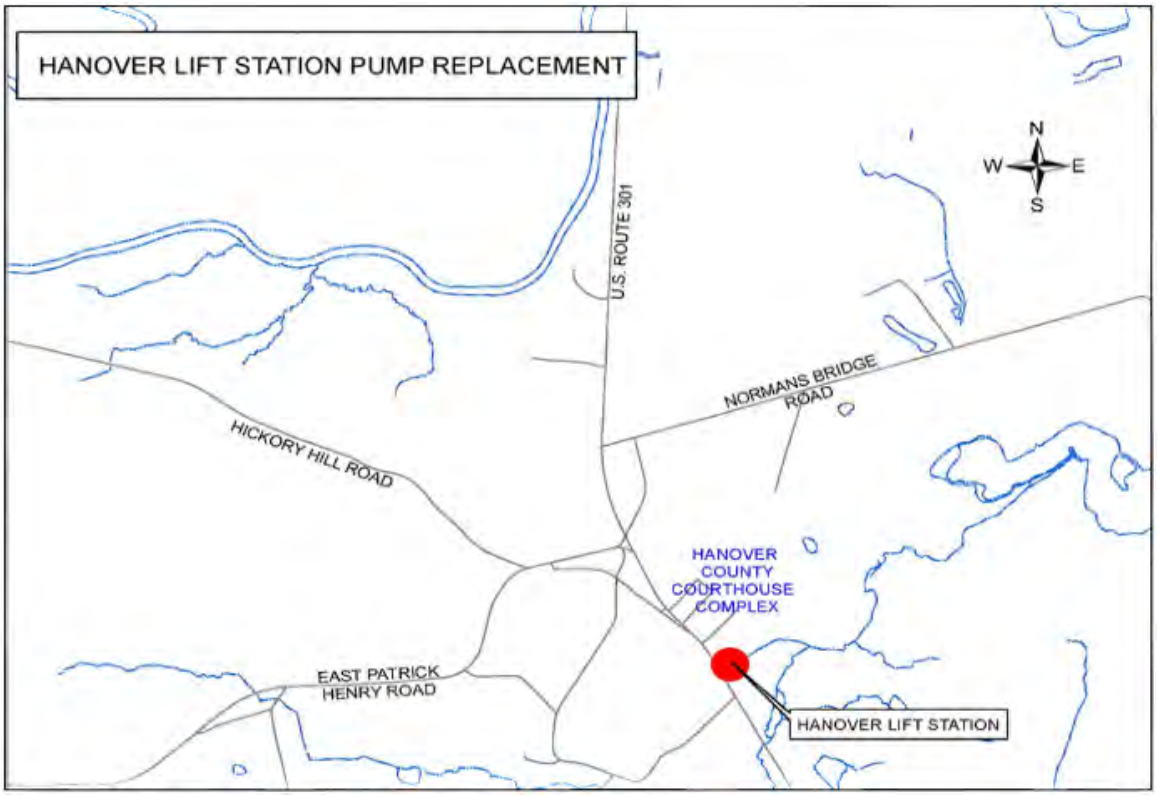
LOCATION
Hanover Lift Station

PROJECT DESCRIPTION
This project provides for the replacement of the existing submersible pumps.

USEFUL LIFE
20 years

TIMETABLE
Construction in FY17.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 119,000**	**$ -**	**$ -**	**$ -**	**$ 119,000**
User Fees	-	119,000	-	-	-	119,000
Funding Uses	**$ -**	**$ 119,000**	**$ -**	**$ -**	**$ -**	**$ 119,000**
Construction	-	119,000	-	-	-	119,000

Mechanicsville Sewer Rehabilitation Area 2

DEPARTMENT
DPU - Wastewater Collection & Treatment

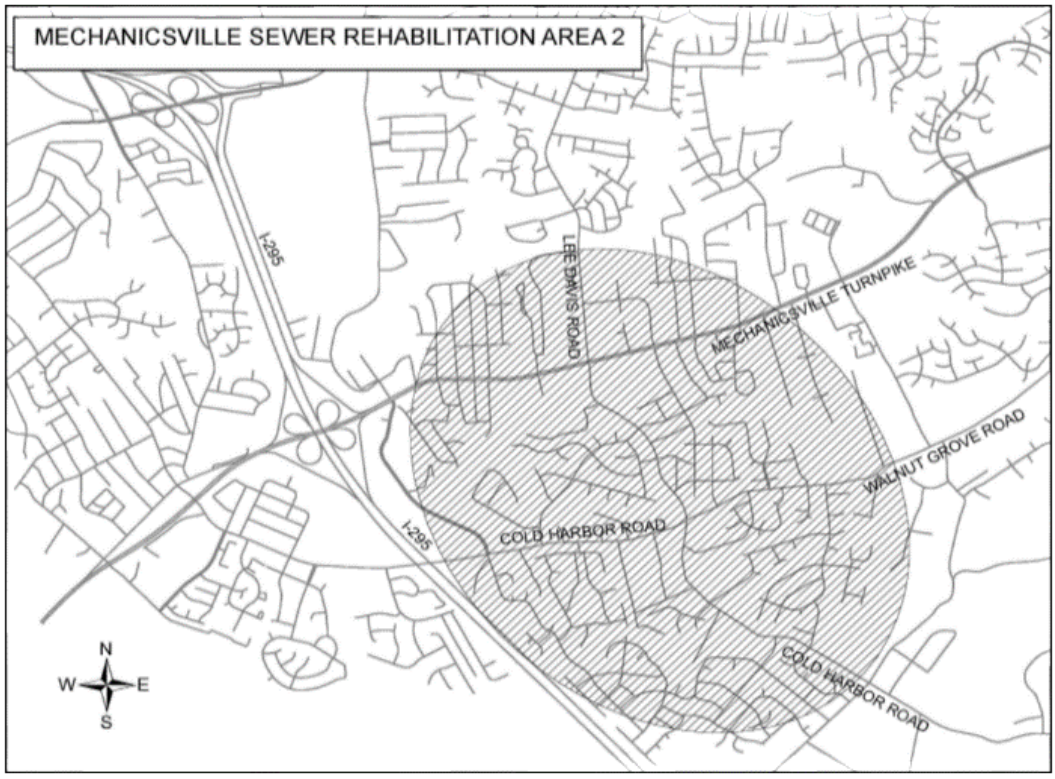
LOCATION
Mechanicsville (generally east of I-295)

PROJECT DESCRIPTION
This project consists of sewerline, lateral and manhole rehabilitation and replacement to correct deficiencies and reduce inflow/infiltration.

USEFUL LIFE
50 years

TIMETABLE
Design in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**	**$ 100,000**
User Fees	-	-	-	-	100,000	100,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**	**$ 100,000**
Professional Services	-	-	-	-	100,000	100,000

Beaverdam WWPS Divider Gate Replacement

DEPARTMENT
DPU - Wastewater Collection & Treatment

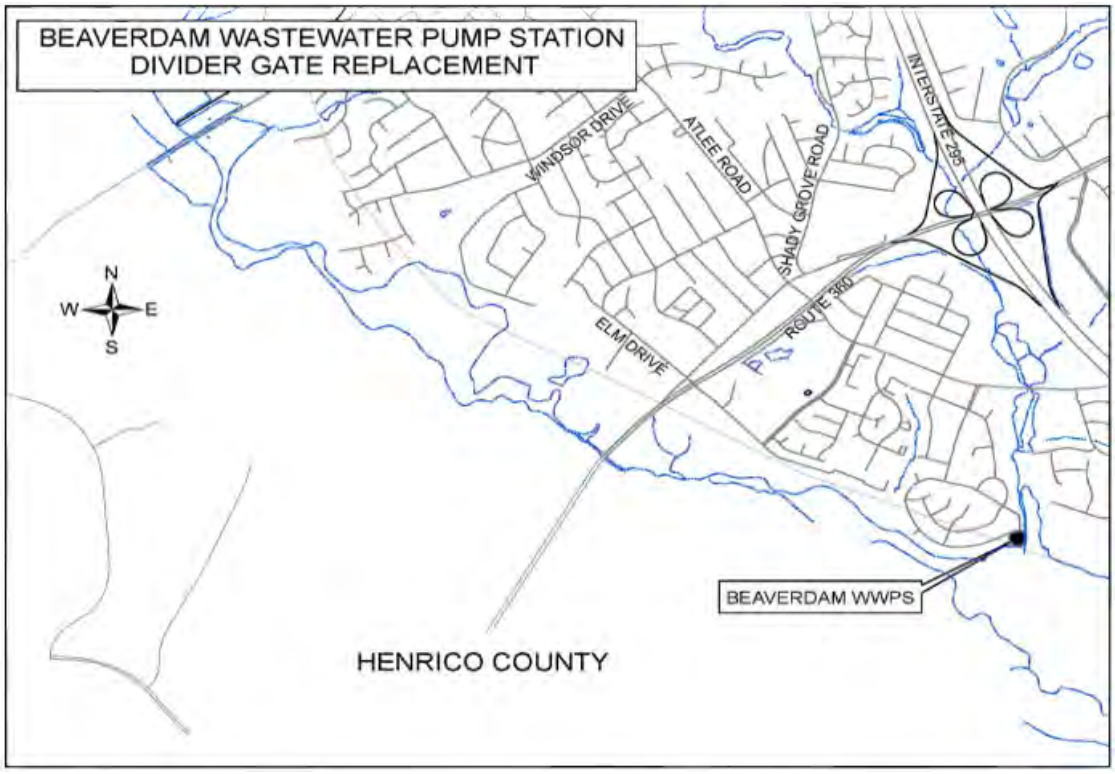
LOCATION
Beaverdam Wastewater Pump Station

PROJECT DESCRIPTION
The existing 30" divider gate has been in service since 1978. The gate is becoming increasingly difficult to operate and is critical to the operation of the pump station.

USEFUL LIFE
20 to 35 years

TIMETABLE
Design and construction in FY16.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 93,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 93,000**
User Fees	93,000	-	-	-	-	93,000
Funding Uses	**$ 93,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 93,000**
Construction	83,000	-	-	-	-	83,000
Professional Services	10,000	-	-	-	-	10,000

Ashland WWTP 2nd Valve at Equalization Basin

DEPARTMENT
DPU - Wastewater Collection & Treatment

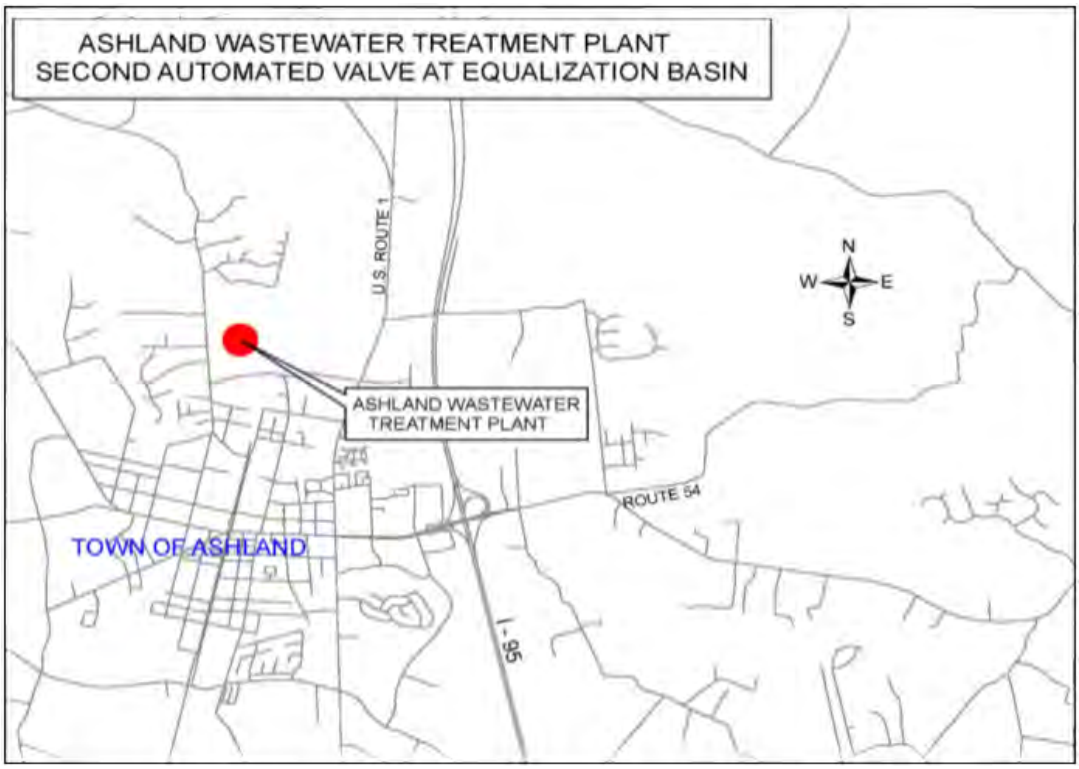
LOCATION
Ashland Wastewater Treatment Plant

PROJECT DESCRIPTION
This project includes the installation of a mechanical joint buried plug valve with an above ground pedestal geared electrical operator. This valve will allow for improved flow control. The valve will also be tied into the plant SCADA (Supervisor Control and Data Acquisition) system providing remote operation.

USEFUL LIFE
30 years

TIMETABLE
Construction in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 86,000**	**$ 86,000**
User Fees	-	-	-	-	86,000	86,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 86,000**	**$ 86,000**
Construction	-	-	-	-	86,000	86,000

Ashland WWTP Clarifier Isolation Valves Replacement

DEPARTMENT
DPU - Wastewater Collection & Treatment

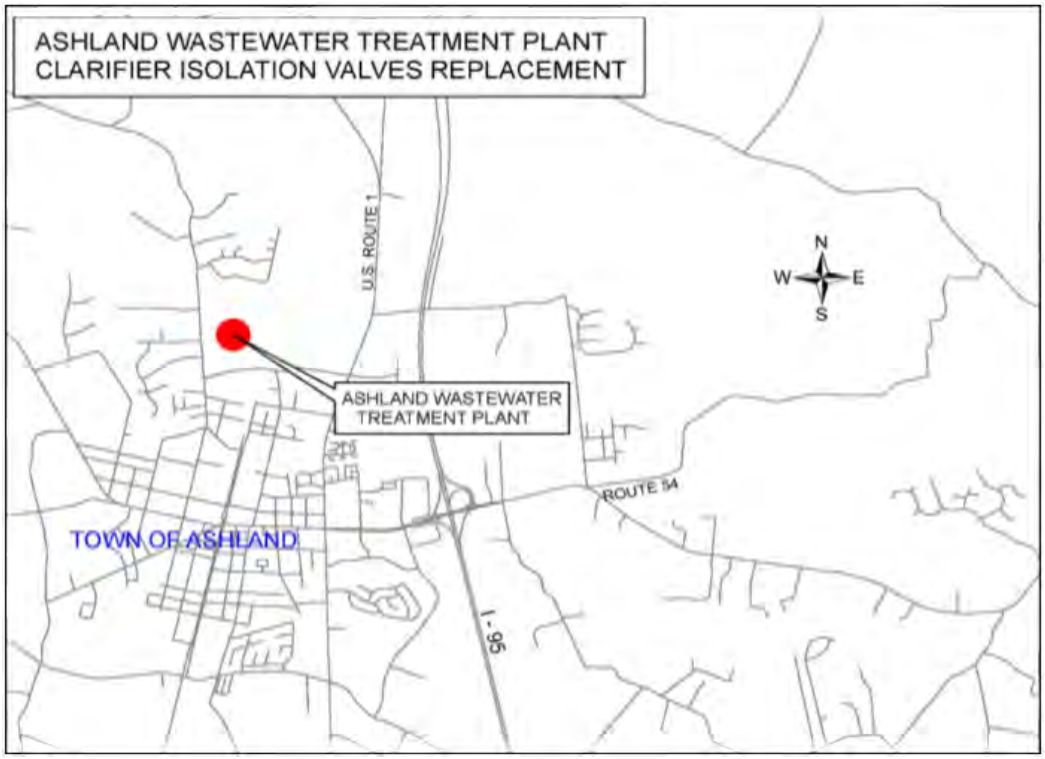
LOCATION
Ashland Wastewater Treatment Plant

PROJECT DESCRIPTION
This project provides for the replacement of both clarifier isolation valves. These valves allow for the isolation of the two clarifiers from the Orbal (aeration tanks). The valves leak and are difficult to open/close because of age.

USEFUL LIFE
20+ years

TIMETABLE
Construction in FY18.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ 83,000**	**$ -**	**$ -**	**$ 83,000**
User Fees	-	-	83,000	-	-	83,000
Funding Uses	**$ -**	**$ -**	**$ 83,000**	**$ -**	**$ -**	**$ 83,000**
Construction	-	-	83,000	-	-	83,000

Ashland WWTP Switch Gear Replacement

DEPARTMENT
DPU - Wastewater Collection & Treatment

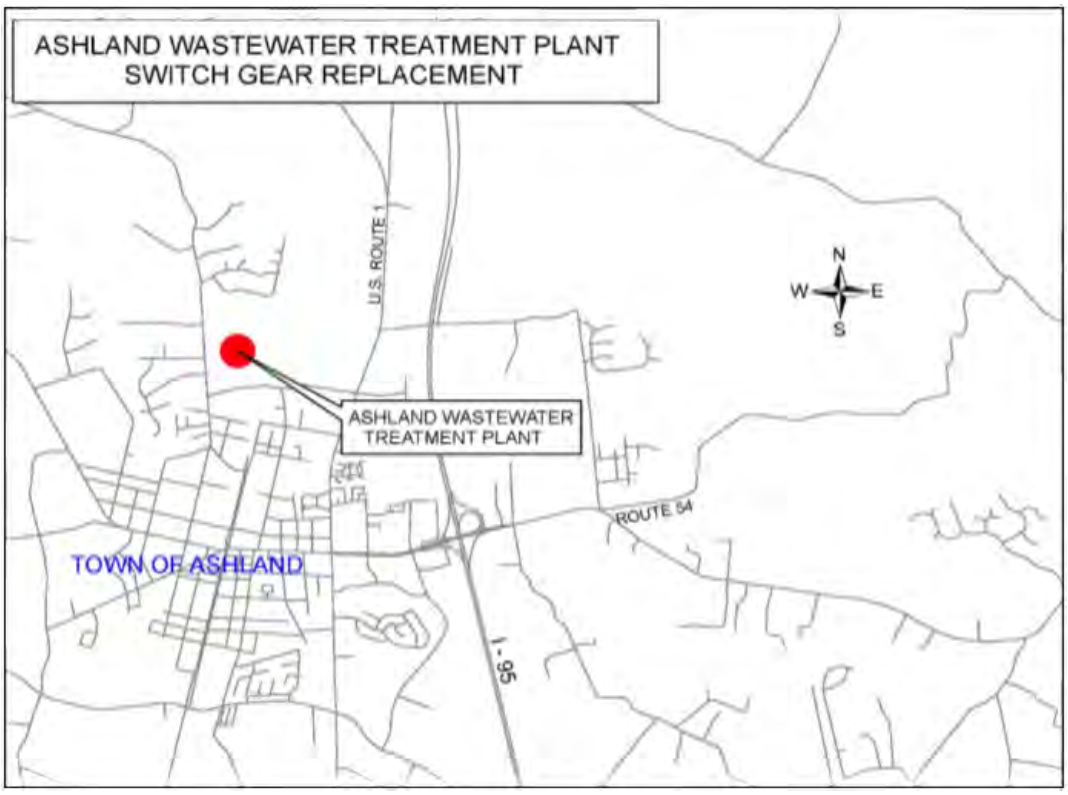
LOCATION
Ashland Wastewater Treatment Plant

PROJECT DESCRIPTION
This project includes the replacement of the plant's main power supply switch gear located at the blower building. The existing equipment has been in service since 1991 and will have reached the end of its useful life.

USEFUL LIFE
25 to 30 years

TIMETABLE
Design and construction in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 81,000**	**$ 81,000**
User Fees	-	-	-	-	81,000	81,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 81,000**	**$ 81,000**
Construction	-	-	-	-	71,300	71,300
Professional Services	-	-	-	-	9,700	9,700

Snead Street WWPS Pump Replacement

DEPARTMENT
DPU - Wastewater Collection & Treatment

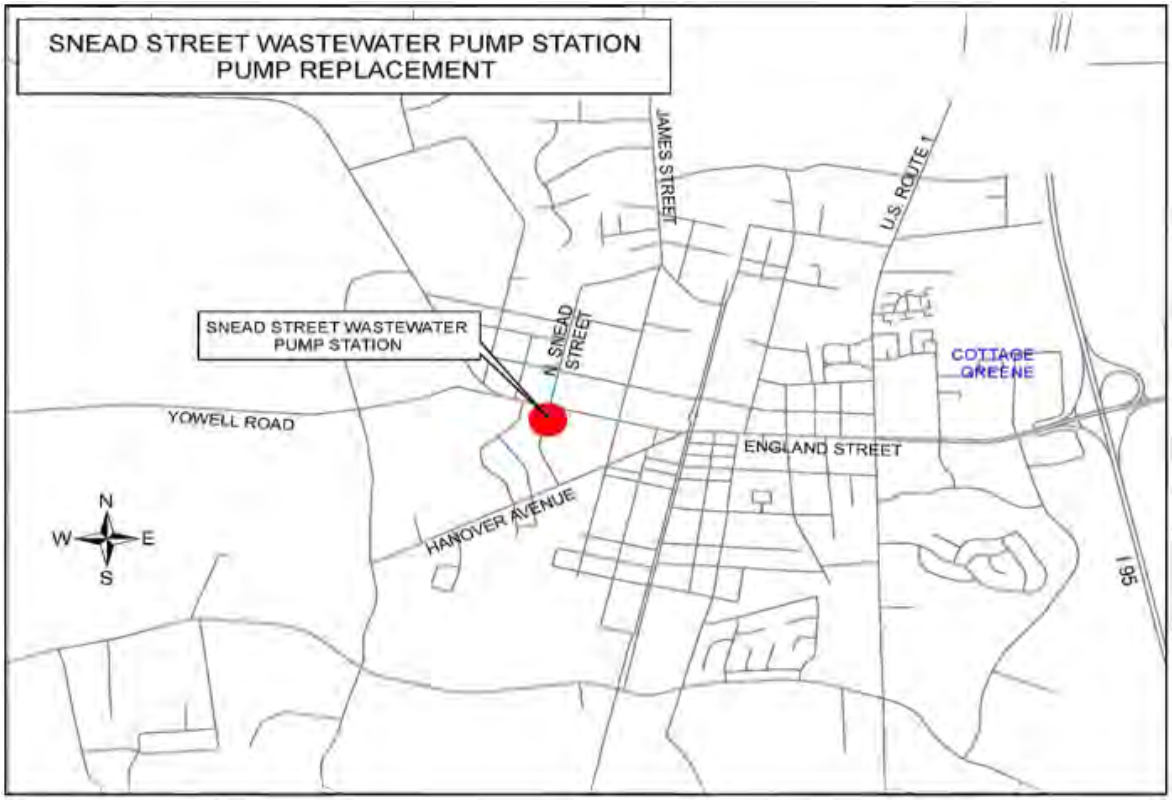
LOCATION
Snead Street Wastewater Pump Station

PROJECT DESCRIPTION
This project provides for the replacement of the two existing submersible pumps that were installed in 1995.

USEFUL LIFE
20 years

TIMETABLE
Construction in FY16.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 77,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 77,000**
User Fees	77,000	-	-	-	-	77,000
Funding Uses	**$ 77,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 77,000**
Construction	77,000	-	-	-	-	77,000

Air Park WWPS Generator Replacement

DEPARTMENT
DPU - Wastewater Collection & Treatment

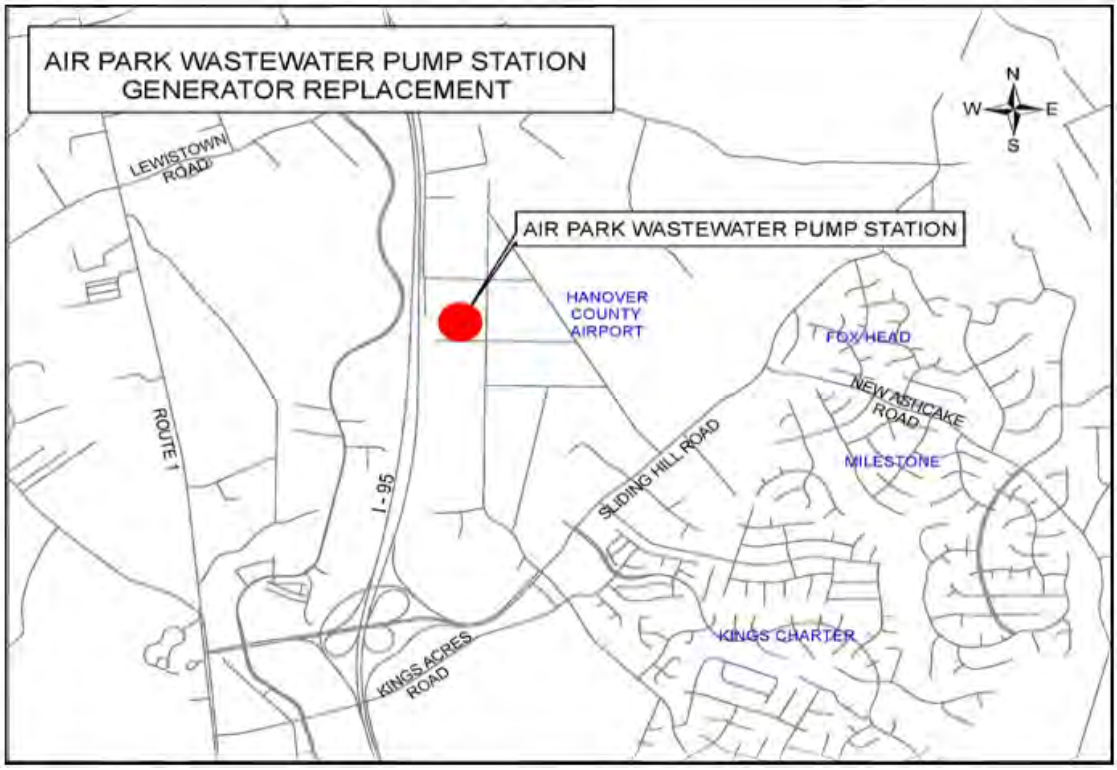
LOCATION
Air Park Wastewater Pump Station

PROJECT DESCRIPTION
The generator at the Air Park Wastewater Pump Station will have been in service for over 20 years and is nearing the end of its service life. Project includes design and construction to replace the existing unit.

USEFUL LIFE
20 years

TIMETABLE
Design and construction in FY17.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.



	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ 73,000**	**$ -**	**$ -**	**$ -**	**$ 73,000**
User Fees	-	73,000	-	-	-	73,000
Funding Uses	**$ -**	**$ 73,000**	**$ -**	**$ -**	**$ -**	**$ 73,000**
Construction	-	65,000	-	-	-	65,000
Professional Services	-	8,000	-	-	-	8,000

Maintenance Vehicle Replacement

DEPARTMENT
DPU - Other Projects

LOCATION
N/A

PROJECT DESCRIPTION
FY16 - $65,000 Utility Body Truck
FY18 - $290,000 Sewer Flush Truck
FY19 - $86,000 Utility Diesel Body Truck
FY19 - $150,000 Dump Truck

USEFUL LIFE
5 to 10 years

TIMETABLE
Purchase vehicles in FY16, FY18 and FY19.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ 65,000**	**$ -**	**$ 290,000**	**$ 236,000**	**$ -**	**$ 591,000**
User Fees	65,000	-	290,000	236,000	-	591,000
Funding Uses	**$ 65,000**	**$ -**	**$ 290,000**	**$ 236,000**	**$ -**	**$ 591,000**
Vehicles	65,000	-	290,000	236,000	-	591,000

Customer Information System & Asset Management Upgrade

DEPARTMENT
DPU - Other Projects

LOCATION
Administration Building

PROJECT DESCRIPTION
This project is the upgrade or replacement to the existing SunGard Customer Information System (CIS), integrated work order and resource allocation system.

USEFUL LIFE
10 to 20 years

TIMETABLE
Purchase system in FY18 through FY19.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ 250,000**	**$ 250,000**	**$ -**	**$ 500,000**
User Fees	-	-	250,000	250,000	-	500,000
Funding Uses	**$ -**	**$ -**	**$ 250,000**	**$ 250,000**	**$ -**	**$ 500,000**
Technology	-	-	250,000	250,000	-	500,000

Bruce Center Painting & Carpeting

DEPARTMENT
DPU - Other Projects

LOCATION
James T. Bruce Operations Center

PROJECT DESCRIPTION
The Bruce Center is a heavily used facility and has been in operation since 2002. Consequently, the facility needs to have the interior repainted and the carpet replaced.

USEFUL LIFE
10 to 15 years

TIMETABLE
Improvements to be completed in FY19.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 88,000**	**$ -**	**$ 88,000**
User Fees	-	-	-	88,000	-	88,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 88,000**	**$ -**	**$ 88,000**
Facility Improvements	-	-	-	88,000	-	88,000

Maintenance Equipment Replacement

DEPARTMENT
DPU - Other Projects

LOCATION
James T. Bruce Operations Center

PROJECT DESCRIPTION
Replacement of existing lab discreet analyzer.

USEFUL LIFE
10 to 20 years

TIMETABLE
Equipment purchase in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 60,000**	**$ 60,000**
User Fees	-	-	-	-	60,000	60,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 60,000**	**$ 60,000**
Equipment	-	-	-	-	60,000	60,000

Bruce Center Mezzanine

DEPARTMENT
DPU - Other Projects

LOCATION
James T. Bruce Operations Center

PROJECT DESCRIPTION
Public Utilities continues to grow and subsequently will need additional storage space in the future. One bay currently has a mezzanine and is at capacity. This addition will make use of existing available vertical space with the addition of a second mezzanine.

USEFUL LIFE
50+ years

TIMETABLE
Design and construction in FY20.

OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY16	FY17	FY18	FY19	FY20	Totals
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 58,000**	**$ 58,000**
User Fees	-	-	-	-	58,000	58,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 58,000**	**$ 58,000**
Equipment	-	-	-	-	49,000	49,000
Professional Services	-	-	-	-	9,000	9,000

Budget Directives

In September, County department and agency heads are requested by the Director of Finance to submit operating and capital improvement budgets in accordance to the following guidelines:

1. Operating Budget

a) Provide detailed descriptions of each line item request, highlighting any changes that have caused a fluctuation in amounts from one year to another. Detailed descriptions include, for example, listing all memberships, dues, continuing education, professional service contracts and maintenance contracts.

b) Provide documentation for any requests for additional personnel or position changes, including detailed operating and capital costs incurred as a result of the additional personnel or position change and an organizational chart indicating where this position is classified in relation to the department.

c) Provide a detailed justification for capital items with a unit cost greater than $5,000 submitted in the budget, including capital item name, whether the capital item is a replacement or an addition, unit cost of capital item and quantity of each item.

d) Verify all departmental positions, both vacant and filled, and proposed compensation as provided by the Finance department.

e) Departments charged with the oversight of the calculation and/or collection of revenue (tax, service fee, grant, etc.) must provide a detailed analysis of the demand factors and rates formulated to calculate such revenue.

2. Capital Budget

a) Submit justification and description of any major capital expenditure ($50,000 or more) complete with an analysis of impact on the operating budget for the following five years.

b) Provide documentation of any non-local funding (e.g. debt proceeds, grants, etc.) to be used to fund the capital project.

c) Construction projects must be supported with common attributes, such as square footage, cost per square foot and acreage.

3. Five-Year Financial Plan

a) Submit justification and description of any service level change, additional personnel, position changes, or capital items for the following five fiscal years.

b) Provide documentation of any non-local funding for the Service Level Plan.

Finance and Management Services Policies

1. General Provisions

1-1 Adoption and Application of Policies

The Hanover County Financial Policies (Policies) set forth in this document supersede all previous Financial Policies. These Policies have been approved by the County Administrator and adopted by the Board of Supervisors of Hanover County (County), and shall apply to all County funds and School funds except the School Activity Funds as defined by the Department of Education. Other funds identified by action of the Board of Supervisors may be included in the coverage of these policies.

1-2 Purpose of Policies

A. Accounting: This policy addresses the accounting methods and other related requirements to be used by all covered funds.

B. Audit: This policy provides guidance on the selection of an independent accounting firm to provide opinions and/or reports on the County's financial statements, internal control over financial reporting and compliance with federal and State laws, regulations, contracts and grants. The role of the County's Internal Auditor is defined in this policy.

C. Budget: This policy prescribes procedures and requirements of the budget formulation process, including the adoption of the Five-Year Financial Plan and the Capital Improvements Program (CIP).This budget policy also prescribes procedures and requirements of the budget management process.

D. Debt: This policy establishes the debt issuance and post-issuance compliance guidelines.

E. Deposit and Investment Policy: The Treasurer of Hanover County has established a Detailed Deposit and Investment Policy. The Board of Supervisors has adopted the Detailed Deposit and Investment Policy as a joint policy between the County and the Treasurer. The Detailed Deposit and Investment Policy is subject to amendment by the Treasurer. It is the intent of the Board of Supervisors that such amended Detailed Deposit and Investment Policy will remain a joint policy between the County and the Treasurer, as long as it continues to agree with the overarching Deposit and Investment Objectives outlined below, or until the Board adopts otherwise.

F. Fund Balance and Net Assets Policy: This policy establishes guidelines for the appropriate fund balance and net asset levels needed to maintain positive financial position.

G. Purchasing Policy: This policy is adopted to guide the County in obtaining high quality goods and services at reasonable cost, in conducting all procurement procedures in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety. The policy provides access to the County's public business for all qualified vendors, and promotes efficient procurement practices among all County departments. The statutes governing the procurement of goods and services from nongovernmental sources are contained in the Virginia Public Procurement Act (*VPPA)* (*Code of Virginia*, § 2.2-4300 et seq.) and Hanover County Code Chapter 2, Article IV.

H. Revenue Policy: This policy establishes measures to maintain control over all revenues (including federal, state and private grants and cooperative agreements), to ensure strong fiscal management. This includes control over revenue budgeting and forecasting, reconciliations, accounts receivable management, compliance with grant awards, regulations and cooperative agreements and general oversight over the various revenues the County collects.

Finance and Management Services Policies

I. Travel and Business Expense Policy: This Policy establishes authority for payment and reimbursement of certain travel and business expenses incurred for County purposes by officials, employees and volunteers. Oversight of the department travel budgets is vested in the department heads, or Chair of the Board of Supervisors, respectively. County business for the purpose of this Policy includes conferences, seminars, workshops, hearings, educational programs, conventions and meetings and other activities which are directly related to or associated with the business of the County, and which provide a substantial benefit to the County.

1-3 Internal Controls

All aspects of accounting and financial reporting shall be subject to proper controls with standard controls documented and followed by all departments.

1-4 Delegation of Authority

The County Board of Supervisors delegates the responsibility for financial and contractual activities and reporting to the County Administrator subject to the limitations and terms included in this policy. In all cases, reference to a County or other official in this policy shall be deemed to include designees of the official. The County Administrator and School Superintendent may designate the Director of Finance and Management Services to be responsible for the financial and contractual reporting functions.

1-5 Ethics

Finance Department staff and all County employees engaged in financial and contractual activities and reporting should be generally familiar with the applicable provisions of the Government Finance Officers Association Code of Professional Ethics and the County Ethics Policy

A. Purchasing staff and all County employees engaged in procurement activities are subject to and should be generally familiar with the provisions of the *VPPA* relative to Ethics in Public Contracting, Article 6 (*Code of Virginia*, § 2.2-4367 et seq.).

B. No official or employee shall have a personal interest in a transaction or contract if such interest is prohibited by the *State and Local Government Conflict of Interests Act* (*Code of Virginia*, § 2.2-3100 et seq.). The County Administrator shall endeavor to provide appropriate information regarding these prohibitions to employees and affected volunteers.

1-6 Compliance

Department heads and School Cost Center Managers shall take necessary and prompt action to insure compliance with these Policies within their respective departments.

1-7 Amendment of Policies

These rules may be changed or amended by resolution of the Board of Supervisors.

1-8 Availability of Policies

The Financial Policies shall be maintained by the Director of Finance Management & Services and an electronic copy shall be maintained on the County's website.

Finance and Management Services Policies

2. Accounting Policy

2-1 Financial Statements

A. All activities for which generally accepted accounting principles (GAAP) consider the County to be financially accountable are incorporated into the audited financial statements to form the reporting entity.

B. The year-end financial statements shall be formulated based upon GAAP and the Comprehensive Annual Financial Report (CAFR) will be prepared at the conclusion of the County audit to meet Government Finance Officer Association (GFOA) guidelines.

C. Interim and year-end financial reports shall be presented to the Board of Supervisors (the Board) for each fiscal year.

2-2 Fund Accounting

A. Accounts are organized on the basis of funds, each of which is considered to be a separate accounting entity.

B. Appropriate accruals of revenues and expenditures will be in accordance with GAAP.

C. Purchase orders, contracts, and other commitments for expenditure of moneys are recorded for budget purposes as encumbrances in order to reserve that portion of the appropriation.

D. Board approval is required for the establishment of any new County reporting entity fund that requires an appropriation. The County Administrator authorizes all other funds.

2-3 Capital Assets

A. Tangible capital assets shall be recorded when the unit cost is greater than $5,000, the useful life exceeds five years, and the expenditure meets the GAAP definition of land, building, improvements to building, infrastructure, equipment or other relevant tangible fixed asset class. Intangible assets over $25,000 in value acquired in fiscal year 2010 and future years shall be capitalized when they meet the GAAP definition of a capitalizable intangible asset.

2-4 Donation Acceptance

A. Personal property, monetary and in kind donations:

   (i) The department head may authorize acceptance of these donations with an estimated value below $5,000.

   (ii) The County Administrator may authorize acceptance of these donations with an estimated value between $5,000 and $50,000.

B. Board of Supervisor's authorization is required for acceptance of these donations with an estimated value greater than $50,000.

2-5 Authorization of Disbursements and Transfers

A. All checks, bank transfers, and disbursements to a non-County account generated by the County and Treasurer's Office will contain dual signatures with one signature representing an authorized signature of the County and the other signature representing an authorized signature of the Treasurer's Office.

B. Manual checks with dual signatures will be issued only in circumstances that are deemed appropriate by the Director of Finance and Management Services.

C. All disbursements of funds will have proper supporting documentation, approval of a department authorized signer, and be filed in a manner to provide the proper audit trail to such disbursement.

D. State tax and fee collections that are administered by the Treasurer's Office are recorded in a separate Commonwealth fund. The Treasurer's transfer of State tax and fee collections to the Commonwealth requires dual signatures, but does not require authorization of both the Treasurer and County.

2-6 Petty Cash

A. Petty cash funds shall be maintained in order to provide timely payment or reimbursement for proper expenses that do not exceed the transaction amount established by the Accounting Regulations.

B. Petty cash funds shall also be established at cashiering points to provide change for County business transactions.

C. Internal controls shall be followed to ensure the appropriate reconciliations are performed and petty cash is safeguarded.

D. Petty cash balances and locations shall be documented in the Accounting Regulations.

2-7 Record Retention

All records shall be retained, and when required, disposed of in accordance with the Virginia Public Records Act and related schedules.

2-8 Accounting System

Unless otherwise approved by the Board, common accounting systems will be utilized by all covered funds, for all payroll, general ledger, cash receipts, cash disbursements, and other accounting transactions.

Finance and Management Services Policies

3. Audit Policy

3-1 External Auditors

A. External auditors will be selected to perform annual audits through a request for proposal (RFP) process every five years, unless otherwise approved by the Finance Committee.

B. Recommendation of the selection committee is reviewed by the Finance Committee for concurrence prior to Board of Supervisors approval.

C. External auditors will review the Comprehensive Annual Financial Report (CAFR) for submission to the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting.

D. External auditors are responsible for the issuance of any and all required opinions, internal control and compliance reports and management letters in connection with the audit of the financial statements. County assistance will be provided to external auditors in order to produce timely and accurate financial statements and related audit opinions and reports. The external auditor shall coordinate the annual audit objectives with the County's Internal Auditor who may also provide assistance as necessary.

3-2 Internal Audit

A. The mission is to independently ascertain whether the ongoing processes for controlling fiscal and administrative operations throughout the County are adequately designed and functioning in an effective manner.

B. The Internal Audit Department will ensure that:

(i) Resources are adequately protected.

(ii) Significant financial, managerial and operating information is accurate and reliable.

(iii) The actions of employees comply with the County's policies, regulations, procedures and applicable laws and regulations.

C. To provide for the independence of the Internal Audit function, the Internal Audit Department reports functionally to the Finance Committee of the Board of Supervisors and reports administratively to the Deputy County Administrator. The Finance Committee approves the annual Internal Audit Plan and assists in the evaluation of the performance of the Internal Audit Director.

D. The Internal Audit Department also has responsibility to:

(i) Develop an Internal Audit Plan annually and submit that plan to the Finance Committee for approval.

(ii) Consider the scope of work of external auditors for the purpose of providing optimal audit coverage to the County including the contracting with external auditors for annual and as needed audit services.

(iii) Implement the Internal Audit Plan as approved, including any special projects assigned by the Finance Committee and County Administrator.

(iv) Issue periodic reports to the Finance Committee summarizing results of audit activities.

(v) Communicate audit findings/reports to the appropriate level of management and request a written response.

(vi) Follow-up on corrective action plans to address audit recommendations.

E. The Internal Audit staff is authorized to have access to all of the County's functions, records, property and personnel.

F. The Internal Audit staff will maintain audit documentation in compliance with applicable privacy requirements and Government Auditing Standards.

G. The Internal Audit staff may perform special audits for Schools and other audit entities, as directed by the Finance Committee. Audits of Constitutional Officers will require concurrence from the applicable Constitutional Officer.

H. The Internal Audit staff is not authorized to initiate or approve accounting transactions external to the Internal Audit function.

Finance and Management Services Policies

4. Budget Policy

4-1 Budget Calendar

A. The following guidelines will be used in establishing the annual budget calendar:

(i) The proposed operating budget, Capital Improvements Program, and Five-year Financial Plan will be presented by the fourth Wednesday in February.

(ii) Informational budget sessions and workshops will be presented between presentation of proposed budget and adoption of the budget, with special meetings held by the Board if necessary.

(iii) The budget shall be adopted in accordance with applicable statutes.

B. Budget Board meeting dates will be established as part of the Board of Supervisors' Meeting Schedule.

4-2 Budget Guidelines

A. The overall objective of the budget is to provide a balanced financial plan in total and by fund that adheres to the County's mission statement, long range strategic plans and/or current initiatives. A balanced budget is a budget with total expenditures equal to total revenues, including use of fund balance.

B. Initiatives that are presented to the Board of Supervisors should ensure compliance with the mission statement.

C. Annual recurring budget guidelines shall be focused in certain areas, with additional guidelines and/or objectives formulated, if applicable, by the County Administrator in the formulation of the proposed budget.

(i) Priority service levels

a) Education: Provide a funding plan for the Hanover County Schools that maintains favorable student -teacher ratios, provides appropriate instructional materials and provides appropriate capital infrastructure to limit overcrowding.

b) Public Safety: Provide staffing and equipment, for law enforcement and public safety departments to ensure that desired standards can be achieved and maintained in an effective and efficient manner.

(ii) Sound financial management practices

a) Mitigate the tax rate burden upon the citizens and dependency upon the real property tax rate through provision of service delivery in the most efficient and effective manner while maximizing opportunities for additional revenues from non-local tax sources (e.g., State revenues) and diversification of local revenue sources.

b) Prepare and adopt Five-Year Financial Plans and Five-Year Capital Improvements Program to describe funding sources and anticipated expenditures for operating and capital needs.

c) Provide recommendations which include recurring revenue to meet recurring expenses.

d) Ensure adequate reserves, limits on the County's debt burden, and maintenance or improvement of the County's bond ratings.

e) Include general obligation bond funding only if any required referendum is anticipated to be supported by the community.

(iii) Employee compensation

a) Provide adequate employee compensation including consideration of pay for performance increases, salary benchmark adjustments, if applicable, and a comprehensive benefits plan.

b) Ensure that compensation and benefits provided will be market sensitive and enable the County and School system to attract and retain outstanding employees.

D. Public Utilities

(i) Operate a water and wastewater system as a self-supporting enterprise fund that provides high quality and reliable service delivery to customers, including the development of a capital improvement program.

(ii) Limit user and/or capacity fee rate increases to that which is needed to ensure long-term viability of the system.

4-3 Five-Year Capital Improvements Program

A. The Capital Improvements Program is a plan for capital and capital-related expenditures and a means of planning for funding the following throughout the Five-Year Financial Plan:

(i) Facilities, equipment, and vehicles with a unit cost greater than $50,000; and,

(ii) Purchases for multiple departments that are generally:

a) Managed by a single department/agency; or,

b) Over $50,000 annually in aggregate.

B. General governmental projects will be funded by General Fund revenues (i.e. "pay as you go funding"). In general at least 10% of the total five-year general government portion of the Capital Improvements Program should be funded by non-debt sources (e.g., General Fund and grants) over the five-year period.

C. In designing a school capital improvement program, formulation of the Capital Improvements Program will illustrate that no individual school is over capacity by 20% for more than three consecutive years and meets the definition of overcrowding per the School regulations without consideration of attendance boundary adjustments or other appropriate measures.

4-4 Five-Year Financial Plan

A. The plan will identify all major budget assumptions, including the anticipated collection of revenues, use of fund balance, expenditures, future operating costs of capital improvements, and proposed changes in service levels and fees.

B. The plan will clearly describe proposed service levels and the means to finance such service levels over the five-year period.

C. Compliance with debt and fund balance polices shall be maintained for each year of the plan.

D. Reserve for Contingencies will be appropriated in the General Fund at an amount equal to at least 0.5% of the General Fund budget, net of capital improvement transfer.

E. Financial plans enable the funds subject to such plans to be managed to maintain financial stability over the long-term by identifying current trends and future challenges; identifying the most

appropriate mix of funding sources; analyzing debt options and timing to minimize borrowing costs; encouraging strong fiscal and operational management; and encouraging consistency and financial integrity.

4-5 Public Utilities

A. The costs associated with providing water and wastewater service shall be allocated between service types, uniform for similar types and classes of customers, and separate rates shall be established for each service.

B. Capacity fees and user fees will be established using a generally accepted methodology that includes analysis of revenue requirements, cost of services, rate design and rate implementation impact.

4-6 Budget Adoption

A. The budget adoption resolutions include approval for the reappropriation of all encumbered balances and capital project unencumbered balances at fiscal year-end.

B. All related ordinance changes and other budgetary issues requiring Board of Supervisors approval will be presented to the Board for consideration with the proposed budget adoption.

C. The Adopted Budget Document will be forwarded to the GFOA and other interested parties within 90 days of budget adoption for the Distinguished Budget Award program.

4-7 Budget Amendments

A. Transfer authority is determined based on the following factors:

(i) The dollar amount requested to be transferred.

(ii) The category (personnel, operating, capital, or revenue) of funding. For purposes of this section, "capital" is defined as the Capital Improvements Program fund (CIP) as well as capital line items within other funds (i.e. General Fund, Public Utilities).

(iii) Whether or not the funding will be moved from its original appropriated category to a different category.

(iv) For purposes of this section, transfer authority applies across all funds directed by each respective Board – Board of Supervisors or School Board.

B. Transfers that do not move across categories can be approved in the following manner:

(i) Up to $2,000 per month – Department Heads or School Cost Center Managers within their respective department budgets.

(ii) Up to $10,000 per topic or issue within any individual category– Director of Finance & Management Services (County funds) and the Assistant Superintendent of Business & Operations (School funds).

(iii) Up to $50,000 per topic or issue within the operating category – County Administrator (County funds) or the School Superintendent (School funds).

(iv) All transfers within the personnel and capital categories over $10,000 per topic or issue must be approved by the County Administrator (County funds) or the School Superintendent (School funds). All transfers within the operating category exceeding $50,000 per topic or issue must be approved by the Board of Supervisors (County funds) or the School Board (School funds).

C. Transfers that cross categories can be approved in the following manner:

(i) Up to $10,000 per topic or issue – Director of Finance & Management Services (County funds) and the Assistant Superintendent of Business & Operations (School funds).

(ii) Up to $50,000 per topic or issue – County Administrator (County funds) or the School Superintendent (School funds).

(iii) All transfers crossing categories and exceeding $50,000 per topic or issue must be approved by the Board of Supervisors (County funds) or the School Board (School funds).

D. Transfers up to $10,000 per topic or issue for any revenue change (e.g., insurance recoveries, grants and gifts) can be approved by the Director of Finance & Management Services (County funds) and the Assistant Superintendent of Business & Operations (School funds). Transfers up to $50,000 per topic or issue for any revenue change can be approved by the County Administrator.

E. Transfers of Reserve for Contingencies to departmental, school cost center, and/or capital budgets can be approved as follows:

(i) Up to $10,000 per topic or issue involving need for such reserve funding – County Administrator (County funds) or the School Superintendent (School funds).

(ii) Transfers exceeding $10,000 per topic or issue must be approved by the Board of Supervisors (County funds) or the School Board (School funds).

F. Revenue sources that need to be reclassified as a result of the transfer of directly related expenditures shall be approved under the same authority that governed the transfer of the expense.

G. All transfers that increase the County's total appropriated budget require approval of the Board of Supervisors.

H. Any transfer that increases the total revenues for any of the School Board funds shall require the approval of the Board of Supervisors following approval by the School Board.

I. Public hearings and associated notice for budget amendments will be conducted in accordance with applicable statutes.

4-8 Reappropriation of Balances

A. Both unencumbered and encumbered funds for capital projects, and encumbered funds in departmental budgets, are reappropriated annually by the Board of Supervisors during the budget approval process.

B. Except for those funds reappropriated by the Board, appropriations lapse on June 30.

C. A review of capital projects will be conducted at year end to determine the necessity for reappropriated funds. Those which are determined to be unnecessary will be transferred to other uses, as determined by the County Administrator.

Finance and Management Services Policies

5. Debt Policy

5-1 Issuance Guidelines

A. The County will not use short-term borrowing to finance operating needs.

B. The maturity of any debt will not exceed the expected useful life of the project(s) for which the debt is issued.

C. Debt shall not be incurred which would be an unreasonable burden to residents and taxpayers. Total general governmental debt and debt service expenditures shall not exceed the limits of this policy.

D. Debt ratios for general governmental debt:

(i) Debt as a percentage of assessed value will not exceed 2.5%.

(ii) The debt per capita will not exceed a ratio of $1,900 as of June 30, 2007, growing annually at 2% ($2,140 as of June 30, 2013).

(iii) Debt service as a percentage of general (non-capital) governmental expenditures will not exceed 10%.

(iv) Debt per capita income will not exceed a ratio of $5,000.

For purposes of these debt ratios, contingent obligations of the General Fund extending beyond the current fiscal year incurred subject to annual appropriation (i.e., Support Agreement debt) shall be treated on a par with general obligation debt and will be included in the calculation of debt ratio limits.

E. At least 25% of total debt will be repaid within 5 years and at least 50% of total debt within 10 years.

F. Variable rate debt will be limited to 10% of total outstanding debt.

G. Debt coverage ratios for all Proprietary Fund debt will be in compliance with all debt covenants and all debt coverage ratios will meet or exceed minimum legally required thresholds.

H. The following issuances of debt require approval and appropriation of the proceeds by the Board.

(i) Bond and revenue anticipation notes

(ii) General obligation bonds

(iii) VPSA Bonds and State Literary Fund loans

(iv) Revenue bonds and subject-to-appropriation debt

(v) Capital acquisition leases and notes

(vi) Refundings and refinancings, excluding proprietary fund debt that does not require appropriation of debt proceeds

(vii) Moral obligation debt

I. In order to seek timely access to market conditions, proposals for refunding and refinancings can be solicited with County Administrator's authorization noting that Board approval is still needed for any issuance of debt.

5-2 Post-Issuance Compliance

A. The Director of Finance and Management Services will oversee post-issuance activities to ensure compliance with federal guidelines and other legal and regulatory requirements.

B. Post-issuance compliance responsibilities include:

(i) Tracking that proceeds of a debt issuance are spent on qualified tax-exempt debt purposes;

(ii) Maintaining detailed records of all expenditures and investments related to debt funds;

(iii) Ensuring that projects financed are used in a manner consistent with the legal requirements; and

(iv) Timely reporting of necessary disclosure information and other required filings.

(v) Monitoring compliance with applicable arbitrage rules and performing required rebate calculations in a timely manner.

C. The Director of Finance and Management Services may consult with bond counsel or other financial advisors or professionals they deem appropriate to meet the requirements of the Debt Policy.

Finance and Management Services Policies

6. Deposit and Investment Policy

6-1 Deposit and Investment Objectives

A. This Deposit and Investment Policy applies to the investment activities of Hanover County, except for investments of the Retiree Medical Benefits Trust.

B. All investable balances shall be invested with the same care, skill, prudence and diligence that a prudent and knowledgeable person would exercise when undertaking an enterprise of like character and aims under circumstances prevailing at that time.

C. Safety - the safeguarding of principle shall be the foremost objective of the investment program by mitigating credit risk and interest rate risk with all other objectives subordinated to the attainment of this objective.

D. Liquidity - the investment portfolio shall be managed at all times with sufficient liquidity to meet all daily and seasonal needs, as well as special projects and other operational requirements either known or which might be reasonably anticipated.

E. Yield - the investment portfolio shall be managed with the objective of obtaining no worse than a fair value rate of return over the course of budgetary and economic cycles, taking into account the above objectives and the cash flows of the County.

6-2 Allowable Investments

A. All investments shall be in compliance at all times with provisions of the Code of Virginia and the Treasurer's Detailed Deposit and Investment Policy.

6-3 Prohibited Securities

A. The following securities shall be expressly prohibited, unless specifically approved in writing by the Treasurer:

(i) Derivative products that include any of the following characteristics: high price volatility, illiquid markets, products that are not market tested, highly leveraged products, products requiring a high degree of sophistication to manage, and products that are difficult to value.

(ii) Reverse repurchase agreements (repos).

6-4 County and Treasurer Internal Controls

A. The County and Treasurer shall maintain a system of internal controls which shall be documented and reviewed with internal and independent auditors and meet the requirements of the Government Accounting Standards Board and other applicable regulators.

B. These controls shall be designed to provide reasonable assurance of loss prevention due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions.

C. There shall be a separation of transaction authority from accounting and record keeping with all transaction activity properly documented in the Treasurer's cash receipts system and bank reconciliations to the general ledger performed monthly.

D. Treasurer and County officials involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

E. The Treasurer shall annually update the Board of Supervisors and at least quarterly update County administration on securities held, maturities, investment returns, unrealized gains (loses), comparisons to established benchmarks, market conditions and prevailing investment philosophy.

F. Bank transfers.

   (i) Dual authorizations representing the County and the Treasurer shall be in compliance with the Accounting Policy for all transfers that move County funds from a County account to a non-county account (e.g., debt service payments).

   (ii) In addition, the Treasurer's Office will have dual processing procedures requiring two people to conduct transfers with County bank accounts.

   (iii) All financial institutions used by the County will have written instructions regarding County authorizations for wire transfers, restrictions on accounts funds can be wired and other procedures that will mitigate unauthorized movement of funds (e.g., call-back to independent person, written confirmations, etc.).

7. Fund Balance and Net Assets Policy

7-1 All Funds

A. Financial statement presentation of fund balances and net assets shall comply with Governmental Accounting Standards Board (GASB) standards.

B. Fund balance will be displayed in the following GASB-defined classifications depicting the relative strength of the spending constraints placed on the purposes for which resources can be used:

(i) *Nonspendable fund balance* – amounts that are not in a spendable form, such as inventory, or are required to be maintained intact.

(ii) *Restricted fund balance* – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

(iii) *Committed fund balance* – amounts constrained to specific purposes by the County Board of Supervisors (the Board) (its highest level of decision-making authority). To be reported as committed, amounts cannot be used for any other purpose unless the Board takes the same (highest-level) action to remove or change the constraint.

(iv) *Assigned fund balance* – amounts a government intends to use for a specific purpose, including budgeted use of prior year fund balance.

(v) *Unassigned fund balance* – amounts that are available for any purpose. These amounts are reported only in the General Fund, unless otherwise required by GASB standards.

7-2 Committed Fund Balances

A. In accordance with GASB criteria, unless otherwise established by Board policy, the Board shall pass a resolution to establish any desired committed fund balances for specific purposes. As required by GASB, such policy or resolution shall be established prior to the fiscal year-end, but the amount of such committed fund balances may be determined subsequent to the fiscal year end.

7-3 Assigned Fund Balances (permitted by GASB and applicable to all County Governmental Funds)

A. General Fund

(i) GASB standards define assigned fund balance as any amounts that are intended to be used for specific purposes that do not meet the criteria to be classified as restricted or committed.

B. Special Revenue Funds and Capital Projects Funds

(i) By reporting particular amounts that are not restricted or committed in a special revenue or capital projects fund, the County has assigned those amounts to the purposes of the respective funds.

C. All Governmental Funds

(i) The Board has determined that the establishment of assigned fund balances, including the intent, specific purpose, and amounts may be made by the County Administrator for all County governmental funds, although any expenditure of assigned fund balances is subject to prior legal appropriation by the Board.

(ii) The County Administrator shall provide a summary to the Finance Committee of the Board of any specific assigned fund balances, including their purposes and amounts, prior to their establishment. In accordance with GASB standards, any fiscal year-end assigned fund balances shall be established prior to issuance of the annual Comprehensive Annual Financial Report (CAFR).

7-4 Unassigned Fund Balance

A. General Fund

(i) The unassigned fund balance is the residual classification for the General Fund and represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes with the General Fund. The General Fund should be the only fund that reports a positive unassigned fund balance amount.

(ii) The unassigned fund balance is established to protect against unanticipated expenditures, to provide for cash flow reserves during the fiscal year due to the timing difference between the receipt of revenues and disbursement of expenditures, and to meet desired unassigned fund balance targets.

(iii) Unassigned fund balance shall be at least equal to 10% of the General Fund's total revenues as measured during the annual budget adoption process as total budgeted revenues, net of any budgeted uses of fund balance, and as measured at fiscal year-end as actual revenues recognized in accordance with generally accepted accounting principles over the preceding fiscal year. A target unassigned fund balance is determined by the requirements of the Fund Balance Regulations.

(iv) If there is a shortfall in the General Fund unassigned fund balance beneath the 10% minimum fund balance percent, the County Administrator shall approve a plan to achieve the minimum within three fiscal years.

(v) If there is a shortfall in the General Fund unassigned fund balance beneath the target established by the Fund Balance Regulations, the goal of the next Five-Year Financial Plan shall be to attain the target.

B. Special Revenue Funds and Capital Projects Funds

(i) For governmental funds such as Special Revenue and Capital Projects Funds, if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance.

(ii) It is the goal of the County that funds do not maintain a negative unassigned fund balance. The County Administrator shall approve a plan to eliminate any negative unassigned fund balance within three fiscal years.

7-5 Unrestricted Net Assets

A. Unrestricted net assets are reflected in entity-wide financial statements for governmental and business-type activities under the primary government and for the component units.

B. It is the County's goal to have positive unrestricted net assets in its statement of net assets, which reflects economic well-being.

C. Business-type Activities and Proprietary Funds

(i) Business-type activities and proprietary funds do not reflect fund balance accounting, but instead report net assets, in accordance with GASB standards.

(ii) Proprietary Funds

a) It is the County's goal that unrestricted net assets shall be at least equal to 10% of total operating revenues at fiscal year-end, net of any donated assets recognized, to provide reserves for operations and future capital improvements. In the event of a shortfall, the County Administrator shall approve a plan to achieve the minimum within three fiscal years

Finance and Management Services Policies

8. Purchasing Policy

8-1 Administration of Procurement Functions

A. Purpose and Applicability: Rules governing contract awards shall be made clear in advance of the competition, specifications shall reflect the procurement needs of the County rather than being drawn to favor a particular vendor, and the County and the vendor shall freely exchange information concerning what is sought to be procured and what is offered. In addition, surplus property is to be disposed of on a competitive basis whenever practicable.

B. General Authority: The County reserves the right to accept, reject or cancel any or all solicitations or parts thereof, to waive informalities, and to reissue solicitations. The County also reserves the right to award the contract as it deems will best serve its interests. It further reserves the right to award the contract on a lump sum basis, individual item basis, or such combination as shall best serve the interests of the County. This may include multiple awards if provided for in the solicitation.

C. Specific Authority: Procurement authority for functions governed by the Virginia Public Procurement Act shall be delegated to the County Administrator pursuant to *Code of Virginia,* § 2.2-4302. The County Administrator may delegate authority for those functions to other officials or employees.

D. Award of Term Contracts: For purposes of this Policy, the authorization required for award of term contracts shall be determined by the estimated value of the initial term plus all available renewals.

8-2 Nondiscrimination

A. The County does not discriminate in the solicitation or award of contracts because of race, religion, color, gender, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment (*Code of Virginia*, § 2.2-4310A). The County will prominently display a nondiscrimination statement in all invitations to bid, requests for proposals, contracts, and purchase orders indicating that the County does not discriminate against faith-based organizations (*Code of Virginia*, § 2.2-4343.1D).

B. Competitive solicitations, or notices of the issuance thereof, shall be sent to small businesses and businesses owned by women, minorities, and service disabled veterans (*Code of Virginia*, § 2.2-4310B).

Finance and Management Services Policies

9. Revenue Policy

9-1 Diversification of Revenues

A. Diversification of revenues is a primary goal of the County.

B. The County does not have a profit motive when setting tax and fee rates. Tax and fee rates are based on the County's cost of services.

9-2 Establishment and Modification of Fees

A. Fees will be calculated based on appropriate cost of service delivery.

B. Fees will be reviewed and updated based on criteria defined in the Revenue Regulations.

9-3 Accounts Receivable Collection

A. Bad Debt Expense

(i) The determination of the need for an allowance for doubtful accounts will be based upon accepted business practices and accounting standards.

(ii) Write-offs of uncollectable balances will be based on:

a) The type of balance (i.e. tax or non-tax balance);

b) The dollar amount outstanding;

c) The length of time delinquent; and

d) The status of standard collection efforts performed.

(iii) All write-offs require approval of the department head for non-tax balances or the Treasurer for general property tax balances.

9-4 Identity Theft Prevention Program

As required by the Federal Trade Commission's Red Flag Rules (Rules), the Board of Supervisors has adopted a written Identity Theft Prevention Program (ITPP) to detect, prevent and mitigate identity theft for customer accounts deemed "covered accounts" under the Rules and has authorized the County Administrator to implement the Program and to adopt and amend standard operating procedures appropriate to the size, complexity and nature of covered County operations. Oversight of the ITPP, including review of compliance reports and approval of amendments to the standard operating procedures, shall be the responsibility of the County Administrator.

9-5 Federal, State and Private Grants and Cooperative Agreements

A. This portion of the revenue policy prescribes procedures and requirements for the fiscal and program administration of all Federal, state and private grants and cooperative agreements.

B. The purpose of this policy is to:

(i) Ensure proper oversight of all funds appropriated to the County from federal, state and local governments, non-profit agencies, and private sources;

(ii) Minimize the County's risk of non-compliance with the requirements of grant awards, regulations and cooperative agreements;

(iii) Ensure proper fiscal administration, accounting, audit and reporting of all grants and cooperative agreements.

(iv) Ensure proper program management of all grants and cooperative agreements.

C. Applicability

(i) This policy and related Revenue Regulations apply to all grant and cooperative agreement applications prepared and/or submitted by County departments and Constitutional Officers to agencies outside the County government for funds, materials, or equipment to be received and/or administered by the County or by an agency for which the County acts as fiscal agent, including any grant or cooperative agreement funds or items passed through to a sub-recipient.

D. Centralized Responsibility

(i) The County Administrator shall establish underlying Revenue Regulations and procedures to help ensure that the purposes of this Policy regarding grants and cooperative agreements are met.

(ii) Responsibility for the overall fiscal management of all County grants and cooperative agreements shall reside in the Department of Finance and Management Services.

E. Decentralized Responsibility

(i) Responsibility for the overall program management of all County grants and cooperative agreements shall reside with the Director or Directors of the Department(s) having functional responsibility for the individual grants or cooperative agreements, or as otherwise delegated by the County Administrator (hereinafter referred to as Senior Program Managers).

(ii) It shall be the responsibility of the Senior Program Managers and their delegates having program management responsibility for a grant or cooperative agreement to cooperate with and perform all duties prescribed by the Department of Finance and Management Services necessary for the proper fiscal management of all grants and cooperative agreements, and to file all required reports with grantors/agencies on a timely basis.

10. Travel and Business Expense Policy

10-1 Allowable Expenses

A. Expenses incurred for County purposes for travel and business by employees, officials or volunteers may be paid or reimbursed in accordance with requirements established by the Internal Revenue Service for an accountable plan in which those amounts are not subject to income taxation, and in compliance with this Policy and related Regulations approved by the County Administrator.

B. With the exception of travel for the purpose of promoting County economic development, meals and incidental per diem expense for travel shall not exceed the federal per diem rate established for the destination locality by the Internal Revenue Service. Payment or reimbursement of expenses for travel for the purpose of promoting economic development shall be in the amount of actual documented reasonable costs. The mileage reimbursement rate shall equal that established by the Internal Revenue Service.

C. Allowable expenses for lodging, public transportation and business expenses shall be the actual costs provided they are reasonable.

D. This Policy shall be administered so as to provide for the most cost effective travel and business activity for the benefit of the County. Expenses may be paid or reimbursed only when they are reasonable and necessary for the conduct of County business, within amounts appropriated by the Board of Supervisors, properly documented and approved by the appropriate authority.

E. The County Administrator shall interpret and administer this Policy and shall prescribe Regulations implementing this Policy and describing additional detailed requirements.

10-2 County Procurement Cards and Other Methods of Payment

Expenses paid by use of County procurement cards and other methods shall be subject to the same limits and standards of documentation as reimbursed expenses.

VIRGINIA: At a regular meeting of the Board of Supervisors for Hanover County held in the Board Room of the Hanover County Administration Building on the 15th day of April, 2015, at 2:00 p.m.

Present: Wayne T. Hazzard, Chairman
Aubrey M. Stanley, Vice Chairman
Sean M. Davis
Angela Kelly-Wiecek
W. Canova Peterson
G. E. "Ed" Via, III
Elton J. Wade, Sr.
Cecil R. Harris, Jr., County Administrator
Sterling E. Rives, III, County Attorney

HANOVER COUNTY BOARD OF SUPERVISORS
RESOLUTION
FY16 BUDGET ADOPTION

BE IT RESOLVED that the Board of Supervisors of Hanover County does hereby adopt the County of Hanover's FY16 Budget as presented by the County Administrator to the Board of Supervisors on February 25, 2015, with the amendments presented March 25, 2015, including the following funds and amounts, and the detail included in the FY16 Budget document filed with the Board papers:

General Fund	222,052,444
School Operating Fund	171,839,758
Textbook Fund	-
Food Services Fund	7,016,800
County Improvements Fund	7,123,400
School Improvements Fund	2,400,000
Debt Service Fund	19,668,500
Economic Development Authority	225,950
Public Utilities Fund	32,728,981
Airport Fund	4,585,446
Self-Insurance Fund	33,315,180
Lewistown Commerce Center CDA Fund	659,440
Bell Creek CDA Fund	160,000

On motion of Mr. Hazzard, seconded by Mr. Stanley, the members of the Board of Supervisors voted to approve this Resolution as follows:

	Vote:
Wayne T. Hazzard	Aye
Aubrey M. Stanley	Aye
Sean M. Davis	Aye
Angela Kelly-Wiecek	Aye
W. Canova Peterson	Aye
Aubrey M. Stanley	Aye
G. E. "Ed" Via, III	Aye
Elton J. Wade, Sr.	Aye

The undersigned certifies that this is a correct copy of the Resolution of the Board of Supervisors.

Dated: April 21, 2015

Cecil R. Harris, Jr., County Administrator
Clerk, Hanover County Board of Supervisors

VIRGINIA: At a regular meeting of the Board of Supervisors for Hanover County held in the Board Room of the Hanover County Administration Building on the 15th day of April, 2015, at 2:00 p.m.

Present: Wayne T. Hazzard, Chairman
Aubrey M. Stanley, Vice Chairman
Sean M. Davis
Angela Kelly-Wiecek
W. Canova Peterson
G. E. "Ed" Via, III
Elton J. Wade, Sr.
Cecil R. Harris, Jr., County Administrator
Sterling E. Rives, III, County Attorney

HANOVER COUNTY BOARD OF SUPERVISORS
RESOLUTION
FY16 BUDGET APPROPRIATION

BE IT RESOLVED that the Board of Supervisors of Hanover County does hereby appropriate the funds detailed in the County of Hanover's adopted FY16 budget in the same funds and amounts included in the budget adoption resolution approved April 15, 2015.
(A complete copy of the FY16 Budget is filed with the Board's papers.)

BE IT FURTHER RESOLVED that all encumbered funds outstanding on June 30, 2015, both operating and capital, and all funds designated for capital improvements, shall be reappropriated for the 2016 fiscal year, to the same department and account for which they were appropriated for fiscal year 2015. At the close of the fiscal year, all unencumbered appropriations lapse for budget items other than capital improvements. This reappropriation action applies to all appropriations for the Capital Improvements Program outstanding on June 30, 2015, and to all encumbered appropriations in the FY15 budget.

On motion of Mr. Hazzard, seconded by Mr. Stanley, the members of the Board of Supervisors voted to approve this Resolution as follows:

	Vote:
Wayne T. Hazzard	Aye
Aubrey M. Stanley	Aye
Sean M. Davis	Aye
Angela Kelly-Wiecek	Aye
W. Canova Peterson	Aye
Aubrey M. Stanley	Aye
G. E. "Ed" Via, III	Aye
Elton J. Wade, Sr.	Aye

The undersigned certifies that this is a correct copy of the Resolution of the Board of Supervisors.

Dated: April 21, 2015

Cecil R. Harris, Jr., County Administrator
Clerk, Hanover County Board of Supervisors

VIRGINIA: At a regular meeting of the Board of Supervisors for Hanover County held in the Board Room of the Hanover County Administration Building on the 15th day of April, 2015, at 2:00 p.m.

Present: Wayne T. Hazzard, Chairman
Aubrey M. Stanley, Vice Chairman
Sean M. Davis
Angela Kelly-Wiecek
W. Canova Peterson
G. E. "Ed" Via, III
Elton J. Wade, Sr.
Cecil R. Harris, Jr., County Administrator
Sterling E. Rives, III, County Attorney

HANOVER COUNTY BOARD OF SUPERVISORS
RESOLUTION
2015 TAX RATES

BE IT RESOLVED that the Board of Supervisors of Hanover County does hereby adopt the following taxes for calendar year 2015:

Real Property Tax Rate	$0.81	per $100 of assessed valuation
Personal Property Tax Rate	$3.57	per $100 of assessed valuation
Qualifying Fire and Rescue Vehicle Personal Property Tax Rate	$1.78	per $100 of assessed valuation
Qualifying Disabled Veterans Vehicle Personal Property Tax Rate	$1.78	per $100 of assessed valuation
Machinery and Tools Tax Rate	$3.57	per $100 of assessed valuation
Aircraft Personal Property Tax Rate	$0.50	per $100 of assessed valuation
Merchants' Capital Tax Rate	$1.90	per $100 of assessed valuation
Mobile Home Tax Rate	$0.81	per $100 of assessed valuation
Generating Equipment Tax Rate	$0.81	per $100 of assessed valuation
Hanover County Recycling Service District Tax Rate	$19.50	per residential lot in Service District
Atlee Manor Sewer Service District Tax Rate	$780.00	per residential lot in Service District

On motion of Mr. Hazzard, seconded by Mr. Stanley, the members of the Board of Supervisors voted to approve this Resolution as follows:

	Vote:
Wayne T. Hazzard	Aye
Aubrey M. Stanley	Aye
Sean M. Davis	Aye
Angela Kelly-Wiecek	Aye
W. Canova Peterson	Aye
Aubrey M. Stanley	Aye
G. E. "Ed" Via, III	Aye
Elton J. Wade, Sr.	Aye

The undersigned certifies that this is a correct copy of the Resolution of the Board of Supervisors.

Dated: April 21, 2015

Cecil R. Harris, Jr., County Administrator
Clerk, Hanover County Board of Supervisors

VIRGINIA: At a regular meeting of the Board of Supervisors for Hanover County held in the Board Room of the Hanover County Administration Building on the 15th day of April, 2015, at 2:00 p.m.

Present: Wayne T. Hazzard, Chairman
Aubrey M. Stanley, Vice Chairman
Sean M. Davis
Angela Kelly-Wiecek
W. Canova Peterson
G. E. "Ed" Via, III
Elton J. Wade, Sr.
Cecil R. Harris, Jr., County Administrator
Sterling E. Rives, III, County Attorney

HANOVER COUNTY BOARD OF SUPERVISORS
RESOLUTION
FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM FY16 – FY20

WHEREAS, the County Administrator has prepared and recommended a Five-Year Capital Improvements Program to the Board of Supervisors and that Program is included in the Board papers; and

WHEREAS, the Five-Year Capital Improvements Program was reviewed by the Hanover County Planning Commission at a work session held on March 12, 2015, and the recommendations of the Commission have been transmitted to and considered by the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Hanover County does hereby adopt the Five-Year Capital Improvements Program for FY16 – FY20 as presented by the County Administrator on February 25, 2015, including the following categories and amounts:

Summary by Function	Total
Department of Public Utilities	$ 54,218,211
Education	28,525,500
Public Safety	18,553,150
Public Works	14,655,800
Airport	12,711,746
Parks, Recreation & Cultural	10,300,000
General Government Admin.	8,444,000
Community Development	1,050,000
Nondepartmental	1,013,660
Human Services	500,000
Judicial Administration	300,000
Total FY16 - FY20	**$ 150,272,067**

A complete copy of the adopted FY16 – FY20 Capital Improvement Program is in the Board papers.

On motion of Mr. Hazzard, seconded by Mr. Stanley, the members of the Board of Supervisors voted to approve this Resolution as follows:

	Vote:
Wayne T. Hazzard	Aye
Aubrey M. Stanley	Aye
Sean M. Davis	Aye
Angela Kelly-Wiecek	Aye
W. Canova Peterson	Aye
Aubrey M. Stanley	Aye
G. E. "Ed" Via, III	Aye
Elton J. Wade, Sr.	Aye

The undersigned certifies that this is a correct copy of the Resolution of the Board of Supervisors.

Dated: April 21, 2015

Cecil R. Harris, Jr., County Administrator
Clerk, Hanover County Board of Supervisors

VIRGINIA: At a regular meeting of the Planning Commission for Hanover County held in the Board Room of the Hanover County Administration Building on the 12th day of March, 2015, at 7:00 p.m.

Present: Ms. Claiborne R. Winborne, Chairman
Mr. Larry A. Leadbetter, Vice-Chairman
Mr. Jerry W. Bailey
Mrs. Edmonia P. Iverson
Mr. C. Harold Padgett, Jr.,
Mr. Randy A. Whittaker

Absent: Mrs. Ashley H. Peace

Staff Present: Mr. David P. Maloney
Mr. Dennis A. Walter
Mr. Lee W. Garman
Ms. Tiffany M. Burton

On a motion by Mr. Padgett, Seconded by Mr. Whittaker, the Planning Commission recommended adoption of the following Capital Improvements Resolution:

WHEREAS, the Hanover County Planning Commission is charged by State Law and County Ordinance with responsibility for advising the Board of Supervisors on matters dealing with growth and development of the County; and

WHEREAS, the Board of Supervisors adopted a Comprehensive Plan Update on September 11, 2013, guiding the role of development in the County and the provision of public utilities; and

WHEREAS, on April 9, 2014, the Board of Supervisors adopted a Five Year Capital Improvements Program for FY 2015 through 2019, to provide a guide for implementing County development policies; and

WHEREAS, in accordance with State Law, a Capital Improvements Program document for FY 2016 through FY 2020, has been drafted by the County Administration and has been presented to the Planning Commission for its consideration and advice; and

WHEREAS, the Hanover County Planning Commission has considered the recommended Capital Improvements Program, at a public hearing held on March 12, 2015;

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of Hanover County that the FY 2016 through FY 2020, Capital Improvements Program, as proposed by the County Administrator, is recommended to the Hanover County Board of Supervisors.

BE IT FURTHER RESOLVED that the Planning Commission recommends the following language modification regarding cash road contributions found on Page 209:

> Road Proffers: The Board adopted the *Business and Residential Development Road Improvements Transportation Policy* in March 2013. The policy supports the implementation of a road impact cash contribution for road improvements. Revenues received from the contribution are used to fund road improvements to address the increased traffic demand arising from residential development. The cash contribution is only negotiated for residential zoning requests, and the actual value of the cash contribution is based on the *Road Improvement Cost Assumptions*.

BE IT FURTHER RESOLVED that the Secretary shall transmit this resolution to the Board of Supervisors and the County Administrator along with a copy of the minutes the Commission meeting.

A Copy
Teste:

David P. Maloney, AICP, Secretary
Hanover County Planning Commission

VIRGINIA: At a regular meeting of the Board of Supervisors for Hanover County held in the Board Room of the Hanover County Administration Building on the 15th day of April, 2015, at 2:00 p.m.

Present: Wayne T. Hazzard, Chairman
Aubrey M. Stanley, Vice Chairman
Sean M. Davis
Angela Kelly-Wiecek
W. Canova Peterson
G. E. "Ed" Via, III
Elton J. Wade, Sr.
Cecil R. Harris, Jr., County Administrator
Sterling E. Rives, III, County Attorney

HANOVER COUNTY BOARD OF SUPERVISORS
RESOLUTION
FIVE-YEAR GENERAL FUND FINANCIAL PLAN

BE IT RESOLVED that the Board of Supervisors of Hanover County does hereby adopt the Five-Year General Fund Financial Plan for FY16 – FY20 as presented by the County Administrator on February 25, 2015, with amendments presented on March 25, 2015. *(A complete copy of the Five-Year General Fund Financial Plan is included in the Board papers).*

On motion of Mr. Hazzard, seconded by Mr. Stanley, the members of the Board of Supervisors voted to approve this Resolution as follows:

	Vote:
Wayne T. Hazzard	Aye
Aubrey M. Stanley	Aye
Sean M. Davis	Aye
Angela Kelly-Wiecek	Aye
W. Canova Peterson	Aye
Aubrey M. Stanley	Aye
G. E. "Ed" Via, III	Aye
Elton J. Wade, Sr.	Aye

The undersigned certifies that this is a correct copy of the Resolution of the Board of Supervisors.

Dated: April 21, 2015

Cecil R. Harris, Jr., County Administrator
Clerk, Hanover County Board of Supervisors

ORDINANCE NO. 15-03

AN ORDINANCE TO AMEND THE HANOVER COUNTY ZONING AND SUBDIVISION SCHEDULE OF FEES, PURSUANT TO VIRGINIA CODE SECTIONS 15.2-2241 AND 15.2-2286, BY:

1. **REDUCING THE FEES FOR THE FOLLOWING: ZONING MAP AMENDMENTS IN BUSINESS, OFFICE/SERVICE, AND INDUSTRIAL DISTRICTS FROM $1,500.00 PLUS $75.00 PER ACRE FOR THE FIRST 200 ACRES AND THEN $30.00 PER ACRE THEREAFTER, TO A FLAT FEE OF $1,100.00; AND**
2. **MODIFYING THE FEES FOR THE REVIEW OF SITE PLANS FROM $1,000.00 PLUS $50.00 PER ACRE, TO A FLAT FEE OF $1,100.00.**

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF HANOVER COUNTY:

1. That the following portions of the Hanover County Zoning and Subdivision Schedule of Fees are amended to read in its entirety as follows:

HANOVER COUNTY ZONING AND SUBDIVISION FEE SCHEDULE

Request:	**Current Fee:**	**New Fee:**
Rezoning / Zoning Map Amendment B, OS, M	$1,500 + $75/acre (1st 200 acres); $30/acre thereafter	$1,100

Request:	**Current Fee:**	**New Fee:**
Site Plan (1st Submittal) Commercial / Industrial	$1,000 + $50/acre	$1,100

2. That the remainder of the Hanover County Zoning and Subdivision Fee Schedule, last modified by the Board of Supervisors in Ordinance 08-12, shall remain in effect.
3. That the provisions of this ordinance shall be effective upon adoption.

Public Hearing: April 8, 2015

Adopted: April 15, 2015

Dated: April 21, 2015

Cecil R. Harris, Jr., County Administrator
Clerk, Hanover County Board of Supervisors

ORDINANCE 15-04

AN ORDINANCE AMENDING CHAPTERS 20 AND 23 OF THE HANOVER COUNTY CODE TO INCREASE WATER AND SEWER USER FEES PURSUANT TO TITLE 15.2, CHAPTER 21 OF THE CODE OF VIRGINIA, AND INCLUDING SPECIFICALLY VA. CODE §§ 15.2-2111, 15.2-2119 AND 15.2-2122, PROPOSED TO BE EFFECTIVE FOR THE FIRST FULL BILLING CYCLE OF THE FISCAL YEAR, AND TO MAKE VARIOUS OTHER CHANGES PROPOSED TO BE EFFECTIVE JULY 1, 2015

WHEREAS the Director of the Department of Public Utilities has performed a yearly review of the cost of utility service and has recommended increases in the utility rates; and

WHEREAS the Director of the Department of Public Utilities has recommended other minor changes to correct and clarify the language in the Hanover County Water and Sewer Codes; and

WHEREAS the Board of Supervisors has decided to implement these recommendations;

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of Hanover County:

1. That the Hanover County Code, Chapter 20, Sewers and Sewage Disposal, Sections 20-23 and 20-24 shall be amended to read in their entirety as follows:

Sec. 20-23. - Service fees and capacity fees—Residential (including individually metered multi-family housing units).

(a) *Residential service charge.* For those customers connected to a county-owned sewerage system, the sewer rates consist of a base charge, plus a consumption charge under rate tiers based on usage as follows:

Bimonthly base charge.....$20.23

Consumption charge

0—4,000 gallons, per 1,000 gallons.....5.42

Above 4,000, per 1,000 gallons.....6.84

For residential customers, bimonthly sewer volume charges shall be based on the lesser of:

(1) Actual water usage, or

(2) One hundred twenty-five (125) percent of the average water usage determined during the customer's winter billing cycle.

For the purpose of this subsection, if the winter billing cycle reading is estimated or if the customer joins the system after the reading cycle, or an allowance is made for a leak during a winter billing cycle, billing shall not exceed charges for fifteen thousand (15,000) gallons.

For residential customers where sewer service is provided by the County and water service is provided by an individual well, ninety-four dollars and fifty cents ($94.50) per living unit every two (2) months will be charged.

The base charge for a residential customer served by a water meter larger than five-eighths (5/8) inch shall be the base charge as prescribed in section 20-24(a).

(b) *Capacity fees for all county-owned sewerage facilities.* For residential customers, six thousand one hundred forty nine dollars ($6,149.00).

For a residential customer served by a water meter larger than five-eighths (5/8) inch, the capacity fee shall be as prescribed in section 20-24(c).

(c) *Connection agreement.* Upon approval by the department of public utilities of a connection agreement, the user shall pay the minimum bimonthly sewer rate for the applicable category above, if service has not been initiated by the user. Charges for portions of the billing period shall be prorated.

Sec. 20-24. - Same—Commercial I, commercial II.

(a) For Commercial I customers, including master-metered multi-family housing units (average usage of five million (5,000,000) gallons or less per month) connected to a county-owned sewerage system, the sewer rates consist of a base charge, plus a consumption charge under rate tiers based on usage as follows:

Bimonthly base charges

Meter size

1½" or less $20.23

Greater than 1½" 101.16

Volume charge

0—50,000 gallons, per 1,000 gallons 6.32

Above 50,000, per 1,000 gallons 5.07

(b) For commercial II customers (average monthly usage of greater than five million (5,000,000) gallons) connected to a county-owned sewerage system, the sewer rates consist of a base charge of one thousand two hundred sixty-four dollars and sixty-five cents ($1,264.65) per month, a consumption charge on all usage, and a peak use rate applied to all monthly consumption greater than one hundred fifty (150) percent of the previous fiscal year's historical twelve-month average usage as follows:

Consumption charge

All usage, per 1,000 gallons $4.17

Peak use fee, per 1,000 gallons 1.25

Sewer charges will be prorated for each one thousand (1,000) gallon increment or portion thereof.

Bimonthly sewer billings shall be based on either:

(1) One hundred (100) percent of the water consumption as determined by a county-owned water meter or privately owned water meter; or

(2) The wastewater flow allocable to the subject property as determined by a raw sewage flow recorder installed by the commercial, industrial, business or public user at his own expense.

Any raw sewage flow recorder installed pursuant to this section shall be subject to the approval of the director and shall be calibrated to accurately record the wastewater flows allocable to the subject property connection. The maintenance and ownership of such recorders will remain that of the property owner; provided, however, that the county shall at all times have access to said recorder and/or flow data for the county's use in billing.

If the county determines that an infiltration and inflow problem exists because of deficiencies located on private property or within the control of the user, the director shall notify the user of such infiltration and inflow problem by certified mail, return receipt requested, and within sixty (60) days of the date on the notice, the user shall eliminate such problem by replacing or repairing the fixtures, lines or facilities. The infiltration and inflow determination will be based on the observation of infiltration or inflow, the rate of flow of wastewater through a monitoring manhole, by the rate of flow recorded on a wastewater flow recorder, or by other monitoring means as deemed necessary by the director. If the county determines that such infiltration and inflow is continuing after the sixty (60) day period, the director shall require installation of a raw sewage recorder at the owner's expense and the user will be billed based upon readings of the raw sewage recorder.

For private wastewater collection systems, wastewater collection systems on private property or within the control of the user which have the potential to receive flow in excess of metered water consumption or those wastewater systems with private pumping facilities connected to the public wastewater system, the director may require installation of a raw sewage meter/recorder at the owner's expense and the user will be billed based upon readings of the raw sewage recorder. Any raw sewage meter/recorder installed pursuant to this section shall be subject to the approval of the director and shall be calibrated to accurately record the wastewater flows allocable to the subject property connection.

Commercial customers that obtain all or part of their water supply from approved private sources other than the water distribution system of the county shall provide a water meter for each private source in order to determine the quantities of wastewater from the total metered water consumption, both county and private supplies, or provide a raw sewage flow recorder as provided for herein. All meters on private water supplies shall be provided and maintained to produce an accurate record of actual quantities of water. All cost of meter installation, calibration and maintenance shall be borne by the user. The type of meters shall be acceptable to the director, and the meter shall be accessible at all times for inspection by the county.

(c) Capacity fees for commercial I and commercial II customers. Capacity fees for commercial customers requiring three-inch and smaller meters shall be based upon the meter size according to the following schedule:

Meter Size	Fee
5/8″	$ 6,149.00
1″	15,371.00
1½″	30,744.00
2″	49,189.00
3″	98,380.00

Capacity fees for commercial customers requiring larger than three-inch meters shall be determined on a case by case basis and established by contract, but in no case shall be less than the capacity fee for a three-inch meter.

For meter sizes three-inch and smaller, if an existing commercial customer desires to redevelop and replace an existing sewer connection with a single or multiple sewer connections, the value of the capacity fee associated with the existing sewer connection shall be determined based on the fee schedule above and credited for use on the property. For commercial customers with connections associated with meters larger than three-inch, the property will be credited the value of a three-inch meter capacity fee unless documentation of payment of a greater capacity fee is provided, in which case the capacity fee credited shall be the actual amount paid. Once a capacity fee has been credited to a property, the amount of the credit is fixed and available for use on the property. Refunds shall not be made for any unutilized amount.

(d) Connection agreement. Upon approval by the department of public utilities of a connection agreement, the user shall pay the minimum bimonthly sewer rate for the applicable category above, if service has not been initiated by the user. Charges for portions of the billing period shall be prorated.

Once service has been initiated, use of the property established, and the property used normally for a period of time, the director may waive the minimum bimonthly sewer charge during the time sewer service to the property is temporarily discontinued.

(e) Disposal of sludge and septic tank waste service charge. The fee for sludge, septage or other material disposal provided for in section 20-16 shall be:

(1) Twenty-five dollars ($25.00) per five hundred (500) gallons, or fraction thereof;

(2) Fifty dollars ($50.00) per five hundred (500) gallons, or fraction thereof, for oil and grease laden discharge;

(3) Two (2) times that of the regular disposal charge for emergency after hours disposal, when such service can be provided by the County.

(f) Industrial waste discharge, pretreatment permit fees. Permits provided for in section 20-42 shall be issued for one (1), two (2) or three (3) years as appropriate in the opinion of the director and are nontransferable. The fee for such permits shall be:

(1) One (1) year $25.00

(2) Two (2) years 50.00

(3) Three (3) years 75.00

(g) Grease interceptor re-inspection fees. The fee for re-inspections as provided for in section 20-46.1 shall be:

(1) Up to two (2) grease interceptors per site $85.00

(2) Additional grease interceptors per site 42.50

(h) Strong waste surcharge. A surcharge for strong waste as provided for in section 20-47 shall be applied as follows:

(1) Twenty-five dollars and seventy cents ($25.70) per hundred weight for BOD in excess of two hundred fifty (250) milligrams per liter; and

(2) Sixteen dollars and seventy-five cents ($16.75) per hundred weight for suspended solids in excess of two hundred fifty (250) milligrams per liter.

(3) If no access point is available for sampling, pursuant to section 20-46(c), the surcharge shall be as stated in subsections (1) and (2) above based upon the seventy-fifth percentile of BOD and suspended solids for the same or similar types of commercial/industrial businesses as determined by the director.

2. That the Hanover County Code, Chapter 23, Water Code, Sections 23-47 and 23-62 shall be amended to read in their entirety as follows:

Sec. 23-47. - Capacity fees.

(a) For residential customers using a standard three-quarter (¾) inch service pipe and a five-eighths (5/8) inch meter, the capacity fee shall be five thousand nine hundred eighty two dollars ($5,982.00). Capacity fees for meters larger than five-eighths (5/8) inch shall be in accordance with section 23-47(b).

(b) Capacity fees for commercial I, commercial II, and commercial III customers. Capacity fees for commercial customers requiring three-inch or smaller meters shall be based upon the installed meter size according to the following schedule:

Meter Size	Capacity Fee
5/8″	$5,982.00
1″	13,226.00
1½″	26,451.00
2″	42,322.00
3″	84,643.00

Capacity fees for commercial customers requiring larger than three-inch meters shall be determined on a case by case basis and established by contract, but in no case shall be less than the capacity fee for a three-inch meter.

For meter sizes three-inch and smaller, if an existing commercial customer desires to redevelop and replace an existing meter with a single or multiple meters, the value of the capacity fee associated with the existing meter shall be determined based on the fee schedule above and credited for use on the property. For commercial customers with meters larger than three (3) inches, the property will be credited the value of a three-inch meter capacity fee unless documentation of payment of a greater capacity fee is provided, in which case the capacity fee credited shall be the actual amount paid. Once a capacity fee has been credited to a property, the amount of the credit is fixed and available for use on the property. Refunds shall not be made for any unutilized amount.

(c) For contract customers or customers with irregular usage patterns, the capacity fee shall be as determined by the board of supervisors based on the anticipated usage of the customer, the cost of the components of the system which will provide service to the customer, the amount of capacity that will need to be reserved for the customer, and how these elements correlate with the rate structure set forth in subsection (b) of this section.

(d) Nothing in this section shall prohibit the installation of a single meter of sufficient size to serve multi-business offices or multi-public units, located on one (1) parcel, provided,

however, that the applicable capacity fees provided for in this section shall apply. A single meter shall be installed for each single-family housing unit. Multi-family housing units may be metered either individually or by a single meter.

Sec. 23-62. - Service fees.

(a) For residential customers connected to county-owned water systems, the bimonthly water rate consists of a base charge of nine dollars and sixty-two cents ($9.62), plus a consumption charge under rate tiers based on usage as follows:

Consumption charge:

0 to 4,000 gallons, per 1,000 gallons $1.53

4,001 to 15,000 gallons, per 1,000 gallons 4.65

Over 15,000 gallons, per 1,000 gallons 6.05

The base charge for a residential customer served by a meter larger than five-eighths (5/8) inch shall be the base charge in subsection 23-62(b).

(b) For commercial I customers connected to county-owned water systems the water rate consists of a base charge, plus a consumption charge under rate tiers based on usage as follows:

Bimonthly base charges

Meter Size	Fee
5/8"	$9.62
3/4"	9.62
1"	24.08
1½"	48.02
2"	76.80
3"	153.62
4"	240.03
6"	480.05

Consumption charge

0 to 15,000 gallons, per 1,000 gallons $4.13

15,001 to 1,000,000 gallons, per 1,000 gallons 4.65

Over 1,000,000 gallons, per 1,000 gallons 2.59

(c) For commercial II customers connected to county-owned water systems the water rate consists of:

(1) A base charge of one hundred forty-seven dollars and seventy-two cents ($147.72) per month;

(2) A consumption charge of two dollars and forty cents ($2.40) per one thousand (1,000) gallons; and

(3) A peak use fee of one dollar and forty-eight cents ($1.48) per one thousand (1,000) gallons on all consumption greater than one hundred fifty (150) percent of the previous fiscal year's twelve-month average.

(d) For commercial III customers connected to county-owned water systems the water rate consists of:

(1) A base charge of fourteen thousand seven hundred seventy dollars and ninety-seven cents ($14,770.97) per month;

(2) A consumption charge of one dollar and ninety-six cents ($1.96) per one thousand (1,000) gallons; and

(3) A peak use fee of one dollar and forty-eight cents ($1.48) per one thousand (1,000) gallons on all consumption greater than one hundred fifty (150) percent of the previous fiscal year's twelve-month average.

(e) For customers with water meters used for irrigation purposes only, the water rate consists of:

(1) A base charge in accordance with section 23-62(b), (c), or (d); and

(2) A consumption charge of five dollars and seventy-three cents ($5.73) per one thousand (1,000) gallons.

(f) Upon approval by the department of public utilities of a connection agreement, the customer shall pay the water rate for the applicable category above, or the minimum rate stated above, if the customer has not initiated service. Charges for portions of the billing period shall be prorated.

(g) Separate central private fire systems. The minimum bimonthly base charge will be equivalent to that charge in section 23-62(b) based upon the meter size of the low flow meter. The consumption charge for separate central private fire systems will be in accordance with section 23-62(b) and will be applied to any water not used to extinguish a fire.

(h) Private fire protection systems. No person shall use water from a private fire protection system, other than for extinguishing a fire, without the written consent of the Director of Public Utilities. If water from a private fire protection system is used in a manner not authorized herein, all water service may be cut off unless such unauthorized use is terminated immediately upon notice from the department of public utilities and payment is made for all water consumed in accordance with section 23-62.

3. That this Ordinance shall be effective on July 1, 2015, except that changes in rates shall be effective for each full billing cycle beginning after July 1, 2015.

On motion of Mr. Hazzard, seconded by Mr. Stanley, the members of the Board of Supervisors voted to approve Ordinance No. 15-04, as follows:

	Vote:
Wayne T. Hazzard	Aye
Aubrey M. Stanley	Aye
Sean M. Davis	Aye
Angela Kelly-Wiecek	Aye
W. Canova Peterson	Aye
Aubrey M. Stanley	Aye
G. E. "Ed" Via, III	Aye
Elton J. Wade, Sr.	Aye

Public Hearing: April 8, 2015

Adopted: April 15, 2015

Dated: April 21, 2015

Cecil R. Harris, Jr., County Administrator
Clerk, Hanover County Board of Supervisors

VIRGINIA: At a regular meeting of the Board of Supervisors for Hanover County held in the Board Room of the Hanover County Administration Building on the 15th day of April, 2015, at 2:00 p.m.

Present: Wayne T. Hazzard, Chairman
Aubrey M. Stanley, Vice Chairman
Sean M. Davis
Angela Kelly-Wiecek
W. Canova Peterson
G. E. "Ed" Via, III
Elton J. Wade, Sr.
Cecil R. Harris, Jr., County Administrator
Sterling E. Rives, III, County Attorney

HANOVER COUNTY BOARD OF SUPERVISORS
RESOLUTION
MAXIMUM COMPENSATION EFFECTIVE JANUARY 1, 2016

WHEREAS, Virginia Code §15.2-1414.2 authorizes the Board of Supervisors to determine the maximum annual compensation for members of the Board of Supervisors and to fix higher maximum salaries for the chairman and vice-chairman; and

WHEREAS, the Board of Supervisors finds that the maximum annual compensation for Board members should be fixed to be effective January 1, 2016.

NOW, THEREFORE, BE IT RESOLVED that the Hanover County Board of Supervisors sets annual compensation of $25,500 for each member of the Board, and the amount of $2,000 per year for the chairman of the Board in addition to the base compensation for members; both effective January 1, 2016, and the amount of the base compensation shall increase two (2) percent on January 1, 2017, 2018 and 2019, unless frozen by the Board of Supervisors.

On motion of Mr. Hazzard, seconded by Mr. Stanley, the members of the Board of Supervisors voted to approve this Resolution as follows:

	Vote:
Wayne T. Hazzard	Aye
Aubrey M. Stanley	Aye
Sean M. Davis	No
Angela Kelly-Wiecek	Aye
W. Canova Peterson	Aye
Aubrey M. Stanley	Aye
G. E. "Ed" Via, III	Aye
Elton J. Wade, Sr.	Aye

The undersigned certifies that this is a correct copy of the Resolution of the Board of Supervisors.

Dated: April 21, 2015

Cecil R. Harris, Jr., County Administrator
Clerk, Hanover County Board of Supervisors

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Supplemental Statistics

Property Tax Rates[1]
Last Ten Calendar Years

	County of Hanover, Virginia (Direct & Overlapping)							Town of Ashland (Overlapping)[2]		
Calendar Year	Real Property	Personal Property	Fire & Rescue Volunteers[3]	Disabled Veterans[4]	Aircraft[5]	Machinery & Tools	Merchants' Capital	Real Property	Personal Property	Machinery & Tools
2005	0.86	3.64	1.82	-	1.00	3.64	1.90	0.09	0.77	0.77
2006	0.86	3.57	1.78	-	1.00	3.57	1.90	0.07	0.77	0.77
2007	0.81	3.57	1.78	1.78	0.50	3.57	1.90	0.07	0.77	0.77
2008	0.81	3.57	1.78	1.78	0.50	3.57	1.90	0.09	0.77	0.77
2009	0.81	3.57	1.78	1.78	0.50	3.57	1.90	0.09	0.77	0.77
2010	0.81	3.57	1.78	1.78	0.50	3.57	1.90	0.09	0.77	0.77
2011	0.81	3.57	1.78	1.78	0.50	3.57	1.90	0.09	0.77	0.77
2012	0.81	3.57	1.78	1.78	0.50	3.57	1.90	0.09	0.77	0.77
2013	0.81	3.57	1.78	1.78	0.50	3.57	1.90	0.09	0.77	0.77
2014	0.81	3.57	1.78	1.78	0.50	3.57	1.90	0.09	0.77	0.77

Source: Hanover County Commissioner of the Revenue's Office and Treasurer's Office and Town of Ashland.

[1] Per $100 of assessed value.

[2] The Town of Ashland rates are in addition to the County rates charged to the taxpayers within the Town's borders.

[3] Fire & rescue volunteers who satisfy eligibility criteria have a separate personal property tax rate for their vehicle use in volunteer fire and rescue activities. Levies and assessments are classified under personal property for disclosure purposes.

[4] Qualifying disabled veterans have a separate personal property tax rate for their vehicle. Levies and assessments are classified under personal property for disclosure purposes.

[5] Levies and assessments are classified under personal property for disclosure purposes.

Principal Taxpayers

Taxpayer	Type of Business	2014 General Property Taxable Assessed Value	Percentage of Total Taxable Assessed Value
Doswell Limited Partnership	Power generation facility	$ 217,800,163	1.5%
Virginia Electric and Power Company	Electric company	185,461,883	1.2%
Memorial Regional Medical Center	Hospital/medical center	118,707,150	0.8%
Cedar Fair Southwest	Entertainment	86,447,045	0.6%
Covenant Woods	Nursing home	59,834,350	0.4%
Virginia Natural Gas	Natural gas distributor	51,071,489	0.3%
Bear Island Paper Company	Paper mill	45,276,085	0.3%
Richfood, Inc.	Grocery wholesaler	42,553,125	0.3%
Verizon Virginia	Telecommunications	39,701,159	0.3%
Rappahannock Electric Coop	Electric company	36,500,809	0.2%
Total		**$ 883,353,258**	**5.9%**

Source: Hanover County Commissioner of the Revenue's Office

Supplemental Statistics

Demographic Statistics
Last Ten Fiscal Years

Fiscal Year	Population[1]	Per Capita Personal Income[2]	Median Age[3]	Unemployment Rate[4]	School Enrollment[5]	School Instructional Positions[6]	School Enrollment to Instructional Positions Ratio
2005	96,250	39,825	39.5	2.9%	18,150	1,434	12.7
2006	98,126	41,451	39.2	2.5%	18,518	1,485	12.5
2007	99,047	43,902	38.9	2.5%	18,844	1,563	12.1
2008	99,713	45,338	40.4	3.5%	18,686	1,577	11.8
2009	100,051	43,998	41.1	6.8%	18,566	1,614	11.5
2010	100,408	44,196	41.0	6.7%	18,420	1,569	11.7
2011	100,822	47,095	41.0	6.1%	18,191	1,489	12.2
2012	101,586	48,136	41.0	5.6%	18,125	1,487	12.2
2013	102,623	48,136	41.0	5.0%	17,942	1,426	12.6
2014	104,124	48,136	41.0	5.0%	17,952	1,410	12.7

[1] Population estimates at June 30th for each year from Hanover County Planning Department.

[2] Per Capita Personal Income is calculated by dividing Personal Income by the population estimate for each fiscal year. Personal Income data for 2004 through 2012 (the last year available) is obtained from the Bureau of Economic Analysis, U.S. Department of Commerce. Per Capita Personal Income for 2013 and 2014 is assumed to be equal to 2012, the last year for which Personal Income data is available from the U.S. Department of Commerce. Personal Income amounts for 2013 and 2014 are calculated by multiplying the population estimates by the Per Capita Income estimate for each year.

[3] Source: U.S. Department of Commerce, Census Bureau

[4] Source: Virginia Employment Commission

[5] Source: Hanover County School Board (30th day enrollment for school fiscal year)

[6] Source: Hanover County School Board (instructional positions include teachers, guidance counselors, librarians and other instructional-related positions)

Age Distribution

	Calendar Year 2000		Calendar Year 2010	
Age	**Population**	**Percent of Total**	**Population**	**Percent of Total**
Less than 5	5,611	6.5%	5,473	5.5%
5-19	19,909	23.1%	22,274	22.3%
20-24	3,764	4.4%	5,086	5.1%
25-44	26,486	30.7%	23,208	23.2%
45-64	21,391	24.8%	30,718	30.8%
65 & older	9,159	10.6%	13,104	13.1%

Additional References

In addition to the budget document, the County prepares several other documents which relate to County operations and finances which include, but are not limited to, the following reports:

Comprehensive Annual Financial Report (CAFR)

This document is the examination of the County's financial statements as of June 30 of each fiscal year. This report is prepared by the Finance & Management Services Department and audited by the County's independent auditors in accordance with generally accepted auditing standards and as required under State law. The report is available to the public in November of each fiscal year.
http://www.hanovercounty.gov/Financial/Comprehensive-Annual-Financial-Report/

School Activities Fund Report

This report details the activity funds associated with each school at June 30 of each fiscal year. These activity funds represent monies collected by the individual schools for specific purposes at that school (Art Club, Band, Student Council, etc.). The report is prepared by each school and audited by the County's independent auditors in accordance with generally accepted auditing standards. The report is available to the public in October of each fiscal year.

Hanover County Schools Annual Financial Plan

This is the Superintendent of Schools' recommended budget to the School Board. Included in this report are the following sections: the Superintendent's message, missions and goals, proposed budget, budget summary, detailed budget, salary scales and rates, personnel and salary surveys, per pupil comparisons, all fees for services and appendices. This report is available to the public in January of each fiscal year.
http://www.hcps.us/finance/Financial_Operations.htm

Financial Statements

The Finance & Management Services Department prepares interim and year-end financial statements which are generally available to the public in February for the six months ended December 31; May for the nine months ended March 31; August for the preliminary year-end report and November for the audited financial statements.

Comparative Cost Report

This document is prepared by the Finance & Management Services Department and reviewed by the County's independent auditors. The County's report enables the State to prepare an overall report which compares each locality's revenues and expenditures by department and category. The County's report is made available to the public in December and the State's report is usually available in March for the prior fiscal year.

Official Statements

These documents are issued in conjunction with the issuance of lease revenue or general obligation bonds and give a detailed description of the bonds as well as economic and financial information of the County. These documents are prepared by the Finance & Management Services Department and the County Attorney's Office with assistance from bond counsel, financial advisors and underwriters. These statements are available to the public at the time of each bond sale.

Additional References

Auditor of Public Accounts (APA) Reports

These are reports prepared by the State's APA and are reviews of various State-related agencies (Clerk of the Circuit Court, Treasurer, etc.). These reports are made available to the public when published by the APA.

Comprehensive Plan

This document is prepared by the Planning Department and is Hanover's statement of goals, objectives and plans for the future. The plan consists of an inventory and analysis of past trends and development, as well as an analysis of existing conditions and a statement of goals and objectives for the future. This plan was adopted in 1972 and has been updated at least every five years since 1982.
http://www.hanovercounty.gov/Property/Comprehensive-Plan/

Resumes of Certain County Officials

Cecil R. Harris, Jr. was appointed **County Administrator** in November 2004. Prior to that appointment, he had served as Deputy County Administrator since July 1998 and as Assistant County Administrator for Finance and Administration since July 1994. Mr. Harris was also the Director of Finance and Administration from 1991 to 1994, Acting Assistant County Administrator from 1990 to 1991, Director of Finance from 1987 to 1990, and Assistant Director of Finance from 1984 to 1987. Prior to his employment with the County, Mr. Harris was employed in industry from 1983 to 1984, and as a staff accountant with KPMG Peat Marwick from 1982 to 1983. Mr. Harris received his Bachelor of Science in Accounting from the University of Richmond in 1980 and became a Certified Public Accountant (CPA) in 1982. He is a member of the Government Finance Officers Association (GFOA), the American Institute of Certified Public Accountants (AICPA), and the Virginia Government Finance Officers Association (VGFOA) since 1984, serving as its president in 1995-96.

John A. Budesky was appointed **Deputy County Administrator** in July 2013. Previously the City Manager of the City of Manassas, Mr. Budesky has more than 17 years of experience as a local government administrator in Pennsylvania, Maryland and Virginia, including being County Administrator in New Kent County. He also has been an Assistant City Administrator in Hagerstown, Md. and Executive Director of the Virginia Workers' Compensation Commission. Prior to working in public service, Mr. Budesky worked in the private sector as a business consultant. He is a 2007 graduate of Leadership Metro Richmond and belongs to LEAD Virginia, a nonprofit and non-partisan organization that educates proven leaders about regional differences, opportunities and challenges across the commonwealth. He oversees the Assessor's Office, Finance and Management Services *(Purchasing)*, General Services *(Facilities Management and Fleet Services)*, Information Technology, Internal Audit and Public Information. A 1994 graduate of Edinboro University (PA), Mr. Budesky received a Graduate Certificate in Public Administration from Shenandoah University in 2005 and his Masters in Public Administration from Virginia Tech in 2010.

Frank W. Harksen, Jr. was appointed **Deputy County Administrator** in March 2011. He oversees the Departments of Planning, Public Utilities, Public Works, Building Inspections, and Parks and Recreation. Mr. Harksen was hired by the County in 1999 as the Public Utilities Director and remained in that position until his appointment as Deputy County Administrator. Prior to his employment with the County, Mr. Harksen was Acting Director of the City of Richmond's Department of Public Utilities. He is the Immediate Past President of the Virginia Association of Municipal Wastewater Agencies and a member of that organization's Board of Directors. He is chairman of the Water Utility Committee for the Virginia section of the American Water Works Association and is vice president of the Virginia Nutrient Credit Exchange Association, an organization which helps wastewater treatment plant owners comply with regulations designed to protect the Chesapeake Bay. Mr. Harksen graduated from Virginia Tech with a B.S. degree in Engineering, Electrical Technology.

Resumes of Certain County Officials

James P. Taylor was appointed **Deputy County Administrator** in February 2013. Prior to this appointment, Mr. Taylor served in a similar role as Assistant County Administrator since 2008 and previously served as Director of Human Resources from 2000 to 2008. Mr. Taylor had previously been employed by St. Joseph's Villa, Central Fidelity Bank, Capital One, and Retreat Hospital. He received a Bachelor of Arts degree in Government from the College of William and Mary and received his Master of Public Administration degree from Virginia Commonwealth University in 1996. He has completed the Senior Executive Institute and is in the Leadership Metro Richmond class of 2013. He is a member of the Virginia Local Government Manager's Association and the International Public Management Association for Human Resources, serving as Southern Region President in 2013.

Sterling E. Rives, III was appointed in September 1987 to serve as the **County Attorney**. Prior to his appointment, Mr. Rives served from 1983 to 1987 as an associate attorney with private law firms providing legal services to the City of Fairfax and other governmental entities. Mr. Rives received his Bachelor of Arts from the University of Richmond in 1973, a Master of Arts from Duke University Graduate School in 1975, and his law degree from the T. C. Williams School of Law of the University of Richmond in 1983. Mr. Rives is an officer on the Board of Directors for Local Government Attorneys of Virginia. Mr. Rives was admitted to the Virginia State Bar in 1983, and is admitted to practice in the Supreme Court of Virginia, the Federal District Court for the Eastern District of Virginia, the Fourth Circuit Court of Appeals, and the United States Supreme Court.

Glossary

Accrual Basis: A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Appropriation: A legal authorization of the Board of Supervisors to incur obligations and to make expenditures for specific purposes.

Assessed Valuation: The valuation set upon real estate and certain personal property as a basis for levying property taxes.

Assessment Ratio: The ratio at which the tax rate is applied to the tax base.

Asset: Resources owned or held by a government which have monetary value.

Balance Sheet: The financial statement disclosing the assets, liabilities and equity of an entity at a specified date.

Balanced Budget: The County Administrator annually proposes, and the Board of Supervisors adopts, a budget and five-year financial plan for the upcoming year in which the revenues available (including any available fund balance from prior years) match or exceed the projected expenditures. The County also appropriates and executes the annual budget each year so that expenditures will not exceed revenues.

Base Budget: The cost of continuing the existing levels of service in the current budget year.

Bond: A long-term promise to pay. It is a promise to repay a specified amount of money (the face value of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects.

Bond – General Obligation (GO): This type of bond is backed by the full faith, credit and taxing power of the government.

Bond – Revenue: This type of bond is backed only by the revenues from a specific enterprise or project, such as a hospital or toll road.

Bond Rating: An evaluation performed by an independent rating service of the credit quality of bonds issued. Ratings are intended to measure the probability of timely repayment of principal and interest on municipal securities.

Bond Refinancing: The payoff and reissuance of bonds to obtain better interest rates and/or bond conditions.

Budget: A plan of financial activity for a specific period of time indicating all planned revenues and expenses for the budget period.

Budget Amendment: An adjustment to the original budget through a supplemental appropriation. Examples include transferring funding from one department to another or from an existing capital project to a new capital project; decreasing funding of a fund or department; providing supplemental funding to a fund or department or for the establishment of a new capital project.

Budget Calendar: The schedule of key dates which a government follows in the preparation and adoption of the budget.

Budgetary Basis: Refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash or modified accrual. The County utilizes the GAAP basis.

Budgetary Control: The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

Capital Improvements: Major construction, acquisition or renovation activities which add value to a government's physical assets or significantly increase their useful life. Assets greater than $50,000 which have a useful life of several years.

Capital Improvements Program (CIP): A plan for capital outlay to be incurred each year over a five-year period in order to meet capital needs arising from the government's long-term needs.

Capital Outlay: Fixed assets which have a value of $5,000 or more and a useful economic life of more than one year; or, assets of any value if the nature of the item is such that it must be controlled as a fixed asset for custody purposes.

Cash Basis: A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Glossary

Constitutional Officers: Refers to the officers or agencies directed by elected officials (Clerk of the Circuit Court, Commissioner of the Revenue, Commonwealth's Attorney, Sheriff, and Treasurer) whose positions are established by the Constitution of the Commonwealth of Virginia or its statutes.

Contingency: An appropriated budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services: Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements and professional consulting services.

Debt Service: The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

Deficit: The excess of liabilities over assets or the excess of expenditures or expenses over revenues during a single accounting period.

Department: The basic organizational unit of government which is functionally unique in its delivery of service.

Depreciation: The decrease in the value of a capital asset over the service life of the capital asset attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

Disbursement: The expenditure of monies from an account.

Distinguished Budget Award: A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budgets.

Encumbrance: The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

Enterprise Fund: A type of fund to account for operations which are financed and operated similarly to a private business; where the cost of providing a good or service is recovered primarily through user charges. Examples include the Public Utilities Fund and Airport Fund.

Expenditure: The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service or settling a loss.

Expenditure Object: An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies and furniture.

Expense: Charges incurred (whether paid immediately or unpaid) on operations, maintenance, interest or other charges.

Fiscal Year: A twelve-month financial operating period designated by an organization for accounting and budgeting purposes. The County's fiscal year begins July 1 and ends June 30.

Fringe Benefits: Contributions made for the government's share of costs for Social Security and the various pension, medical and life insurance plans.

FTE (Full-time Equivalent): Staff, including full-time and part-time benefitted employees. For Hanover County, benefits begin at a full-time equivalent status of 0.5.

Function: A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible. Examples include community development, public safety and human services.

Fund: A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

Fund Balance: The excess of the assets of a fund over its liabilities, reserves and carryover.

GAAP (Generally Accepted Accounting Principles): Uniform minimum standards for financial accounting and recording.

GASB (Governmental Accounting Standards Board): The ultimate authoritative accounting and financial reporting standards setting body for state and local governments.

General Fund: The chief operating fund of the County. This fund accounts for the most traditional local government programs such as general government administration, public safety and public works.

Glossary

GFOA (Government Finance Officers Association of the United States and Canada): The purpose of the GFOA is to enhance and promote the professional management of governments for the public benefit.

Grants: A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

Infrastructure: The physical assets of a government such as roads, sewers and parks.

Interfund Transfers: The movement of monies between funds of the same governmental entity.

Intergovernmental Revenue: Funds received from Federal, State or other local governments in the form of grants, shared revenues or payments in lieu of taxes.

Internal Service: A fund used to account for the Fund costs of operations for services provided to other County departments on a cost-reimbursement basis.

Levy: To impose taxes for the support of government activities.

Line-item Budget: A budget that specifies the types of expenditures planned for the fiscal year at the detailed operational level.

Net Budget: The legally adopted budget less all interfund transfers and interdepartmental charges.

Objective: Something to be accomplished in specific, well-defined and measurable terms and that is achievable within a specific time frame.

Obligation: An amount which a government may be legally required to meet out of its resources, including liabilities and encumbrances not yet paid.

Operating Expenses: The cost for personnel, materials and equipment required for a department to function.

Operating Revenue: Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

Performance Indicators: Specific quantitative and qualitative measures of work performance, used to compare performance in terms of progress toward meeting their objectives.

Performance Measures: Data collected to determine how effective or efficient a program is in achieving its objectives.

Personal Property: A category of property, other than real estate, identified for purposes of taxation. It includes resident owned items, corporate property and business equipment. Examples of personal property include automobiles, motorcycles, trailers, boats, airplanes, business furnishings and manufacturing equipment.

Proffers: Cash or property offered by contractors/developers to the County in land development projects. An example is a proffer of land from a developer to the County.

Program: A group of related activities performed by one or more organizational unit for the purpose of accomplishing a function for which the government is responsible.

Property Tax Rate: The dollar amount applied to the assessed value of various categories of property used to calculate the amount of taxes to be collected. The tax rate is usually expressed as an amount per $100 of assessed valuation.

Real Property: Real estate, including land and improvements (buildings, fencing and paving), classified for purposes of tax assessment.

Reserve: An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year, or to earmark revenues for a specific future purpose.

Resolution: A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources: The total amount available for appropriation including estimated revenues, fund transfers and beginning balances.

Revenue: Sources of income financing the operations of government. Budgeted revenue is categorized by its source, such as taxes, fees, federal and state grants or other financing sources.

Salaries and Fringe Benefits: Expenditures for salaries, wages and contributions Benefits for the costs of Social Security and various pension, medical and life insurance plans.

Glossary

Service Level: Services or products which comprise actual or expected output of a given program. The focus of service levels is on results, not measures of workload.

Special Revenue Fund: This fund accounts for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. This includes resources obtained and used relating to State and Federal grants and Public Utilities.

Target Budget: Desirable expenditure levels provided to departments for purposes of developing the coming year's recommended budget. The amount is based on the prior year's adopted budget with adjustments made for excluding one-time expenditures, projected revenues and reserve requirements.

Tax Levy: Charges imposed by a locality to support government activities. Calculated by multiplying the tax rate per one hundred dollars of the tax base.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of all people.

Transfers In/Out: Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Unassigned Fund Balance: This refers to the funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

Unreserved Fund Balance: The portion of a fund's remaining balance that is not restricted for a specific purpose and is available for general appropriation and expenditure in the current year.

Unencumbered Balance: The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

User Charges: The payment of a fee for direct receipt of a public service by the party who benefits from the service.

Vision & Mission Statement: The purpose and direction of the organization, created in order to remain focused on those activities appropriate and critical for local government.

VPSA (Virginia Public School Authority): Created by the General Assembly in 1962 for the purpose of supplementing the existing method of capital programs for public schools.

VRS (Virginia Retirement System): The retirement program that the County is statutorily required to participate in, which is overseen by the General Assembly who has the authority to set the rates.

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