Adopted FY17 Budget

Hanover County

People, Tradition & Spirit

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Hanover County

Virginia

For the Fiscal Year Beginning

July 1, 2015

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, 2015**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, an operations guide, a financial plan and communication device.

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

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HANOVER COUNTY, VIRGINIA

BOARD OF SUPERVISORS

Aubrey M. Stanley, Chairman
Beaverdam District

Angela Kelly-Wiecek, Vice Chairman
Chickahominy District

Sean M. Davis
Henry District

Wayne T. Hazzard
South Anna District

W. Canova Peterson
Mechanicsville District

Faye O. Prichard
Ashland District

Scott A. Wyatt
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

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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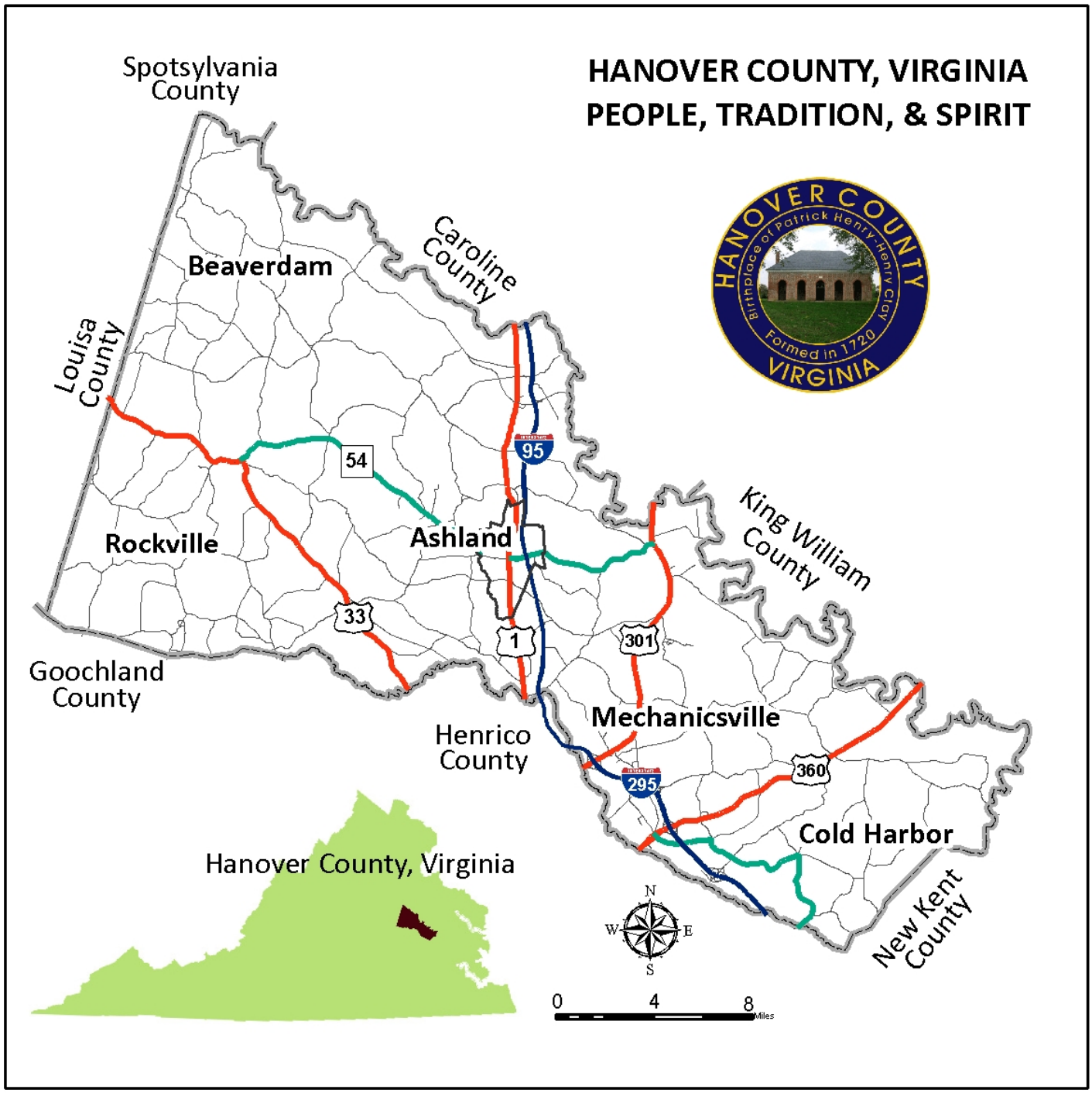
HANOVER COUNTY, VIRGINIA
PEOPLE, TRADITION, & SPIRIT
Spotsylvania County
Caroline County
Louisa County
King William County
Goochland County
Henrico County
New Kent County
Beaverdam
Rockville
Ashland
Mechanicsville
Cold Harbor
54
33
1
95
301
295
360
HANOVER COUNTY
Birthplace of Patrick Henry-Henry Clay
Formed in 1720
VIRGINIA
Hanover County, Virginia
N
S
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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 FY17 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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**3,176,391**	**3,291,355**	**3,425,913**	**4.1%**
Personnel	**1,977,475**	**2,143,328**	**2,215,192**	**3.4%**
Operating	**1,099,833**	**1,049,027**	**1,029,221**	**-1.9%**
Capital	**99,083**	**99,000**	**181,500**	**83.3%**
Revenues	**3,176,391**	**3,291,355**	**3,425,913**	**4.1%**
General Fund Revenue	**2,625,784**	**2,680,055**	**2,812,413**	**4.9%**
Local Revenue	**550,607**	**611,300**	**613,500**	**0.4%**
Charges for Services	456,682	510,000	520,200	2.0%
Miscellaneous Revenue	93,925	101,300	93,300	-7.9%
Per capita cost of operating department	**$ 30.11**	**$ 30.70**	**$ 31.49**	
Generated Revenue Percent	**17.3%**	**18.6%**	**17.9%**	
General Fund Revenue Percent	**82.7%**	**81.4%**	**82.1%**	
Full-time Equivalents (FTE)	**31.60**	**30.85**	**30.85**	
Full-time Positions	28.00	29.00	29.00	
Part-time Positions	3.60	1.85	1.85	

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 at least 32 hours per week in a fully benefited 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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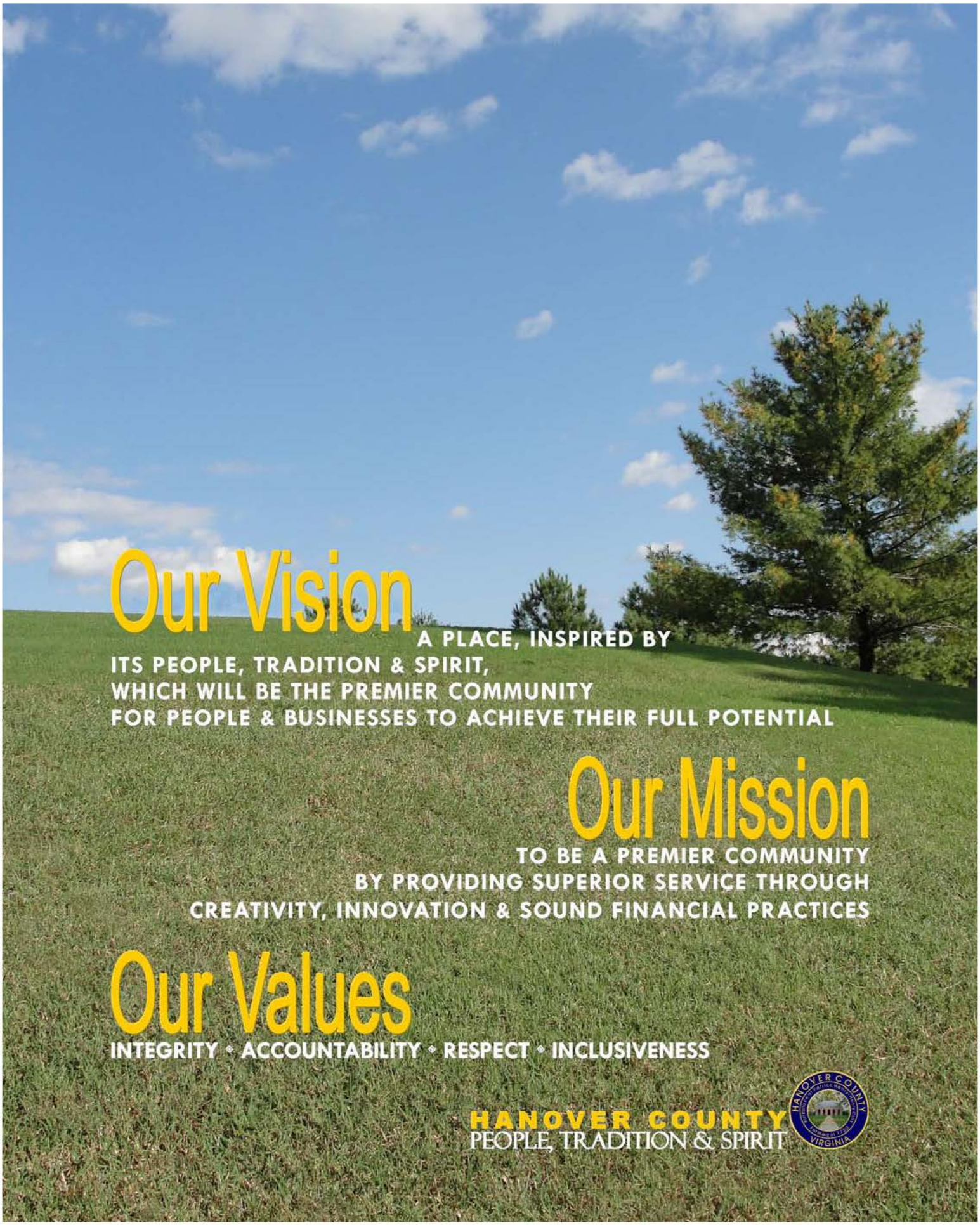

Our Vision
A PLACE, INSPIRED BY
ITS PEOPLE, TRADITION & SPIRIT,
WHICH WILL BE THE PREMIER COMMUNITY
FOR PEOPLE & BUSINESSES TO ACHIEVE THEIR FULL POTENTIAL
Our Mission
TO BE A PREMIER COMMUNITY
BY PROVIDING SUPERIOR SERVICE THROUGH
CREATIVITY, INNOVATION & SOUND FINANCIAL PRACTICES
Our Values
INTEGRITY • 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 was Elector of Hannover in Germany at the time he came to the throne. 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 four (4) national battlefields maintained by the National Park Service (Cold Harbor, Gaines Mill, Beaverdam Creek and Totopotomoy Creek Battlefields) and two (2) battlefield parks maintained by Hanover County (Cold Harbor/Garthright House and North Anna Battlefield) which are 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.

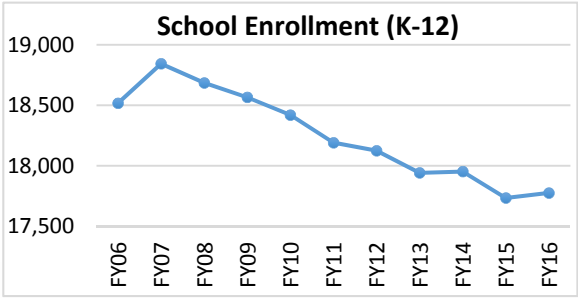
Population: In 2015, the County's population was estimated at 105,456, which is a 1.3% increase from 104,124 in 2014. Since 2006, population has grown by 7.5% at an average of 0.8% annual growth rate.

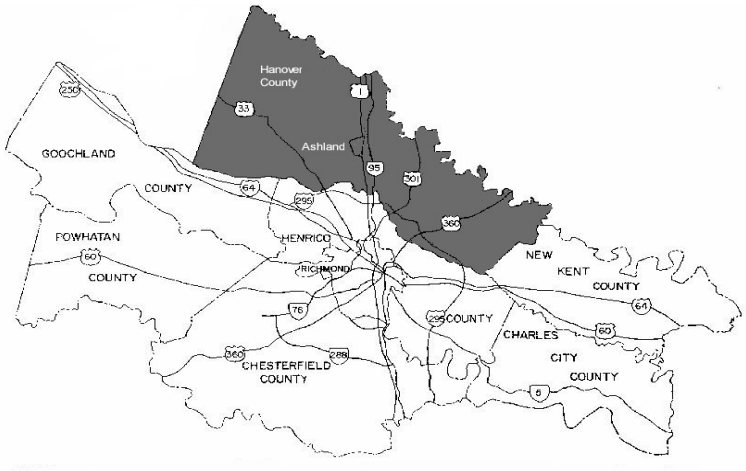
Per Capita Income (2015): $48,746

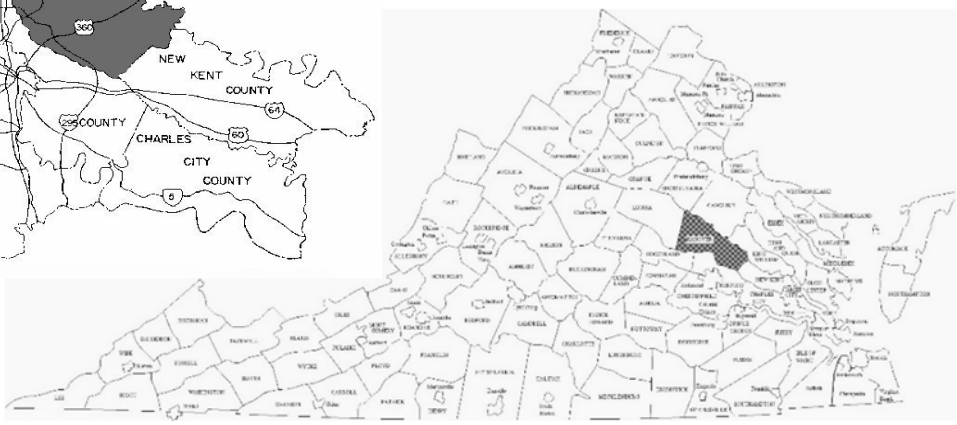
Median Age (Bureau of Census): 41.5

Unemployment Rate (Mar. 2016): 3.5%

Estimated School Enrollment (Sept. 2015)
K-12: 17,776







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 and Food Service 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.

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.

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.

County Funds Structure and Basis of Budgeting

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.

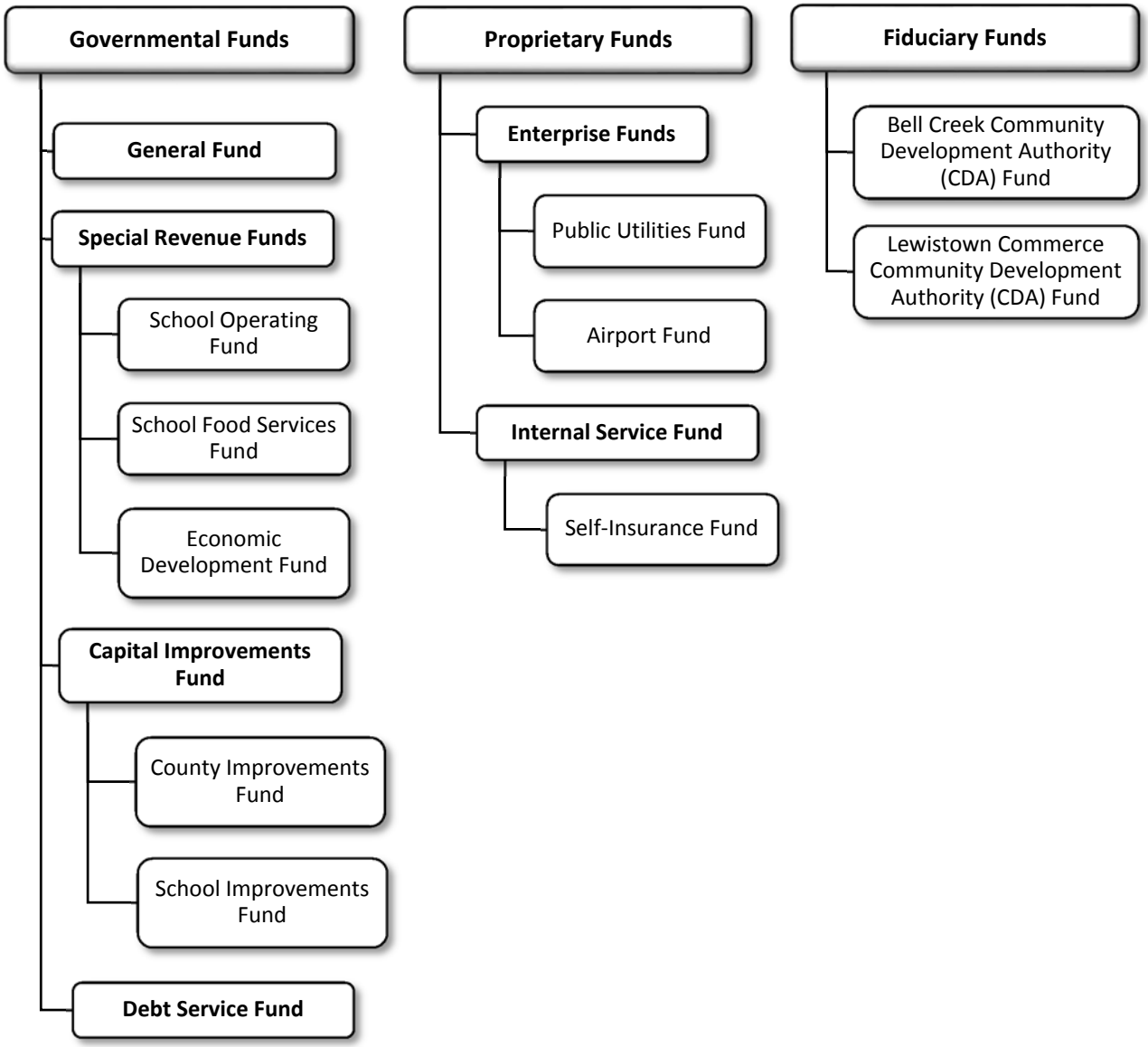
Bell Creek Community Development Authority (CDA) Fund – This fund is used for the collection of revenue to provide for the repayment of the 2003 Special Assessment Bonds issued for the Bell Creek Community Development Authority.

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.

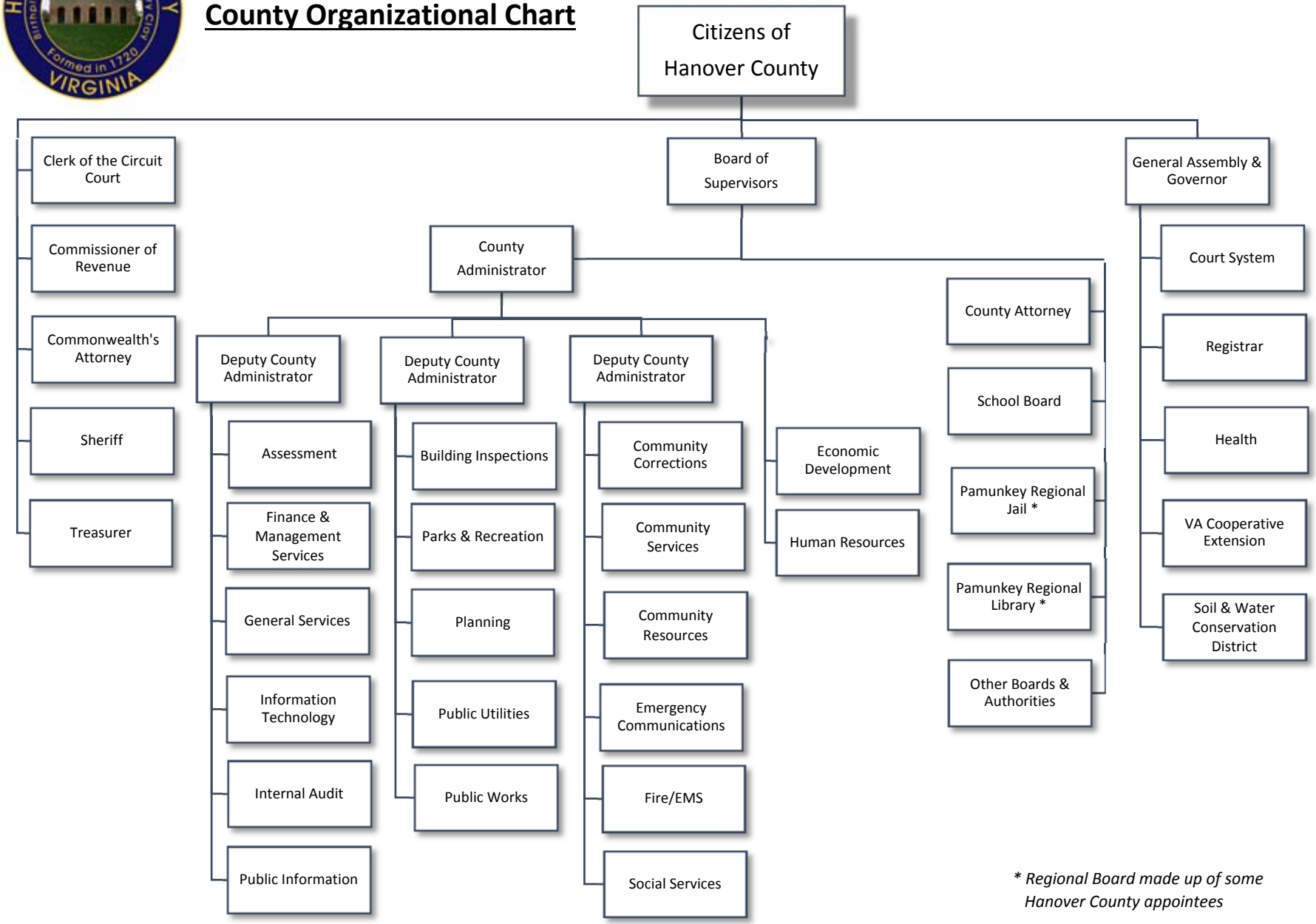
AUGUST

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*

FY16 Initiatives Update

The following is a status update as of May 6, 2016, for the following Fiscal Year 2016 Initiatives, adopted by the Board of Supervisors on April 22, 2015:

- **Begin construction of the new Courthouse facility:** Construction on this $39 million project began in March 2015. The project is on schedule to be completed before the end of 2016 and expected to open at the beginning of 2017. It will be an 115,000 square foot facility containing six finished courtrooms with associated office and support spaces.
- **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 available for use by other departments after the new Courthouse is opened. A Space Needs Study was conducted to help determine potential uses for the buildings and assess the extent of renovations that will be necessary. The Circuit Court building will be renovated first with occupancy by the Treasurer, Commissioner of the Revenue and Finance & Management Services planned for 2018. The study will assist with identifying users of the General District Court building, with bids potentially issued in 2019.
- **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 Five-Year Capital Improvements Program adopted by the Board of Supervisors include additional resources for Public Safety. In July 2015, the Board of Supervisors accepted a $933,000 SAFER grant that was used to hire an additional eight firefighter/medics. . In December 2016, the Board enhanced those resources with the addition of three (3) Firefighter/Medic positions and four (4) Court Bailiff positions. Further support is included in the FY17 Budget, FY17-FY21 Five-Year Financial Plan and Five-Year Capital Improvements Program.
- **Begin video streaming of Board meetings:** Improvements to software and operational equipment in the Board of Supervisors meeting room enabled Board meetings to be video streamed through the County's website beginning on October 12, 2015. Planning Commission meetings have been video streamed since November 17, 2015.
- **Support UCI Road World Championships bike race in September 2015:** Cyclists from around the world participated in the 2015 UCI Road World Championship. Individual Time Trials for Elite Men cyclists were held in Hanover County on September 23, 2015. It is estimated that 20,000 or more people were spectators along Hanover County's route. Hanover County was a sponsor of the event and provided financial support.

FY17 Adopted Initiatives

The following initiatives for Fiscal Year 2017 were adopted by the Board of Supervisors on April 27, 2016:

- **Continue program to replace outdated hardware and software systems:** System replacement includes a new Revenue Management System; new voting machines planned in fiscal years 2017 & 2018; additional one-time funding for school system technology upgrades; a new financial management software system which will go live in 2017; a new HR/timekeeping/payroll system and new software package for the Assessor's Office which will go live in 2016.
- **Establish process and schedule to review the Comprehensive Plan:** The Comprehensive Plan is reviewed every five years and is scheduled for review in FY17. This review will include establishing the timeline and identifying the key scope and issues to be addressed. The last review was completed in FY12.
- **Transition court operations to new building, finalize space planning for Circuit and District Courts' buildings, and bid and award renovation contract for Circuit Court building:** All offices that are using the new courts building are expected to be moved by the end of 2016 and open at the beginning of 2017. Bids on the old Circuit Court building renovation are expected to be issued in 2016 with construction expected to take 18 to 24 months. Additional funding to renovate the old General District Court building is included in the FY17-21 Capital Improvements Plan, with bids planned to be issued in 2019.
- **Review the County's long-term road improvement needs and funding, make recommendations on future needs if necessary, and update the County's road improvements transportation policies:** The Board's adopted transportation policy and candidate project list reflects a funding requirement of $93 million to construct 10 road projects and we have currently identified $64 million dollars of funding. Legislation approved by the General Assembly in 2016 is expected to impact the County's collection of road proffers.
- **Bid and award the construction contract for the Atlee Road extension:** A new road will be constructed to connect the existing Atlee Road in Rutland to Atlee Station Road near Warren Avenue. Cool Spring Road will be reconnected to the new road. A bridge will be built over the CSX rail line, allowing the existing at-grade crossing on Cool Spring Road to eventually be closed. The current project funding is approximately $16.6 million and additional funding is being sought to fully fund the project's estimated cost of $17.7 million. This road extension has been included in the Comprehensive Plan in anticipation of growth along the corridor. Construction is anticipated to begin in 2017. The construction will take approximately 24 months to complete.
- **Support the School Board's goals:** Major initiatives include Hanover County Public Schools being selected to plan and implement the first-ever Governor's Academy for Career and Technical Education, which will host 40 rising juniors and seniors from across the region at the University of Richmond in July. A new Health Sciences Specialty Center is opening at Hanover High School and Advance College Academies are opening at Patrick Henry and Lee-Davis. The Advance College Academies are a partnership with Reynolds Community College and enable students to earn an associate degree while completing the requirements for their high school diploma.

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, 2014. 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 26 consecutive years.
- Hanover County Fire/EMS received the Governor's Award for Excellence in Virginia's Fire Service. Hanover Fire/EMS was selected for state and national leadership related to the tactical fire suppression model entitled S.L.I.C.E.R.S. After the successful implementation within the County, Hanover leadership, in partnership with the Virginia Fire Chiefs Association, delivered the S.L.I.C.E.R.S. training to fire departments across the state at no cost. The S.L.I.C.E.R.S. model has been endorsed by the International Society of Fire Service Instructors and the International Association of Fire Chiefs.
- Hanover Emergency Communications Center was re-accredited as an Emergency Fire Dispatch Center of Excellence by the Board of Accreditation of the International Academies of Emergency Dispatch (IAED). Hanover Emergency Communications Center retains the distinguished honor of being the 14th Emergency Fire Dispatch Accredited Center in the world.
- The Sheriff's Office was awarded its fifth consecutive international accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA). The Sheriff's Office first achieved international accreditation in 2003 and is dually accredited through CALEA and the Virginia Law Enforcement Professional Standards Commission (VLEPSC).
- The Department of Public Utilities received a 2015 Virginia Association of Counties' (VACo) Achievement Award for a program intended to provide better customer service and better manage the backflow prevention program. The program was one of three programs state-wide to be recognized in the Information Technology category.
- 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 16 and 10 consecutive years of perfect compliance respectively.
    - The Hanover Courthouse WWTP received the Gold Peak Performance Award for 100% compliance with NPDES permits in 2014.
    - The Doswell WWTP received the Silver Peak Performance Award for having no more than five NPDES permit violations in 2014.

Board of Supervisors

Aubrey M. Stanley, Chairman
Beaverdam District

Angela Kelly-Wiecek, Vice-Chairman
Chickahominy District

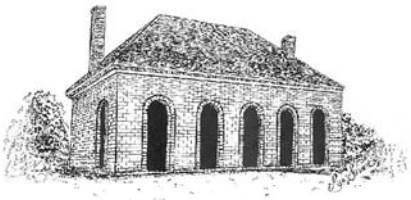
Sean M. Davis
Henry District

Wayne T. Hazzard
South Anna District

W. Canova Peterson
Mechanicsville District

Faye O. Prichard
Ashland District

Scott A. Wyatt
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

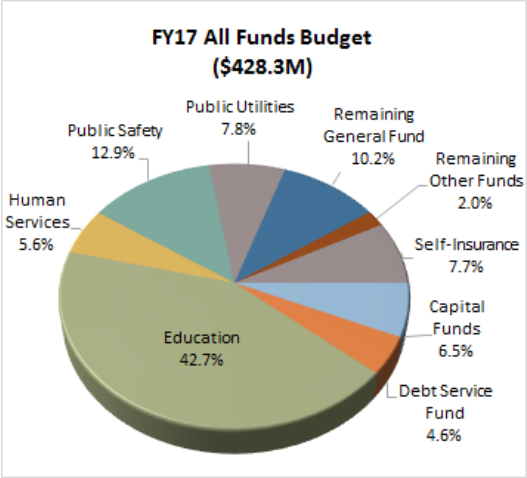
P.O. Box 470, Hanover, VA 23069
7516 County Complex Road, Hanover, VA 23069

Phone: 804-365-6005
Fax: 804-365-6234

April 13, 2016

Dear Members of the Board:

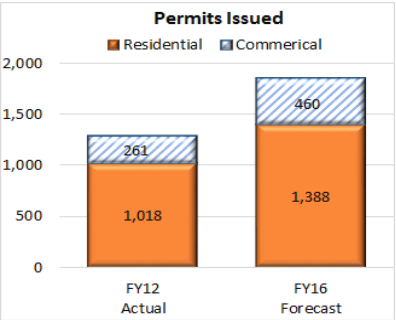
I am pleased to present the Fiscal Year 2017 budget and FY17-21 Five Year General Fund Financial Plan and Capital Improvement Program. This budget focuses on our priorities and renews our investment in local government services for our community with no property tax rate increase. I am also presenting a capital plan that supports major investments in infrastructure throughout our community.



The total FY17 budget for all funds is $428.3 million. This reflects an increase of $30.7 million or 7.7%, primarily in the areas of Education, Public Safety and Capital where we focus our investment. The Education budget is 42.7% of the total budget of all funds and an additional 3.2% of the budget is for School Capital investments. Public Safety budgets make up 12.9% of the total funds budget or $55.2 million.

The General Fund FY17 Revenue Outlook

Ongoing revenues in the General Fund are up 3.7%, or $8.0 million, led by growth in Personal Property which has increased by 9.2%. A projected increase in reassessment of 2% and new construction of 2.2% are reflections of modest growth in Real Estate Tax revenues, our primary funding source. The number of permits issued by Building Inspections increased by approximately 50% between FY12 and FY15 with the upward trend continuing in FY16. Growth in new building permits in FY16 and recent years supports our forecast of measured improvement in the Five Year Financial Plan.



Current Economy and Challenges

Hanover County's housing market shows signs of increasing strength and the revitalization of the new construction market is a clear demonstration that Hanover County continues to be a destination of choice in the Richmond Region. The median home value within Hanover County continues to rebound allowing our residents to see returning value for their investments.

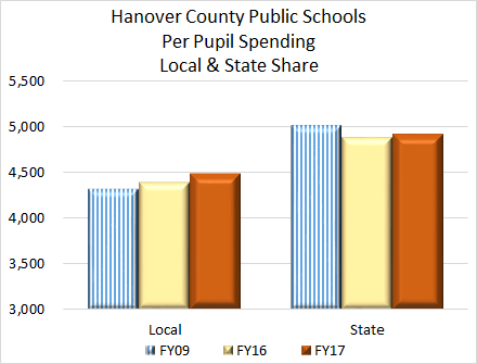
However, we are facing a number of challenges. One will be the need to fund improvements to our existing roadways at a time of diminishing state support. State funding for secondary road improvements has been declining for years and recently less funding is projected for the revenue-sharing program. Revenue-sharing has been an important resource for us to leverage local dollars to obtain state and federal transportation funding. The amount of available funding in the near future may not be sufficient to meet our identified needs.

Increased regulations from the Commonwealth regarding stormwater management have not resulted in adequate long-term funding support. The State has provided matching funds for stormwater projects in prior years and we are fortunate that the General Assembly added back one-time competitive grant funding of $20 million for stormwater local assistance funding in the near term. This is still significantly less than the estimated need, so we expect the mandate will continue to put pressure on local dollars to meet the imposed State and Federal requirements.

We continue to devote significant resources to meet our growing public safety needs. Additional personnel and capital investments are provided in this budget to address growing service demands and to backfill areas once served by volunteers. However, not all of the requests could be met in this budget and I expect this to be an ongoing challenge.

It should be noted that the county continues to bear additional financial burden for public education while the commonwealth's commitment to K-12 education continues to lag. Additional funding from the Commonwealth is essential to meet long-term needs, balance local investments, and to maintain our outstanding school system.

Strategic Focus Area: Public Education



Public Education remains one of our top strategic priorities, reflected in this budget with a 3.3% or a $2.5 million increase in local funding over the prior year. While this investment is important to note, the contribution from the Commonwealth is not keeping pace with local investments and limits other opportunities we could have to support our staff and students. The Commonwealth has continued to create and fund new initiatives that are not sustained with long-term funding and often require local matches, while decreasing their commitment to basic aid for current operations by 1.0%. The total School Operating budget increase in the FY17 budget is $4.2 million.

In addition, this budget contains continued capital support for ongoing maintenance and capital improvement programs. The Five-Year Plan supports $41.5 million to fund the long-term capital needs of our school system. The total school CIP for FY17 is $13.9 million.

This budget also provides resources for focus areas identified by our partners at the Schools, including support for the Hanover Regional Governor's School for Career and Technical Advancement, the Advance College Academies at Patrick Henry and Lee-Davis, and the new Health Sciences Specialty Center at Hanover High School. An additional $500,000 has been committed to support these programs. Support for facility improvement, transportation, and class size reductions is also included.

Our contribution for school-identified technology initiatives in FY17 is $2 million, double last year's contribution. This is the beginning of a long term commitment to provide an improved technology infrastructure to our teachers and students.

Strategic Focus Area - Public Safety

Our Public Safety departments are key focus areas in our County Strategic Plan and this budget includes increases of 6% over the last fiscal year ($3.3 million) for operations and personnel. Also, $2.1 million has been budgeted in Public Safety Capital Improvements in FY17 and an additional $14.7 million has been included in the Five-Year Plan.

Sheriff/Court Services

This budget includes seven additional positions within the Sheriff's Office to maintain their high quality of service. Of this complement, four are patrol deputies, two will support the Court Services division and one will provide additional administrative support to the department. The four Court Services positions that were added mid-year in FY16 in preparation for the new Court facilities are fully funded. We have also provided additional funds for grade adjustments within the Court Services division. An additional 15 positions are included in the Five-Year Plan to address projected needs.

Departments	New in FY17
Public Safety	**15.5**
Building Inspections	1.5
Commonwealth's Attorney	1.0
Court Services	2.0
Emergency Communications	1.0
Fire/EMS	5.0
Sheriff	5.0

Fire and EMS

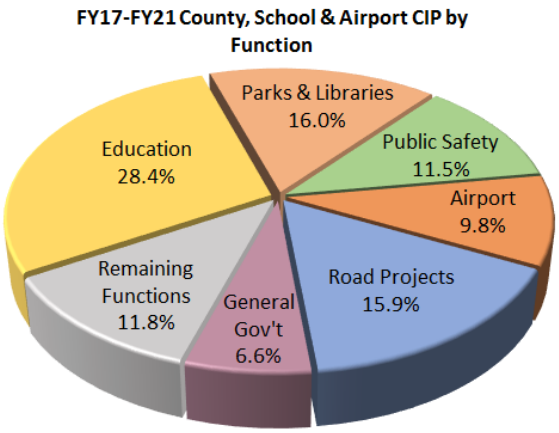
Our volunteers continue to provide high quality service. However, in the past year we saw the unfortunate dissolution of the Rockville Volunteer Fire Company and growing demands at the Black Creek Fire Department. This budget recognizes full funding of the three new positions that were added mid-year in FY16 and includes an additional five new positions to provide expanded staffing support in the Black Creek and Rockville stations. Hanover County also will benefit from the eight new federal grant positions which were added during FY16 to staff a ladder truck on a 24 hour, 7 days a week basis. An additional 16 positions are included in the remainder of the Five-Year Plan.

Emergency Communications

In Emergency Communications, this budget includes one new position in FY17. The additional Communications Officer will support increased call volumes, and call specialization for our public safety departments. The Five-Year Plan calls for an additional three communications officers to meet service level demands.

FY17 Capital Investments & Planning for the Future

This budget funds critical equipment needs within our Public Safety departments and supports organization-wide technology improvements. Also supported are our vehicle, fire truck and ambulance replacement programs and continued investment as a regional partner in the Capital Region radio replacement project throughout the plan.



Also supported is a facilities plan for the renovation of the Circuit Court building in FY17 and plans for the renovation of the District Court building in FY20. The renovations of these facilities will meet long-term space needs of county departments and support more efficient operations.

Technology is the cornerstone of efficient operations. We continue to modernize outdated hardware and software systems, including replacing our Revenue Management System in FY17 at a cost of about $1 million. Other systems are scheduled for replacement in the Five-Year Plan. We will spend $121,000 for voting machines in FY17 to replace half of our current machines. The remaining machines are targeted for replacement in year two of the Five-Year Plan.

We continue to support the parks and library amenities that are highly valued by our citizens. In FY17, we plan to begin a three-year program to improve athletic field lighting at Courthouse Park. The five-year CIP also includes funding for development of future parks in western and eastern Hanover as well as improvements to the multi-purpose fields at Pole Green Park. Also projected for funding over the next five years are new library facilities in the Atlee and Montpelier areas.

Addressing our transportation infrastructure continues to be a priority and this CIP increases our commitment to directing General Fund dollars to road improvements. Of the $5.6 million total FY17 Road CIP, $1.5 million represents local funding. Major projects in FY17 include $2.7 million to Sliding Hill Road and $1.5 million to Elletts Crossing and Atlee Road Extended.

Also under Public Works, our contribution of $193,000 in local funds will enable us to leverage $7.1 million in improvements to the Hanover County Airport. This investment will focus on the

development on the eastern side of the airport and provide support for our economic development efforts.

We continue our commitments to meet storm water management regulations imposed by the Commonwealth and Federal government by funding $1.1 million for stream restoration projects in the Kings Charter and Courthouse Ridge subdivisions.

Workforce Investments

In support of our dedicated County work force, this budget funds a 2% merit increase for both County and School employees.

Our focus continues to be high quality customer service and we have identified the County's most critical service level needs. These additional positions for non-Public Safety departments shown in the table to the right will help meet increased service demands, support our goal of high quality customer service, and balance demands on current personnel.

Departments	New in FY17
Non-Public Safety	**6.2**
Assessor	1.0
Circuit Court	1.0
Community Services Board	1.0
Information Technology	1.0
Internal Audit	0.2
Public Utilities	1.0
Social Services	1.0

This budget also includes two other fee-related initiatives that are intended to improve customer service and workforce efficiency. Building Inspection permit fees will increase by 5% and a new storm drainage re-inspection fee will be established that would apply when stormwater facilities associated with new construction repeatedly fail to pass inspection.

Public Utilities

The Department of Public Utilities FY17 budget of $33.2 million includes an operating budget of $21.1 million and a capital budget of $12.1 million. The total Five-Year CIP is $70.3 million, which includes both expansion projects ($31.6 million) and renewal and replacement projects ($38.7 million). The budget balances the maintenance of existing infrastructure, system expansion in support of economic development, and utility rates.

Funding for two significant projects that support economic development are included in the FY17 budget. The first of these projects is the Elmont Water Storage Tank and Pump Station, which is necessary to support development in the Route 33 corridor. Second, funds are included for the design and easement acquisition of an interceptor sewer along Totopotomoy Creek, which is the next in a series of projects required to provide sewer service to the "Planned Business" area northeast of the Town of Ashland.

Public Utilities staffing is increasing by one position to augment regular inspection and preventative maintenance of the sewer collection system. The budget includes user fee increases of 2.5% for water and sewer, which equates to an increase of $3.04 to a typical customer's bimonthly bill. There is no change to capacity fees as construction costs for the type of projects funded by capacity fees were stable during the last 12 months.

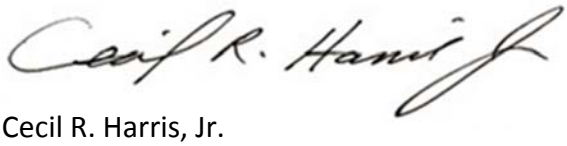
Conclusion

Hanover County is well positioned to meet the future needs of our residents. This budget supports identified priorities for both the County and Schools. We continue our investments in public safety staffing needs, supporting our valued employees and citizens, and planning to serve the community for years to come with new libraries, revitalized facilities, and new parks and community open spaces.

All of this has been accomplished without raising tax rates on our citizens.

I look forward to working with the Board of Supervisors, the community, and our staff to continue the investment in our community. In closing, I wish to express my appreciation to our dedicated Budget staff and our County and School leaders, who, as a team, set the example for all localities across the Commonwealth on how to support each other.

Sincerely,



Cecil R. Harris, Jr.
County Administrator

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Hanover County FY17 Budget Highlights

Quick Facts of the FY17 Budget:

- All funds: $428.3 million, a $30.7M or 7.7% increase from the current year.
- County General Fund: $233.3 million, an $11.2M or 5.0% increase from the current year.

Highlights of the FY17 Budget:

Revenues –

- All residential property tax rates remain unchanged.
- Real Property revenue increase of $3.7 million or 3.7% above FY16 budget. This assumes a 2.0% increase in assessments in 2017.
- Personal Property increase of $2.6 million or 9.2% above FY16 budget.
- Ongoing General Fund revenues increase of $8.0 million or 3.7% above FY16 budget.
- Public Utility 2.5% water rate increase and 2.5% wastewater rate increase. The average bill increases $3.04 ($18.24 annually).

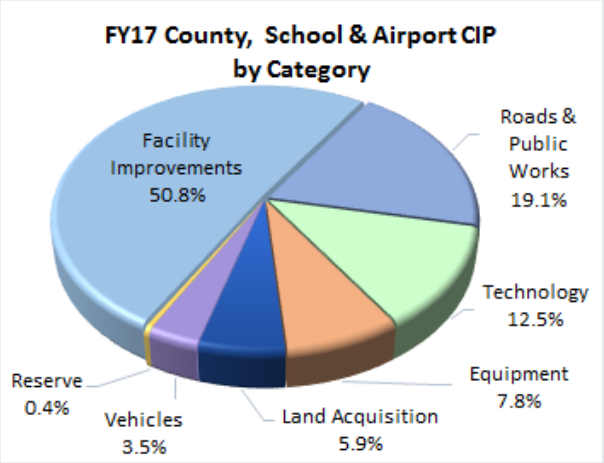
Expenditures –

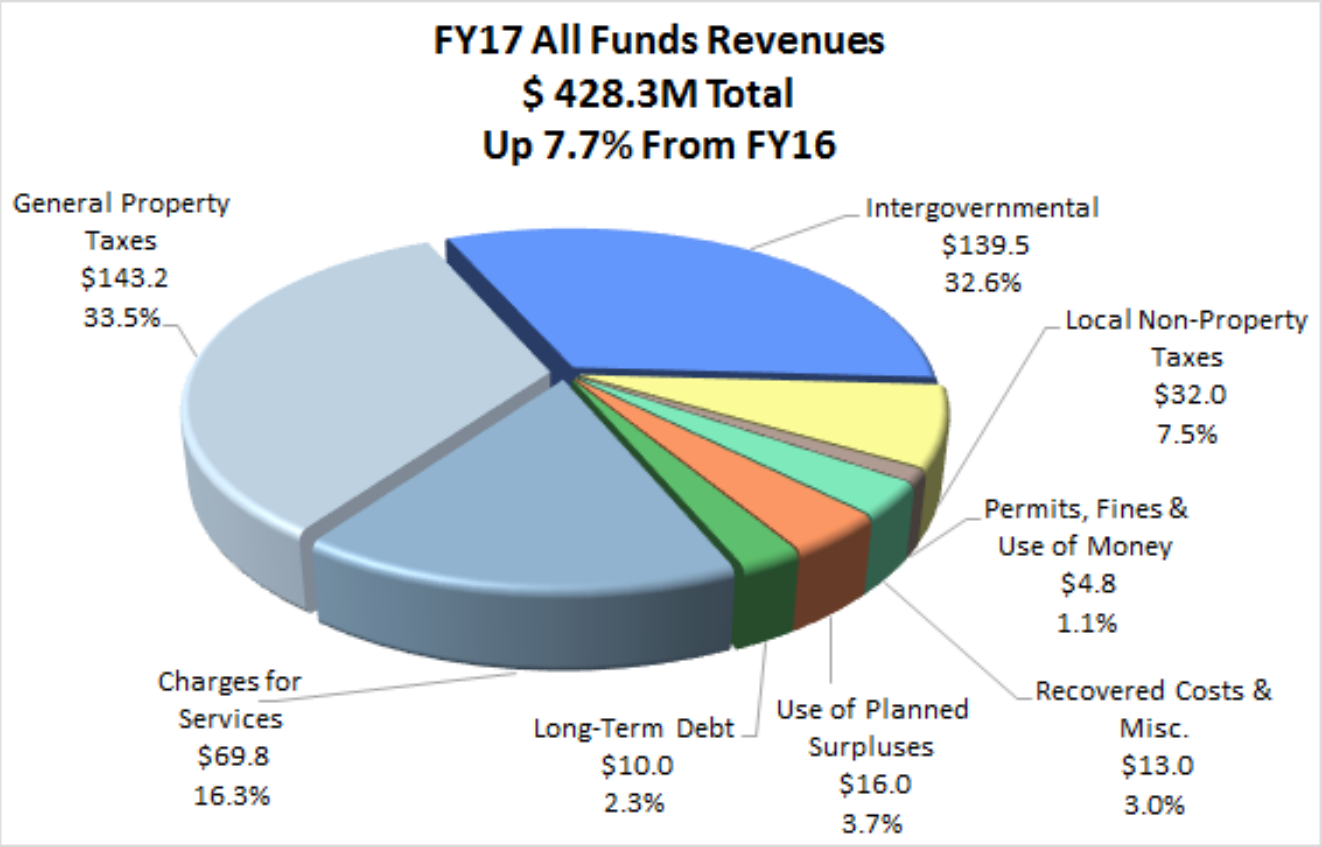
- Priority Service Areas related to the General Fund:

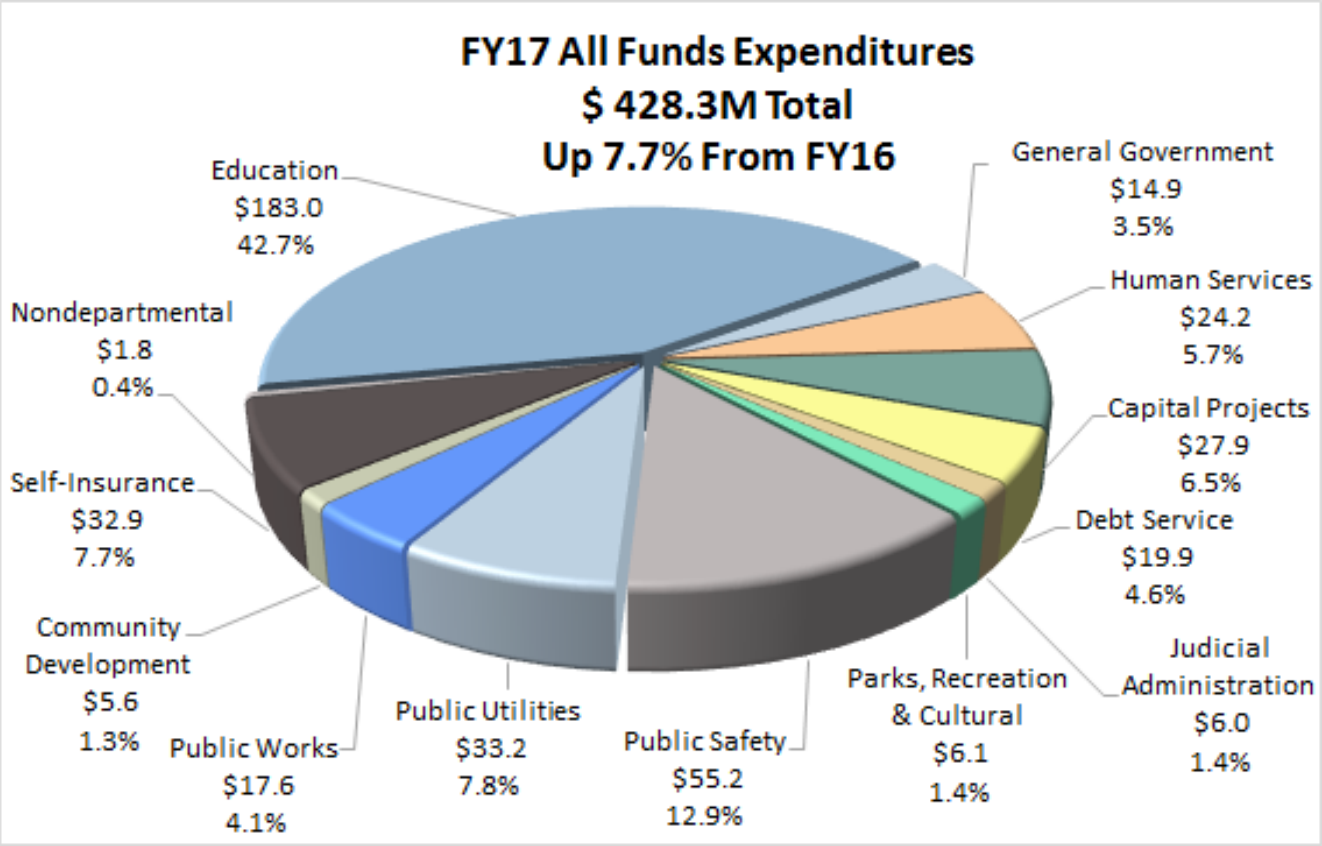
Category	FY17 Budget	$ Change from Prior Year	% Change from Prior Year	% of FY17 General Fund Budget
School Operating	$79.5M	$2.5M	3.3%	34.1%
School Capital Projects	3.9M	1.5M	62.5%	1.7%
Public Safety & Judicial Admin.	61.2M	3.3M	5.8%	26.2%
Public Safety Capital Projects	2.1M	(1.0M)	(32.4%)	0.9%
Human Services	24.2M	0.4M	1.7%	10.4%
Total Priority Service Areas	**$170.9M**	**$6.7M**	**4.1%**	**73.3%**

- Personnel
  - 2.0% compensation increase for County and School staff.
  - Additional positions: 15.5 in Public Safety, 5.2 in County Non-Public Safety, 30.6 in Schools and 1.0 in Public Utilities.

- County, Schools & Airport Capital Improvements Program (CIP)
  - The first year of the CIP includes investments in technology, equipment, vehicles, land, facilities and roads infrastructure.
  - 18.7% of the FY17 expenditures are funded with General Fund sources while 28.6% is Long-term Debt, 30.7% is Federal and State Aid, 2.4% from Road Proffers and the remaining 19.6% from prior year savings.



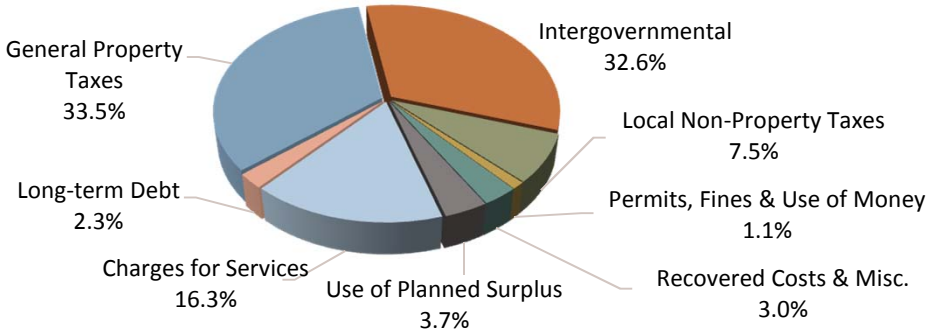

FY17 All Funds Revenues
$ 428.3M Total
Up 7.7% From FY16
General Property Taxes $143.2 33.5%
Intergovernmental $139.5 32.6%
Local Non-Property Taxes $32.0 7.5%
Permits, Fines & Use of Money $4.8 1.1%
Recovered Costs & Misc. $13.0 3.0%
Use of Planned Surpluses $16.0 3.7%
Long-Term Debt $10.0 2.3%
Charges for Services $69.8 16.3%


FY17 All Funds Expenditures
$ 428.3M Total
Up 7.7% From FY16
Education $183.0 42.7%
General Government $14.9 3.5%
Human Services $24.2 5.7%
Capital Projects $27.9 6.5%
Debt Service $19.9 4.6%
Judicial Administration $6.0 1.4%
Parks, Recreation & Cultural $6.1 1.4%
Public Safety $55.2 12.9%
Public Utilities $33.2 7.8%
Public Works $17.6 4.1%
Community Development $5.6 1.3%
Self-Insurance $32.9 7.7%
Nondepartmental $1.8 0.4%

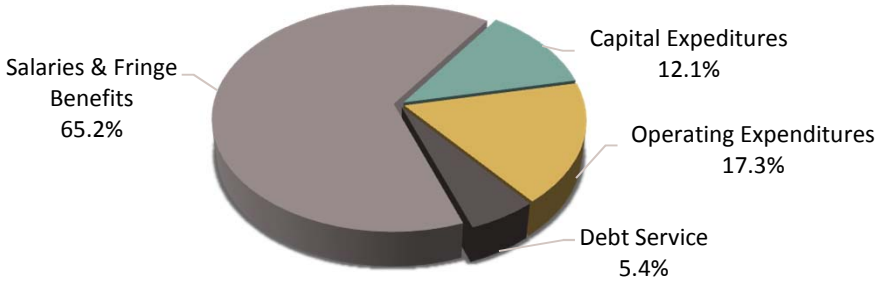
Summary of Revenues and Expenditures for All Funds

	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Revenues - by Type	**$ 423,830,713**	**$ 397,554,081**	**$ 428,275,501**	**7.7%**
General Property Taxes	**132,279,062**	**136,653,100**	**143,157,700**	**4.8%**
Local Non-Property Taxes	**30,690,291**	**31,773,520**	**32,013,700**	**0.8%**
Permits, Fees & Licenses	**2,967,776**	**2,624,550**	**2,722,280**	**3.7%**
Fines & Forfeitures	**1,086,243**	**1,143,600**	**1,011,700**	**-11.5%**
Use of Money & Property	**1,182,065**	**1,079,190**	**1,086,100**	**0.6%**
Charges for Services	**68,892,850**	**67,205,566**	**69,822,144**	**3.9%**
Recovered Costs	**5,891,425**	**4,576,271**	**4,355,491**	**-4.8%**
Miscellaneous	**34,163,969**	**8,234,400**	**8,662,000**	**5.2%**
Intergovernmental				
Federal Aid	16,070,035	15,778,743	19,557,210	23.9%
State Aid	115,891,345	115,696,367	119,957,967	3.7%
Fund Balance	**10,280,023**	**12,788,774**	**15,929,209**	**24.6%**
Long-Term Debt	**4,435,629**	**-**	**10,000,000**	**----**
Expenditures - by Category	**$ 382,064,757**	**$ 397,554,081**	**$ 428,275,501**	**7.7%**
Salaries & Fringe Benefits	**260,231,484**	**272,333,853**	**279,320,993**	**2.6%**
Operating Expenditures	**65,605,668**	**73,354,713**	**74,121,788**	**1.0%**
Capital Expenditures	**33,547,704**	**28,829,601**	**51,653,943**	**79.2%**
Debt Service				
Principal	14,988,339	14,826,913	15,287,320	3.1%
Interest	7,658,935	8,209,001	7,791,457	-5.1%
Issuance Costs	32,627	-	100,000	----

FY17 All Funds Revenues



FY17 All Funds Expenditures



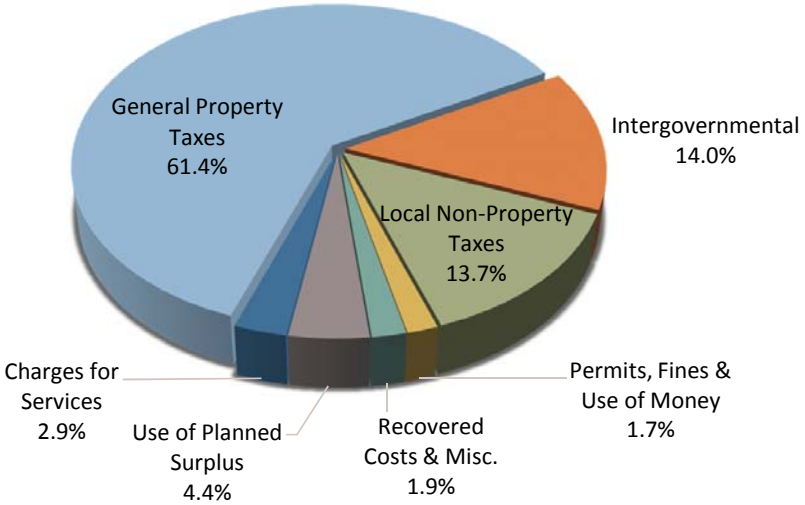
FY17 All Funds Budget

	General Fund	School Funds	Capital Funds	Special Revenue Fund	Enterprise Funds	Fiduciary Funds	Internal Service Fund	Debt Service Fund	Transfers from Other Funds	Grand Total
Revenues - by Type	**$ 233,263,528**	**$ 183,056,358**	**$ 27,866,674**	**$ 168,480**	**$ 40,696,724**	**$ 795,411**	**$ 32,888,252**	**$ 19,857,700**	**$ (110,317,626)**	**$ 428,275,501**
General Property Taxes	**143,157,700**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**143,157,700**
Local Non-Property Taxes	**32,013,700**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**32,013,700**
Permits, Fees & Licenses	**2,113,800**	**-**	**-**	**168,480**	**440,000**	**-**	**-**	**-**	**-**	**2,722,280**
Fines & Forfeitures	**1,011,700**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**1,011,700**
Use of Money & Property	**699,800**	**4,000**	**-**	**-**	**307,300**	**-**	**75,000**	**-**	**-**	**1,086,100**
Charges for Services	**6,743,108**	**6,068,784**	**500,000**	**-**	**23,772,000**	**-**	**32,738,252**	**-**	**-**	**69,822,144**
Recovered Costs	**3,280,580**	**463,000**	**-**	**-**	**279,500**	**257,411**	**75,000**	**-**	**-**	**4,355,491**
Miscellaneous	**1,205,800**	**1,211,200**	**-**	**-**	**6,145,000**	**-**	**-**	**100,000**	**-**	**8,662,000**
Intergovernmental	**32,741,340**	**95,780,374**	**3,798,154**	**-**	**6,942,466**	**-**	**-**	**252,843**	**-**	**139,515,177**
Transfers In	**-**	**79,529,000**	**10,693,520**	**-**	**52,249**	**538,000**	**-**	**19,504,857**	**(110,317,626)**	**-**
Fund Balance	**10,296,000**	**-**	**2,875,000**	**-**	**2,758,209**	**-**	**-**	**-**	**-**	**15,929,209**
Long-Term Debt	**-**	**-**	**10,000,000**	**-**	**-**	**-**	**-**	**-**	**-**	**10,000,000**
Expenditures - by Category	**$ 233,263,528**	**$ 183,056,358**	**$ 27,866,674**	**$ 168,480**	**$ 40,696,724**	**$ 795,411**	**$ 32,888,252**	**$ 19,857,700**	**$ (110,317,626)**	**$ 428,275,501**
Salaries & Fringe Benefits	**80,434,882**	**160,024,550**	**-**	**-**	**6,706,209**	**-**	**32,155,352**	**-**	**-**	**279,320,993**
Operating Expenditures	**39,745,800**	**21,232,482**	**-**	**168,480**	**11,429,215**	**795,411**	**732,900**	**17,500**	**-**	**74,121,788**
Transfers Out	**110,317,626**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**(110,317,626)**	**-**
Capital Expenditures	**2,765,220**	**1,799,326**	**27,866,674**	**-**	**19,222,723**	**-**	**-**	**-**	**-**	**51,653,943**
Debt Service	**-**	**-**	**-**	**-**	**3,338,577**	**-**	**-**	**19,840,200**	**-**	**23,178,777**
Principal	-	-	-	-	2,498,720	-	-	12,788,600	-	15,287,320
Interest	-	-	-	-	839,857	-	-	6,951,600	-	7,791,457
Issuance Costs	-	-	-	-	-	-	-	100,000	-	100,000
Expenditures - by Function	**$ 233,263,528**	**$ 183,056,358**	**$ 27,866,674**	**$ 168,480**	**$ 40,696,724**	**$ 795,411**	**$ 32,888,252**	**$ 19,857,700**	**$ (110,317,626)**	**$ 428,275,501**
General Government	**14,878,830**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**14,878,830**
Judicial Administration	**6,018,021**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**6,018,021**
Public Safety	**55,241,551**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**55,241,551**
Public Works	**10,174,577**	**-**	**-**	**-**	**7,494,915**	**-**	**-**	**-**	**(52,249)**	**17,617,243**
Human Services	**24,161,419**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**24,161,419**
Education	**79,529,000**	**183,056,358**	**-**	**-**	**-**	**-**	**-**	**-**	**(79,529,000)**	**183,056,358**
Parks, Recreation & Cultural	**6,074,352**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**6,074,352**
Community Development	**5,158,130**	**-**	**-**	**168,480**	**-**	**795,411**	**-**	**-**	**(538,000)**	**5,584,021**
Nondepartmental	**1,829,271**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**1,829,271**
Capital Projects	**10,693,520**	**-**	**27,866,674**	**-**	**-**	**-**	**-**	**-**	**(10,693,520)**	**27,866,674**
Public Utilities	**-**	**-**	**-**	**-**	**33,201,809**	**-**	**-**	**-**	**-**	**33,201,809**
Self-Insurance	**-**	**-**	**-**	**-**	**-**	**-**	**32,888,252**	**-**	**-**	**32,888,252**
Debt Service	**19,504,857**	**-**	**-**	**-**	**-**	**-**	**-**	**19,857,700**	**(19,504,857)**	**19,857,700**

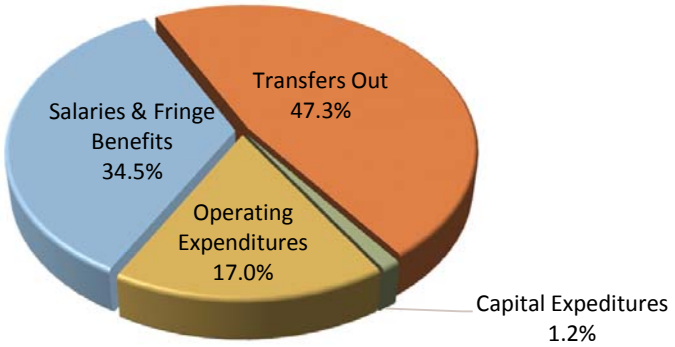
General Fund Summary

	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
General Fund				
Revenues - by Type	**$ 219,948,179**	**$ 222,052,444**	**$ 233,263,528**	**5.0%**
General Property Taxes	132,279,062	136,653,100	143,157,700	4.8%
Local Non-Property Taxes	30,690,291	31,773,520	32,013,700	0.8%
Permits, Fees & Licenses	2,126,778	2,032,000	2,113,800	4.0%
Fines & Forfeitures	1,086,243	1,143,600	1,011,700	-11.5%
Use of Money & Property	767,396	699,800	699,800	0.0%
Charges for Services	6,924,158	6,536,450	6,743,108	3.2%
Recovered Costs	3,746,404	3,355,331	3,280,580	-2.2%
Miscellaneous	1,048,312	898,200	1,205,800	34.2%
Intergovernmental	30,999,512	31,828,443	32,741,340	2.9%
Fund Balance	10,280,023	7,132,000	10,296,000	44.4%
Expenditures - by Category	**$ 207,831,838**	**$ 222,052,444**	**$ 233,263,528**	**5.0%**
Salaries & Fringe Benefits	73,478,139	77,091,447	80,434,882	4.3%
Operating Expenditures	33,323,590	38,675,379	39,745,800	2.8%
Transfers Out	98,628,044	104,221,818	110,317,626	5.8%
Capital Expenditures	2,402,065	2,063,800	2,765,220	34.0%

FY17 General Fund Revenues



FY17 General Fund Expenditures



Other Funds Summaries

	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
School Funds				
Schools Operating Fund				
Revenues - by Type	$ 166,683,060	$ 171,839,758	$ 176,014,358	2.4%
Charges for Services	847,114	825,500	847,500	2.7%
Recovered Costs	380,123	573,000	463,000	-19.2%
Miscellaneous	615,611	1,169,200	1,189,200	1.7%
Intergovernmental	93,281,141	92,272,058	93,985,658	1.9%
Transfers In	71,559,071	77,000,000	79,529,000	3.3%
Expenditures - by Category	$ 166,937,086	$ 171,839,758	$ 176,014,358	2.4%
Salaries & Fringe Benefits	148,945,174	152,549,963	156,579,372	2.6%
Operating Expenditures	15,864,758	17,560,469	17,685,660	0.7%
Capital Expenditures	2,127,154	1,729,326	1,749,326	1.2%
School Food Services Fund				
Revenues - by Type	$ 6,546,656	$ 7,016,800	$ 7,042,000	0.4%
Use of Money & Property	1,731	4,000	4,000	0.0%
Charges for Services	4,864,428	4,752,016	5,221,284	9.9%
Miscellaneous	25,070	22,000	22,000	0.0%
Intergovernmental	1,655,427	1,784,971	1,794,716	0.5%
Fund Balance	-	453,813	-	-100.0%
Expenditures - by Category	$ 6,741,855	$ 7,016,800	$ 7,042,000	0.4%
Salaries & Fringe Benefits	3,189,101	3,545,804	3,445,178	-2.8%
Operating Expenditures	3,530,634	3,420,996	3,546,822	3.7%
Capital Expenditures	22,120	50,000	50,000	0.0%
Capital Funds				
County Improvements Fund				
Revenues - by Type	$ 12,771,968	$ 7,123,400	$ 13,966,674	96.1%
Use of Money & Property	26,265	-	-	----
Charges for Services	843,815	500,000	500,000	0.0%
Permits, Fees & Licenses	193,787	-	-	----
Miscellaneous	1,710	-	-	----
Intergovernmental	4,836,671	1,119,000	3,798,154	239.4%
Fund Balance	-	684,600	2,875,000	320.0%
Transfers In	6,869,720	4,819,800	6,793,520	41.0%
Expenditures - by Category	$ 12,668,890	$ 7,123,400	$ 13,966,674	96.1%
Capital Expenditures	12,668,890	7,123,400	13,966,674	96.1%

Other Funds Summaries

	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
School Improvements Fund				
Revenues - by Type	**$ 6,636,000**	**$ 2,400,000**	**$ 13,900,000**	**479.2%**
Use of Money & Property	**2,417**	**-**	**-**	**----**
Charges for Services	**53,583**	**-**	**-**	**----**
Miscellaneous	**544,371**	**-**	**-**	**----**
Transfers In	**1,600,000**	**2,400,000**	**3,900,000**	**62.5%**
Long-Term Debt	**4,435,629**	**-**	**10,000,000**	**----**
Expenditures - by Category	**$ 7,096,123**	**$ 2,400,000**	**$ 13,900,000**	**479.2%**
Capital Expenditures	**7,096,123**	**2,400,000**	**13,900,000**	**479.2%**
Internal Service Fund				
Self-Insurance Fund				
Revenues - by Type	**$ 32,591,691**	**$ 33,315,180**	**$ 32,888,252**	**-1.3%**
Use of Money & Property	**75,921**	**68,100**	**75,000**	**10.1%**
Charges for Services	**32,416,648**	**32,464,600**	**32,738,252**	**0.8%**
Recovered Costs	**99,122**	**75,000**	**75,000**	**0.0%**
Fund Balance	**-**	**707,480**	**-**	**-100.0%**
Expenditures - by Category	**$ 28,675,259**	**$ 33,315,180**	**$ 32,888,252**	**-1.3%**
Salaries & Fringe Benefits	**28,607,313**	**32,741,180**	**32,155,352**	**-1.8%**
Operating Expenditures	**67,946**	**574,000**	**732,900**	**27.7%**
Enterprise Funds				
Airport Fund				
Revenues - by Type	**$ 400,011**	**$ 4,585,446**	**$ 7,494,915**	**63.5%**
Use of Money & Property	**199,970**	**207,290**	**207,300**	**0.0%**
Miscellaneous	**(111,902)**	**50,000**	**50,000**	**0.0%**
Intergovernmental	**221,869**	**4,217,795**	**6,942,466**	**64.6%**
Fund Balance	**-**	**50,000**	**242,900**	**385.8%**
Transfers In	**90,074**	**60,361**	**52,249**	**-13.4%**
Expenditures - by Category	**$ 441,851**	**$ 4,585,446**	**$ 7,494,915**	**63.5%**
Salaries & Fringe Benefits	**104,123**	**105,944**	**107,068**	**1.1%**
Operating Expenditures	**56,543**	**111,561**	**110,535**	**-0.9%**
Capital Expenditures	**213,161**	**4,225,942**	**7,135,414**	**68.8%**
Debt Service				
Principal	-	77,883	81,890	5.1%
Interest	68,024	64,116	60,008	-6.4%

Other Funds Summaries

	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Utilities Operating Fund				
Revenues - by Type	**$ 32,550,047**	**$ 32,728,981**	**$ 33,201,809**	**1.4%**
Use of Money & Property	**108,365**	**100,000**	**100,000**	**0.0%**
Charges for Services	**22,943,104**	**22,127,000**	**23,772,000**	**7.4%**
Permits, Fees & Licenses	**442,993**	**405,000**	**440,000**	**8.6%**
Recovered Costs	**288,437**	**279,500**	**279,500**	**0.0%**
Miscellaneous	**8,102,958**	**6,095,000**	**6,095,000**	**0.0%**
Intergovernmental	**664,190**	**-**	**-**	**----**
Fund Balance	**-**	**3,722,481**	**2,515,309**	**-32.4%**
Expenditures - by Category	**$ 28,723,762**	**$ 32,728,981**	**$ 33,201,809**	**1.4%**
Salaries & Fringe Benefits	**5,907,634**	**6,299,515**	**6,599,141**	**4.8%**
Operating Expenditures	**10,514,119**	**11,948,418**	**11,318,680**	**-5.3%**
Capital Expenditures	**9,018,191**	**11,237,133**	**12,087,309**	**7.6%**
Debt Service				
Principal	2,406,830	2,371,830	2,416,830	1.9%
Interest	876,988	872,085	779,849	-10.6%
Special Revenue Fund				
Economic Development Authority				
Revenues - by Type	**$ 310,368**	**$ 225,950**	**$ 168,480**	**-25.4%**
Permits, Fees & Licenses	**204,218**	**187,550**	**168,480**	**-10.2%**
Intergovernmental	**50,000**	**-**	**-**	**----**
Fund Balance	**-**	**38,400**	**-**	**-100.0%**
Transfers In	**56,150**	**-**	**-**	**----**
Expenditures - by Category	**$ 225,895**	**$ 225,950**	**$ 168,480**	**-25.4%**
Operating Expenditures	**225,895**	**225,950**	**168,480**	**-25.4%**
Debt Service Fund				
Debt Service Fund				
Revenues - by Type	**$ 43,224,342**	**$ 19,668,500**	**$ 19,857,700**	**1.0%**
Miscellaneous	**23,937,839**	**-**	**100,000**	**----**
Intergovernmental	**252,570**	**252,843**	**252,843**	**0.0%**
Transfers In	**19,033,933**	**19,415,657**	**19,504,857**	**0.5%**
Expenditures - by Category	**$ 19,342,647**	**$ 19,668,500**	**$ 19,857,700**	**1.0%**
Operating Expenditures	**14,588**	**18,500**	**17,500**	**-5.4%**
Debt Service				
Principal	12,581,509	12,377,200	12,788,600	3.3%
Interest	6,713,923	7,272,800	6,951,600	-4.4%
Issuance Costs	32,627	-	100,000	----

Other Funds Summaries

	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Fiduciary Funds				
Bell Creek CDA				
Revenues - by Type	**$ 206,507**	**$ 160,000**	**$ 120,000**	**-25.0%**
Recovered Costs	**206,507**	**160,000**	**120,000**	**-25.0%**
Expenditures - by Category	**$ 207,136**	**$ 160,000**	**$ 120,000**	**-25.0%**
Operating Expenditures	**207,136**	**160,000**	**120,000**	**-25.0%**
Lewistown CDA				
Revenues - by Type	**$ 1,704,321**	**$ 659,440**	**$ 675,411**	**2.4%**
Recovered Costs	**1,170,832**	**133,440**	**137,411**	**3.0%**
Transfers In	**533,489**	**526,000**	**538,000**	**2.3%**
Expenditures - by Category	**$ 1,800,459**	**$ 659,440**	**$ 675,411**	**2.4%**
Operating Expenditures	**1,800,459**	**659,440**	**675,411**	**2.4%**

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]

	FY15 Actual	FY16 Projected[2]	FY17 Budget[4]	% Change FY16 to FY17
General Fund				
Estimated Beginning Fund Balance	$ 50,643,448	$ 52,479,769	$ 51,427,197	
Net Change in Fund Balance	1,836,321	(1,052,572)	(10,296,000)	
Estimated Ending Fund Balance	$ 52,479,769	$ 51,427,197	$ 41,131,197	**-20.0%**
Unassigned Fund Balance	$ 26,418,188	$ 26,441,217	$ 27,416,000	**3.7%**
Net Operating Revenues	$ 209,668,156	$ 214,969,246	$ 222,894,092	
Est. Unassigned Fund Balance as % of Net Operating Revenues	12.6%	12.3%	12.3%	
County Improvements Fund				
Estimated Beginning Fund Balance	$ 33,965,283	$ 34,068,361	$ 34,068,361	
Net Change in Fund Balance[3]	103,078	-	-	
Est. Ending Fund Balance - County Improvements Fund	**$ 34,068,361**	**$ 34,068,361**	**$ 34,068,361**	**0.0%**
School Improvements Fund				
Estimated Beginning Fund Balance	$ 3,964,015	$ 3,503,892	$ 3,503,892	
Net Change in Fund Balance[3]	(460,123)	-	-	
Est. Ending Fund Balance - School Improvements Fund	**$ 3,503,892**	**$ 3,503,892**	**$ 3,503,892**	**0.0%**
Debt Service Fund				
Estimated Beginning Fund Balance	$ 348,500	$ 332,856	$ 332,856	
Net Change in Fund Balance	(15,644)	-	-	
Est. Ending Fund Balance - Debt Service Fund	**$ 332,856**	**$ 332,856**	**$ 332,856**	**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 FY16 projection includes budgeted contingency and revenue reserves of $1.2 million and $500,000, respectively. As such, although the FY17 budget reflects a $10.3 million net change in fund balance, the County's actual results will be favorable to the budget consistent with prior years. The following table is for reference on the historical trends related to the use of fund balance.

Use of Fund Balance	FY14	FY15	FY16
Appropriated Budget	(8,730,386)	(7,763,930)	(7,132,000)
Actual	6,409,318	1,836,321	N/A
Projected (FY16 only)			(1,052,572)

General Fund Revenue Detail

	FY15 Actual	FY16 Budget	FY17 Budget	Dollar Change	Percent Change
Local Revenue	**$ 178,668,644**	**$ 183,092,001**	**$ 190,226,188**	**$ 7,134,187**	**3.9%**
General Property Taxes	**132,279,062**	**136,653,100**	**143,157,700**	**6,504,600**	**4.8%**
Real Estate Property Tax	94,956,522	98,000,000	101,650,000	3,650,000	3.7%
Personal Property Tax	27,258,426	28,260,000	30,860,000	2,600,000	9.2%
Public Service Corporation Tax	4,891,153	4,530,000	4,920,000	390,000	8.6%
Machinery & Tools Tax	1,668,412	1,800,000	1,888,000	88,000	4.9%
Delinquent Taxes	1,291,453	1,684,600	1,440,700	(243,900)	-14.5%
Merchants' Capital	1,136,921	1,270,000	1,257,000	(13,000)	-1.0%
Penalties & Interest	1,049,284	1,081,500	1,114,000	32,500	3.0%
Mobile Home Tax	26,891	27,000	28,000	1,000	3.7%
Local Non-Property Taxes	**30,690,291**	**31,773,520**	**32,013,700**	**240,180**	**0.8%**
Local Sales Tax	19,193,576	20,300,000	20,400,000	100,000	0.5%
Communications Tax	4,964,467	5,000,000	5,050,000	50,000	1.0%
Recordation Tax	2,127,302	2,020,000	2,121,000	101,000	5.0%
Consumer Utility Tax	1,805,634	1,788,900	1,806,800	17,900	1.0%
Lodging Tax	897,765	1,045,000	1,000,000	(45,000)	-4.3%
Utility Franchise Licenses	679,622	700,400	690,000	(10,400)	-1.5%
Bank Stock Tax	535,594	500,000	500,000	-	0.0%
Contractor's Licenses	439,397	374,220	400,000	25,780	6.9%
Tax on Wills	38,589	30,000	30,900	900	3.0%
Sales Tax on Mobile Homes	8,345	15,000	15,000	-	0.0%
Permits, Fees & Licenses	**2,126,778**	**2,032,000**	**2,113,800**	**81,800**	**4.0%**
Building Permits	758,158	660,000	700,000	40,000	6.1%
Mechanical Permits	273,480	305,000	300,000	(5,000)	-1.6%
Planning Permits & Fees	249,798	240,000	264,000	24,000	10.0%
Erosion/Sediment Inspection	272,314	250,000	260,000	10,000	4.0%
Electrical Permits	196,108	200,000	204,000	4,000	2.0%
Fire Inspection Fees	156,700	148,000	148,000	-	0.0%
Plumbing Permits	119,426	120,000	126,000	6,000	5.0%
Animal Licenses	90,066	100,000	102,500	2,500	2.5%
Septic Tank Permits	6,228	6,000	6,300	300	5.0%
Well and Septic Inspection	4,500	3,000	3,000	-	0.0%
Fines & Forfeitures	**1,086,243**	**1,143,600**	**1,011,700**	**(131,900)**	**-11.5%**
Court Fines & Forfeitures	576,816	620,000	566,000	(54,000)	-8.7%
Courthouse Security Fee	193,033	205,000	195,000	(10,000)	-4.9%
Criminal Justice Fee	96,233	100,000	100,000	-	0.0%
Security Alarm Fees	50,500	50,000	50,500	500	1.0%
Courthouse Maintenance Fees	115,206	125,000	47,000	(78,000)	-62.4%
Court-Appointed Atty Fees	36,640	32,000	36,400	4,400	13.8%
Interest on Fines	6,230	6,000	11,200	5,200	86.7%
Erosion & Sediment Control Fee	11,500	5,000	5,000	-	0.0%
Dangerous Dogs Fee	85	600	600	-	0.0%

General Fund Revenue Detail

	FY15 Actual	FY16 Budget	FY17 Budget	Dollar Change	Percent Change
Use of Money & Property	**767,396**	**699,800**	**699,800**	**-**	**0.0%**
Rental Income	459,107	350,000	350,000	-	0.0%
Interest on Investments	302,518	345,800	345,800	-	0.0%
Non-Taxable Sales	5,673	4,000	4,000	-	0.0%
Taxable Sales	98	-	-	-	----
Charges for Services	**6,924,158**	**6,536,450**	**6,743,108**	**206,658**	**3.2%**
Community Services Board	3,176,880	3,005,562	3,127,908	122,346	4.1%
EMS Cost Recovery Fees	2,313,506	2,200,000	2,200,000	-	0.0%
Parks & Recreation Fees	456,682	510,000	520,200	10,200	2.0%
Landfill Fees	392,283	350,000	410,000	60,000	17.1%
Radio System Access Charge	442,333	325,000	331,500	6,500	2.0%
Court Excess Fees	66,863	60,000	75,000	15,000	25.0%
Law Library Fees	22,296	24,000	24,000	-	0.0%
Commonwealth's Atty Court Fees	11,060	12,000	12,000	-	0.0%
Animal Boarding Fees	11,970	18,000	12,000	(6,000)	-33.3%
Animal Adoption Fee	7,085	10,000	8,000	(2,000)	-20.0%
Radio Shop Charges	4,708	8,000	8,000	-	0.0%
Sheriff Court Fees	5,788	5,788	5,800	12	0.2%
Cannery Fees	4,348	4,000	4,000	-	0.0%
Sheriff Court Transfer Fees	3,179	3,100	3,200	100	3.2%
Landfill Penalty	3,577	1,000	1,500	500	50.0%
Stand by Ambulance Fee	1,600	-	-	-	----
Recovered Costs	**3,746,404**	**3,355,331**	**3,280,580**	**(74,751)**	**-2.2%**
Public Utility	1,110,418	1,035,000	900,000	(135,000)	-13.0%
Contributions: GRCCA	536,266	450,000	600,000	150,000	33.3%
Utility Service Assessment	325,000	331,500	341,400	9,900	3.0%
Pamunkey Regional Jail	428,000	270,000	278,100	8,100	3.0%
Landfill (Recycling)	256,178	300,000	250,000	(50,000)	-16.7%
Community Services Board	121,083	150,000	150,000	-	0.0%
Comprehensive Services Act	109,903	100,000	140,200	40,200	40.2%
Economic Development	184,895	181,200	113,560	(67,640)	-37.3%
Fire/EMS: Instructor Reimb.	63,027	72,100	74,300	2,200	3.1%
Recycling Service Districts	59,681	63,511	73,500	9,989	15.7%
DMV Select	73,813	65,000	65,000	-	0.0%
Sheriff: DEA	59,894	42,000	42,000	-	0.0%
Delinquent Taxes	34,379	35,000	35,000	-	0.0%
Comm. Corrections: Caroline Co.	22,675	35,000	30,000	(5,000)	-14.3%
CDA: Lewistown	27,823	28,700	29,520	820	2.9%
Social Services: Bon Secours	25,454	27,420	27,200	(220)	-0.8%
Clerk of Court: Copier Fees	25,293	9,000	25,000	16,000	177.8%
Comm. Corrections: Supervision Fee	27,995	29,900	25,000	(4,900)	-16.4%
Fire: Dominion Resources	30,000	25,000	25,000	-	0.0%
Health Dept	19,768	19,500	20,000	500	2.6%
Building Insp.: Unsafe Buildings	15,711	15,000	15,000	-	0.0%
Extradition of Prisoners	14,189	-	7,500	7,500	----
General Services	3,086	45,000	6,000	(39,000)	-86.7%
Community Resources	5,000	5,000	5,000	-	0.0%

General Fund Revenue Detail

	FY15 Actual	FY16 Budget	FY17 Budget	Dollar Change	Percent Change
Animal Control	7,973	2,100	2,100	-	0.0%
Corrections: Lab Fees	190	200	200	-	0.0%
Public Works - Bond Revocation	37,165	-	-	-	----
Asset Forfeiture	40,965	-	-	-	----
Comm. Corrections: Elec. Monitor	2,300	3,200	-	(3,200)	-100.0%
District Court: Postage	-	9,000	-	(9,000)	-100.0%
Planning: Sign Violations	5,800	-	-	-	----
Merchant Service Fees	44,971	-	-	-	----
Fleet	-	6,000	-	(6,000)	-100.0%
ECC: Regional	27,509	-	-	-	----
Miscellaneous	**1,048,312**	**898,200**	**1,205,800**	**307,600**	**34.2%**
Reserve for Revenue Transfers	-	500,000	500,000	-	0.0%
Miscellaneous Revenue	587,327	281,700	286,400	4,700	1.7%
Sale of Assets	176,537	114,200	150,000	35,800	31.3%
Community Services Board	27,645	128,000	91,000	(37,000)	-28.9%
Tomato Festival	59,500	53,300	53,300	-	0.0%
Senior Travel Commission	33,762	48,000	40,000	(8,000)	-16.7%
Insurance Recoveries	81,435	31,500	33,100	1,600	5.1%
Gifts & Donations	-	20,000	20,000	-	0.0%
Worker's Comp Refunds	22,765	9,000	9,000	-	0.0%
Sheriff: Project Lifesaver	15,455	1,000	7,500	6,500	650.0%
Gifts & Donations - Animal Control	9,926	-	5,500	5,500	----
Extension Office	3,640	11,500	5,000	(6,500)	-56.5%
Public Safety Grants: Sheriff's Office	4,677	-	5,000	5,000	----
Gifts & Donations - AC Dog Park	45	-	-	-	----
Reserve for Liability	-	(300,000)	-	300,000	-100.0%
Gifts & Donations - DARE	300	-	-	-	----
Community Resources Misc	4,385	-	-	-	----
Gifts & Donations - Parks & Rec	663	-	-	-	----
Sheriff: Crisis-Care Kits	15,000	-	-	-	----
Sheriff: Fall Festival	5,250	-	-	-	----
Intergovernmental Revenue	**$ 30,999,512**	**$ 31,828,443**	**$ 32,741,340**	**$ 912,897**	**2.9%**
Federal Aid	**3,423,558**	**3,190,989**	**4,067,339**	**876,350**	**27.5%**
Social Services	2,376,755	2,363,130	2,741,378	378,248	16.0%
Public Safety Grants: Fire/EMS	94,232	119,800	587,152	467,352	390.1%
Community Services Board	463,807	464,759	464,759	-	0.0%
Commonwealth's Atty: Victim Witness	68,898	66,000	120,000	54,000	81.8%
Public Safety Grants: Sheriff's Office	228,020	97,300	76,000	(21,300)	-21.9%
Community Resources	32,251	26,000	38,750	12,750	49.0%
Children's Services Act	29,272	52,000	37,300	(14,700)	-28.3%
PILT - US Dept of Interior	9,119	2,000	2,000	-	0.0%
Asset Forfeiture	118,539	-	-	-	----
Comm Atty: Equitable Sharing Grant	25	-	-	-	----
Public Works Grants	2,640	-	-	-	----

General Fund Revenue Detail

	FY15 Actual	FY16 Budget	FY17 Budget	Dollar Change	Percent Change
State Aid	**27,575,954**	**28,637,454**	**28,674,001**	**36,547**	**0.1%**
Personal Property Tax Relief Act (PPTRA)	15,002,745	15,002,000	15,002,000	-	0.0%
Sheriff	3,303,297	3,460,000	3,473,000	13,000	0.4%
Children's Services Act	2,231,813	2,752,000	2,841,800	89,800	3.3%
Community Services Board	2,511,335	2,465,984	2,476,046	10,062	0.4%
Social Services	1,104,452	1,477,270	1,317,320	(159,950)	-10.8%
Commonwealth's Attorney	873,642	887,000	906,000	19,000	2.1%
Clerk of Circuit Court	534,006	535,000	550,000	15,000	2.8%
Public Safety Grants: Fire/EMS	414,698	365,500	380,592	15,092	4.1%
State Cellular Tax	339,803	350,000	350,000	-	0.0%
Community Corrections	337,428	337,800	345,000	7,200	2.1%
Commissioner of Revenue	242,255	242,000	250,000	8,000	3.3%
Treasurer	216,702	220,000	224,000	4,000	1.8%
Vehicle Rental Tax	216,757	180,000	180,000	-	0.0%
Juvenile Court Services	81,243	81,600	81,243	(357)	-0.4%
Rolling Stock	78,609	70,000	70,000	-	0.0%
Registrar	51,893	61,000	61,000	-	0.0%
Clerk of Court Technology Grant	29,291	66,000	60,000	(6,000)	-9.1%
Commonwealth's Atty: Victim Witness	22,966	22,000	40,000	18,000	81.8%
Community Resources	29,200	30,000	40,000	10,000	33.3%
Public Works Ops: Environ. Quality	18,816	18,000	18,000	-	0.0%
Clerk of Court: Juror	10,770	4,000	8,000	4,000	100.0%
Electoral Board	878	-	-	-	----
State Reversion Clearing Account	(190,412)	-	-	-	----
Public Safety Grants: ECC	1,993	-	-	-	----
Public Safety Grants: Sheriff's Office	108,749	10,300	-	(10,300)	-100.0%
Public Safety Grants: Animal Control	3,025	-	-	-	----
Use of Planned Surpluses	**$ 10,280,023**	**$ 7,132,000**	**$ 10,296,000**	**$ 3,164,000**	**44.4%**
Use of Planned Surpluses	**10,280,023**	**7,132,000**	**10,296,000**	**3,164,000**	**44.4%**
Prior Year's Balance	4,773,700	5,400,000	5,400,000	-	0.0%
Fund Balance Assignment	2,495,000	732,000	4,146,000	3,414,000	466.4%
Reserve for Revenue Stabilization	1,220,230	1,000,000	750,000	(250,000)	-25.0%
Reappropriations	1,791,093	-	-	-	----
Grand Total	**$ 219,948,179**	**$ 222,052,444**	**$ 233,263,528**	**$ 11,211,084**	**5.0%**

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

Real Property Assessable Base: $14.0 Billion

Real Property Tax Generated: $101.6 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 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.

Ongoing Revenue	% of Total
General Property Taxes	64.2%
Intergovernmental	14.7%
Local Non-Property Taxes	14.4%
Charges for Services	3.0%
Recovered Costs	1.5%
Permits, Fees & Licenses	1.0%
Fines & Forfeitures	0.5%
Miscellaneous	0.4%
Use of Money & Property	0.3%
Total	**100.0%**

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 FY17, Hanover expects to receive $143.2M in general property taxes.

	FY15 Actual	FY16 Budget	FY17 Budget	Dollar Change	Percent Change
Real Estate Property Tax	94,956,522	98,000,000	101,650,000	3,650,000	3.7%
Personal Property Tax	27,258,426	28,260,000	30,860,000	2,600,000	9.2%
Public Service Corporation Tax	4,891,153	4,530,000	4,920,000	390,000	8.6%
Machinery & Tools Tax	1,668,412	1,800,000	1,888,000	88,000	4.9%
Delinquent Taxes	1,291,453	1,684,600	1,440,700	(243,900)	-14.5%
Merchants' Capital	1,136,921	1,270,000	1,257,000	(13,000)	-1.0%
Penalties & Interest	1,049,284	1,081,500	1,114,000	32,500	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.

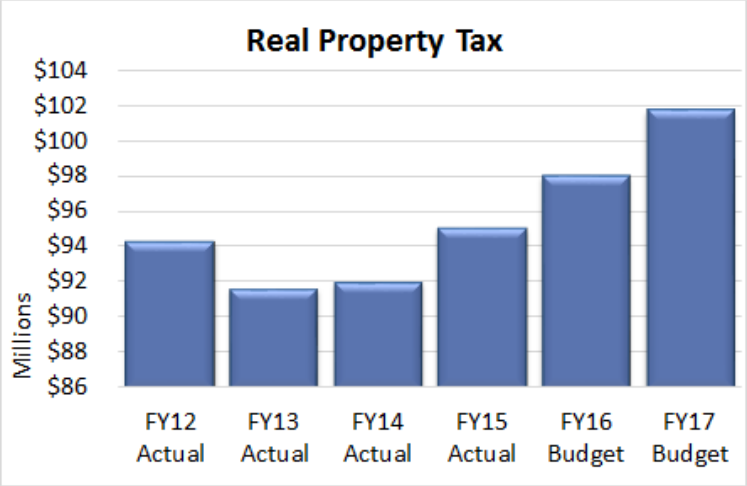
Section §58.1-3201 provides that all general reassessments or annual assessments shall be at 100% of fair market value. The projection of real property tax revenue is contingent upon the accuracy of estimates of the real property tax base. In developing these estimates, the County Assessor incorporates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

General Fund Revenue Information

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 $101.7M, a $3.7M or 3.7% increase from FY16. This total includes $173,000 of incremental revenue generated by the Lewistown CDA, which will be transferred to the Lewistown CDA Fund upon receipt.



The increase for the 2016 taxable year includes a 1.6% increase in reassessments and 1.9% growth. Assumptions for the 2017 taxable year are a 2.0% increase in reassessments and 2.2% growth.

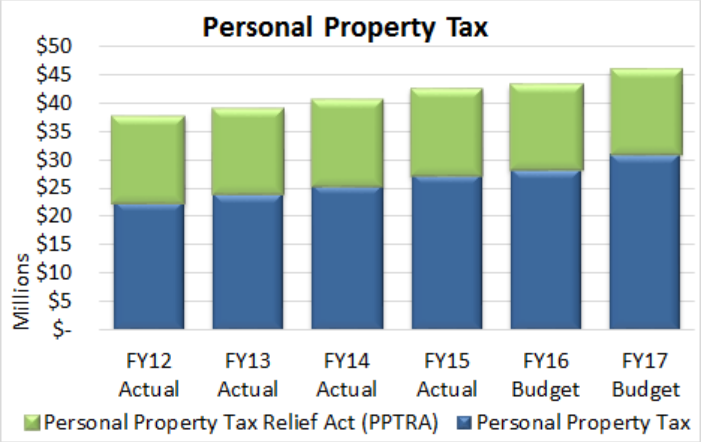
Personal Property Tax

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 55% State relief for 2015 decreased 2% from 2014.

General Fund Revenue Information



Personal Property Taxes in FY17 are estimated to generate $45.9M. 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

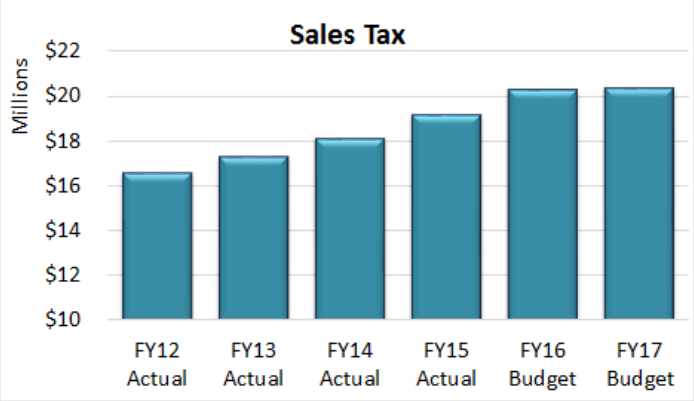
LOCAL NON-PROPERTY TAXES

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 Actual	FY16 Budget	FY17 Budget	Dollar Change	Percent Change
Local Sales Tax	19,193,576	20,300,000	20,400,000	100,000	0.5%
Communications Tax	4,964,467	5,000,000	5,050,000	50,000	1.0%
Recordation Tax	2,127,302	2,020,000	2,121,000	101,000	5.0%
Consumer Utility Tax	1,805,634	1,788,900	1,806,800	17,900	1.0%
Lodging Tax	897,765	1,045,000	1,000,000	(45,000)	-4.3%

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 $20.4M in FY17. This includes $325,000 of incremental revenue generated by the Lewistown CDA.

The following shows the distribution of the County's FY15 taxable sales as a percent of total for each classification:

Classification	FY15 Taxable Sales (as % of total)
Retail Trade	53.9%
Wholesale Trade	14.6%
Recreation/Food Services	10.9%
Manufacturing	5.4%
Professional Services	4.9%
Construction	3.7%
Non-classified	3.7%
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

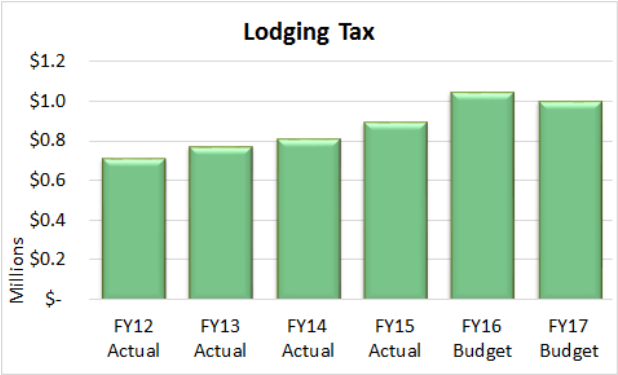
The *Code of Virginia* §58.1-3814 authorizes localities to impose a tax on the consumers of public utilities. This tax is applied to all gas and electric service recipients, both residential and nonresidential, within the County excluding the Town of Ashland, which has a separate utility tax for Ashland 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 delivered monthly to non-residential 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) delivered monthly to residential purchasers and $2.58 per month plus $0.1356 per CCF delivered monthly to non-residential 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.



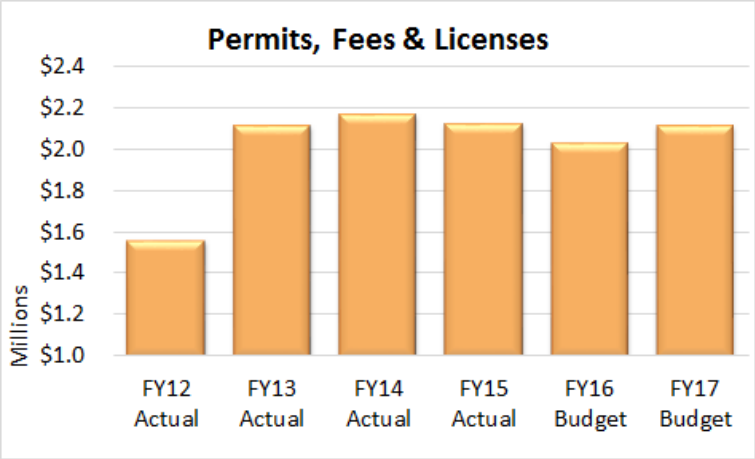
General Fund Revenue Information

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 Actual	FY16 Budget	FY17 Budget	Dollar Change	Percent Change
Permits, Fees & Licenses	2,126,778	2,032,000	2,113,800	81,800	4.0%
Fines & Forfeitures	1,086,243	1,143,600	1,011,700	(131,900)	-11.5%
Use of Money & Property	767,395	699,800	699,800	-	0.0%

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 Actual	FY16 Budget	FY17 Budget	Dollar Change	Percent Change
Community Services Board	3,176,880	3,005,562	3,127,908	122,346	4.1%
EMS Cost Recovery Fees	2,313,506	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

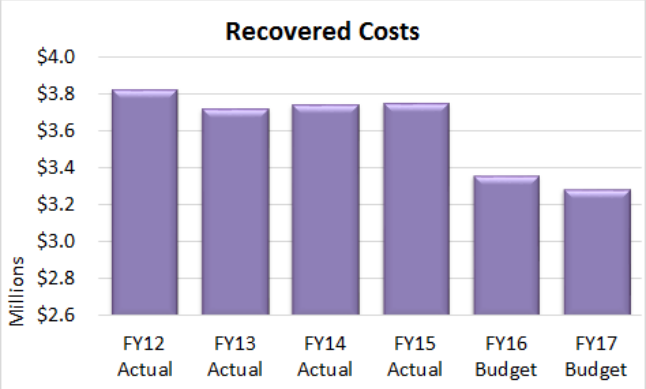
In March 2005, the County established an EMS Fee Recovery Program that leverages funding from Medicare/Medicaid and insurance companies for ambulance transports. Projections are based on the average number of transports, the service rate and collection rates.

RECOVERED COSTS & MISCELLANEOUS

	FY15 Actual	FY16 Budget	FY17 Budget	Dollar Change	Percent Change
Recovered Costs	3,746,404	3,355,331	3,280,580	(74,751)	-2.2%
Miscellaneous	1,048,312	898,200	1,205,800	307,600	34.2%

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.

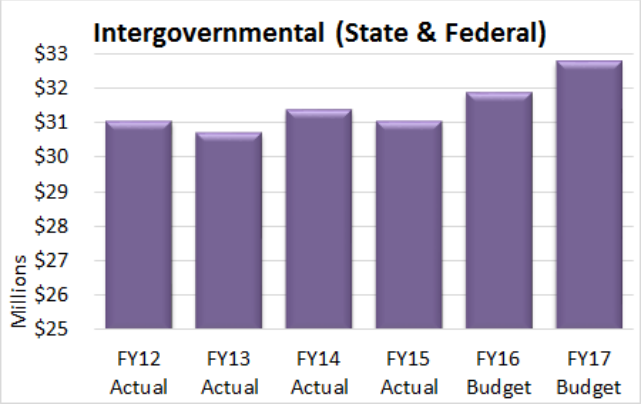
MISCELLANEOUS

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 since FY16.

	FY15 Actual	FY16 Budget	FY17 Budget	Dollar Change	Percent Change
State Aid	**27,575,954**	**28,637,454**	**28,674,001**	**36,547**	**0.1%**
State Share of Local Offices	5,221,795	5,405,000	5,464,000	59,000	1.1%
Non-Categorical State Aid	15,298,111	15,252,000	15,252,000	-	0.0%
Categorical State Aid	7,056,048	7,980,454	7,958,001	(22,453)	-0.3%
Federal Aid	**3,423,558**	**3,190,989**	**4,067,339**	**876,350**	**27.5%**
Categorical Federal Aid	3,423,558	3,190,989	4,067,339	876,350	27.5%

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.

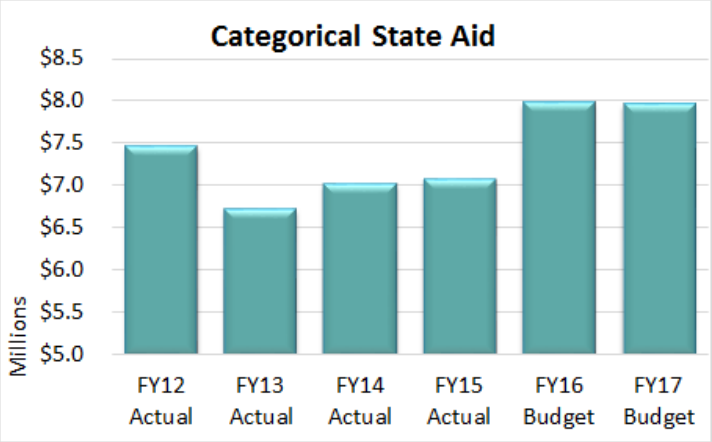
NON-CATEGORICAL STATE AID

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.

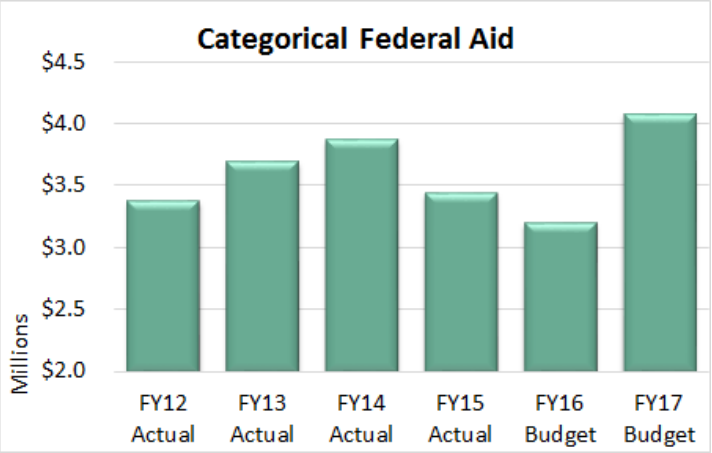
General Fund Revenue Information

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.

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.

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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.

	FY15 Actual	FY16 Budget	FY17 Budget	Dollar Change	Percent Change
Personnel	73,478,139	77,091,447	80,434,882	3,343,435	4.3%
Operating	131,951,634	142,897,197	150,063,426	7,166,229	5.0%
Capital	2,402,065	2,063,800	2,765,220	701,420	34.0%
Grand Total	**$ 207,831,838**	**$ 222,052,444**	**$ 233,263,528**	**$ 11,211,084**	**5.0%**

	FY15 Actual	FY16 Budget	FY17 Budget	Dollar Change	Percent Change
General Government	**13,507,460**	**14,263,285**	**14,878,830**	**615,545**	**4.3%**
Board of Supervisors	503,628	517,859	535,335	17,476	3.4%
County Administrator	1,198,613	1,232,198	1,277,412	45,214	3.7%
Human Resources	799,927	972,684	1,017,338	44,654	4.6%
County Attorney	1,057,746	1,137,524	1,147,369	9,845	0.9%
Commissioner of the Revenue	1,334,046	1,341,160	1,401,866	60,706	4.5%
Assessor	821,548	952,717	1,029,429	76,712	8.1%
Treasurer	1,377,770	1,416,480	1,462,408	45,928	3.2%
Finance & Management Services	1,750,888	1,860,645	1,936,778	76,133	4.1%
Internal Audit	274,326	276,616	287,858	11,242	4.1%
Information Technology	4,027,386	4,194,665	4,365,179	170,514	4.1%
Registrar	361,582	360,737	417,858	57,121	15.8%
Judicial Administration	**4,886,357**	**5,090,883**	**6,018,021**	**927,138**	**18.2%**
Circuit Court	114,116	149,893	196,036	46,143	30.8%
General District Court	84,826	83,607	88,130	4,523	5.4%
Magistrate	2,885	2,759	2,965	206	7.5%
Juvenile & Domestic Relations Court	17,363	23,923	26,346	2,423	10.1%
Clerk of the Circuit Court	1,300,665	1,338,897	1,389,426	50,529	3.8%
Court Services	1,710,414	1,787,321	2,512,073	724,752	40.5%
Commonwealth's Attorney	1,656,088	1,704,483	1,803,045	98,562	5.8%
Public Safety	**50,590,636**	**52,716,501**	**55,241,551**	**2,525,050**	**4.8%**
Sheriff	21,840,718	22,424,304	23,233,436	809,132	3.6%
Emergency Communications	5,068,890	5,397,306	5,538,396	141,090	2.6%
Fire/EMS	15,081,233	15,902,834	17,175,119	1,272,285	8.0%
Pamunkey Regional Jail	5,346,147	5,383,692	5,594,801	211,109	3.9%
Juvenile Court Services	515,061	734,124	671,852	(62,272)	-8.5%
Community Corrections	434,942	487,566	497,892	10,326	2.1%
Building Inspections	1,346,817	1,367,868	1,501,046	133,178	9.7%
Animal Control	956,828	1,018,807	1,029,009	10,202	1.0%
Education	**70,454,428**	**77,000,000**	**79,529,000**	**2,529,000**	**3.3%**
Transfer to School Fund	70,454,428	77,000,000	79,529,000	2,529,000	3.3%

General Fund Departmental Appropriations

	FY15 Actual	FY16 Budget	FY17 Budget	Dollar Change	Percent Change
Public Works	**9,347,570**	**9,838,260**	**10,174,577**	**336,317**	**3.4%**
Public Works	1,771,314	1,821,222	1,879,521	58,299	3.2%
Public Works Operations	3,699,525	3,806,382	3,800,972	(5,410)	-0.1%
General Services	3,786,657	4,150,295	4,441,835	291,540	7.0%
Transfer to Airport Fund	90,074	60,361	52,249	(8,112)	-13.4%
Human Services	**20,978,175**	**23,726,744**	**24,161,419**	**434,675**	**1.8%**
Health	519,286	534,865	574,000	39,135	7.3%
Community Services Board	9,602,764	10,621,591	10,723,703	102,112	1.0%
Social Services	4,756,552	5,509,098	5,634,730	125,632	2.3%
Community Resources	291,364	308,590	398,986	90,396	29.3%
Tax Relief	1,572,261	1,662,600	1,610,000	(52,600)	-3.2%
Children's Services Act	4,235,948	5,090,000	5,220,000	130,000	2.6%
Parks, Recreation & Cultural	**5,748,957**	**5,895,213**	**6,074,352**	**179,139**	**3.0%**
Parks & Recreation	3,176,391	3,291,355	3,419,494	128,139	3.9%
Pamunkey Regional Library	2,572,566	2,603,858	2,654,858	51,000	2.0%
Community Development	**4,824,352**	**5,131,947**	**5,158,130**	**26,183**	**0.5%**
Planning	1,761,857	1,839,668	1,862,566	22,898	1.2%
Economic Development	1,008,134	1,092,942	1,107,633	14,691	1.3%
Soil & Water Conservation	92,680	93,700	97,000	3,300	3.5%
VA Cooperative Extension	65,800	86,806	83,632	(3,174)	-3.7%
Community Support	1,306,242	1,492,831	1,469,299	(23,532)	-1.6%
Transfer to EDA Fund	56,150	-	-	-	----
Transfer to Lewistown CDA	533,489	526,000	538,000	12,000	2.3%
Debt Service	**19,024,183**	**19,415,657**	**19,504,857**	**89,200**	**0.5%**
Transfer to Debt Fund - County	5,053,573	5,890,835	6,256,435	365,600	6.2%
Transfer to Debt Fund - Schools	13,970,610	13,524,822	13,248,422	(276,400)	-2.0%
Nondepartmental	**-**	**1,754,154**	**1,829,271**	**75,117**	**4.3%**
Personnel Category Adjustment	-	100,000	100,000	-	0.0%
Reserve for Contingencies	-	1,154,154	1,229,271	75,117	6.5%
Reserve for Revenue Transfers	-	500,000	500,000	-	0.0%
Capital Projects	**8,469,720**	**7,219,800**	**10,693,520**	**3,473,720**	**48.1%**
Transfer to County Improvements Fund	6,869,720	4,819,800	6,793,520	1,973,720	41.0%
Transfer to School Improvements Fund	1,600,000	2,400,000	3,900,000	1,500,000	62.5%
Grand Total	**$ 207,831,838**	**$ 222,052,444**	**$ 233,263,528**	**$ 11,211,084**	**5.0%**

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 FY17 adopted budget includes a 2% compensation increase for all County and School employees.
- The Department of Human Resources continues its practice of benchmarking County positions with their equivalent in the region in order to keep Hanover County competitive in the marketplace.
- 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 FY17 adopted budget maintains the tuition reimbursement program.

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. Hanover County Public Schools consists of 25 schools throughout the County with a projected FY17 enrollment of 17,776 students.

	FY17 Budget	Dollar Change	Percent Change
Education	**$ 183,056,358**	**$ 4,199,800**	**2.3%**
Schools Operating Fund	176,014,358	4,174,600	2.4%
School Food Services Fund	7,042,000	25,200	0.4%
Capital Projects	**$ 13,900,000**	**$ 11,500,000**	**479.2%**
School Improvements Fund	13,900,000	11,500,000	479.2%
Grand Total	**$ 196,956,358**	**$ 15,699,800**	**8.7%**

Schools Operating Fund

Complete detail of all funds can be found in the School Board's Adopted FY16-17 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 FY17 adopted budget for the School Improvements Fund is the transfer from the General Fund as well as long-term debt. School buses, painting and technology enhancements are planned for FY17 through FY21 and will be funded by the General Fund and the Fund Balance Assignment for Schools, which is a one-time funding source used for School improvement projects. Large scale facility improvements planned from FY17 through FY21 will be funded with low-interest debt funding within County debt capacity policies.

	FY17	FY18 - FY21	Total 5-Yr CIP
School Improvements Fund	**$ 13,900,000**	**$ 27,600,000**	**$ 41,500,000**
Facility Improvements	10,400,000	18,800,000	29,200,000
Equipment	1,500,000	4,800,000	6,300,000
Technology	2,000,000	4,000,000	6,000,000

	FY17	FY18 - FY21	Total 5-Yr CIP
School Improvements Fund	**$ 13,900,000**	**$ 27,600,000**	**$ 41,500,000**
General Fund	2,400,000	9,600,000	12,000,000
Long-Term Debt	10,000,000	18,000,000	28,000,000
Fund Balance Assignment - Education	1,500,000	-	1,500,000

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 partially offset by a decrease in Other Post-Employment Benefits (OPEB) and the Virginia Retirement System (VRS) rates. Throughout the document, these impacts will be referred to more broadly as "countywide compensation adjustments."

PUBLIC SAFETY

	FY17 Budget	Dollar Change	Percent Change
Sheriff	$ 23,233,436	$ 809,132	3.6%
Emergency Communications	5,538,396	141,090	2.6%
Fire/EMS	17,175,119	1,272,285	8.0%
Pamunkey Regional Jail	5,594,801	211,109	3.9%
Juvenile Court Services	671,852	(62,272)	-8.5%
Community Corrections	497,892	10,326	2.1%
Building Inspections	1,501,046	133,178	9.7%
Animal Control	1,029,009	10,202	1.0%

Sheriff

The FY17 personnel category increase is primarily attributable to the addition of four (4) Deputy Sheriff positions, one (1) Administrative Assistant position, and a countywide compensation adjustment. The operating category has reduced funding for vehicle gas as a result of the fuel rate assumed at a lower rate than the prior year. The most significant change in the operating category is that now all new vehicle accessories (i.e. emergency lights, radios) are budgeted with the cost of the vehicle in the capital category. When that change is taken into consideration, the operating category is a net increase. The Service Level Plan includes funding for the new positions ($319,230) as well as associated one-time operating/capital costs ($235,630). There is one-time funding for thirty-seven (37) replacement vehicles ($1,274,650), thirty-five (35) mobile data terminal replacements ($143,990), Automated External Defibrillators (AEDs) ($39,500), evidence room lockers ($30,000), as well as ($97,610) in other items. Finally, recurring funding is included for conversion of all phones to Smartphones ($25,000).

Expenditure Information: General Fund

Emergency Communications

In the FY17 budget, the personnel category increase for this department is due primarily to Service Level funding for one (1) Communications Officer I position and a countywide compensation adjustment. The operating increase is due primarily to increased funding in maintenance service contracts. The Service Level Plan includes one-time operating funding for both dispatch and training room floor carpeting ($10,000) and dispatch chairs ($18,750).

Fire/EMS

A total of twelve (12) full-time Firefighter/Medic positions were added to the FY16 budget after budget adoption through the use of a SAFER grant (8), reclassification (1), and local funding (3). Additionally, the FY17 Service Level Plan adds five (5) new Firefighter/Medic positions ($316,300). The remainder of the personnel increase is due primarily to a countywide compensation adjustment and increased funding for overtime. The personnel category also includes pooled funding for non-benefited employees. The operating decrease is due primarily to budgeted one-time expenses in FY16, declining gas prices resulting in reduced funding for vehicle gas and reduced funding for small capital outlay. There is an anticipated increase in premium for life and accident insurance for volunteers. The Service Level Plan also includes capital funding for Toughbook replacement (4) ($25,000), vehicle replacement (3) ($98,000), and heavy rescue extrication equipment ($50,000). 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 $521,000 for the ambulance replacement plan. The increase in federal revenue is the result 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

The FY17 budget reflects the per diem cost ($50.29 per day) to house inmates as part of the County's participation in the Pamunkey Regional Jail Authority (PRJA). The per diem rate increased $0.66 for FY17. The increase is due to compensation adjustments approved by the PRJA Board. The cost of housing inmates has benefited from the economies of scale of a larger jail operation as well as utilizing available capacity for bed rentals to other governments.

Juvenile Court Services Unit

This 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, treatment groups and community service). In the FY17 budget, the personnel category increase is primarily due to a countywide compensation adjustment. The operating decrease is associated with the Merrimac Juvenile Detention Center projected average per diem costs and utilization.

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 the FY17 budget, the personnel category for this department is increasing primarily due to a countywide compensation adjustment and a net increase of one (1) additional employee opting for health insurance. There is only a slight operating category increase.

Expenditure Information: General Fund

Animal Control

The overall FY17 budget for this department increased slightly from FY16. The personnel category increase is due primarily to a countywide compensation adjustment. The operating decrease is due mainly to decreased heating, electrical and vehicle gas rates. The Service Level Plan includes capital funding for mobile data terminal replacement ($8,400) and building security card access ($8,000).

Building Inspections

The personnel category increase is due primarily to Service Level Plan funding for one (1) Plan Review Technician I position and one (1) benefited part-time Customer Service Agent I position. The personnel category also includes a countywide compensation adjustment. The operating category includes both one-time ($4,680) and recurring ($1,850) funding associated with the new positions. The Service Level Plan also includes $25,000 in one-time capital funding for a new vehicle associated with the Plan Review Technician I position.

HUMAN SERVICES

	FY17 Budget	Dollar Change	Percent Change
Health	$ 574,000	$ 39,135	7.3%
Community Services Board	10,723,703	102,112	1.0%
Social Services	5,634,730	125,632	2.3%
Community Resources	398,986	90,396	29.3%
Children's Services Act	5,220,000	130,000	2.6%
Tax Relief	1,610,000	(52,600)	-3.2%

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 FY17 budget reflects an overall increase. The personnel budget includes a countywide compensation adjustment, mid-year FY16 position reclassifications and Service Level Plan funding for one (1) MH/ID Case Manager I position. The personnel category increase is somewhat offset by a reduction in funding for non-benefited part-time employees. The operating decrease is due primarily to funding the purchase of services line at a level more in line with actual spending and the transfer of a home visiting program from the CSB to the Community Resources budget. Also, declining gas prices resulted in decreased funding for vehicle gas.

Social Services

The personnel category increase includes a countywide compensation adjustment and Service Level Plan funding for one (1) Family Services Specialist I position. The Service Level Plan adds $25,000 in one-time funding in the operating category for Laserfiche implementation.

Expenditure Information: General Fund

Community Resources

For the FY17 adopted budget, the increase in the personnel category is due to the benchmarking of one (1) position as well as a countywide compensation adjustment. The operating increase is primarily from the program administration of the Family Lifeline Home Visiting Service ($62,052) being transferred to Community Resources from the Community Services Board (CSB). Additional growth in operating is due to an increase in the CASA grant for small capital outlay ($22,750).

Comprehensive Services Act (CSA)

The increase in the FY17 operating budget is due to an anticipated increase in mandated expenditures. Both general fund and intergovernmental revenues increased accordingly. Budgeting for recovered costs has increased as well.

Tax Relief

The decrease in FY17 is based on recent prior year needs and current forecasting.

GENERAL GOVERNMENT

	FY17 Budget	Dollar Change	Percent Change
Board of Supervisors	$ 535,335	$ 17,476	3.4%
County Administrator	1,277,412	45,214	3.7%
Human Resources	1,017,338	44,654	4.6%
County Attorney	1,147,369	9,845	0.9%
Commissioner of the Revenue	1,401,866	60,706	4.5%
Assessor	1,029,429	76,712	8.1%
Treasurer	1,462,408	45,928	3.2%
Finance & Management Services	1,936,778	76,133	4.1%
Internal Audit	287,858	11,242	4.1%
Information Technology	4,365,179	170,514	4.1%
Registrar	417,858	57,121	15.8%

Board of Supervisors

The FY17 personnel category increase is due mainly to a countywide compensation adjustment for the one (1) full-time employee and a budgeted increase for the Board of Supervisors. The operating category increase is due to maintenance costs for Board Room systems, hosting fees for Board agendas and meeting minutes on the County website, and camera operation services for video streaming Board meetings. There is no Service Level funding for this department in FY17.

County Administration

For the FY17 budget, the personnel category increase is due mainly to a countywide compensation adjustment and Service Level funding of $20,000 for a part-time Public Relations Specialist. The Service Level Plan also adds $5,000 of one-time operating funding for Laserfiche document conversion.

Expenditure Information: General Fund

Human Resources

In the FY17 budget, the personnel category increase is due to a countywide compensation adjustment, an increase in the number of employees opting for health insurance, and an increase in funding for the tuition reimbursement program. The operating increase is due primarily to increased funding in professional services for an Affordable Care Act consultant.

County Attorney

The FY17 personnel category increase for this department is primarily due to a countywide compensation adjustment. The operating category decrease is due to one-time FY16 funding associated with non-cyclical computer expenses and a reduction in funding for printing and binding. There is no FY17 Service Level funding for this department.

Commissioner of the Revenue

The FY17 personnel category increase includes non-benefited part-time funding associated with the operational transition of all DMV Select services to this department during FY16. The operating increase is due primarily to increased funding for postage and one-time non-cyclical computer expenses. There is no FY17 Service Level funding for this department.

Assessor

The FY17 personnel category increase is due primarily to Service Level funding for one (1) Real Estate Appraiser I position and increased non-benefited part-time funding. The reduction in operating is due mainly to a decrease in funding for existing maintenance service contracts that were negated after the implementation of the new Computer Aided Mass Appraisal (CAMA) system. The FY17 Service Level Plan also includes one-time capital funding ($25,000) for a new vehicle associated with the new Real Estate Appraiser I position.

Treasurer

The FY17 personnel category increase is due primarily to a countywide compensation adjustment. This increase is somewhat offset by non-benefited part-time funding associated with DMV Select services transitioning to the Commissioner of the Revenue during FY16. The operating category increase is due primarily to funding $6,200 in one-time small capital for new credit card machines and a remote deposit scanner and $4,000 in recurring funding for Post Office Caller Service. These expenses support internal processes associated with the banking services conversion. There is also increased funding for maintenance service contracts and postage. There is no FY17 Service Level funding for this department.

Finance & Management Services

The FY17 personnel increase is primarily due to a countywide compensation adjustment. Non-benefited part-time personnel funding has been increased for seasonal payroll assistance. Maintenance service contracts has increased operating as a result of the new financial system implementation.

Internal Audit

The personnel increase is due to a countywide compensation increase as well as an increase in hours for a part-time position included in the Service Level Plan. There is a slight decrease in operating compared to the FY16 Budget. The decrease from noncyclical hardware and hardware replacements is

minimized by the increase in professional services due to travel costs associated with peer review, as well as Service Level Plan funding for Electronic Working Papers software maintenance.

Information Technology

The FY17 personnel category increase is due primarily to Service Level funding for one (1) IT Systems Engineer II position and a countywide compensation adjustment. The operating increase is due to $75,000 of funding for hosting fees associated with the new time, attendance, and payroll systems and one-time Service Level funding for Record Retention Policy Implementation ($40,000).

Registrar

The FY17 budget for this department includes an overall increase of $47,000 in election support funding for the 2016 Presidential election. The Service Level Plan adds recurring funding for an Officer of Election pay rate increase ($4,000) and Officer of Election Management Software License ($5,500). It also adds total one-time funding of $1,700 for tables, chairs, and Election Page uniform shirts. The purchase of Voting Machines in the Capital Improvements Program (CIP) will result in additional one-time ($1,600) and recurring ($10,000) operating category expenses.

JUDICIAL ADMINISTRATION

	FY17 Budget	Dollar Change	Percent Change
Circuit Court	$ 196,036	$ 46,143	30.8%
General District Court	88,130	4,523	5.4%
Magistrate	2,965	206	7.5%
Juvenile & Domestic Relations Court	26,346	2,423	10.1%
Clerk of the Circuit Court	1,389,426	50,529	3.8%
Court Services	2,512,073	724,752	40.5%
Commonwealth's Attorney	1,803,045	98,562	5.8%

Circuit Court

The increase in personnel is primarily due to the addition of a full-time Administrative Assistant position. A portion of the increase in personnel is also due to a countywide compensation adjustment. The increase in operating is due to an increase in funding for telecommunications and a judge's robe.

General District Court

The FY17 budget increase is due primarily to an increase in the Court Appointed Attorney fees.

Magistrates

The FY17 budget increase is due to telecommunications costs.

Juvenile and Domestic Relations Court

The increase in the FY17 budget is primarily attributable to increases associated with the opening of the new courthouse.

Expenditure Information: General Fund

Clerk of the Circuit Court

The FY17 personnel category increase is due primarily to a countywide compensation adjustment and filling a position added in FY16 above grade minimum. This increase was somewhat offset by a reduction in the number of employees opting for health insurance. The operating increase is due in part to increased funding associated with the State Technology Trust Fund that is held on behalf of Hanover County. The Service Level Plan adds one-time operating funding for record archiving ($7,190) and book conservation ($5,500).

Court Services

In the FY17 budget, the personnel category for this department increased due to a countywide compensation adjustment, Service Level Plan funding for two (2) new positions, funding for reclassifications ($50,000) and four (4) positions that were added mid-year FY16. The operating category increase is due to one-time and recurring funding ($53,840) associated with the new positions. The Service Level Plan also includes one-time funding for nine (9) police interceptor vehicles ($309,150).

Commonwealth's Attorney

The FY17 budget includes increases in both personnel and operating. The personnel category increase is due to a countywide compensation adjustment, one (1) additional employee opting for health insurance and one (1) additional full-time employee in the Service Level Plan as a result of a Victim Witness Grant through the Department of Criminal Justice Services. The operating increase is due to one-time funding for noncyclical hardware and software replacement.

PUBLIC WORKS

	FY17 Budget	Dollar Change	Percent Change
Public Works	$ 1,879,521	$ 58,299	3.2%
Public Works Operations	3,800,972	(5,410)	-0.1%
General Services	4,441,835	291,540	7.0%

Public Works

The FY17 Public Works budget reflects an overall increase. The personnel category increase is due to a countywide compensation adjustment. The operating increase is due mainly to the Service Level Plan adding $35,000 of recurring funding for drainage easement maintenance and $5,000 of one-time funding for cannery boiler repair. There is a decrease in operating funding for vehicle gas due to declining gas prices. Funding has been included for automated stormwater facility monitoring ($13,100).

Public Works Operations

The FY17 Service Level Plan for this department includes capital category funding for compactor systems ($65,000), roll off containers ($49,200), and a zero turn mower ($9,600). The countywide compensation adjustment was offset by a reduction in the number of employees opting for health insurance in the personnel category. The operating budget is also flat from FY16 due mainly to a substantial decrease in funding for vehicle gas due to declining gas prices.

Expenditure Information: General Fund

General Services

The countywide compensation adjustment was offset by the decrease in the retirement rate in the personnel category. The increase in operating is primarily attributed to increases in funding for operation and maintenance of the new Courthouse. The Service Level Plan includes recurring funding for both Fire/EMS and County facility maintenance ($65,000) and one-time funding for portable air conditioning units ($17,600) and wireless laptops ($8,300).

PARKS, RECREATION AND CULTURAL

	FY17 Budget	Dollar Change	Percent Change
Parks & Recreation	$ 3,419,494	$ 128,139	3.9%
Pamunkey Regional Library	2,654,858	51,000	2.0%

Parks and Recreation

In the FY17 budget, the personnel category increase is due to a countywide compensation adjustment and increased funding for non-benefited special programs employees ($26,000) and concessions workers ($22,000). The operating decrease is due mainly to declining gas prices and allocation of special programs funding based on annual departmental review. The Service Level Plan includes one-time funding for various types of maintenance equipment ($68,000), maintenance, irrigation, and repairs at Taylor Park ($48,000), and athletic field lighting ($30,000).

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, having over 485,000 items circulated in the Hanover libraries in 2015. The Library's budget increase is due to a compensation adjustment.

COMMUNITY DEVELOPMENT

	FY17 Budget	Dollar Change	Percent Change
Planning	$ 1,862,566	$ 22,898	1.2%
Economic Development	1,107,633	14,691	1.3%
Soil & Water Conservation	97,000	3,300	3.5%
VA Cooperative Extension	83,632	(3,174)	-3.7%
Community Support	1,469,299	(23,532)	-1.6%

Planning

The FY17 budget includes an increase in personnel and a decrease in operating. Personnel increased due to the countywide compensation adjustment as well as an increase in hours for a full-time Business Manager, which is included in the Service Level Plan. The personnel category also includes funding for non-benefited Board and Commission members. The decrease in operating is mainly due to the

decrease in computer equipment replacement of $8,350 which was a non-recurring expense funded in FY16 only.

Economic Development

The FY17 budget includes an increase in personnel. The personnel category increase is due to a countywide compensation adjustment and one (1) additional employee budgeted for health insurance. The operating category is unchanged from the prior year.

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 will increase by 3.5% in FY17.

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 FY17 decrease is due to there no longer being the need to budget for grant reimbursements for camp funds.

Community Support

The FY17 budget includes funding for thirteen (13) regional agencies and seven (7) Hanover agencies and reflects an overall decrease from FY16, with funding for the majority of agencies remaining relatively flat. There are increases in funding for the Richmond Region Tourism, which is determined based on increases in hotel occupancy, and the Greater Richmond Convention Center Authority (GRCCA), which is based on the County's lodging tax. The decrease is attributed to the FY16 Budget including a one-time contribution of $184,000 to the Richmond 2015 Regional Bike Race. There is also a decrease in the funding request from the Capital Region Workforce Partnership.

NONDEPARTMENTAL

	FY17 Budget	Dollar Change	Percent Change
Nondepartmental	$ 112,146,897	$ 6,170,925	5.8%

This category traditionally appropriates funds for those functions not identified elsewhere and includes 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. 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 known at the time of budget adoption.

Expenditure Information: Other Funds

OTHER FUNDS

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

PUBLIC UTILITIES

	FY17 Budget	Dollar Change	Percent Change
Utilities Operating Fund	$ 33,201,809	$ 472,828	1.4%

Public Utilities operates is 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 19,995 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.

Operating

The $21.1 million operating budget is a decrease of 1.8% from the previous year's budget. User fees for water and sewer have been increased by 2.5% each. The combined residential bill for water and sewer will increase $18.24 annually for typical residential customers. Capacity fees will not increase in FY17. 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 FY17, 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 $12.1 million FY17 CIP budget includes both renewal and replacement projects and system expansion projects. Included in the renewal and replacement projects is an anticipated $2.4 million joint capital cost payment to the City of Richmond.

	FY17	FY18 - FY21	Total 5-Yr CIP
Utilities Operating Fund	**$ 12,087,309**	**$ 58,179,056**	**$ 70,266,365**
Utility Service Agreement	2,413,309	20,851,056	23,264,365
Facility Improvements	9,612,000	35,538,000	45,150,000
Equipment	62,000	1,790,000	1,852,000

Expenditure Information: Other Funds

AIRPORT FUND

	FY17 Budget	Dollar Change	Percent Change
Airport Fund	$ 7,494,915	$ 2,909,469	63.5%

Operating

The Airport Fund tracks the revenue, debt service, operating and capital transactions for this activity. The personnel category increase is due to a countywide compensation adjustment. There is a slight decrease in operating. Approximately $5,300 in aircraft personal property tax was assessed in the County in 2015.

Capital

Airport capital improvements include $4.6M 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 airport improvements, removal of airspace obstructions, land acquisition, and completion of East side expansion.

	FY17	FY18 - FY21	Total 5-Yr CIP
Airport Fund	**$ 7,135,414**	**$ 7,179,822**	**$ 14,315,236**
Facility Improvements	5,084,265	5,540,600	10,624,865
Land Acquisition	2,051,149	1,459,222	3,510,371
Equipment	-	180,000	180,000

ECONOMIC DEVELOPMENT AUTHORITY FUND

	FY17 Budget	Dollar Change	Percent Change
Economic Development Authority	$ 168,480	$ (57,470)	-25.4%

The FY17 budget includes the pass-through funds that are used to support the Economic Development Department in the General Fund. The decrease is due to decreased funding for the reimbursement to the County to offset costs associated with managing the Fund.

SELF-INSURANCE FUND

	FY17 Budget	Dollar Change	Percent Change
Self-Insurance Fund	$ 32,888,252	$ (426,928)	-1.3%

The Self-Insurance Fund provides for health insurance payments through employer contributions and employee deductions, Other Post-Employment Benefits (OPEB) payments, and administration of a County Wellness Program and Clinic. 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 overall decrease in FY17 expenses is based on

market trend increases in health care claims offset by claims not increasing as high as budgeted in FY16. Employer health insurance costs are remaining flat at $7,470 for each full-time participating employee. This budget provides for additional operating funding for both the County Wellness Program and Clinic.

DEBT SERVICE FUND

	FY17 Budget	Dollar Change	Percent Change
Debt Service Fund	$ 19,857,700	$ 189,200	1.0%

The $19,857,700 in Debt Service payments in FY17 includes both County debt (32.2% of total) and School debt (67.8% 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.

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Capital Improvements Program Overview

FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM

	FY17	FY18 - FY21	Total 5-Yr Budget
County Improvements Fund	13,966,674	76,394,489	90,361,163
School Improvements Fund	13,900,000	27,600,000	41,500,000
Airport Fund	7,135,414	7,179,822	14,315,236
Utilities Operating Fund	12,087,309	58,179,056	70,266,365
Total CIP	**$ 47,089,397**	**$ 169,353,367**	**$ 216,442,764**

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

	FY17	FY18 - FY21	Total 5-Yr CIP
County Improvements Fund	**$ 13,966,674**	**$ 76,394,489**	**$ 90,361,163**
Long-Term Debt	-	28,000,000	28,000,000
General Fund	4,147,520	23,046,265	27,193,785
Intergovernmental	3,798,154	14,623,469	18,421,623
Other Sources	5,521,000	8,724,755	14,245,755
Road Proffers	500,000	2,000,000	2,500,000
School Improvements Fund	**$ 13,900,000**	**$ 27,600,000**	**$ 41,500,000**
Long-Term Debt	10,000,000	18,000,000	28,000,000
General Fund	2,400,000	9,600,000	12,000,000
Other Sources	1,500,000	-	1,500,000
Airport Fund	**$ 7,135,414**	**$ 7,179,822**	**$ 14,315,236**
Intergovernmental	6,942,466	6,544,822	13,487,288
Other Sources	192,948	635,000	827,948
Utilities Operating Fund	**$ 12,087,309**	**$ 58,179,056**	**$ 70,266,365**
Other Sources	12,087,309	58,179,056	70,266,365
Grand Total	**$ 47,089,397**	**$ 169,353,367**	**$ 216,442,764**

FY17-21 CIP by Fund & Project Type

	County Improvements Fund	School Improvements Fund	Airport Fund	Utilities Operating Fund	Total
Facility Improvements	$ 19,915,000	$ 29,200,000	$ 10,624,865	$ 45,150,000	$ 104,889,865
Roads & Public Works	28,242,213	-	-	-	28,242,213
Utility Service Agreement	-	-	-	23,264,365	23,264,365
Equipment	8,539,350	6,300,000	180,000	1,852,000	16,871,350
Technology	10,738,000	6,000,000	-	-	16,738,000
Construction	14,000,000	-	-	-	14,000,000
Vehicles	8,603,000	-	-	-	8,603,000
Land Acquisition	-	-	3,510,371	-	3,510,371
Reserve	323,600	-	-	-	323,600
Total	**$ 90,361,163**	**$ 41,500,000**	**$ 14,315,236**	**$ 70,266,365**	**$ 216,442,764**

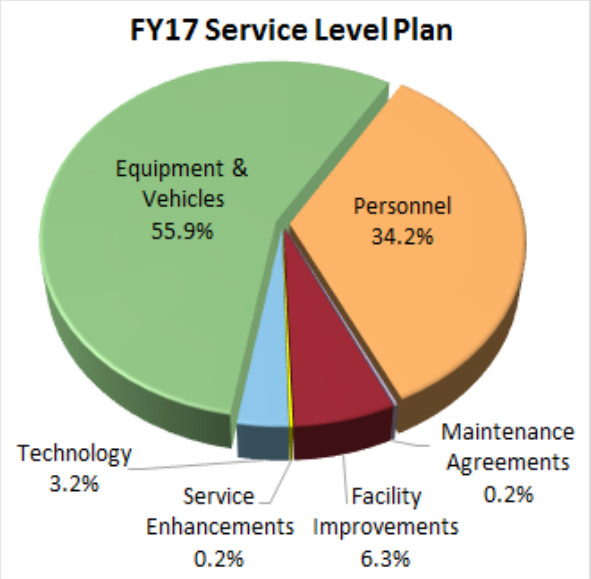
Service Level Plan

SERVICE LEVEL PLAN OVERVIEW

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 the first fiscal year 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 & Vehicles – 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.

Service Enhancements – Projects that do not fall under any other category are included under this general category. An example would be 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.

FY17 Service Level Plan

	Personnel	Operating		Capital	Grand Total
	Recurring	One-Time	Recurring	One-Time	
General Fund	**$ 1,349,340**	**$ 314,830**	**$ 203,670**	**$ 2,765,220**	**$ 4,633,060**
General Government	**$ 148,300**	**$ 50,000**	**$ 8,620**	**$ 26,500**	**$ 233,420**
County Administrator	**20,000**	**5,000**	**-**	**-**	**25,000**
PR Specialist PT Non-Benefitted	20,000	-	-	-	20,000
Laserfiche Document Conversion	-	5,000	-	-	5,000
Assessor	**48,120**	**-**	**-**	**25,000**	**73,120**
Real Estate Appraiser I (CD)	48,120	-	-	25,000	73,120
Information Technology	**67,470**	**43,300**	**1,900**	**1,500**	**114,170**
IT Systems Engineer II (CD)	67,470	2,500	1,900	1,500	73,370
LaserFiche S/W License Expansion	-	40,800	-	-	40,800
Internal Audit	**8,710**	**-**	**1,220**	**-**	**9,930**
Incr in Hrs Internal Auditor (CD) 20 to 26 Hrs	8,710	-	-	-	8,710
Electronic Working Papers Software	-	-	1,220	-	1,220
Registrar	**4,000**	**1,700**	**5,500**	**-**	**11,200**
Officer of Election Mgmt Software License	-	-	5,500	-	5,500
Officer of Election Rate Increase	4,000	-	-	-	4,000
Uniform Shirts - HS Election Page Program	-	1,000	-	-	1,000
Tables & 24 Chairs for Training	-	700	-	-	700
Judicial Administration	**$ 239,190**	**$ 57,830**	**$ 8,700**	**$ 410,000**	**$ 715,720**
Circuit Court	**45,260**	**-**	**-**	**-**	**45,260**
Admin Assistant I (CD)	45,260	-	-	-	45,260
Clerk of the Circuit Court	**-**	**12,690**	**-**	**-**	**12,690**
Record Archiving	-	7,190	-	-	7,190
Book Conservation	-	5,500	-	-	5,500
Court Services	**149,430**	**45,140**	**8,700**	**382,500**	**585,770**
Police Interceptor	-	-	-	309,150	309,150
Court Bailiff (CD)	99,430	45,140	8,700	-	153,270
MDTs	-	-	-	73,350	73,350
Court Services Reclass	50,000	-	-	-	50,000
Commonwealth's Attorney	44,500	-	-	27,500	72,000
Victim Witness Grant	44,500	-	-	27,500	72,000
Public Safety	**$ 718,990**	**$ 174,870**	**$ 71,650**	**$ 1,997,500**	**$ 2,963,010**
Sheriff	**291,580**	**97,430**	**52,650**	**1,723,950**	**2,165,610**
Sheriff's Vehicles	-	-	-	1,274,650	1,274,650
Deputy Sheriff - Recruit	246,320	95,450	27,400	138,200	507,370
MDTs	-	-	-	143,990	143,990
Admin Assistant I (CD)	45,260	1,980	250	-	47,490
AEDs	-	-	-	39,500	39,500
Evidence Room Lockers	-	-	-	30,000	30,000
Smartphone Conversion	-	-	25,000	-	25,000
Star Witness Tech Analyst	-	-	-	22,110	22,110

FY17 Service Level Plan

	Personnel Recurring	Operating One-Time	Recurring	Capital One-Time	Grand Total
Maintenance To Range Facilities	-	-	-	20,000	20,000
Space Saver File Storage System	-	-	-	18,000	18,000
Range A/V Equipment	-	-	-	15,000	15,000
Upfit HRET Truck to CNT Truck	-	-	-	8,000	8,000
Night Vision Scope for Street Crimes	-	-	-	7,500	7,500
Pen-Link Network USB Dongle Key	-	-	-	7,000	7,000
Emergency Communications	**47,880**	**29,050**	**500**	**-**	**77,430**
Communications Officer I	47,880	300	500	-	48,680
New Dispatch Chairs	-	18,750	-	-	18,750
New Carpet Training Rm & Dispatch Floor	-	10,000	-	-	10,000
Fire/EMS	**296,050**	**43,710**	**16,650**	**232,150**	**588,560**
Firefighter/Medic - Recruit (CD)	296,050	18,500	1,750	-	316,300
Fire/EMS Vehicles	-	-	-	98,000	98,000
Heavy Rescue Extrication	-	-	-	50,000	50,000
LEMPG Grant - Hazmat Vehicle/Supplies	-	-	-	46,000	46,000
Toughbooks	-	-	-	25,000	25,000
Target Solutions	-	-	14,900	-	14,900
Gas Detectors	-	-	-	13,150	13,150
Honor Guard Uniforms	-	10,000	-	-	10,000
Lawn Care Equipment & Supplies	-	8,210	-	-	8,210
TRT Classes	-	7,000	-	-	7,000
Building Inspections	**83,480**	**4,680**	**1,850**	**25,000**	**115,010**
Plan Review Technician I (CD)	60,880	2,250	1,850	25,000	89,980
Customer Svc Agent I (CD)	22,600	2,430	-	-	25,030
Animal Control	**-**	**-**	**-**	**16,400**	**16,400**
MDT Replacement	-	-	-	8,400	8,400
Security Card Access to Bldg/Shelter	-	-	-	8,000	8,000
Public Works	**$ -**	**$ 7,130**	**$ 114,700**	**$ 149,720**	**$ 271,550**
Public Works	**-**	**7,130**	**37,700**	**-**	**44,830**
Drainage Easement Maintenance	-	-	35,000	-	35,000
Cannery Boiler Repair	-	5,000	-	-	5,000
Mobile Inspections System	-	2,130	700	-	2,830
Cannery Boiler Maintenance	-	-	2,000	-	2,000
Public Works Operations	**-**	**-**	**-**	**123,820**	**123,820**
Compactor Systems	-	-	-	65,000	65,000
Roll Off Containers	-	-	-	49,200	49,200
Zero Turn Mower	-	-	-	9,620	9,620
General Services	**-**	**-**	**77,000**	**25,900**	**102,900**
Fire/EMS Facility Maintenance	-	-	35,000	-	35,000
County Facility Maintenance	-	-	30,000	-	30,000
Portable AC	-	-	-	17,580	17,580
Paper Shredding Service	-	-	12,000	-	12,000
Wireless Laptops - Shop Techs	-	-	-	8,320	8,320

FY17 Service Level Plan

	Personnel Recurring	Operating One-Time	Capital Recurring	Capital One-Time	Grand Total
Human Services	**$ 129,260**	**$ 25,000**	**$ -**	**$ -**	**$ 154,260**
Community Services Board	**65,200**	**-**	**-**	**-**	**65,200**
MH/ID Case Manager I (CD)	65,200	-	-	-	65,200
Social Services	**64,060**	**25,000**	**-**	**-**	**89,060**
Family Services Specialist I (CD)	64,060	-	-	-	64,060
Laserfiche Implementation	-	25,000	-	-	25,000
Parks, Recreation & Cultural	**$ -**	**$ -**	**$ -**	**$ 181,500**	**$ 181,500**
Parks & Recreation	**-**	**-**	**-**	**181,500**	**181,500**
Athletic Field Lighting	-	-	-	30,000	30,000
Commercial Mowers - Replace	-	-	-	28,000	28,000
Compact Tractor - New	-	-	-	22,000	22,000
Taylor Park Multi-purpose Field	-	-	-	18,000	18,000
Taylor Park Multi-purpose Field - Irrigation	-	-	-	15,000	15,000
Taylor Park Playground	-	-	-	15,000	15,000
PFP Concession Renovations	-	-	-	12,000	12,000
Gator 4x4	-	-	-	10,000	10,000
Demolition & Removal of PGP Tenant Home	-	-	-	10,000	10,000
H.D. Equipment Trailers - Replace	-	-	-	8,000	8,000
Underground Storage Tank - Replace	-	-	-	7,500	7,500
PFP Shelters 1 & 2	-	-	-	6,000	6,000
Community Development	**$ 13,600**	**$ -**	**$ -**	**$ -**	**$ 13,600**
Planning	**13,600**	**-**	**-**	**-**	**13,600**
Incr in Hrs Business Manager 32 to 40 Hrs	13,600	-	-	-	13,600
Nondepartmental	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ 100,000**
Nondepartmental	**100,000**	**-**	**-**	**-**	**100,000**
Compensation Scale Adj & Performance Incentives	100,000	-	-	-	100,000
Utilities Operating Fund	**$ 85,230**	**$ 28,000**	**$ -**	**$ 790,840**	**$ 904,070**
Public Utilities	**$ 85,230**	**$ 28,000**	**$ -**	**$ 790,840**	**$ 904,070**
Administration	**2,810**	**-**	**-**	**-**	**2,810**
Career Ladder Moves	2,810	-	-	-	2,810
Ashland WWTP	**3,300**	**-**	**-**	**21,400**	**24,700**
Orbal Rugged Replace - DO/pH	-	-	-	12,400	12,400
Cyber Security Upgrades	-	-	-	9,000	9,000
Career Ladder Moves	3,300	-	-	-	3,300
Customer Service	**2,000**	**-**	**-**	**356,760**	**358,760**
Meter Purchases	-	-	-	356,760	356,760
Career Ladder Moves	2,000	-	-	-	2,000
Doswell WWTP	**5,000**	**-**	**-**	**63,500**	**68,500**
SCADA Computer Repl & Alarm Pkg	-	-	-	49,500	49,500
UV to SCADA Remote Monitoring Upgrade	-	-	-	14,000	14,000
Career Ladder Moves	5,000	-	-	-	5,000

FY17 Service Level Plan

	Personnel Recurring	Operating One-Time	Capital Recurring	Capital One-Time	Grand Total
Doswell Water Treatment Plant	**8,780**	**-**	**-**	**86,380**	**95,160**
SCADA Upgrade	-	-	-	37,000	37,000
Replace Rate of Flow Valves & Actuators	-	-	-	21,680	21,680
Replace HVAC w/Ductless System	-	-	-	17,700	17,700
Replace Dry Chemical Feeder	-	-	-	10,000	10,000
Career Ladder Moves	8,780	-	-	-	8,780
Engineering	**4,000**	**-**	**-**	**25,500**	**29,500**
Vehicle #8925 - Compact SUV 4WD	-	-	-	25,500	25,500
Career Ladder Moves	4,000	-	-	-	4,000
Maintenance	**52,450**	**28,000**	**-**	**53,500**	**133,950**
Utility Technician I	43,750	28,000	-	-	71,750
Royal Glenn Lift Station Pump Repl	-	-	-	30,000	30,000
Easement Utility Vehicle	-	-	-	15,000	15,000
Career Ladder Moves	8,700	-	-	-	8,700
Inflated Trench Shoring System	-	-	-	8,500	8,500
Operations	**2,500**	**-**	**-**	**118,000**	**120,500**
Dianne Ridge Booster Pumps	-	-	-	35,000	35,000
Sinclair Electrical	-	-	-	22,000	22,000
Replace Blowoffs	-	-	-	20,000	20,000
301 Railroad Ave Line Abandonment	-	-	-	14,000	14,000
Diane Ridge Well Pump - Replace	-	-	-	10,000	10,000
Air Park 12" Mag Meter	-	-	-	10,000	10,000
DWTP Entrance Road Hydrant	-	-	-	7,000	7,000
Career Ladder Moves	2,500	-	-	-	2,500
Totopotomoy WWTP	**4,390**	**-**	**-**	**39,800**	**44,190**
Replace AB Blower 250 hp VFD	-	-	-	24,000	24,000
SCADA Computer/Software	-	-	-	9,000	9,000
INF/EFF Sampler Interchangeable	-	-	-	6,800	6,800
Career Ladder Moves	4,390	-	-	-	4,390
Support Services	**-**	**-**	**-**	**26,000**	**26,000**
Vehicle #9404 - 1/2 Ton 2WD	-	-	-	26,000	26,000
Grand Total	**$ 1,434,570**	**$ 342,830**	**$ 203,670**	**$ 3,556,060**	**$ 5,537,130**

FTE Summary Table

Departments	FY15 FT	FY15 PT	FY15	FY16 FT	FY16 PT	FY16	FY16 Amended	FY17 FT	FY17 PT	FY17	Change from FY16 Budget	% Chg from FY16 Budget
General Government	**127.00**	**5.00**	**132.00**	**128.00**	**4.50**	**132.50**	**132.50**	**130.00**	**4.65**	**134.65**	**2.15**	**1.6%**
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	8.00	-	8.00	8.00	-	8.00	8.00	8.00	-	8.00	-	0.0%
County Attorney	8.00	-	8.00	8.00	-	8.00	8.00	8.00	-	8.00	-	0.0%
Commissioner of Revenue	17.00	0.50	17.50	18.00	-	18.00	18.00	18.00	-	18.00	-	0.0%
Assessor	10.00	-	10.00	10.00	-	10.00	10.00	11.00	-	11.00	1.00	10.0%
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	0.65	2.65	0.15	6.0%
Information Technology	34.00	-	34.00	34.00	-	34.00	34.00	35.00	-	35.00	1.00	2.9%
Registrar	3.00	-	3.00	3.00	-	3.00	3.00	3.00	-	3.00	-	0.0%
Judicial Administration	**59.00**	**-**	**59.00**	**60.00**	**-**	**60.00**	**64.00**	**68.00**	**-**	**68.00**	**8.00**	**13.3%**
Circuit Court	1.00	-	1.00	2.00	-	2.00	2.00	3.00	-	3.00	1.00	50.0%
Clerk of the Circuit Court	17.00	-	17.00	17.00	-	17.00	17.00	17.00	-	17.00	-	0.0%
Court Services	23.00	-	23.00	23.00	-	23.00	27.00	29.00	-	29.00	6.00	26.1%
Commonwealth's Attorney	18.00	-	18.00	18.00	-	18.00	18.00	19.00	-	19.00	1.00	5.6%
Public Safety	**461.00**	**2.00**	**463.00**	**474.00**	**2.60**	**476.60**	**488.60**	**498.00**	**3.10**	**501.10**	**24.50**	**5.1%**
Sheriff	224.00	1.00	225.00	228.00	1.00	229.00	229.00	233.00	1.00	234.00	5.00	2.2%
Emergency Communications	48.00	0.50	48.50	49.00	0.50	49.50	49.50	50.00	0.50	50.50	1.00	2.0%
Fire/EMS	150.00	-	150.00	158.00	-	158.00	170.00	175.00	-	175.00	17.00	10.8%
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	0.60	7.60	7.60	7.00	0.60	7.60	-	0.0%
Building Inspections	16.00	0.50	16.50	16.00	0.50	16.50	16.50	17.00	1.00	18.00	1.50	9.1%
Animal Control	13.00	-	13.00	13.00	-	13.00	13.00	13.00	-	13.00	-	0.0%
Public Works	**82.00**	**1.00**	**83.00**	**84.00**	**1.50**	**85.50**	**85.50**	**84.00**	**1.50**	**85.50**	**-**	**0.0%**
Public Works	17.00	0.50	17.50	17.00	1.00	18.00	18.00	17.00	1.00	18.00	-	0.0%
Public Works Operations	32.00	0.50	32.50	34.00	0.50	34.50	34.50	34.00	0.50	34.50	-	0.0%
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	**174.00**	**8.28**	**182.28**	**175.00**	**7.67**	**182.67**	**185.17**	**179.00**	**8.17**	**187.17**	**4.50**	**2.5%**
Community Services Board	116.00	7.50	123.50	117.00	6.89	123.89	126.39	120.00	7.39	127.39	3.50	2.8%
Social Services	54.00	0.78	54.78	54.00	0.78	54.78	54.78	55.00	0.78	55.78	1.00	1.8%
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**	**29.00**	**1.85**	**30.85**	**30.85**	**29.00**	**1.85**	**30.85**	**-**	**0.0%**
Parks and Recreation	28.00	3.60	31.60	29.00	1.85	30.85	30.85	29.00	1.85	30.85	-	0.0%
Community Development	**24.00**	**-**	**24.00**	**24.00**	**-**	**24.00**	**24.00**	**24.00**	**-**	**24.00**	**-**	**0.0%**
Planning	19.00	-	19.00	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	**955.00**	**19.88**	**974.88**	**974.00**	**18.12**	**992.12**	**1,010.62**	**1,012.00**	**19.27**	**1,031.27**	**39.15**	**3.9%**

FTE Summary Table

Other Funds	FY15 FT	FY15 PT	FY15	FY16 FT	FY16 PT	FY16	FY16 Amended	FY17 FT	FY17 PT	FY17	Change from FY16 Budget	% Chg from FY16 Budget
Schools	-	-	2,456.20	-	-	2,466.40	2,466.40	-	-	2,503.00	36.60	1.5%
Public Utilities Fund	91.00	-	91.00	93.00	-	93.00	93.00	94.00	-	94.00	1.00	1.1%
Self-Insurance Fund	-	0.50	0.50	1.00	-	1.00	1.00	1.00	-	1.00	-	0.0%
Other Funds Subtotal	91.00	0.50	2,547.70	94.00	-	2,560.40	2,560.40	95.00	-	2,598.00	37.60	1.5%

Functional Area	FY15 FT	FY15 PT	FY15	FY16 FT	FY16 PT	FY16	FY16 Amended	FY17 FT	FY17 PT	FY17	Change from FY16 Budget	% Chg from FY16 Budget
General Government	127.00	5.00	132.00	128.00	4.50	132.50	132.50	130.00	4.65	134.65	2.15	1.6%
Judicial Administration	59.00	-	59.00	60.00	-	60.00	64.00	68.00	-	68.00	8.00	13.3%
Public Safety	461.00	2.00	463.00	474.00	2.60	476.60	488.60	498.00	3.10	501.10	24.50	5.1%
Public Works	82.00	1.00	83.00	84.00	1.50	85.50	85.50	84.00	1.50	85.50	-	0.0%
Human Services	174.00	8.28	182.28	175.00	7.67	182.67	185.17	179.00	8.17	187.17	4.50	2.5%
Parks, Recreation & Cultural	28.00	3.60	31.60	29.00	1.85	30.85	30.85	29.00	1.85	30.85	-	0.0%
Community Development	24.00	-	24.00	24.00	-	24.00	24.00	24.00	-	24.00	-	0.0%
Schools	-	-	2,456.20	-	-	2,466.40	2,466.40	-	-	2,503.00	36.60	1.5%
Public Utilities Fund	91.00	-	91.00	93.00	-	93.00	93.00	94.00	-	94.00	1.00	1.1%
Self-Insurance Fund	-	0.50	0.50	1.00	-	1.00	1.00	1.00	-	1.00	-	0.0%
Grand Total	1,046.00	20.38	3,522.58	1,068.00	18.12	3,552.52	3,571.02	1,107.00	19.27	3,629.27	76.75	2.2%

Notes:
1) FY16 FTE positions are based on the FY16 Adopted Budget and the FY17 FTE figures are based on the FY17 Budget. The 'FY16 Amended' FTE calculations reflect any changes that occurred during FY16 after the FY16 budget adoption. The 'Change from FY16 Budget' and '% Chg from FY16 Budget' calculations compare the FY17 Budget FTE's to the FY16 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.

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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. This plan outlines the County's four major economic development goals, which are: expansion of the tax base, economic stability, job retention, and job creation. This plan identifies target industries, the utilization of incentives, and development initiatives and infrastructure enhancements that will provide an environment in which businesses can thrive.

Business attraction efforts with the Greater Richmond Partnership were successful with the addition of Mavalério, a Brazil-based manufacturer of confections for the baking industry. Sports Reality, a new sports training facility in Hanover County that trains athletes and teams to improve strength, speed, agility, position skills and discipline. A coalition of community partners are launching Virginia's newest nonprofit Internet Exchange Point (IX) located at Pixel Factory Data Center in Hanover County. Establishing the Richmond Virginia Internet Exchange (RVA-IX) represents another key step toward creating a more robust Internet for the Richmond region.

Hanover County has over 3,000 business establishments with employment of almost 50,000. Hanover manages outreach efforts to local businesses principally through the Business First program. The overall feedback of over 100 businesses interviewed was positive with most businesses beginning to see sales increasing to pre-recession levels. Thirty-three of the companies interviewed indicated they are currently undergoing or planning for some form of expansion within the year. The County's major employment sectors have been in retail, healthcare and construction. The County has benefited from the general stability each of these sectors has maintained in terms of each sector's percentage of total employment.

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.

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.

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 2015 was $26.4 million, which represented 12.6% of General Fund revenues. The fund balance is projected to be favorable on June 30, 2016, after meeting year-end fund balance policy thresholds and planned needs for the FY17 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 continues 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.

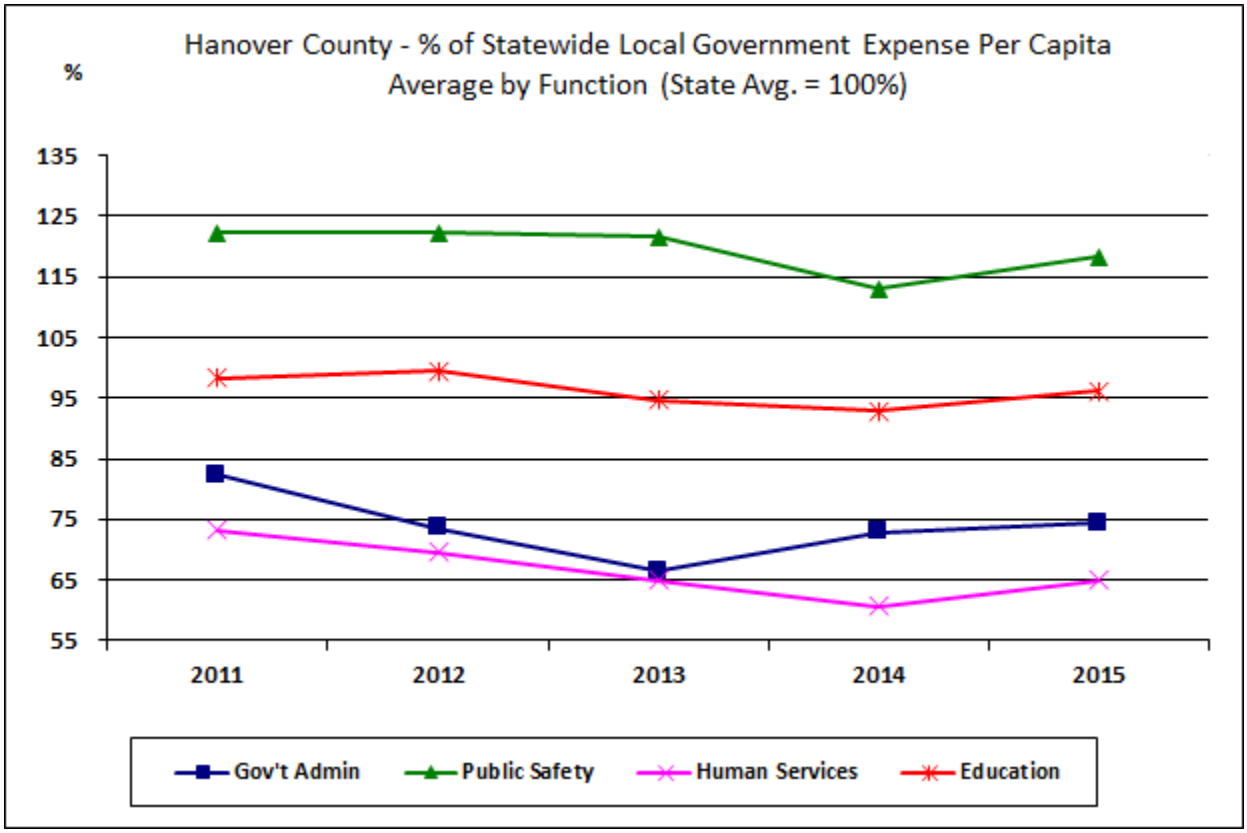
To assess internally our financial health, the County has traditionally tracked State-published indicators of fiscal stress. The most recent State report shows that Hanover has the 13th lowest level of fiscal stress out of the 133 localities ranked in Virginia. A component of the fiscal stress index 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.

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 16th lowest cost per pupil in the State of Virginia in FY15 (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 74.4% of the statewide average. We are also regionally comparative: Henrico – 134.2%, Chesterfield –

Financial Condition Overview

83.7%, City of Richmond (no FY15 data available), Spotsylvania – 81.7%, Stafford – 85.4%, and Albemarle – 82.6%. 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 67.5% 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 2017 through 2021

	Year 1	Year 2	Year 3	Year 4	Year 5
	FY17	FY18	FY19	FY20	FY21
Revenues					
Ongoing Revenues					
General Property Taxes	143,157,700	149,882,500	157,252,300	164,988,600	173,109,900
Other Local Taxes	32,013,700	32,874,500	33,762,700	34,743,800	35,761,300
Permits, Fees and Licenses	2,113,800	2,177,400	2,243,000	2,310,800	2,380,900
Fines and Forfeitures	1,011,700	1,029,200	1,047,100	1,065,500	1,084,100
Revenue from Use of Money	699,800	699,800	699,800	699,800	699,800
Charges for Services	6,743,108	6,775,400	6,808,500	6,842,500	6,877,200
Recovered Costs	3,280,580	3,471,110	3,620,960	3,805,080	4,036,170
Intergovernmental	32,741,340	32,547,800	32,401,900	32,503,800	32,652,123
Miscellaneous	1,205,800	1,211,500	1,219,100	1,227,600	1,236,700
Ongoing Revenues Total	**222,967,528**	**230,669,210**	**239,055,360**	**248,187,480**	**257,838,193**
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	750,000	230,000	-	-	-
School Assignment	1,500,000	-	-	-	-
Fund Balance Assign. - Capital	1,646,000	2,195,200	3,225,000	-	-
Fund Balance Assign. - Transportation	1,000,000	-	-	-	-
Fund Balance Assign. - Stormwater	-	-	-	-	250,000
Use of Planned Surpluses Total	**10,296,000**	**7,825,200**	**8,625,000**	**5,400,000**	**5,650,000**
Revenues Total	**$233,263,528**	**$238,494,410**	**$247,680,360**	**$253,587,480**	**263,488,193**
Expenditures					
Salaries & Fringe Benefits	**80,434,882**	**83,572,518**	**86,886,534**	**90,717,302**	**94,744,597**
Operating	**32,540,999**	**33,627,009**	**35,383,156**	**36,294,780**	**37,279,929**
Tax Relief	**1,610,000**	**1,658,300**	**1,708,049**	**1,759,290**	**1,812,069**
Capital	**2,765,220**	**2,574,187**	**2,545,218**	**2,646,891**	**2,984,509**
Debt Service Fund					
County Debt Service	6,256,435	6,109,285	6,476,585	7,212,885	8,072,085
School Debt Service	13,248,422	13,058,372	12,385,372	12,211,472	10,098,972
Debt Service Fund Total	**19,504,857**	**19,167,657**	**18,861,957**	**19,424,357**	**18,171,057**
Airport Fund	**52,249**	**51,264**	**50,387**	**59,670**	**74,634**
Pamunkey Regional Jail	**5,594,801**	**5,762,645**	**5,935,524**	**6,113,590**	**6,296,998**
Lewistown CDA	**538,000**	**559,000**	**581,500**	**606,600**	**632,800**
County CIP	**6,793,520**	**7,398,830**	**8,428,035**	**5,384,000**	**7,505,600**
School Allocation Plan					
School CIP	3,900,000	2,400,000	2,400,000	2,400,000	2,400,000
School Operating	79,529,000	81,723,000	84,900,000	88,181,000	91,586,000
School Allocation Plan Total	**83,429,000**	**84,123,000**	**87,300,000**	**90,581,000**	**93,986,000**
Expenditures Total	**$233,263,528**	**$238,494,410**	**$247,680,360**	**$253,587,480**	**263,488,193**

Five-Year General Fund Financial Plan
Fiscal Years 2017 Through 2021

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, FY17 continues the moderate growth in our largest revenue sectors of real property and personal property. Total ongoing revenues are budgeted to increase 3.7% in FY17, and then continue to increase 3.5-3.9% each of the next four years. This growth is essential in funding investments in our priority service areas of Public Safety and Schools.

Five-Year General Fund Financial Plan
Fiscal Years 2017 Through 2021

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	2017	2018	2019	2020	2021
Real Property:					
Reassessment of Existing Property	2.0%	2.3%	2.5%	2.5%	2.5%
New Construction & Natural Growth	2.2%	2.5%	2.5%	2.5%	2.5%

Percent Change From Prior Fiscal Year	FY17	FY18	FY19	FY20	FY21
Personal Property	9.2%	5.0%	5.0%	5.0%	5.0%

Other Ongoing Revenues

Percent Change From Prior Fiscal Year	FY17	FY18	FY19	FY20	FY21
Sales Tax	0.5%	3.5%	3.5%	4.0%	4.0%
Permits, Privilege Fees & Reg. Licenses	4.0%	3.0%	3.0%	3.0%	3.0%

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.

Use of assigned fund balance is applied towards County improvements projects within the County's Capital Improvements Program (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 determined each year based on capital projects and available funds.

EXPENDITURES

County-wide

Expenditure Type by Fiscal Year	FY17	FY18	FY19	FY20	FY21
Compensation Increase	2.0%	2.5%	2.5%	3.0%	3.0%
Health Insurance (Employer Cost)	--	8.0%	8.0%	8.0%	8.0%
Virginia Retirement System (VRS)	9.77%	9.77%	10.77%	10.77%	11.77%
Operating Inflation	--	3.0%	3.0%	3.0%	3.0%

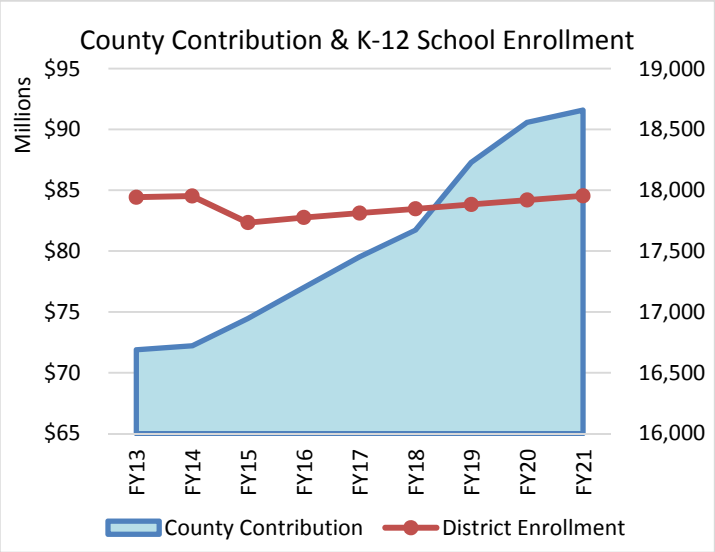
Five-Year General Fund Financial Plan
Fiscal Years 2017 Through 2021

- 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 50 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, 2014. The rate of 9.77% has been provided by VRS and subject to adoption by the General Assembly.

School Allocation Plan

Percent Change From Prior Fiscal Year	FY17	FY18	FY19	FY20	FY21
Contribution to Schools (Ongoing)	3.3%	2.8%	3.9%	3.9%	3.9%
K-12 School Enrollment	2.4%	2.0%	2.0%	2.0%	2.0%

- Funding from the General Fund's ongoing revenues will increase 3.3% in FY17. The School Allocation Plan, which includes both ongoing and one-time funding provided to the Schools, is assumed to increase 5.1% in FY17, 0.8% in FY18 and 3.8% in the remaining plan years.
- As the County's funding to the Schools Operating Fund increases, district enrollment is projected to increase in FY17 by 0.2% and continue to increase by 0.2% in plan years two through five. Based on these projections, per pupil funding will continue to increase through the Five-Year Plan based on the County's contribution to the Schools outpacing the growth rate of district enrollment.



Other Allocation Plans

- Funding to the Pamunkey Regional Jail is projected to increase 3.9% in FY17. The Plan projects increases of 3.0% in the subsequent years.
- Funding to the Hanover County Airport is projected to decrease by 13.4% in FY17 due to the Airport Fund's increase in planned use of fund balance.

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General Government Administration

	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures - by Department	**$ 13,507,460**	**$ 14,263,285**	**$ 14,878,830**	**4.3%**
Board of Supervisors	503,628	517,859	535,335	3.4%
County Administrator	1,198,613	1,232,198	1,277,412	3.7%
Human Resources	799,927	972,684	1,017,338	4.6%
County Attorney	1,057,746	1,137,524	1,147,369	0.9%
Commissioner of the Revenue	1,334,046	1,341,160	1,401,866	4.5%
Assessor	821,548	952,717	1,029,429	8.1%
Treasurer	1,377,770	1,416,480	1,462,408	3.2%
Finance & Management Services	1,750,888	1,860,645	1,936,778	4.1%
Internal Audit	274,326	276,616	287,858	4.1%
Information Technology	4,027,386	4,194,665	4,365,179	4.1%
Registrar	361,582	360,737	417,858	15.8%
Expenditures - by Category	**$ 13,507,460**	**$ 14,263,285**	**$ 14,878,830**	**4.3%**
Personnel	11,965,690	12,406,375	12,778,982	3.0%
Operating	1,503,342	1,821,430	2,073,348	13.8%
Capital	38,428	35,480	26,500	-25.3%
Revenues	**$ 13,507,460**	**$ 14,263,285**	**$ 14,878,830**	**4.3%**
General Fund Revenue	12,887,540	13,636,685	14,243,830	4.5%
Local Revenue	108,192	103,600	100,000	-3.5%
Intergovernmental Revenue	511,728	523,000	535,000	2.3%
Generated Revenue Percent	**4.6%**	**4.4%**	**4.3%**	
General Fund Percent	**95.4%**	**95.6%**	**95.7%**	
Full-time Equivalents (FTE)	**132.00**	**132.50**	**134.65**	
Full-time Positions	127.00	128.00	130.00	
Part-time Positions	5.00	4.50	4.65	

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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 503,628**	**$ 517,859**	**$ 535,335**	**3.4%**
Personnel	**301,738**	**306,278**	**310,166**	**1.3%**
Operating	**192,233**	**202,581**	**225,169**	**11.2%**
Capital	**9,657**	**9,000**	**-**	**-100.0%**
Revenues	**$ 503,628**	**$ 517,859**	**$ 535,335**	**3.4%**
General Fund Revenue	**503,628**	**517,859**	**535,335**	**3.4%**
Per capita cost of operating department	**$ 4.77**	**$ 4.83**	**$ 4.92**	
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 FY17 personnel category increase is due mainly to a countywide compensation adjustment for the one (1) full-time employee and a budgeted increase for the Board of Supervisors. The operating category increase is due to maintenance costs for Board Room systems, hosting fees for Board agendas and meeting minutes on the County website, and camera operation services for video streaming Board meetings. There is no Service Level funding for this department in FY17.

Board of Supervisors

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.

SERVICE LEVELS	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Adopt an Operating, Five-Year Capital Improvement and Five-Year Financial Plan	4/9/2014	4/15/2015	4/15/2015	4/13/2016

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 Office is a component of the County Administrator's budget and 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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 1,198,613**	**$ 1,232,198**	**$ 1,277,412**	**3.7%**
Personnel	**1,124,598**	**1,148,260**	**1,188,784**	**3.5%**
Operating	**74,015**	**83,938**	**88,628**	**5.6%**
Revenues	**$ 1,198,613**	**$ 1,232,198**	**$ 1,277,412**	**3.7%**
General Fund Revenue	**1,198,613**	**1,232,198**	**1,277,412**	**3.7%**
Per capita cost of operating department	**$ 11.36**	**$ 11.49**	**$ 11.74**	
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 FY17 budget, the personnel category increase is due mainly to a countywide compensation adjustment and Service Level funding of $20,000 for a part-time Public Relations Specialist. The Service Level Plan also adds $5,000 of one-time operating funding for Laserfiche document conversion.

County Administrator

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 informational content and photos to the County's website and Facebook page;
• Prepare or assist in the preparation of press releases for County departments; and,
• Send out Hanover Access News Bulletins in a timely fashion.

SERVICE LEVELS	**FY15 Actual**	**FY16 Budget**	**FY16 Forecast**	**FY17 Budget**
Size of budget (in millions)	$ 382.1	$ 397.6	$ 397.6	$ 428.3
Total number of full-time equivalents (includes Schools)	3,522.58	3,552.52	3,571.02	3,629.27

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 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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 799,927**	**$ 972,684**	**$ 1,017,338**	**4.6%**
Personnel	**693,636**	**720,465**	**746,486**	**3.6%**
Operating	**106,291**	**252,219**	**270,852**	**7.4%**
Revenues	**$ 799,927**	**$ 972,684**	**$ 1,017,338**	**4.6%**
General Fund Revenue	**799,927**	**972,684**	**1,017,338**	**4.6%**
Per capita cost of operating department	**$ 7.58**	**$ 9.07**	**$ 9.35**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	
Full-time Equivalents (FTE)	**8.00**	**8.00**	**8.00**	
Full-time Positions	8.00	8.00	8.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

In the FY17 budget, the personnel category increase is due to a countywide compensation adjustment, an increase in the number of employees opting for health insurance, and an increase in funding for the tuition reimbursement program. The operating increase is due primarily to increased funding in professional services for an Affordable Care Act consultant.

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 County-wide implementation of redesigned performance evaluation tool;
• Partner with departments to maintain internal training programs that ensure development opportunities for all employees;
• Manage regional compensation data - ensure comparable pay scales are up-to-date for benchmark purposes, and internal data is reviewed for equity purposes; and,
• Utilize new HRIS and consultants as necessary to ensure ACA reporting compliance.

SERVICE LEVELS	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Applications received*	7,150	6,000	7,000	7,500
Positions filled**	235	250	260	275
Total full-time employees	1,024	1,050	1,050	1,065
Total part-time employees***	441	550	500	550
Pamunkey Regional Library employees	131	135	135	135
Pamunkey Regional Jail employees	129	138	138	138
Grievances per 1,000 employees	2	2	5	3
Number of training classes offered	66	65	72	75

**Number of applications received includes full-time and part-time positions*
***FY15 Actual includes 22 Election Officials.*
****FY15 Actual includes 81 seasonal Recreation staff and 218 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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 1,057,746**	**$ 1,137,524**	**$ 1,147,369**	**0.9%**
Personnel	**1,004,920**	**1,063,543**	**1,078,799**	**1.4%**
Operating	**52,826**	**73,981**	**68,570**	**-7.3%**
Revenues	**$ 1,057,746**	**$ 1,137,524**	**$ 1,147,369**	**0.9%**
General Fund Revenue	**1,057,746**	**1,137,524**	**1,147,369**	**0.9%**
Per capita cost of operating department	**$ 10.03**	**$ 10.61**	**$ 10.55**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	
Full-time Equivalents (FTE)	**8.00**	**8.00**	**8.00**	
Full-time Positions	8.00	8.00	8.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

The FY17 personnel category increase for this department is primarily due to a countywide compensation adjustment. The operating category decrease is due to one-time FY16 funding associated with non-cyclical computer expenses and a reduction in funding for printing and binding. There is no FY17 Service Level 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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 1,334,046**	**$ 1,341,160**	**$ 1,401,866**	**4.5 %**
Personnel	**1,222,958**	**1,248,776**	**1,302,846**	**4.3 %**
Operating	**111,088**	**92,384**	**99,020**	**7.2 %**
Revenues	**$ 1,334,046**	**$ 1,341,160**	**$ 1,401,866**	**4.5 %**
General Fund Revenue	**1,017,978**	**1,034,160**	**1,086,866**	**5.1 %**
Local Revenue	**73,813**	**65,000**	**65,000**	**0.0 %**
Recovered Costs	73,813	65,000	65,000	0.0 %
Intergovernmental Revenue	**242,255**	**242,000**	**250,000**	**3.3 %**
State Share of Local Offices	242,255	242,000	250,000	3.3 %
Per capita cost of operating department	**$ 12.64**	**$ 12.51**	**$ 12.88**	
Generated Revenue Percent	**23.7%**	**22.9%**	**22.5%**	
General Fund Revenue Percent	**76.3%**	**77.1%**	**77.5%**	
Full-time Equivalents (FTE)	**17.50**	**18.00**	**18.00**	
Full-time Positions	17.00	18.00	18.00	
Part-time Positions	0.50	-	-	

Commissioner of Revenue

BUDGET HIGHLIGHTS

In addition to the many services provided by this office, two (2) high volume activities include: 187,545 personal property taxpayer items valued in 2015 and approximately 7,059 State income tax returns requiring processing assistance. The FY17 personnel category increase includes non-benefited part-time funding associated with the operational transition of all DMV Select services to this department during FY16. The operating increase is due primarily to increased funding for postage and one-time non-cyclical computer expenses. There is no FY17 Service Level funding for this department.

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	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Accounts in personal property file	86,814	87,400	87,000	87,200
Real estate transfers	3,426	3,925	3,750	3,825
Review of will disbursements	287	300	285	300
Land use applications	171	165	175	190
Land use parcels	3,572	3,450	3,600	3,600
Tax relief applications	1,604	1,850	1,625	1,650
Tax relief applications qualified	1,485	1,625	1,500	1,515
State income tax returns processed	5,498	6,000	6,000	6,000
Estimated tax forms processed	1,561	1,600	1,570	1,575

ASSESSED VALUE OF TAXABLE PROPERTY

(Calendar Year, Dollars in Millions)

	2011	2012	2013	2014	2015
Real Estate	12,976.5	12,473.1	12,085.1	12,811.8	13,826.8
Personal Property	1,317.7	1,305.6	1,362.9	1,393.7	1,452.7
Machinery & Tools	46.8	48.4	52.4	47.1	49.9
Merchants' Capital	56.3	50.4	54.3	57.0	63.4
Public Service Companies	636.2	640.2	641.3	623.4	600.0
Total	**$ 15,033.5**	**$ 14,517.7**	**$ 14,196.0**	**$ 14,933.0**	**$ 15,992.8**

Source: CAFR Schedule, p. 140

http://www.hanovercounty.gov/FN/Comprehensive_Annual_Financial_Report_2015.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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 821,548**	**$ 952,717**	**$ 1,029,429**	**8.1%**
Personnel	**776,240**	**852,760**	**911,530**	**6.9%**
Operating	**45,308**	**99,957**	**92,899**	**-7.1%**
Capital	**-**	**-**	**25,000**	**----**
Revenues	**$ 821,548**	**$ 952,717**	**$ 1,029,429**	**8.1%**
General Fund Revenue	**821,548**	**952,717**	**1,029,429**	**8.1%**
Per capita cost of operating department	**$ 7.79**	**$ 8.89**	**$ 9.46**	
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**	**11.00**	
Full-time Positions	10.00	10.00	11.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

All areas of the County (47,451 parcels) were evaluated for 2016 with 7,300 parcels or 15.4% receiving changes. The Assessor's office has maintained sales to assessment ratios of approximately 93.7% 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 FY17 personnel category increase is due primarily to Service Level funding for one (1) Real Estate Appraiser I position and increased non-benefited part-time funding. The reduction in operating is due mainly to a decrease in funding for existing maintenance service contracts that were negated after the implementation of the new Computer Aided Mass Appraisal (CAMA) system. The FY17 Service Level Plan also includes one-time capital funding ($25,000) for a new vehicle associated with the new Real Estate Appraiser I position.

GOALS AND OBJECTIVES

- Maintain and enhance the Computer Aided Mass Appraisal (CAMA) system to further streamline and enhance functions of the Office;
- To fairly and equitably assess the real estate in the county annually and provide accurate property information;
- Appraise all new construction, additions and improvements in a timely manner; and,
- Complete 100% of all assigned assessments effective for January 1.

Assessor

SERVICE LEVELS	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Real estate property assessed as of January 1	100%	100%	100%	100%
Coefficient of Dispersion Levels <10%	<10%	<10%	<10%	<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	>90%	>90%	>90%	>90%
Percent of appraisal staff with professional designations	44%	44%	44%	44%
Estimated taxable parcels of land	46,170	46,900	46,900	47,500
Estimated non-taxable parcels of land	958	1,000	1,000	1,000
Estimated new lots	528	750	750	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. In October 2015, the operation of the DMV Select Office fully transitioned to the Commissioner of the Revenue.

BUDGET SUMMARY	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 1,377,770**	**$ 1,416,480**	**$ 1,462,408**	**3.2%**
Personnel	**1,159,023**	**1,187,923**	**1,219,641**	**2.7%**
Operating	**218,747**	**228,557**	**242,767**	**6.2%**
Revenues	**$ 1,377,770**	**$ 1,416,480**	**$ 1,462,408**	**3.2%**
General Fund Revenue	**1,126,689**	**1,161,480**	**1,203,408**	**3.6%**
Local Revenue	**34,379**	**35,000**	**35,000**	**0.0%**
Recovered Costs	34,379	35,000	35,000	0.0%
Intergovernmental Revenue	**216,702**	**220,000**	**224,000**	**1.8%**
State Share of Local Offices	216,702	220,000	224,000	1.8%
Per capita cost of operating department	**$ 13.06**	**$ 13.21**	**$ 13.44**	
Generated Revenue Percent	**18.2%**	**18.0%**	**17.7%**	
General Fund Revenue Percent	**81.8%**	**82.0%**	**82.3%**	
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	

Treasurer

BUDGET HIGHLIGHTS

The FY17 personnel category increase is due primarily to a countywide compensation adjustment. This increase is somewhat offset by non-benefited part-time funding associated with DMV Select services transitioning to the Commissioner of the Revenue during FY16. The operating category increase is due primarily to funding $6,200 in one-time small capital for new credit card machines and a remote deposit scanner and $4,000 in recurring funding for Post Office Caller Service. These expenses support internal processes associated with the banking services conversion. There is also increased funding for maintenance service contracts and postage. There is no FY17 Service Level funding for this department.

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);
- Complete banking services conversion;
- Eliminate or significantly change the dog licensing process;
- Eliminate or significantly reduce staff time required to process transfer station decals to save taxpayer dollars;
- Maintain the existing on-line tax inquiry and payment systems, while researching and preparing for a tax system replacement; and,
- Maintain high collection rates.

SERVICE LEVELS	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Tax collected in fiscal year	99.6%	95.0%	95.0%	95.0%

PROPERTY TAX LEVIES AND COLLECTIONS

	FY11	FY12	FY13	FY14	FY15
General Property Taxes Levied for the Fiscal Year	141,464,681	138,147,691	136,956,978	138,899,948	144,003,614
Collected within the Fiscal Year of the Levy:					
Amount	136,643,777	136,569,536	135,351,034	137,555,596	143,368,974
Percentage of Levy	96.6%	98.9%	98.8%	99.0%	99.6%
Collections in Subsequent Years	4,291,245	1,212,381	982,023	155,198	-
Tax Collections to Date:					
Amount	140,935,022	137,781,917	136,333,057	137,710,794	143,368,974
Percentage of Levy	99.6%	99.7%	99.5%	99.1%	99.6%

Source: CAFR Schedule, p. 143
http://www.hanovercounty.gov/FN/Comprehensive_Annual_Financial_Report_2015.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, 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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 1,750,888**	**$ 1,860,645**	**$ 1,936,778**	**4.1%**
Personnel	**1,705,136**	**1,770,386**	**1,802,848**	**1.8%**
Operating	**45,752**	**90,259**	**133,930**	**48.4%**
Revenues	**$ 1,750,888**	**$ 1,860,645**	**$ 1,936,778**	**4.1%**
General Fund Revenue	**1,750,888**	**1,860,645**	**1,936,778**	**4.1%**
Per capita cost of operating department	**$ 16.60**	**$ 17.36**	**$ 17.80**	
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 FY17 personnel increase is primarily due to a countywide compensation adjustment. Non-benefited part-time personnel funding has been increased for seasonal payroll assistance. The operating category has increased as a result of maintenance service contracts associated with the new financial system implementation.

Finance & Management Services

GOALS AND OBJECTIVES

- Maintain Triple AAA bond rating and high measures of fiscal responsibility;
- Maintain and update long term financial plans;
- Maintain Debt Policy compliance ratios; and,
- Receive GFOA Budget and Financial Certification awards.

SERVICE LEVELS	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Average business days after month end to close	6	6	6	6
Number of budget transfers processed	220	200	220	220
Bids, Proposals & Quotes Issued	96	120	125	125
Bond Rating	AAA	AAA	AAA	AAA
Debt Service as a % of general government expenditures	6.4%	6.2%	6.2%	6.1%
Debt per Capita	1,726	1,739	1,739	1,682

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 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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 274,326**	**$ 276,616**	**$ 287,858**	**4.1%**
Personnel	**266,520**	**262,766**	**274,925**	**4.6%**
Operating	**7,806**	**13,850**	**12,933**	**-6.6%**
Revenues	**$ 274,326**	**$ 276,616**	**$ 287,858**	**4.1%**
General Fund Revenue	**274,326**	**276,616**	**287,858**	**4.1%**
Per capita cost of operating department	**$ 2.60**	**$ 2.58**	**$ 2.65**	
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**	**2.65**	
Full-time Positions	2.00	2.00	2.00	
Part-time Positions	0.50	0.50	0.65	

BUDGET HIGHLIGHTS

The personnel increase is due to a countywide compensation increase as well as an increase in hours for a part-time position included in the Service Level Plan. There is a slight decrease in operating due to one-time funding the FY16 Budget of noncyclical hardware and software offset by an increase in professional services due to travel costs associated with peer review as well as Service Level Plan funding for Electronic Working Papers software maintenance.

Internal Audit

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	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Number of internal audits performed	11	20	17	17
Average Internal Audit cycle (years)	9	9	9	9
Percent of Audit Universe audited to date	63%	66%	66%	69%

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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 4,027,386**	**$ 4,194,665**	**$ 4,365,179**	**4.1%**
Personnel	**3,459,516**	**3,598,956**	**3,651,611**	**1.5%**
Operating	**567,870**	**595,709**	**712,068**	**19.5%**
Capital	**-**	**-**	**1,500**	**----**
Revenues	**$ 4,027,386**	**$ 4,194,665**	**$ 4,365,179**	**4.1%**
General Fund Revenue	**4,027,386**	**4,194,665**	**4,365,179**	**4.1%**
Per capita cost of operating department	**$ 38.17**	**$ 39.13**	**$ 40.12**	
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**	**35.00**	
Full-time Positions	34.00	34.00	35.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

The FY17 personnel category increase is due primarily to Service Level funding for one (1) IT Systems Engineer II position and a countywide compensation adjustment. The operating increase is due to $75,000 of funding for hosting fees associated with the new time, attendance, and payroll systems and one-time Service Level funding for Record Retention Policy Implementation ($40,000).

GOALS AND OBJECTIVES

- Provide quality customer service and support;
- Create partnerships to implement solutions;
- Improve communication at all levels;

Information Technology

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

SERVICE LEVELS	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Personal computers and network stations	932	990	990	1,000
Printing Devices (Personal, Network, Copiers)	659	670	670	670
Panasonic Toughbooks	229	275	275	275
Total Network Connected Buildings	58	55	59	59
iNet Fiber Connections	6	5	6	6
County Private Fiber Connections	20	19	22	22
County Microwave	4	3	4	4
Commercial Broadband - Wired	17	21	17	17
Commercial Broadband - Wireless	4	5	6	6
Commercial T1 Service	6	7	6	6
Total Supported Servers & Systems:				
iSeries (AS400) Physical Servers	3	3	2	2
iSeries (AS400) Virtual Server Partitions	4	4	3	2
Windows Server Virtualization Rate	75%	76%	78%	78%
IT Services & Applications Supported	165	160	170	170
County web site unique page views - monthly average*	96,363	155,000	98,000	98,000
GIS web site hits - monthly average	312,717	300,000	320,000	330,000
GIS web site visits - monthly average	12,575	11,667	13,500	14,500
Total Request for Services	10,196	N/A	10,300	10,900
General Application Support	2,980	N/A	3,000	3,150
General Server Systems Support	1,332	N/A	1,400	1,450
General Desktop/Device Support	2,626	N/A	2,900	3,200
General Network Support	912	N/A	1,000	1,100
Operations & User Support (Passwords, Acct. Maintenance, etc.)	2,346	N/A	2,000	2,000
Data Loss due to Intrusions/Viruses	Zero Loss	Zero Loss	Zero Loss	Zero Loss

** The County improved website has allowed for greater and more accurate accounting of actual unique users of the site and website improvements have simplified user navigation.*

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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 361,582**	**$ 360,737**	**$ 417,858**	**15.8%**
Personnel	**251,405**	**246,262**	**291,346**	**18.3%**
Operating	**81,406**	**87,995**	**126,512**	**43.8%**
Capital	**28,771**	**26,480**	**-**	**-100.0%**
Revenues	**$ 361,582**	**$ 360,737**	**$ 417,858**	**15.8%**
General Fund Revenue	**308,811**	**296,137**	**356,858**	**20.5%**
Local Revenue	**-**	**3,600**	**-**	**-100.0%**
Miscellaneous Revenue	-	3,600	-	-100.0%
Intergovernmental Revenue	**52,771**	**61,000**	**61,000**	**0.0%**
Categorical State Aid	878	-	-	----
State Share of Local Offices	51,893	61,000	61,000	0.0%
Per capita cost of operating department	**$ 3.43**	**$ 3.37**	**$ 3.84**	
Generated Revenue Percent	**14.6%**	**17.9%**	**14.6%**	
General Fund Revenue Percent	**85.4%**	**82.1%**	**85.4%**	
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 FY17 budget for this department includes an overall increase of $47,000 in election support funding for the 2016 Presidential election. The Service Level Plan adds recurring funding for an Officer of Election pay rate increase ($4,000) and Officer of Election Management Software License ($5,500). It also adds total one-time funding of $1,700 for tables, chairs, and Election Page uniform shirts. The purchase of Voting Machines in the Capital Improvements Program (CIP) will result in additional one-time ($1,600) and recurring ($10,000) operating category expenses.

Registrar

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.

SERVICE LEVELS	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Registered Voters:				
Number of registered voters	73,316	74,395	74,782	76,278
Voting age population	79,662	77,495	81,255	82,880
Percent of population	75%	75%	75%	75%
Percent of eligible voters	92%	96%	92%	92%
Voter Turnout:				
Number of voters	22,483	50,425	61,470	41,495
Percent of registered voters	31%	69%	82%	54%
Percent of eligible voters	28%	66%	76%	50%

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Judicial Administration

	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures - by Department	**$ 4,886,357**	**$ 5,090,883**	**$ 6,018,021**	**18.2%**
Circuit Court	114,116	149,893	196,036	30.8%
General District Court	84,826	83,607	88,130	5.4%
Magistrate	2,885	2,759	2,965	7.5%
Juvenile & Domestic Relations Court	17,363	23,923	26,346	10.1%
Clerk of the Circuit Court	1,300,665	1,338,897	1,389,426	3.8%
Court Services	1,710,414	1,787,321	2,512,073	40.5%
Commonwealth's Attorney	1,656,088	1,704,483	1,803,045	5.8%
Expenditures - by Category	**$ 4,886,357**	**$ 5,090,883**	**$ 6,018,021**	**18.2%**
Personnel	4,267,888	4,426,451	5,015,739	13.3%
Operating	461,424	535,932	592,282	10.5%
Capital	157,045	128,500	410,000	219.1%
Revenues	**$ 4,886,357**	**$ 5,090,883**	**$ 6,018,021**	**18.2%**
General Fund Revenue	2,998,309	3,203,883	4,015,021	25.3%
Local Revenue	348,450	307,000	319,000	3.9%
Intergovernmental Revenue	1,539,598	1,580,000	1,684,000	6.6%
Generated Revenue Percent	**38.6%**	**37.1%**	**33.3%**	
General Fund Percent	**61.4%**	**62.9%**	**66.7%**	
Full-time Equivalents (FTE)	**59.00**	**60.00**	**68.00**	
Full-time Positions	59.00	60.00	68.00	
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.

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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 114,116**	**$ 149,893**	**$ 196,036**	**30.8%**
Personnel	**99,308**	**130,400**	**175,329**	**34.5%**
Operating	**14,808**	**19,493**	**20,707**	**6.2%**
Revenues	**$ 114,116**	**$ 149,893**	**$ 196,036**	**30.8%**
General Fund Revenue	**114,116**	**149,893**	**196,036**	**30.8%**
Per capita cost of operating department	**$ 1.08**	**$ 1.40**	**$ 1.80**	
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**	**2.00**	**3.00**	
Full-time Positions	1.00	2.00	3.00	
Part-time Positions	-	-	-	

Courts

General District Court

BUDGET SUMMARY	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	$ 84,826	$ 83,607	$ 88,130	5.4%
Operating	84,826	83,607	88,130	5.4%
Revenues	$ 84,826	$ 83,607	$ 88,130	5.4%
General Fund Revenue	84,826	74,607	88,130	18.1%
Local Revenue	-	9,000	-	-100.0%
Recovered Costs	-	9,000	-	-100.0%
Per capita cost of operating department	$ 0.80	$ 0.78	$ 0.81	
Generated Revenue Percent	0.0%	10.8%	0.0%	
General Fund Revenue Percent	100.0%	89.2%	100.0%	

Magistrate

BUDGET SUMMARY	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	$ 2,885	$ 2,759	$ 2,965	7.5%
Operating	2,885	2,759	2,965	7.5%
Revenues	$ 2,885	$ 2,759	$ 2,965	7.5%
General Fund Revenue	2,885	2,759	2,965	7.5%
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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	$ 17,363	$ 23,923	$ 26,346	10.1%
Operating	17,363	23,923	26,346	10.1%
Revenues	$ 17,363	$ 23,923	$ 26,346	10.1%
General Fund Revenue	17,363	23,923	26,346	10.1%
Per capita cost of operating department	$ 0.16	$ 0.22	$ 0.24	
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 $313,477.

Circuit Court – The increase in personnel is primarily due to the addition of a full-time Administrative Assistant position. A portion of the increase in personnel is also due to a countywide compensation adjustment. The increase in operating is due to an increase in funding for telecommunications and a judge's robe.

General District Court – The FY17 budget increase is due primarily to an increase in the Court Appointed Attorney fees.

Magistrate – The FY17 budget increase is due to telecommunications costs.

Juvenile & Domestic Relations Court – The increase in the FY17 budget is primarily attributable to increases associated with the opening of the new courthouse.

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 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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 1,300,665**	**$ 1,338,897**	**$ 1,389,426**	**3.8%**
Personnel	**1,161,890**	**1,181,684**	**1,200,889**	**1.6%**
Operating	**135,558**	**157,213**	**188,537**	**19.9%**
Capital	**3,217**	**-**	**-**	**----**
Revenues	**$ 1,300,665**	**$ 1,338,897**	**$ 1,389,426**	**3.8%**
General Fund Revenue	**612,146**	**640,897**	**647,426**	**1.0%**
Local Revenue	**114,452**	**93,000**	**124,000**	**33.3%**
Charges for Services	89,159	84,000	99,000	17.9%
Recovered Costs	25,293	9,000	25,000	177.8%
Intergovernmental Revenue	**574,067**	**605,000**	**618,000**	**2.1%**
State Share of Local Offices	534,006	535,000	550,000	2.8%
Categorical State Aid	40,061	70,000	68,000	-2.9%
Per capita cost of operating department	**$ 12.33**	**$ 12.49**	**$ 12.77**	
Generated Revenue Percent	**52.9%**	**52.1%**	**53.4%**	
General Fund Revenue Percent	**47.1%**	**47.9%**	**46.6%**	
Full-time Equivalents (FTE)	**17.00**	**17.00**	**17.00**	
Full-time Positions	17.00	17.00	17.00	
Part-time Positions	-	-	-	

Clerk of the Circuit Court

BUDGET HIGHLIGHTS

The FY17 personnel category increase is due primarily to a countywide compensation adjustment and filling a position added in FY16 above grade minimum. This increase was somewhat offset by a reduction in the number of employees opting for health insurance. The operating increase is due in part to increased funding associated with the State Technology Trust Fund that is held on behalf of Hanover County. The Service Level Plan adds one-time operating funding for record archiving ($7,190) and book conservation ($5,500).

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

GOALS AND OBJECTIVES

- Implement electronic recording of land records;
- Organize records stored in three basement rooms in preparation for move to new courthouse; and,
- Complete paper to digital conversion of fiduciary account books, VEPCO plats and marriage licenses.

SERVICE LEVELS	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Land records recorded	15,797	16,500	17,500	18,500
Wills probated/Administrators appointed	369	400	400	400
Marriage Licenses issued	608	550	550	550
Notary public appointments processed	444	425	440	440
Judgments docketed	2,975	3,200	3,300	3,300
Criminal cases*	2,552	2,400	2,500	2,500
Civil cases filed*	1,649	1,500	1,600	1,600
Concealed weapon permits issued	1,498	1,300	1,800	1,800

**FY15 Actual based on calendar year 2014 due to FY15 count not available. Case count for calendar year 2015 not yet received from Supreme Court.*

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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 1,710,414**	**$ 1,787,321**	**$ 2,512,073**	**40.5%**
Personnel	**1,402,117**	**1,480,410**	**1,942,025**	**31.2%**
Operating	**154,469**	**178,411**	**187,548**	**5.1%**
Capital	**153,828**	**128,500**	**382,500**	**197.7%**
Revenues	**$ 1,710,414**	**$ 1,787,321**	**$ 2,512,073**	**40.5%**
General Fund Revenue	**1,517,381**	**1,582,321**	**2,317,073**	**46.4%**
Local Revenue	**193,033**	**205,000**	**195,000**	**-4.9%**
Fines & Forfeitures	193,033	205,000	195,000	-4.9%
Per capita cost of operating department	**$ 16.21**	**$ 16.67**	**$ 23.09**	
Generated Revenue Percent	**11.3%**	**11.5%**	**7.8%**	
General Fund Revenue Percent	**88.7%**	**88.5%**	**92.2%**	
Full-time Equivalents (FTE)	**23.00**	**23.00**	**29.00**	
Full-time Positions	23.00	23.00	29.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

In the FY17 budget, the personnel category for this department increased due to a countywide compensation adjustment, Service Level Plan funding for two (2) new positions, funding for reclassifications ($50,000) and four (4) positions that were added mid-year FY16. The operating category increase is due to one-time and recurring funding ($53,840) associated with the new positions. The Service Level Plan also includes one-time funding for nine (9) police interceptor vehicles ($309,150).

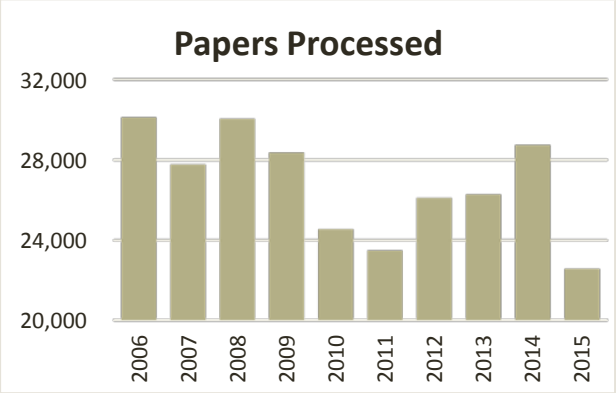
Court Services

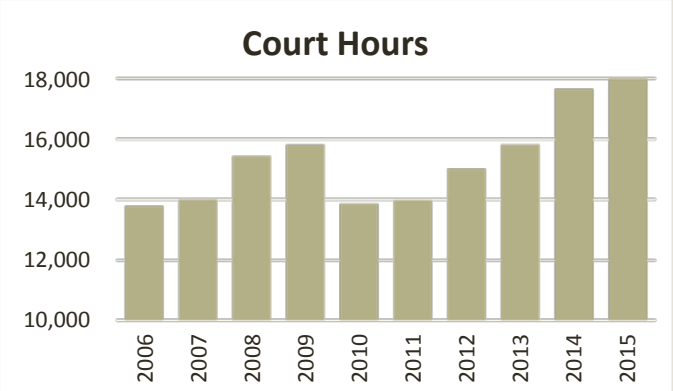
GOALS AND OBJECTIVES

- 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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 1,656,088**	**$ 1,704,483**	**$ 1,803,045**	**5.8%**
Personnel	**1,604,573**	**1,633,957**	**1,697,496**	**3.9%**
Operating	**51,515**	**70,526**	**78,049**	**10.7%**
Capital	**-**	**-**	**27,500**	**----**
Revenues	**$ 1,656,088**	**$ 1,704,483**	**$ 1,803,045**	**5.8%**
General Fund Revenue	**649,592**	**729,483**	**737,045**	**1.0%**
Local Revenue	**40,965**	**-**	**-**	**----**
Recovered Costs	40,965	-	-	----
Intergovernmental Revenue	**965,531**	**975,000**	**1,066,000**	**9.3%**
State Share of Local Offices	873,642	887,000	906,000	2.1%
Categorical State Aid	22,966	22,000	40,000	81.8%
Categorical Federal Aid	68,923	66,000	120,000	81.8%
Per capita cost of operating department	**$ 15.70**	**$ 15.90**	**$ 16.57**	
Generated Revenue Percent	**60.8%**	**57.2%**	**59.1%**	
General Fund Revenue Percent	**39.2%**	**42.8%**	**40.9%**	
Full-time Equivalents (FTE)	**18.00**	**18.00**	**19.00**	
Full-time Positions	18.00	18.00	19.00	
Part-time Positions	-	-	-	

BUDGET HIGHLIGHTS

The FY17 budget includes increases in both personnel and operating. The personnel category increase is due to a countywide compensation adjustment, one (1) additional employee opting for health insurance and one (1) additional full-time employee in the Service Level Plan as a result of a Victim Witness Grant through the Department of Criminal Justice Services. The operating increase is due to one-time funding for noncyclical hardware and software replacement.

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	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 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

	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures - by Department	**$ 50,590,636**	**$ 52,716,501**	**$ 55,241,551**	**4.8%**
Sheriff	21,840,718	22,424,304	23,233,436	3.6%
Emergency Communications	5,068,890	5,397,306	5,538,396	2.6%
Fire/EMS	15,081,233	15,902,834	17,175,119	8.0%
Pamunkey Regional Jail	5,346,147	5,383,692	5,594,801	3.9%
Juvenile Court Services	515,061	734,124	671,852	-8.5%
Community Corrections	434,942	487,566	497,892	2.1%
Building Inspections	1,346,817	1,367,868	1,501,046	9.7%
Animal Control	956,828	1,018,807	1,029,009	1.0%
Expenditures - by Category	**$ 50,590,636**	**$ 52,716,501**	**$ 55,241,551**	**4.8%**
Personnel	35,282,804	36,767,445	38,687,001	5.2%
Operating	13,476,685	14,412,976	14,557,050	1.0%
Capital	1,831,147	1,536,080	1,997,500	30.0%
Revenues	**$ 50,590,636**	**$ 52,716,501**	**$ 55,241,551**	**4.8%**
General Fund Revenue	40,766,225	43,474,301	45,469,064	4.6%
Local Revenue	4,793,384	4,419,900	4,479,500	1.3%
Intergovernmental Revenue	5,031,027	4,822,300	5,292,987	9.8%
Generated Revenue Percent	**19.4%**	**17.5%**	**17.7%**	
General Fund Percent	**80.6%**	**82.5%**	**82.3%**	
Full-time Equivalents (FTE)	**463.00**	**476.60**	**501.10**	
Full-time Positions	461.00	474.00	498.00	
Part-time Positions	2.00	2.60	3.10	

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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 21,840,718**	**$ 22,424,304**	**$ 23,233,436**	**3.6%**
Personnel	**17,588,680**	**18,080,963**	**18,592,493**	**2.8%**
Operating	**2,693,866**	**2,937,261**	**2,916,993**	**-0.7%**
Capital	**1,558,172**	**1,406,080**	**1,723,950**	**22.6%**
Revenues	**$ 21,840,718**	**$ 22,424,304**	**$ 23,233,436**	**3.6%**
General Fund Revenue	**17,871,115**	**18,713,704**	**19,522,436**	**4.3%**
Local Revenue	**210,998**	**143,000**	**162,000**	**13.3%**
Fines & Forfeitures	96,233	100,000	100,000	0.0%
Recovered Costs	74,083	42,000	49,500	17.9%
Miscellaneous Revenue	40,682	1,000	12,500	1150.0%
Intergovernmental Revenue	**3,758,605**	**3,567,600**	**3,549,000**	**-0.5%**
State Share of Local Offices	3,303,297	3,460,000	3,473,000	0.4%
Categorical State Aid	108,749	10,300	-	-100.0%
Categorical Federal Aid	346,559	97,300	76,000	-21.9%
Per capita cost of operating department	**$ 207.02**	**$ 209.18**	**$ 213.54**	
Generated Revenue Percent	**18.2%**	**16.5%**	**16.0%**	
General Fund Revenue Percent	**81.8%**	**83.5%**	**84.0%**	
Full-time Equivalents (FTE)	**225.00**	**229.00**	**234.00**	
Full-time Positions	224.00	228.00	233.00	
Part-time Positions	1.00	1.00	1.00	

Sheriff

BUDGET HIGHLIGHTS

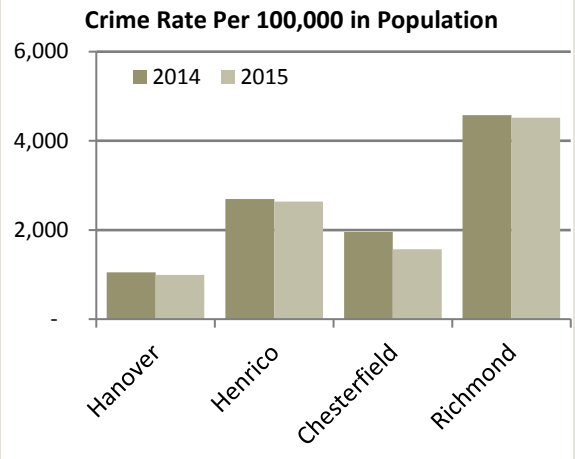
The FY17 personnel category increase is primarily attributable to the addition of four (4) Deputy Sheriff positions, one (1) Administrative Assistant position, and a countywide compensation adjustment. The operating category has reduced funding for vehicle gas as a result of the fuel rate assumed at a lower rate than the prior year. The most significant change in the operating category is that now all new vehicle accessories (i.e. emergency lights, radios) are budgeted with the cost of the vehicle in the capital category. When that change is taken into consideration, the operating category is a net increase. The Service Level Plan includes funding for the new positions ($319,230) as well as associated one-time operating/capital costs ($235,630). There is one-time funding for thirty-seven (37) replacement vehicles ($1,274,650), thirty-five (35) mobile data terminal replacements ($143,990), Automated External Defibrillators (AEDs) ($39,500), evidence room lockers ($30,000), as well as ($97,610) in other items. Finally, recurring funding is included for conversion of all phones to Smartphones ($25,000).

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	2015 Actual	2016 Budget	2016 Forecast	2017 Budget
Total responses	60,824	68,000	62,000	64,000
Average response time Priority 1 calls (minutes)	8.5	8.9	9.8	10.0
Number of funded, sworn officers per 10,000 people	20.0	19.9	20.0	21.4

	CY2012		CY2013		CY2014		CY2015	
	Crimes	Clearance	Crimes	Clearance	Crimes	Clearance	Crimes	Clearance
Murder	5	5	1	1	2	1	3	6
Rape	8	9	7	7	4	5	12	10
Robbery	18	11	10	1	12	9	11	5
Aggr. Assault	47	37	56	50	56	49	47	44
Burglary	97	57	86	54	80	5	74	55
Larceny	843	381	902	397	898	444	864	385
Auto Theft	44	16	37	15	30	16	33	12
Arson	4	4	5	4	9	1	4	3
TOTAL	**1,066**	**520**	**1,104**	**529**	**1,091**	**530**	**1,048**	**520**



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 (CAD) system, CAD mapping, digital recording system and interoperable communications systems.

BUDGET SUMMARY	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 5,068,890**	**$ 5,397,306**	**$ 5,538,396**	**2.6%**
Personnel	**3,245,991**	**3,423,377**	**3,513,964**	**2.6%**
Operating	**1,822,003**	**1,973,929**	**2,024,432**	**2.6%**
Capital	**896**	**-**	**-**	**----**
Revenues	**$ 5,068,890**	**$ 5,397,306**	**$ 5,538,396**	**2.6%**
General Fund Revenue	**4,252,544**	**4,714,306**	**4,848,896**	**2.9%**
Local Revenue	**474,550**	**333,000**	**339,500**	**2.0%**
Charges for Services	447,041	333,000	339,500	2.0%
Recovered Costs	27,509	-	-	----
Intergovernmental Revenue	**341,796**	**350,000**	**350,000**	**0.0%**
Categorical State Aid	341,796	350,000	350,000	0.0%
Per capita cost of operating department	**$ 48.05**	**$ 50.35**	**$ 50.90**	
Generated Revenue Percent	**16.1%**	**12.7%**	**12.4%**	
General Fund Revenue Percent	**83.9%**	**87.3%**	**87.6%**	
Full-time Equivalents (FTE)	**48.50**	**49.50**	**50.50**	
Full-time Positions	48.00	49.00	50.00	
Part-time Positions	0.50	0.50	0.50	

BUDGET HIGHLIGHTS

In the FY17 budget, the personnel category increase for this department is due primarily to Service Level funding for one (1) Communications Officer I position and a countywide compensation adjustment. The operating increase is due primarily to increased funding in maintenance service contracts. The Service Level Plan includes one-time operating funding for both dispatch and training room floor carpeting ($10,000) and dispatch chairs ($18,750).

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;

• Maintain a 90% accuracy rate when handling emergency medical dispatch related calls;

• Assure the Hanover County Security Alarm Ordinance is administered in a proper and efficient manner;

• 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 perform their duties in an efficient, timely and professional manner;

• 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	**FY15 Actual**	**FY16 Budget**	**FY16 Forecast**	**FY17 Budget**
Number of Non-911 telephone calls received	115,447	130,000	125,000	130,000
Number of Wireless 911 calls received	26,638	30,000	27,500	30,000
Number of Wire Line 911 calls received	9,685	10,000	9,500	10,000
Number of Public Safety Incidents received	71,606	75,000	74,000	75,000
Number of dispatch consoles	12	12	12	12
Number of call taker consoles	11	11	11	11

Fire/EMS

DESCRIPTION

Fire-EMS provides emergency 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 400 volunteer personnel. Responsibilities include an all hazards incident management approach to emergencies including fire, emergency medical response, hazardous materials, large-scale incidents, and natural/man-made disasters.

Services are provided out of 16 Fire-EMS stations: Ashland (1), Beaverdam (2), Eastern Hanover (3), Doswell (4), Hanover Courthouse (5), Henry (6), Mechanicsville (7), Montpelier (8), Rockville (9), Chickahominy (10), Farrington (11), Black Creek (12), Ashcake (13), East Hanover (14), West Hanover (15) and Ashland (16).

The staff participates in numerous regional exercises to prepare for any type of disaster or terrorist event. The department also enhances prevention through public education, fire code inspections, and fire investigations. Fire-EMS provides academies for career staff and volunteer members that include over 300 hours of basic training to become an entry-level Firefighter. Advanced EMS education is provided for volunteers in the stations, through the Hanover County School System and in conjunction with J. Sargeant Reynolds Community College.

BUDGET SUMMARY	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 15,081,233**	**$ 15,902,834**	**$ 17,175,119**	**8.0%**
Personnel	**11,941,185**	**12,638,753**	**13,819,329**	**9.3%**
Operating	**2,908,715**	**3,154,081**	**3,123,640**	**-1.0%**
Capital	**231,333**	**110,000**	**232,150**	**111.0%**
Revenues	**$ 15,081,233**	**$ 15,902,834**	**$ 17,175,119**	**8.0%**
General Fund Revenue	**12,007,470**	**12,972,434**	**13,760,075**	**6.1%**
Local Revenue	**2,564,833**	**2,445,100**	**2,447,300**	**0.1%**
Permits, Fees & Licenses	156,700	148,000	148,000	0.0%
Charges for Services	2,315,106	2,200,000	2,200,000	0.0%
Recovered Costs	93,027	97,100	99,300	2.3%
Intergovernmental Revenue	**508,930**	**485,300**	**967,744**	**99.4%**
Categorical State Aid	414,698	365,500	380,592	4.1%
Categorical Federal Aid	94,232	119,800	587,152	390.1%
Per capita cost of operating department	**$ 142.95**	**$ 148.35**	**$ 157.86**	
Generated Revenue Percent	**20.4%**	**18.4%**	**19.9%**	
General Fund Revenue Percent	**79.6%**	**81.6%**	**80.1%**	
Full-time Equivalents (FTE)	**150.00**	**158.00**	**175.00**	
Full-time Positions	150.00	158.00	175.00	
Part-time Positions	-	-	-	

Fire/EMS

BUDGET HIGHLIGHTS

A total of twelve (12) full-time Firefighter/Medic positions were added to the FY16 budget after budget adoption through the use of a SAFER grant (8), reclassification (1), and local funding (3). Additionally, the FY17 Service Level Plan adds five (5) new Firefighter/Medic positions ($316,300). The remainder of the personnel increase is due primarily to a countywide compensation adjustment and increased funding for overtime. The personnel category also includes pooled funding for non-benefited employees. The operating decrease is due primarily to budgeted one-time expenses in FY16, declining gas prices resulting in reduced funding for vehicle gas and reduced funding for small capital outlay. There is an anticipated increase in premium for life and accident insurance for volunteers. The Service Level Plan also includes capital funding for Toughbook replacement (4) ($25,000), vehicle replacement (3) ($98,000), and heavy rescue extrication equipment ($50,000). 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 $521,000 for the ambulance replacement plan. The increase in federal revenue is the result 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 with 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 established service level goals (detailed below);
• 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	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Respond to 80% Priority 1 calls in less than 9 minutes	78.9%	80.0%	77.2%	78.0%
Respond to 80% Priority 2 calls in less than 13 minutes	88.2%	86.0%	89.5%	89.0%
Respond to 80% Priority 3 calls in less than 16 minutes	85.8%	89.0%	84.2%	85.0%
Respond to 80% of urban fire calls in less than 9 minutes	79.8%	80.0%	85.6%	85.0%

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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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	$ 5,346,147	$ 5,383,692	$ 5,594,801	3.9%
Operating	5,346,147	5,383,692	5,594,801	3.9%
Revenues	$ 5,346,147	$ 5,383,692	$ 5,594,801	3.9%
General Fund Revenue	5,346,147	5,383,692	5,594,801	3.9%
Per capita cost of operating department	$ 50.67	$ 50.22	$ 51.42	
Generated Revenue Percent	0.0%	0.0%	0.0%	
General Fund Revenue Percent	100.0%	100.0%	100.0%	

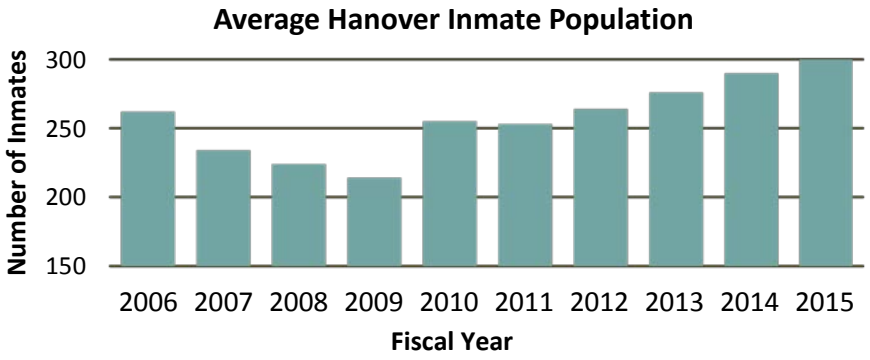
BUDGET HIGHLIGHTS

The FY17 budget reflects the per diem cost ($50.29 per day) to house inmates as part of the County's participation in the Pamunkey Regional Jail Authority (PRJA). The per diem rate increased $0.66 for FY17. The increase is due to compensation adjustments approved by the PRJA Board. The cost of housing inmates has benefited from the economies of scale of a larger jail operation as well as utilizing 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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 515,061**	**$ 734,124**	**$ 671,852**	**-8.5%**
Personnel	**188,804**	**201,427**	**208,602**	**3.6%**
Operating	**326,257**	**532,697**	**463,250**	**-13.0%**
Revenues	**$ 515,061**	**$ 734,124**	**$ 671,852**	**-8.5%**
General Fund Revenue	**433,818**	**652,524**	**590,609**	**-9.5%**
Intergovernmental Revenue	**81,243**	**81,600**	**81,243**	**-0.4%**
Categorical State Aid	81,243	81,600	81,243	-0.4%
Per capita cost of operating department	**$ 4.88**	**$ 6.85**	**$ 6.18**	
Generated Revenue Percent	**15.8%**	**11.1%**	**12.1%**	
General Fund Revenue Percent	**84.2%**	**88.9%**	**87.9%**	
Full-time Equivalents (FTE)	**3.00**	**3.00**	**3.00**	
Full-time Positions	3.00	3.00	3.00	
Part-time Positions	-	-	-	

Juvenile Court Services

BUDGET HIGHLIGHTS

This 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, treatment groups and community service). In the FY17 budget, the personnel category increase is primarily due to a countywide compensation adjustment. The operating decrease is associated with the Merrimac Juvenile Detention Center projected average per diem costs and utilization.

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;
- Provide additional community supervision of juvenile offenders through community surveillance;
- Implement and consistently practice the principals of effective community supervision; and,
- Update and consistently utilize a continuum of incentives and sanctions for juvenile probationers.

SERVICE LEVELS	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Program Participation:				
Community Service	172	150	120	150
Truancy Project	45	50	40	50
Juvenile Drug Court	11	10	10	10
Supervision Plan Services	9	8	6	8
Community Surveillance	44	50	50	50
Number of electronic monitoring cases	49	60	50	50
Total caseload (delinquent and domestic)	1,623	1,770	1,800	1,800
Total delinquent	418	450	450	450
Total diverted	130	150	140	150

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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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 434,942**	**$ 487,566**	**$ 497,892**	**2.1%**
Personnel	**410,603**	**464,477**	**474,301**	**2.1%**
Operating	**24,339**	**23,089**	**23,591**	**2.2%**
Revenues	**$ 434,942**	**$ 487,566**	**$ 497,892**	**2.1%**
General Fund Revenue	**44,544**	**81,666**	**97,892**	**19.9%**
Local Revenue	**52,970**	**68,100**	**55,000**	**-19.2%**
Recovered Costs	52,970	68,100	55,000	-19.2%
Intergovernmental Revenue	**337,428**	**337,800**	**345,000**	**2.1%**
Categorical State Aid	337,428	337,800	345,000	2.1%
Per capita cost of operating department	**$ 4.12**	**$ 4.55**	**$ 4.58**	
Generated Revenue Percent	**89.8%**	**83.3%**	**80.3%**	
General Fund Revenue Percent	**10.2%**	**16.7%**	**19.7%**	
Full-time Equivalents (FTE)	**7.00**	**7.60**	**7.60**	
Full-time Positions	7.00	7.00	7.00	
Part-time Positions	-	0.60	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 the FY17 budget, the personnel category for this department is increasing primarily due to a countywide compensation adjustment and a net increase of one (1) additional employee opting for health insurance. There is only a slight operating category increase.

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 which 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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 1,346,817**	**$ 1,367,868**	**$ 1,501,046**	**9.7%**
Personnel	**1,206,605**	**1,240,556**	**1,345,380**	**8.4%**
Operating	**99,466**	**127,312**	**130,666**	**2.6%**
Capital	**40,746**	**-**	**25,000**	**----**
Revenues	**$ 1,346,817**	**$ 1,367,868**	**$ 1,501,046**	**9.7%**
General Fund Revenue	**(16,066)**	**67,868**	**156,046**	**129.9%**
Local Revenue	**1,362,883**	**1,300,000**	**1,345,000**	**3.5%**
Permits, Fees & Licenses	1,347,172	1,285,000	1,330,000	3.5%
Recovered Costs	15,711	15,000	15,000	0.0%
Per capita cost of operating department	**$ 12.77**	**$ 12.76**	**$ 13.80**	
Generated Revenue Percent	**101.2%**	**95.0%**	**89.6%**	
General Fund Revenue Percent	**-1.2%**	**5.0%**	**10.4%**	
Full-time Equivalents (FTE)	**16.50**	**16.50**	**18.00**	
Full-time Positions	16.00	16.00	17.00	
Part-time Positions	0.50	0.50	1.00	

BUDGET HIGHLIGHTS

The personnel category increase is due primarily to Service Level Plan funding for one (1) Plan Review Technician I position and one (1) benefited part-time Customer Service Agent I position. The personnel category also includes a countywide compensation adjustment. The operating category includes both one-time ($4,680) and recurring ($1,850) funding associated with the new positions. The Service Level Plan also includes $25,000 in one-time capital funding for a new vehicle associated with the Plan Review Technician I position.

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	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Commercial plan reviews:				
Number of plans reviewed	506	440	500	564
Average number of days to review	6	22	21	23
Pre-application plan reviews:				
Number of plans reviewed	9	10	10	10
Average number of days to review	37	22	30	30
Residential plan reviews:				
Number of plans reviewed	1,491	1,592	1,460	1,650
Average number of days to review	4	6	5	6
Number of inspections per day	126	151	154	175
Number of inspections per inspector	18	23	22	25
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.

BUDGET SUMMARY	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 956,828**	**$ 1,018,807**	**$ 1,029,009**	**1.0%**
Personnel	**700,936**	**717,892**	**732,932**	**2.1%**
Operating	**255,892**	**280,915**	**279,677**	**-0.4%**
Capital	**-**	**20,000**	**16,400**	**-18.0%**
Revenues	**$ 956,828**	**$ 1,018,807**	**$ 1,029,009**	**1.0%**
General Fund Revenue	**826,653**	**888,107**	**898,309**	**1.1%**
Local Revenue	**127,150**	**130,700**	**130,700**	**0.0%**
Fines & Forfeitures	85	600	600	0.0%
Permits, Fees & Licenses	90,066	100,000	102,500	2.5%
Charges for Services	19,055	28,000	20,000	-28.6%
Recovered Costs	7,973	2,100	2,100	0.0%
Miscellaneous Revenue	9,971	-	5,500	----
Intergovernmental Revenue	**3,025**	**-**	**-**	**----**
Categorical State Aid	3,025	-	-	----
Per capita cost of operating department	**$ 9.07**	**$ 9.50**	**$ 9.46**	
Generated Revenue Percent	**13.6%**	**12.8%**	**12.7%**	
General Fund Revenue Percent	**86.4%**	**87.2%**	**87.3%**	
Full-time Equivalents (FTE)	**13.00**	**13.00**	**13.00**	
Full-time Positions	13.00	13.00	13.00	
Part-time Positions	-	-	-	

Animal Control

BUDGET HIGHLIGHTS

The overall FY17 budget for this department increased slightly from FY16. The personnel category increase is due primarily to a countywide compensation adjustment. The operating decrease is due mainly to decreased heating, electrical and vehicle gas rates. The Service Level Plan includes capital funding for mobile data terminal replacement ($8,400) and building security card access ($8,000).

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	2015 Actual	2016 Budget	2016 Forecast	2017 Budget
Animal Control Total Incidents	7,727	10,500	9,000	10,000
Total Animals Handled	2,483	3,000	3,000	3,000
Total Animals Redeemed to Owner or Placed	1,561	1,800	1,800	1,800
Licensed dogs	17,264	18,000	18,000	18,000
Animal Attack reports	309	400	350	400
Positive rabies exposure reports	15	20	15	20
Summons/Warrants issued	345	400	400	400
Lost and found reports	1,163	1,200	1,200	1,200

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Public Works

	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures - by Department	**$ 9,257,496**	**$ 9,777,899**	**$ 10,122,328**	**3.5%**
Public Works	1,771,314	1,821,222	1,879,521	3.2%
Public Works Operations	3,699,525	3,806,382	3,800,972	-0.1%
General Services	3,786,657	4,150,295	4,441,835	7.0%
Expenditures	**$ 9,257,496**	**$ 9,777,899**	**$ 10,122,328**	**3.5%**
Personnel	5,610,784	5,871,419	5,887,792	0.3%
Operating	3,380,791	3,641,740	4,084,816	12.2%
Capital	265,921	264,740	149,720	-43.4%
Revenues	**$ 9,257,496**	**$ 9,777,899**	**$ 10,122,328**	**3.5%**
General Fund Revenue	8,188,421	8,735,388	9,094,328	4.1%
Local Revenue	1,047,619	1,024,511	1,010,000	-1.4%
Intergovernmental Revenue	21,456	18,000	18,000	0.0%
Generated Revenue Percent	**11.5%**	**10.7%**	**10.2%**	
General Fund Percent	**88.5%**	**89.3%**	**89.8%**	
Full-time Equivalents (FTE)	**82.00**	**84.50**	**84.50**	
Full-time Positions	81.00	83.00	83.00	
Part-time Positions	1.00	1.50	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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 1,771,314**	**$ 1,821,222**	**$ 1,879,521**	**3.2%**
Personnel	**1,593,741**	**1,656,575**	**1,672,702**	**1.0%**
Operating	**177,573**	**164,647**	**206,819**	**25.6%**
Revenues	**$ 1,771,314**	**$ 1,821,222**	**$ 1,879,521**	**3.2%**
General Fund Revenue	**1,435,860**	**1,562,222**	**1,610,521**	**3.1%**
Local Revenue	**332,814**	**259,000**	**269,000**	**3.9%**
Permits, Fees & Licenses	272,314	250,000	260,000	4.0%
Fines & Forfeitures	11,500	5,000	5,000	0.0%
Charges for Services	4,348	4,000	4,000	0.0%
Recovered Costs	37,165	-	-	----
Use of Money & Property	7,487	-	-	----
Intergovernmental Revenue	**2,640**	**-**	**-**	**----**
Categorical Federal Aid	2,640	-	-	----
Per capita cost of operating department	**$ 16.79**	**$ 16.99**	**$ 17.28**	
Generated Revenue Percent	**18.9%**	**14.2%**	**14.3%**	
General Fund Revenue Percent	**81.1%**	**85.8%**	**85.7%**	
Full-time Equivalents (FTE)	**17.50**	**18.00**	**18.00**	
Full-time Positions	17.00	17.00	17.00	
Part-time Positions	0.50	1.00	1.00	

BUDGET HIGHLIGHTS

The FY17 Public Works budget reflects an overall increase. The personnel category increase is due to a countywide compensation adjustment. The operating increase is due mainly to the Service Level Plan adding $35,000 of recurring funding for drainage easement maintenance and $5,000 of one-time funding for cannery boiler repair. There is a decrease in operating funding for vehicle gas due to declining gas prices. Funding has been included for automated stormwater facility monitoring ($13,100).

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	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Number of erosion control and utility plans submitted	26	35	30	30
Number of site plans reviews	267	125	200	200
Number of subdivision construction plan reviews	92	55	60	60
Number of subdivision plat reviews	128	70	100	100
Number of drainage complaints	168	200	195	195
Number of building permits submitted:				
Residential	618	554	575	575
Commercial	315	334	325	325
Septic Tank Pump-out letters sent	2,000	3,800	3,500	3,500
Cannery items processed (can and jars)	3,720	5,200	5,000	5,000
Cannery patrons	138	175	150	150

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. Yard waste, leaves and grass are collected at select convenience centers. Brush is chipped and sold as mulch or fuel chips, used at schools/parks and given away to the public. The agency also 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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 3,699,525**	**$ 3,806,382**	**$ 3,800,972**	**-0.1%**
Personnel	**1,805,032**	**1,913,977**	**1,913,414**	**0.0%**
Operating	**1,718,665**	**1,763,245**	**1,763,738**	**0.0%**
Capital	**175,828**	**129,160**	**123,820**	**-4.1%**
Revenues	**$ 3,699,525**	**$ 3,806,382**	**$ 3,800,972**	**-0.1%**
General Fund Revenue	**2,968,990**	**3,073,871**	**3,047,972**	**-0.8%**
Local Revenue	**711,719**	**714,511**	**735,000**	**2.9%**
Charges for Services	395,860	351,000	411,500	17.2%
Recovered Costs	315,859	363,511	323,500	-11.0%
Intergovernmental Revenue	**18,816**	**18,000**	**18,000**	**0.0%**
Categorical State Aid	18,816	18,000	18,000	0.0%
Per capita cost of operating department	**$ 35.07**	**$ 35.51**	**$ 34.94**	
Generated Revenue Percent	**19.7%**	**19.2%**	**19.8%**	
General Fund Revenue Percent	**80.3%**	**80.8%**	**80.2%**	
Full-time Equivalents (FTE)	**32.50**	**34.50**	**34.50**	
Full-time Positions	32.00	34.00	34.00	
Part-time Positions	0.50	0.50	0.50	

Public Works Operations

BUDGET HIGHLIGHTS

The FY17 Service Level Plan for this department includes capital category funding for compactor systems ($65,000), roll off containers ($49,200), and a zero turn mower ($9,600). The countywide compensation adjustment was offset by a reduction in the number of employees opting for health insurance in the personnel category. The operating budget is also flat from FY16 due mainly to a substantial decrease in funding for vehicle gas due to declining gas prices.

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	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Municipal Solid Waste (MSW) Tonnage received at convenience centers:				
Private	7,319	7,000	8,000	8,200
Public	24,509	25,000	25,500	25,700
MSW Pulls from Convenience Center	2,747	2,700	2,850	2,880
Number of tons recycled	12,000	17,000	12,360	12,400
Drainage maintenance requests - DPW crews	236	350	300	300
Street Signs	218	200	220	220

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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 3,786,657**	**$ 4,150,295**	**$ 4,441,835**	**7.0%**
Personnel	**2,212,011**	**2,300,867**	**2,301,676**	**0.0%**
Operating	**1,484,553**	**1,713,848**	**2,114,259**	**23.4%**
Capital	**90,093**	**135,580**	**25,900**	**-80.9%**
Revenues	**$ 3,786,657**	**$ 4,150,295**	**$ 4,441,835**	**7.0%**
General Fund Revenue	**3,783,571**	**4,099,295**	**4,435,835**	**8.2%**
Local Revenue	**3,086**	**51,000**	**6,000**	**-88.2%**
Per capita cost of operating department	**$ 35.89**	**$ 38.72**	**$ 40.83**	
Generated Revenue Percent	**0.1%**	**1.2%**	**0.1%**	
General Fund Revenue Percent	**99.9%**	**98.8%**	**99.9%**	
Full-time Equivalents (FTE)	**32.00**	**32.00**	**32.00**	
Full-time Positions	32.00	32.00	32.00	
Part-time Positions	-	-	-	

General Services

BUDGET HIGHLIGHTS

The countywide compensation adjustment was offset by the decrease in the retirement rate in the personnel category. The increase in operating is primarily attributed to increases in funding for operation and maintenance of the new Courthouse. The Service Level Plan includes recurring funding for both Fire/EMS and County facility maintenance ($65,000) and one-time funding for portable air conditioning units ($17,600) and wireless laptops ($8,300).

GOALS AND OBJECTIVES

• Respond to all facility emergency calls in 3 hours or less;
• Complete facilities preventative 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	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Vehicles Maintained:				
School Buses	301	303	300	305
Public Safety	447	445	450	450
Other	385	382	385	385
Special purpose equipment	75	75	75	75
Total	**1,208**	**1,205**	**1,210**	**1,210**
Square Feet Maintained	614,674	617,674	614,674	829,674
Number of safety audits performed	35	30	32	36

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Human Services

	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures - by Department	**$ 20,978,175**	**$ 23,726,744**	**$ 24,161,419**	**1.8%**
Health	519,286	534,865	574,000	7.3%
Community Services Board	9,602,764	10,621,591	10,723,703	1.0%
Social Services	4,756,552	5,509,098	5,634,730	2.3%
Community Resources	291,364	308,590	398,986	29.3%
Children's Services Act	4,235,948	5,090,000	5,220,000	2.6%
Tax Relief	1,572,261	1,662,600	1,610,000	-3.2%
Expenditures - by Category	**$ 20,978,175**	**$ 23,726,744**	**$ 24,161,419**	**1.8%**
Personnel	12,206,536	13,157,158	13,490,512	2.5%
Operating	8,771,639	10,569,586	10,670,907	1.0%
Revenues	**$ 20,978,175**	**$ 23,726,744**	**$ 24,161,419**	**1.8%**
General Fund Revenue	8,709,172	10,660,119	10,642,758	-0.2%
Local Revenue	3,490,118	3,435,482	3,561,308	3.7%
Intergovernmental Revenue	8,778,885	9,631,143	9,957,353	3.4%
Generated Revenue Percent	**58.5%**	**55.1%**	**56.0%**	
General Fund Percent	**41.5%**	**44.9%**	**44.0%**	
Full-time Equivalents (FTE)	**182.28**	**182.67**	**187.17**	
Full-time Positions	174.00	175.00	179.00	
Part-time Positions	8.28	7.67	8.17	

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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 519,286**	**$ 534,865**	**$ 574,000**	**7.3%**
Operating	**519,286**	**534,865**	**574,000**	**7.3%**
Revenues	**$ 519,286**	**$ 534,865**	**$ 574,000**	**7.3%**
General Fund Revenue	**499,518**	**515,365**	**554,000**	**7.5%**
Local Revenue	**19,768**	**19,500**	**20,000**	**2.6%**
Recovered Costs	19,768	19,500	20,000	2.6%
Per capita cost of operating department	**$ 4.92**	**$ 4.99**	**$ 5.28**	
Generated Revenue Percent	**3.8%**	**3.6%**	**3.5%**	
General Fund Revenue Percent	**96.2%**	**96.4%**	**96.5%**	

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

• Expand the Chronic Disease Prevention & Health Promotion program;
• Collaborate with the "Healthy Hanover" coalition in support of the Hanover Human Services Strategic Plan;
• Promote Healthy Eating, Active Living programs in the community;
• Continue to participate in Health Fairs & other community outreach programs;
• Expand the scope and productivity of the WIC program, to include community nutrition education;
• 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;
• Protect the community through emergency preparedness & response activities;
• Conduct epidemiologic surveillance and investigation of outbreaks and communicable diseases of public health significance;
• Provide excellent medical care to the community, particularly the underserved population, through immunization, family planning, maternity, and STD clinics;

Health

- Expand the Every Woman's Life program (cancer prevention program for underserved women);
- Assure adequate pediatric immunization rates in the community; and,
- Conduct at least one mass influenza vaccination clinic annually.

SERVICE LEVELS	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Communicable disease investigations*	293	280	300	280
Outbreak Investigations	3	3	5	4
Family planning visits	764	790	750	760
Maternity visits	281	465	400	400
Nursing Home Screenings	126	125	116	128
WIC participation (Number of Clients)	712	900	710	720
WIC client visits	2,848	3,600	2,840	2,880
Immunization visits	350	620	500	500
Sexually Transmitted Infection visits	262	275	410	275
TB assessments	180	180	200	180
Rabies Incidents	279	375	334	380
Human animal-bite victims (rabies advice)	168	220	210	200
Rabies PEP Given	4	2	2	2
Total sewage/onsite applications	288	315	280	280
Well applications	260	240	288	250
Restaurant inspection visits	941	1,570	890	1,000
Temporary event inspections	115	70	106	110
Environmental Health FOIA Requests	529	620	660	670

**Includes reportable diseases of public health significance, but excludes outbreaks, TB, and STD.*

Community Services Board (CSB)

DESCRIPTION

The 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 Commission on Accreditation of Rehabilitation Facilities (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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 9,602,764**	**$ 10,621,591**	**$ 10,723,703**	**1.0%**
Personnel	**8,569,452**	**9,226,582**	**9,439,376**	**2.3%**
Operating	**1,033,312**	**1,395,009**	**1,284,327**	**-7.9%**
Revenues	**$ 9,602,764**	**$ 10,621,591**	**$ 10,723,703**	**1.0%**
General Fund Revenue	**3,302,014**	**4,407,286**	**4,413,990**	**0.2%**
Local Revenue	**3,325,608**	**3,283,562**	**3,368,908**	**2.6%**
Charges for Services	3,176,880	3,005,562	3,127,908	4.1%
Recovered Costs	121,083	150,000	150,000	0.0%
Miscellaneous Revenue	27,645	128,000	91,000	-28.9%
Intergovernmental Revenue	**2,975,142**	**2,930,743**	**2,940,805**	**0.3%**
Categorical State Aid	2,511,335	2,465,984	2,476,046	0.4%
Categorical Federal Aid	463,807	464,759	464,759	0.0%
Per capita cost of operating department	**$ 91.02**	**$ 99.08**	**$ 98.56**	
Generated Revenue Percent	**65.6%**	**58.5%**	**58.8%**	
General Fund Revenue Percent	**34.4%**	**41.5%**	**41.2%**	
Full-time Equivalents (FTE)	**123.50**	**123.89**	**127.39**	
Full-time Positions	116.00	117.00	120.00	
Part-time Positions	7.50	6.89	7.39	

Community Services Board (CSB)

BUDGET HIGHLIGHTS

The FY17 budget reflects an overall increase. The personnel budget includes a countywide compensation adjustment, mid-year FY16 position reclassifications and Service Level Plan funding for one (1) MH/ID Case Manager I position. The personnel category increase is somewhat offset by a reduction in funding for non-benefited part-time employees. The operating decrease is due primarily to funding the purchase of services line at a level more in line with actual spending and the transfer of a home visiting program from the CSB to the Community Resources budget. Also, declining gas prices resulted in decreased funding for vehicle gas.

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	FY15 Actual Served	FY16 Budget Served	FY16 Forecast Served	FY17 Budget Served
Mental Health Services:				
Acute Psychiatric or Inpatient Services	23	25	22	22
Outpatient Services	737	800	789	771
Assertive Community Treatment	68	60	67	66
Case Management Services	714	700	720	713
Rehabilitation	84	90	90	90
Intellectual Disability Services:				
Case Management Services	262	275	275	280
Rehabilitation	41	45	45	45
Sheltered Employment	19	20	20	-
Supported Employment (Individual & Group)	115	110	110	100
Supportive Residential Services	55	50	50	50
Substance Abuse Services:				
Intensive Outpatient Services	40	43	43	45
Outpatient Services	198	198	200	200
Case Management Services	299	275	300	300
Intensive Residential Services	34	20	29	25
Emergency Services:				
Emergency Services	793	700	800	735
Assessment and Evaluation Services	1,175	1,100	1,188	1,073

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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 4,756,552**	**$ 5,509,098**	**$ 5,634,730**	**2.3%**
Personnel	**3,371,699**	**3,651,425**	**3,766,533**	**3.2%**
Operating	**1,384,853**	**1,857,673**	**1,868,197**	**0.6%**
Revenues	**$ 4,756,552**	**$ 5,509,098**	**$ 5,634,730**	**2.3%**
General Fund Revenue	**1,249,891**	**1,641,278**	**1,548,832**	**-5.6%**
Local Revenue	**25,454**	**27,420**	**27,200**	**-0.8%**
Recovered Costs	25,454	27,420	27,200	-0.8%
Intergovernmental Revenue	**3,481,207**	**3,840,400**	**4,058,698**	**5.7%**
Categorical Federal Aid	2,376,755	2,363,130	2,741,378	16.0%
Categorical State Aid	1,104,452	1,477,270	1,317,320	-10.8%
Per capita cost of operating department	**$ 45.09**	**$ 51.39**	**$ 51.79**	
Generated Revenue Percent	**73.7%**	**70.2%**	**72.5%**	
General Fund Revenue Percent	**26.3%**	**29.8%**	**27.5%**	
Full-time Equivalents (FTE)	**54.78**	**54.78**	**55.78**	
Full-time Positions	54.00	54.00	55.00	
Part-time Positions	0.78	0.78	0.78	

BUDGET HIGHLIGHTS

The personnel category increase includes a countywide compensation adjustment and Service Level Plan funding for one (1) Family Services Specialist I position. The Service Level Plan adds $25,000 in one-time funding in the operating category for Laserfiche implementation.

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	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Continuous Quality Improvement & Customer Service:				
Eligibility application processing compliance	99%	99%	99%	99%
Switchboard telephone calls	23,864	24,800	24,341	24,828
Lobby traffic (Ashland, Bell Creek)	15,541	17,000	15,852	16,169
Abuse cases:				
Child protection investigations/assessment	233	212	238	243
Adult protection investigations/cases	183	300	187	191
Public Assistance recipients:				
Supplemental Nutrition Assistance Program	7,959	8,581	8,118	8,280
Medicaid	9,663	9,273	9,856	10,053
Temporary Assistance for Needy Families	506	610	516	526
Energy Assistance	2,760	2,400	2,815	2,871
Child Welfare recipients:				
Child Day Care	287	244	293	299
Foster Care	41	41	42	43
Foster Care Prevention	7	10	8	9
Adult Services recipients	164	200	167	170

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 Court Appointed Special Advocate (CASA), Youth Services and Volunteer Services. The 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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 291,364**	**$ 308,590**	**$ 398,986**	**29.3%**
Personnel	**265,385**	**279,151**	**284,603**	**2.0%**
Operating	**25,979**	**29,439**	**114,383**	**288.5%**
Revenues	**$ 291,364**	**$ 308,590**	**$ 398,986**	**29.3%**
General Fund Revenue	**220,528**	**247,590**	**315,236**	**27.3%**
Local Revenue	**9,385**	**5,000**	**5,000**	**0.0%**
Miscellaneous Revenue	4,385	-	-	----
Recovered Costs	5,000	5,000	5,000	0.0%
Intergovernmental Revenue	**61,451**	**56,000**	**78,750**	**40.6%**
Categorical Federal Aid	32,251	26,000	38,750	49.0%
Categorical State Aid	29,200	30,000	40,000	33.3%
Per capita cost of operating department	**$ 2.76**	**$ 2.88**	**$ 3.67**	
Generated Revenue Percent	**24.3%**	**19.8%**	**21.0%**	
General Fund Revenue Percent	**75.7%**	**80.2%**	**79.0%**	
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 FY17 adopted budget, the increase in the personnel category is due to the benchmarking of one (1) position as well as a countywide compensation adjustment. The operating increase is primarily from the program administration of the Family Lifeline Home Visiting Service ($62,052) being transferred to Community Resources from the Community Services Board (CSB). Additional growth in operating is due to an increase in the CASA grant for small capital outlay ($22,750).

Community Resources

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.

SERVICE LEVELS	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Volunteer hours reported	474,868	261,000	474,000	475,000
Hanover-specific volunteer opportunities posted	84	70	86	90
Volunteer profiles for Hanover residents	1,675	1,500	1,875	2,000
HYSC projects	37	35	35	37
HYSC service hours	1,080	1,575	1,100	1,170
Number of CASA volunteers	13	14	14	12
Number of children served through CASA	32	30	36	32
Number of information & referral contacts	667	500	500	575
Number of information & referral sources provided	2,142	1,300	1,475	1,725
Supervised Youth Leadership Opportunities:				
Number of Youth Leaders	183	90	275	300
Number of Hours Served	853	830	475	500

Children's Services Act (CSA)

DESCRIPTION

The Children's Services Act (CSA) (previously know as the Comprehensive Services Act) 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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 4,235,948**	**$ 5,090,000**	**$ 5,220,000**	**2.6%**
Operating	**4,235,948**	**5,090,000**	**5,220,000**	**2.6%**
Revenues	**$ 4,235,948**	**$ 5,090,000**	**$ 5,220,000**	**2.6%**
General Fund Revenue	**1,864,960**	**2,186,000**	**2,200,700**	**0.7%**
Local Revenue	**109,903**	**100,000**	**140,200**	**40.2%**
Recovered Costs	109,903	100,000	140,200	40.2%
Intergovernmental Revenue	**2,261,085**	**2,804,000**	**2,879,100**	**2.7%**
Categorical Federal Aid	29,272	52,000	37,300	-28.3%
Categorical State Aid	2,231,813	2,752,000	2,841,800	3.3%
Per capita cost of operating department	**$ 40.15**	**$ 47.48**	**$ 47.98**	
Generated Revenue Percent	**56.0%**	**57.1%**	**57.8%**	
General Fund Revenue Percent	**44.0%**	**42.9%**	**42.2%**	

BUDGET HIGHLIGHTS

The increase in the FY17 operating budget is due to an anticipated increase in mandated expenditures. Both general fund and intergovernmental revenues increased accordingly. Budgeting for recovered costs has increased as well.

GOALS AND OBJECTIVES

• To ensure compliance with the policies and mission of the Children's Services Act;

• To effectively partner with stakeholders and families to improve outcomes for children and families served by Hanover CSA, through collaboration, creative problem-solving, best practice models and community based services;

• To continue cost containment and fiscal accountability of CSA funds through CSA vendor contracts and Utilization Review; and,

• To recover CSA expenditures by actively pursuing reimbursements.

Children's Services Act (CSA)

SERVICE LEVELS	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Number of children served	122	110	120	125
Total expenditures (Mandated & Non-mandated)	$ 4,235,948	$ 5,090,000	$ 4,746,600	$ 5,220,000
Average cost per child*	$ 34,721	$ 46,273	$ 39,555	$ 41,760
Medicaid funding - total paid	$ 745,553	$ 800,000	$ 800,000	$ 800,000
Medicaid funding - local share**	$ 294,391	$ 200,000	$ 179,100	$ 200,000
Total recoveries	$ 109,903	$ 100,000	$ 100,025	$ 140,200
Parental co-pay received	$ 10,540	$ 10,000	$ 19,000	$ 20,000

**Calculated by dividing total expenditures (mandated & non-mandated) by number of children served.*
***Amount is included in "Total Expenditures (Mandated & Non-mandated)".*

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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 1,572,261**	**$ 1,662,600**	**$ 1,610,000**	**-3.2%**
Operating	**1,572,261**	**1,662,600**	**1,610,000**	**-3.2%**
Revenues	**$ 1,572,261**	**$ 1,662,600**	**$ 1,610,000**	**-3.2%**
General Fund Revenue	**1,572,261**	**1,662,600**	**1,610,000**	**-3.2%**
Per capita cost of operating department	**$ 14.90**	**$ 15.51**	**$ 14.80**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	

BUDGET HIGHLIGHTS

The decrease in FY17 is based on recent prior year needs and current forecasting.

Parks, Recreation & Cultural

	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures - by Department	**$ 5,748,957**	**$ 5,895,213**	**$ 6,074,352**	**3.0%**
Parks and Recreation	3,176,391	3,291,355	3,419,494	3.9%
Pamunkey Regional Library	2,572,566	2,603,858	2,654,858	2.0%
Expenditures - by Category	**$ 5,748,957**	**$ 5,895,213**	**$ 6,074,352**	**3.0%**
Personnel	1,977,475	2,143,328	2,208,773	3.1%
Operating	3,672,399	3,652,885	3,684,079	0.9%
Capital	99,083	99,000	181,500	83.3%
Revenues	**$ 5,748,957**	**$ 5,895,213**	**$ 6,074,352**	**3.0%**
General Fund Revenue	5,198,350	5,283,913	5,460,852	3.3%
Local Revenue	550,607	611,300	613,500	0.4%
Generated Revenue Percent	**9.6%**	**10.4%**	**10.1%**	
General Fund Percent	**90.4%**	**89.6%**	**89.9%**	
Full-time Equivalents (FTE)	**31.60**	**30.85**	**30.85**	
Full-time Positions	28.00	29.00	29.00	
Part-time Positions	3.60	1.85	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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 3,176,391**	**$ 3,291,355**	**$ 3,419,494**	**3.9%**
Personnel	**1,977,475**	**2,143,328**	**2,208,773**	**3.1%**
Operating	**1,099,833**	**1,049,027**	**1,029,221**	**-1.9%**
Capital	**99,083**	**99,000**	**181,500**	**83.3%**
Revenues	**$ 3,176,391**	**$ 3,291,355**	**$ 3,419,494**	**3.9%**
General Fund Revenue	**2,625,784**	**2,680,055**	**2,805,994**	**4.7%**
Local Revenue	**550,607**	**611,300**	**613,500**	**0.4%**
Charges for Services	456,682	510,000	520,200	2.0%
Miscellaneous Revenue	93,925	101,300	93,300	-7.9%
Per capita cost of operating department	**$ 30.11**	**$ 30.70**	**$ 31.43**	
Generated Revenue Percent	**17.3%**	**18.6%**	**17.9%**	
General Fund Revenue Percent	**82.7%**	**81.4%**	**82.1%**	
Full-time Equivalents (FTE)	**31.60**	**30.85**	**30.85**	
Full-time Positions	28.00	29.00	29.00	
Part-time Positions	3.60	1.85	1.85	

BUDGET HIGHLIGHTS

In the FY17 budget, the personnel category increase is due to a countywide compensation adjustment and increased funding for non-benefited special programs employees ($26,000) and concessions workers ($22,000). The operating decrease is due mainly to declining gas prices and allocation of special programs funding based on annual departmental review. The Service Level Plan includes one-time funding for various types of maintenance equipment ($68,000), maintenance, irrigation, and repairs at Taylor Park ($48,000), and athletic field lighting ($30,000).

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 park improvements, outlined in the 2010 Parks & Recreation Comprehensive Facilities Master Plan, through partnerships with County athletic leagues and community-based organizations;

• Continue to grow all aspects of Department special events to include adding sponsors and/or partners, improving logistics and increasing outreach for activities such as the Hanover Tomato Festival, Taylor's SpookieFun Fests, and K-9 Hero's/Pooch Pursuit; and,

• Begin quantifying the financial benefits involving tournament use of park sites, including identifying additional special events and athletic activities that the Department can reasonably host, such as the recently held 2013 & 2015 Atlantic 10 Cross Country Championships.

SERVICE LEVELS	**FY15 Actual**	**FY16 Budget**	**FY16 Forecast**	**FY17 Budget**
Number of Hanover parks	10	10	10	10
Number of boat ramps	4	4	4	4
% of time athletic fields mowed within 1 week	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)	95%	99%	96%	99%
Park visitation total	1,277,158	1,575,000	1,300,000	1,325,000

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). 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, author visits, teen activities and lectures. 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 45,976 volumes, open 60 hours a week with a circulation of 102,135 in 2015.

Atlee Branch Library (9161 Atlee Road, Mechanicsville): a 10,000 square foot library with 42,231 volumes, open 60 hours a week with a circulation of 130,017 in 2015. 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 23,607 volumes, open 60 hours a week with a circulation of 24,387 in 2015. 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 49,353 volumes, open 60 hours a week with a circulation of 160,742 in 2015.

Lois Wickham Jones/Montpelier Library (17205 Sycamore Tavern Lane, Montpelier): a 2,500 square foot library with 20,899 volumes, open 40 hours a week with a circulation of 36,708 in 2015.

Cochrane Rockville Branch Library (16600 Pouncey Tract Road, Rockville): a 3,600 square foot library with 25,895 volumes open 60 hours a week with a circulation of 31,295 in 2015.

BUDGET SUMMARY	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 2,572,566**	**$ 2,603,858**	**$ 2,654,858**	**2.0%**
Operating	**2,572,566**	**2,603,858**	**2,654,858**	**2.0%**
Revenues	**$ 2,572,566**	**$ 2,603,858**	**$ 2,654,858**	**2.0%**
General Fund Revenue	**2,572,566**	**2,603,858**	**2,654,858**	**2.0%**
Per capita cost of operating department	**$ 24.38**	**$ 24.29**	**$ 24.40**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
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, having over 485,000 items circulated in the Hanover libraries in 2015. The Library's budget increase is due to a compensation adjustment.

GOALS AND OBJECTIVES

- Strengthen the relationship between customers, the community, and the library;
- Emphasize utilization by the Family Relationship cluster to develop new library users;
- Encourage digital usage by increasing the items available and promoting their utilization;
- Encourage the use of technology to increase efficiency in library service; and,
- Expand destination usage to deepen and strengthen customer relationships.

SERVICE LEVELS	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Active cardholders	82,096	80,000	82,000	82,000
Attendance at library programs	41,369	40,800	41,000	41,000
Internet workstations – hours used	142,545	145,000	143,000	143,000
References questions answered	384,223	397,443	384,000	384,000
Average number of daily website hits	792	840	790	790
Library visits per capita	3.9	3.8	3.9	3.9

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Community Development

	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures - by Department	**$ 4,234,713**	**$ 4,605,947**	**$ 4,620,130**	**0.3%**
Planning	1,761,857	1,839,668	1,862,566	1.2%
Economic Development	1,008,134	1,092,942	1,107,633	1.3%
Virginia Cooperative Extension	65,800	86,806	83,632	-3.7%
Soil & Water Conservation	92,680	93,700	97,000	3.5%
Community Support	1,306,242	1,492,831	1,469,299	-1.6%
Expenditures - by Category	**$ 4,234,713**	**$ 4,605,947**	**$ 4,620,130**	**0.3%**
Personnel	2,166,962	2,219,271	2,266,083	2.1%
Operating	2,057,310	2,386,676	2,354,047	-1.4%
Capital	10,441	-	-	----
Revenues	**$ 4,234,713**	**$ 4,605,947**	**$ 4,620,130**	**0.3%**
General Fund Revenue	3,790,580	4,173,247	4,237,570	1.5%
Local Revenue	444,133	432,700	382,560	-11.6%
Generated Revenue Percent	**10.5%**	**9.4%**	**8.3%**	
General Fund Percent	**89.5%**	**90.6%**	**91.7%**	
Full-time Equivalents (FTE)	**24.00**	**24.00**	**24.00**	
Full-time Positions	24.00	24.00	24.00	
Part-time Positions	-	-	-	

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 are reviewed with Federal, State and local agencies as necessary 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 including the preparation of ordinances, comprehensive plan amendments and regional issues. The Current Section is responsible for all land-use and subdivision applications, exclusive of variances. The Development Review Section is responsible for processing site plan and subdivision applications. The Zoning Section is responsible for the administration and enforcement of the Zoning Ordinance to include review of building permits as well as processing variances and appeals.

BUDGET SUMMARY	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 1,761,857**	**$ 1,839,668**	**$ 1,862,566**	**1.2%**
Personnel	**1,641,681**	**1,679,230**	**1,711,415**	**1.9%**
Operating	**109,735**	**160,438**	**151,151**	**-5.8%**
Capital	**10,441**	**-**	**-**	**----**
Revenues	**$ 1,761,857**	**$ 1,839,668**	**$ 1,862,566**	**1.2%**
General Fund Revenue	**1,506,259**	**1,599,668**	**1,598,566**	**-0.1%**
Local Revenue	**255,598**	**240,000**	**264,000**	**10.0%**
Permits, Fees & Licenses	249,798	240,000	264,000	10.0%
Recovered Costs	5,800	-	-	----
Per capita cost of operating department	**$ 16.70**	**$ 17.16**	**$ 17.12**	
Generated Revenue Percent	**14.5%**	**13.0%**	**14.2%**	
General Fund Revenue Percent	**85.5%**	**87.0%**	**85.8%**	
Full-time Equivalents (FTE)	**19.00**	**19.00**	**19.00**	
Full-time Positions	19.00	19.00	19.00	
Part-time Positions	-	-	-	

Planning

BUDGET HIGHLIGHTS

The FY17 budget includes an increase in personnel and a decrease in operating. Personnel increased due to the countywide compensation adjustment as well as an increase in hours for a full-time Business Manager, which is included in the Service Level Plan. The personnel category also includes funding for non-benefited Board and Commission members. The decrease in operating is mainly due to the decrease in computer equipment replacement of $8,350 which was a non-recurring expense funded in FY16 only.

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; and,
- Continue quarterly development community meetings.

SERVICE LEVELS	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Percentage of Zoning Cases completed in estimated time frame	99%	99%	99%	99%
Percentage of Development Reviews completed on time	99%	99%	99%	99%
Respond to code violation reports within established time frame	99%	99%	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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 1,008,134**	**$ 1,092,942**	**$ 1,107,633**	**1.3%**
Personnel	**525,281**	**540,041**	**554,668**	**2.7%**
Operating	**482,853**	**552,901**	**552,965**	**0.0%**
Revenues	**$ 1,008,134**	**$ 1,092,942**	**$ 1,107,633**	**1.3%**
General Fund Revenue	**823,239**	**911,742**	**994,073**	**9.0%**
Local Revenue	**184,895**	**181,200**	**113,560**	**-37.3%**
Recovered Costs	184,895	181,200	113,560	-37.3%
Per capita cost of operating department	**$ 9.56**	**$ 10.20**	**$ 10.18**	
Generated Revenue Percent	**18.3%**	**16.6%**	**10.3%**	
General Fund Revenue Percent	**81.7%**	**83.4%**	**89.7%**	
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 FY17 budget includes an increase in personnel. The personnel category increase is due to a countywide compensation adjustment and one (1) additional employee budgeted for health insurance. The operating category is unchanged from the prior year.

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	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Business prospects serviced	69	50	52	50
Information inquiries	174	150	160	150
Existing business visits	207	110	160	110

Lodging Available (Hotel Rooms)*	2013	2014	2015	2016**
Town of Ashland	1,117	1,117	1,117	883
County (Excluding Town)	678	678	678	568

**Source: Richmond Region Tourism Office* ***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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 65,800**	**$ 86,806**	**$ 83,632**	**-3.7%**
Operating	**65,800**	**86,806**	**83,632**	**-3.7%**
Revenues	**$ 65,800**	**$ 86,806**	**$ 83,632**	**-3.7%**
General Fund Revenue	**62,160**	**75,306**	**78,632**	**4.4%**
Local Revenue	**3,640**	**11,500**	**5,000**	**-56.5%**
Miscellaneous Revenue	3,640	11,500	5,000	-56.5%
Per capita cost of operating department	**$ 0.62**	**$ 0.81**	**$ 0.77**	
Generated Revenue Percent	**5.5%**	**13.2%**	**6.0%**	
General Fund Revenue Percent	**94.5%**	**86.8%**	**94.0%**	

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 FY17 decrease is due to there no longer being the need to budget for grant reimbursements for camp funds.

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*	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Telephonic and electronic citizen contact	24,000	24,000	24,000	24,400
Newsletter and mailing citizen contact	1,200	1,500	1,400	1,400
Volunteer members	400	400	400	450
Volunteer contacts	34,000	35,000	35,000	35,500
Volunteer hours	35,000	40,000	38,000	40,000
4-H Youth Participants	1,600	1,850	1,850	2,000

**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 non-point source pollution and improve water quality.

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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	$ 92,680	$ 93,700	$ 97,000	3.5%
Operating	92,680	93,700	97,000	3.5%
Revenues	$ 92,680	$ 93,700	$ 97,000	3.5%
General Fund Revenue	92,680	93,700	97,000	3.5%
Per capita cost of operating department	$ 0.88	$ 0.87	$ 0.89	
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 3.5% in FY17.

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;

Soil & Water Conservation District (SWCD)

• 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 Agricultural (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;
• 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 the 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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	$ 1,306,242	$ 1,492,831	$ 1,469,299	-1.6%
Operating	1,306,242	1,492,831	1,469,299	-1.6%
Revenues	$ 1,306,242	$ 1,492,831	$ 1,469,299	-1.6%
General Fund Revenue	1,306,242	1,492,831	1,469,299	-1.6%
Per capita cost of operating department	$ 12.38	$ 13.93	$ 13.50	
Generated Revenue Percent	0.0%	0.0%	0.0%	
General Fund Revenue Percent	100.0%	100.0%	100.0%	

BUDGET HIGHLIGHTS

The FY17 budget includes funding for thirteen (13) regional agencies and seven (7) Hanover agencies and reflects an overall decrease from FY16, with funding for the majority of agencies remaining relatively flat. There are increases in funding for the Richmond Region Tourism, which is determined based on increases in hotel occupancy, and the Greater Richmond Convention Center Authority (GRCCA), which is based on the County's lodging tax. The decrease is attributed to the FY16 Budget including a one-time contribution of $184,000 to the Richmond 2015 Regional Bike Race. There is also a decrease in the funding request from the Capital Region Workforce Partnership.

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.

	FY15 Actual	FY16 Budget	FY17 Budget
American Red Cross	$ 5,000	$ 5,000	$ 5,000
Arts & Culture Funding Consortium	10,000	10,300	11,000
Capital Region Workforce Partnership	5,000	10,000	3,793
FeedMore	5,000	5,000	6,000
Greater Richmond Convention Center Authority	897,765	861,000	1,000,000
Hanover Concert Band	-	500	500
Hanover County Council on Aging	500	500	500
Hanover Habitat for Humanity	3,301	10,000	11,000
Hanover Safe Place	6,000	7,000	7,500
Hanover Tavern Foundation	3,900	4,000	4,000
Historic Polegreen Church Foundation	800	850	850
Homeward	4,000	4,000	4,000
J. Sargeant Reynolds Community College	123,016	124,973	129,076
Maymont Foundation	9,000	9,500	10,000
Metropolitan Richmond Sports Backers	5,250	5,500	6,000
Regional Taxicab Program (GRTC)	-	250	-
Richmond 2015 Regional Bike Race	-	184,000	-
Richmond Region Tourism	157,973	173,317	194,755
Richmond Regional Planning District Commission	54,312	57,016	57,500
Science Museum of VA	7,525	7,525	7,525
Scotchtown	-	3,900	4,000
Senior Connections	5,200	6,000	6,300
St. Joseph's Villa	2,700	2,700	-
Total	**$ 1,306,242**	**$ 1,492,831**	**$ 1,469,299**

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 – 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

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.

Community Support

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.

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

Richmond 2015 Regional Bike Race - Funding was to support the 2015 UCI World Cycling Championship that occurred September of 2015 in Richmond. This event generated worldwide media attention for the region.

Richmond Region Tourism – 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 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 in compliance with the financial policies adopted by the Board of Supervisors. For further information on transfers to other funds, refer to each Fund's applicable section of this budget document.

BUDGET SUMMARY	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 98,628,044**	**$ 105,975,972**	**$ 112,146,897**	**5.8%**
Reserves	**-**	**1,754,154**	**1,829,271**	**4.3%**
Operating				
Reserve for Contingencies	-	1,154,154	1,229,271	6.5%
Reserve for Revenue Transfers	-	500,000	500,000	0.0%
Personnel				
Personnel Category Adjustment	-	100,000	100,000	0.0%
Transfers	**98,628,044**	**104,221,818**	**110,317,626**	**5.8%**
Operating				
Transfer to Airport Fund	90,074	60,361	52,249	-13.4%
Transfer to County Improvements Fund	6,869,720	4,819,800	4,147,520	-13.9%
Transfer to CIP Assignments	-	-	2,646,000	----
Transfer to Debt Fund - County	5,053,573	5,890,835	6,256,435	6.2%
Transfer to Debt Fund - Schools	13,970,610	13,524,822	13,248,422	-2.0%
Transfer to EDA Fund	56,150	-	-	----
Transfer to Lewistown CDA	533,489	526,000	538,000	2.3%
Transfer to School Improvements Fund	1,600,000	2,400,000	3,900,000	62.5%
Transfer to School Operating Fund	70,454,428	77,000,000	79,529,000	3.3%
Revenues	**$ 98,628,044**	**$ 105,975,972**	**$ 112,146,897**	**5.8%**
Revenues	**98,628,044**	**105,975,972**	**112,146,897**	**5.8%**
General Fund Revenue	98,628,044	105,475,972	111,646,897	5.9%
Local Revenue				
Miscellaneous Revenue	-	500,000	500,000	0.0%

The Miscellaneous Revenue category represents Reserve for Revenue Transfers.

Nondepartmental

BUDGET HIGHLIGHTS

Transfers to the Capital Funds, School Fund and Other 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 known at the time of budget adoption.

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 fund 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

	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures - by Fund	**$ 253,095,950**	**$ 270,200,055**	**$ 277,462,925**	**2.7%**
School Funds	**173,678,941**	**178,856,558**	**183,056,358**	**2.3%**
Schools Operating Fund	166,937,086	171,839,758	176,014,358	2.4%
School Food Services Fund	6,741,855	7,016,800	7,042,000	0.4%
Enterprise Funds	**29,165,613**	**37,314,427**	**40,696,724**	**9.1%**
Utilities Operating Fund	28,723,762	32,728,981	33,201,809	1.4%
Airport Fund	441,851	4,585,446	7,494,915	63.5%
Special Revenue Fund	**225,895**	**225,950**	**168,480**	**-25.4%**
Economic Development Authority	225,895	225,950	168,480	-25.4%
Internal Service Fund	**28,675,259**	**33,315,180**	**32,888,252**	**-1.3%**
Self-Insurance Fund	28,675,259	33,315,180	32,888,252	-1.3%
Fiduciary Funds	**2,007,595**	**819,440**	**795,411**	**-2.9%**
Bell Creek CDA	207,136	160,000	120,000	-25.0%
Lewistown CDA	1,800,459	659,440	675,411	2.4%
Debt Service Fund	**19,342,647**	**19,668,500**	**19,857,700**	**1.0%**
Debt Service Fund	19,342,647	19,668,500	19,857,700	1.0%
Expenditures - by Category	**$ 253,095,950**	**$ 270,200,055**	**$ 277,462,925**	**2.7%**
Personnel	**186,753,345**	**195,242,406**	**198,886,111**	**1.9%**
Operating	**32,282,078**	**34,679,334**	**34,375,988**	**-0.9%**
Debt Service	**22,679,901**	**23,035,914**	**23,178,777**	**0.6%**
Capital	**11,380,626**	**17,242,401**	**21,022,049**	**21.9%**
Revenues	**$ 283,102,610**	**$ 270,200,055**	**$ 277,462,925**	**2.7%**
Local Revenue	**96,819,089**	**69,698,196**	**72,104,927**	**3.5%**
Intergovernmental Revenue	**96,125,197**	**98,527,667**	**102,975,683**	**4.5%**
Transfers In	**90,158,324**	**97,002,018**	**99,624,106**	**2.7%**
Use of Planned Surpluses	**-**	**4,972,174**	**2,758,209**	**-44.5%**
Non-General Fund Revenue Percent	**68.2%**	**64.1%**	**64.1%**	
General Fund Percent	**31.8%**	**35.9%**	**35.9%**	
Full-time Equivalents (FTE)	**92.50**	**95.00**	**96.00**	
Full-time Positions	92.00	95.00	96.00	
Part-time Positions	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 FY17 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. Michael B. Gill.

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 & Operations, Human Resources and Administration and Communication.

Instructional Leadership is responsible for accreditation, curriculum, instructional programming, instructional materials, calendar/school day, library/media, student classification and academic requirements, counseling services, accountability and performance measurement, evaluation and reporting, student discipline appeals and school safety and security.

Business & Operations is responsible for management of funds, the annual operating budget, grant management, student activity fund accounting, business partnerships, food services, technology services, capital facility planning and budgeting, maintenance, building services, custodial services, pupil transportation, school closing and district records management.

Human Resources is responsible for recruiting, hiring, staffing, personnel records, staff development and evaluation, personnel policies and goals, compensation, fringe benefits, board/staff communication, student health services, as well as 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 School Board, legislative services, crisis communication, school safety and security policy development, School Board relations, community and media relations, district website content, TV99 and publications.

Hanover County Public Schools

BUDGET SUMMARY	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
School Funds				
Expenditures	**$ 173,678,941**	**$ 178,856,558**	**$ 183,056,358**	**2.3%**
Personnel	152,134,275	156,095,767	160,024,550	2.5%
Operating	19,395,392	20,981,465	21,232,482	1.2%
Capital	2,149,274	1,779,326	1,799,326	1.1%
Revenues	**$ 172,125,073**	**$ 178,856,558**	**$ 183,056,358**	**2.3%**
Local Revenue	6,734,077	7,345,716	7,746,984	5.5%
Intergovernmental Revenue	94,936,568	94,057,029	95,780,374	1.8%
Use of Planned Surpluses	-	453,813	-	-100.0%
Transfers In	70,454,428	77,000,000	79,529,000	3.3%
Generated Revenue Percent	**59.1%**	**56.9%**	**56.6%**	
General Fund Percent	**40.9%**	**43.1%**	**43.4%**	

BUDGET HIGHLIGHTS

The FY17 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 resources to ensure schools are safe for students, school visitors and employees;
• 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 technical 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;
• Integrate recommendations, as approved by the School Board, from the Facility and Instructional Program Evaluation Committee;
• Identify the impact of emerging issues and mandates on the school budget.

SCHOOL FUNDS SUMMARY

Hanover County Public Schools currently operates three (3) separate funds; the School Operating Fund, Food Services Fund and School Capital Improvements Fund. Complete details of all funds can be found in the School Board's 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 and Food Services Fund.

School Operating Fund

DESCRIPTION

The School Operating Fund, comprising over 90% of the district's resources, encompasses five (5) components: General Support, Pupil Transportation, Operations & Maintenance, Instruction and Facilities.

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, sporting events, band and choral concerts.

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: Comprised of three (3) levels of education: elementary, middle and high school. Fifteen (15) elementary schools: 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. Four (4) middle schools: Chickahominy, Liberty, Oak Knoll and Stonewall Jackson. Four (4) high schools: 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.

School Operating Fund

BUDGET SUMMARY	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 166,937,086**	**$ 171,839,758**	**$ 176,014,358**	**2.4%**
Personnel	**148,945,174**	**152,549,963**	**156,579,372**	**2.6%**
Operating	**15,864,758**	**17,560,469**	**17,685,660**	**0.7%**
Capital	**2,127,154**	**1,729,326**	**1,749,326**	**1.2%**
Revenues	**$ 165,578,417**	**$ 171,839,758**	**$ 176,014,358**	**2.4%**
Local Revenue				
Charges for Services	847,114	825,500	847,500	2.7%
Recovered Costs	380,123	573,000	463,000	-19.2%
Miscellaneous Revenue	615,611	1,169,200	1,189,200	1.7%
Intergovernmental Revenue				
Non-Categorical State Aid	66,042,765	66,574,264	67,386,082	1.2%
Sales Tax	18,206,793	18,201,206	19,276,746	5.9%
Categorical State Aid	1,951,448	779,488	537,730	-31.0%
Categorical Federal Aid	7,080,135	6,717,100	6,785,100	1.0%
Transfers In	**70,454,428**	**77,000,000**	**79,529,000**	**3.3%**

Expenditures - by Component	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
General Support	**$ 9,292,448**	**$ 10,368,768**	**$ 10,670,925**	**2.9%**
Personnel	8,425,291	8,638,704	8,961,495	3.7%
Operating	860,101	1,705,064	1,684,430	-1.2%
Capital	7,056	25,000	25,000	0.0%
Pupil Transportation	**$ 8,103,644**	**$ 8,423,911**	**$ 8,435,801**	**0.1%**
Personnel	6,125,423	6,359,178	6,471,068	1.8%
Operating	1,875,402	2,064,733	1,964,733	-4.8%
Capital	102,819	-	-	----
Operations & Maintenance	**$ 11,865,251**	**$ 12,036,534**	**$ 12,095,194**	**0.5%**
Personnel	5,687,540	5,960,222	6,012,977	0.9%
Operating	6,103,611	6,009,429	6,015,334	0.1%
Capital	74,100	66,883	66,883	0.0%
Instruction	**$ 135,989,923**	**$ 139,711,431**	**$ 143,509,281**	**2.7%**
Personnel	128,575,941	131,457,362	134,995,292	2.7%
Operating	5,791,015	6,915,800	7,155,720	3.5%
Capital	1,622,967	1,338,269	1,358,269	1.5%
Facilities	**$ 1,685,820**	**$ 1,299,114**	**$ 1,303,157**	**0.3%**
Personnel	130,979	134,497	138,540	3.0%
Operating	1,234,629	865,443	865,443	0.0%
Capital	320,212	299,174	299,174	0.0%

School Operating Fund

Revenue Detail	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Charges for Services	**$ 847,114**	**$ 825,500**	**$ 847,500**	**2.7%**
Tuition Payments	**607,570**	**555,500**	**577,500**	**4.0%**
Drivers Ed Fees	**141,000**	**170,000**	**170,000**	**0.0%**
Student Parking Fees	**98,544**	**100,000**	**100,000**	**0.0%**
Miscellaneous Revenue	**$ 615,611**	**$ 1,169,200**	**$ 1,189,200**	**1.7%**
Recovered Costs	**$ 380,122**	**$ 573,000**	**$ 463,000**	**-19.2%**
Miscellaneous Refunds	**344,731**	**545,000**	**420,000**	**-22.9%**
Payments - Other Agencies	**35,391**	**28,000**	**43,000**	**53.6%**
Intergovernmental	**$ 93,281,142**	**$ 92,272,058**	**$ 93,985,658**	**1.9%**
Sales Tax	**18,206,793**	**18,201,206**	**19,276,746**	**5.9%**
State Aid				
Basic Aid	47,412,841	46,576,343	45,949,185	-1.3%
Fringe Benefits	8,549,854	8,315,786	8,642,535	3.9%
Special Education-SOQ	6,711,741	6,650,548	6,679,243	0.4%
Incentive Funds	819,218	648,000	1,178,494	81.9%
Textbook	1,010,647	1,001,433	1,110,980	10.9%
Compensation Supplement	-	764,346	688,526	-9.9%
Prevention, Intervent & Remediation	790,908	562,018	647,684	15.2%
Vocational Education - SOQ	441,147	437,125	506,003	15.8%
Gifted and Talented-SOQ	493,665	489,164	485,763	-0.7%
Other Non-Categorical State Aid	452,273	355,500	355,500	0.0%
K-3 Class Size Reduction	182,785	180,580	334,331	85.1%
Virginia PreSchool Initiative	192,132	199,248	249,572	25.3%
At-Risk	264,905	262,466	226,523	-13.7%
Remedial Summer School	-	209,945	194,126	-7.5%
English as a Second Language	113,769	125,172	141,555	13.1%
Early Reading Intervention	124,095	122,215	121,294	-0.8%
Foster Home Children	113,251	110,507	113,486	2.7%
Career and Technical	114,813	93,377	92,356	-1.1%
SOL Algebra Readiness	86,783	86,783	84,336	-2.8%
Homebound Instruction	42,282	43,128	46,583	8.0%
Special Ed - Jail Program	36,213	78,910	34,579	-56.2%
Other Lottery Funds	31,708	31,708	31,708	0.0%
General Adult Education	9,182	9,450	9,450	0.0%
Categorical Federal Aid				
Title VI-B Flow Thru	3,084,825	3,200,000	3,200,000	0.0%
Title I	1,112,237	990,000	990,000	0.0%
Head Start	1,020,300	980,000	980,000	0.0%
Medicaid Reimbursement	766,068	564,900	625,400	10.7%
Title II	283,281	300,000	300,000	0.0%
JROTC	192,175	200,000	200,000	0.0%
Carl Perkins Grant	149,443	155,000	155,000	0.0%
Infants & Toddlers - Federal	126,339	130,000	130,000	0.0%
Preschool Grants	74,740	78,000	78,000	0.0%
Adult Education	106,464	62,500	70,000	12.0%
Title III Subgrant	45,196	40,000	40,000	0.0%
Other Federal Funds	119,069	16,700	16,700	0.0%
Transfers from General Fund	**$ 70,454,428**	**$ 77,000,000**	**$ 79,529,000**	**3.3%**
Grand Total	**$ 165,578,417**	**$ 171,839,758**	**$ 176,014,358**	**2.4%**

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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 6,741,855**	**$ 7,016,800**	**$ 7,042,000**	**0.4%**
Personnel	**3,189,101**	**3,545,804**	**3,445,178**	**-2.8%**
Operating	**3,530,634**	**3,420,996**	**3,546,822**	**3.7%**
Capital	**22,120**	**50,000**	**50,000**	**0.0%**
Revenues	**$ 6,546,656**	**$ 7,016,800**	**$ 7,042,000**	**0.4%**
Local Revenue				
Charges for Services	4,864,428	4,752,016	5,221,284	9.9%
Use of Money & Property	1,731	4,000	4,000	0.0%
Miscellaneous Revenue	25,070	22,000	22,000	0.0%
Intergovernmental Revenue				
Categorical State Aid	49,443	53,061	44,716	-15.7%
Categorical Federal Aid	1,605,984	1,731,910	1,750,000	1.0%
Use of Planned Surpluses	**-**	**453,813**	**-**	**-100.0%**

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 19,995 water customers and 19,428 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 94 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 429 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.

Public Utilities Operating Fund

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 394 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 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 & 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.

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.

Public Utilities Operating Fund

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 Operating 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 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.

Public Utilities Operating Fund

BUDGET SUMMARY	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 28,723,762**	**$ 32,728,981**	**$ 33,201,809**	**1.4%**
Personnel	**5,907,634**	**6,299,515**	**6,599,141**	**4.8%**
Operating				
Operating	10,100,198	10,871,669	10,499,847	-3.4%
Operating Capital	413,921	976,969	818,833	-16.2%
Reserve for Construction	-	99,780	-	-100.0%
Debt Service				
Principal	2,406,830	2,371,830	2,416,830	1.9%
Interest	876,988	872,085	779,849	-10.6%
Capital	**9,018,191**	**11,237,133**	**12,087,309**	**7.6%**
Revenues	**$ 32,550,047**	**$ 32,728,981**	**$ 33,201,809**	**1.4%**
Local Revenue				
Permits, Fees & Licenses	442,993	405,000	440,000	8.6%
Use of Money & Property	108,365	100,000	100,000	0.0%
Charges for Services	22,943,104	22,127,000	23,772,000	7.4%
Non-Operating Revenue	7,859,486	5,920,000	5,920,000	0.0%
Recovered Costs	288,437	279,500	279,500	0.0%
Miscellaneous Revenue	243,472	175,000	175,000	0.0%
Intergovernmental Revenue				
Categorical State Aid	664,190	-	-	----
Use of Planned Surpluses	**-**	**3,722,481**	**2,515,309**	**-32.4%**
Full-time Equivalents (FTE)	**91.00**	**93.00**	**94.00**	
Full-time Positions	91.00	93.00	94.00	
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, 2015:

	Water Usage*	Water Revenue	% of Total Revenue
Bear Island Paper Company, L.P.	443,889	$ 1,036,641	7.40%
Tyson Food	256,137	611,361	4.37%
Kings Dominion	209,415	571,738	4.08%
Doswell Limited Partnership	61,413	156,701	1.12%
Hanover Medical Park	51,322	184,668	1.32%
Randolph - Macon College	33,611	170,490	1.22%
Covenant Woods	19,649	92,315	0.66%
Aqua Virginia	18,561	82,760	0.59%
Hanover Crossing Apartments	10,247	49,666	0.35%
Caroline County	9,407	47,527	0.34%
Total	**1,113,651**	**$ 3,003,867**	**21.45%**

The ten largest water customers together represent about 21.45% of total water operating and non-operating revenues, with the largest customer representing approximately 7.40% 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, 2015:

	Wastewater Usage*	Wastewater Revenue	% of Total Revenue
Kings Dominion	54,857	$ 244,618	1.57%
Hanover Medical Park	49,058	257,395	1.66%
Randolph - Macon College	29,249	170,962	1.10%
Covenant Woods	12,657	69,650	0.45%
Hanover Crossing Apartments	10,247	58,150	0.37%
Mill Trace Apartments	8,818	54,437	0.35%
Shelter Management	7,978	56,450	0.36%
Ashland Town Square	6,538	42,477	0.27%
Richfood	6,408	33,076	0.21%
Cold Harbor Apartments	6,185	67,647	0.44%
Total	**191,995**	**$ 1,054,862**	**6.79%**

The ten largest wastewater customers together represent about 6.79% of total operating and non-operating wastewater revenues with the largest customer representing approximately 1.57% of that total. Water and wastewater usage by a specific customer may not be equal based upon the specific needs for each service.

**In 1,000 gallons*

Public Utilities Operating Fund

RATE STRUCTURE: WATER	FY16	FY17
Base Charge by Meter Size		
Meter Size		
5/8 inch & 3/4 inch	$ 9.62	$ 9.86
1 inch	24.08	24.68
1 1/2 inch	48.02	49.22
2 inch	76.80	78.72
3 inch	153.62	157.46
4 inch	240.03	246.03
6 inch	480.05	492.05
Residential Rates		
Base Charge	By meter size (table above)	
Consumption Charge (per 1,000 gallons):		
Consumption		
0 to 4,000 gallons	$ 1.53	$ 1.57
4,001 to 15,000 gallons	4.65	4.77
Above 15,000 gallons	6.05	6.20
Commercial Schedule I Rates		
Base Charge	By meter size (table above)	
Consumption Charge (per 1,000 gallons):		
Consumption		
0 to 15,000 gallons	$ 4.13	$ 4.23
15,001 to 1,000,000 gallons	4.65	4.77
Above 1,000,000 gallons	2.59	2.65
Separate irrigation meter	5.73	5.87
Commercial Schedule II Rates		
Base Charge	$ 147.72	$ 151.41
Consumption Charge (per 1,000 gallons):		
Consumption		
All usage	$ 2.40	$ 2.46
Peak Use Fee*	1.48	1.52
Commercial Schedule III Rates		
Base Charge	$ 14,770.97	$ 15,140.24
Consumption Charge (per 1,000 gallons):		
Consumption		
All usage	$ 1.96	$ 2.01
Peak Use Fee*	1.48	1.52

*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	FY16	FY17
Base Charge by Meter Size		
Meter Size		
5/8 inch	$ 20.23	$ 20.74
3/4 inch	20.23	20.74
1 inch	20.23	20.74
1 1/2 inch	20.23	20.74
2 inch	101.16	103.69
3 inch	101.16	103.69
4 inch	101.16	103.69
6 inch	101.16	103.69
Residential Rates		
Base Charge	By meter size (table above)	
Consumption Charge (per 1,000 gallons):		
Consumption		
0 to 4,000 gallons	$ 5.42	$ 5.56
Above 4,000 gallons	6.84	7.01
Flat Rate Wastewater	94.50	96.86
Commercial Schedule I Rates		
Base Charge	By meter size (table above)	
Consumption Charge (per 1,000 gallons):		
Consumption		
0 to 50,000 gallons	$ 6.32	$ 6.48
Above 50,000 gallons	5.07	5.20
Commercial Schedule II Rates		
Base Charge	$ 1,264.65	$ 1,296.27
Consumption Charge (per 1,000 gallons):		
Consumption		
All usage	$ 4.17	$ 4.27
Peak Use Fee*	1.25	1.28

*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.

	FY16	FY17
Residential Water		
Standard Connection	$ 5,982	$ 5,982
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
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	**	**

**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	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Water customers	19,995	20,327	20,490	21,000
Wastewater customers	19,428	19,776	19,923	20,434
Customer calls	46,134	49,935	49,368	52,819
Plans reviewed	365	500	342	500
Water distributed (mgd)	8.80	9.84	9.42	9.65
Wastewater collected (mgd)	5.90	5.45	6.58	6.74
Miles of water line maintained	429	435	432	440
Miles of sewer line maintained	394	396	396	398

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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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 441,851**	**$ 4,585,446**	**$ 7,494,915**	**63.5%**
Personnel	**104,123**	**105,944**	**107,068**	**1.1%**
Operating				
Operating	56,543	61,561	60,535	-1.7%
Reserve for Revenue Transfers	-	50,000	50,000	0.0%
Debt Service				
Principal	-	77,883	81,890	5.1%
Interest	68,024	64,116	60,008	-6.4%
Capital	**213,161**	**4,225,942**	**7,135,414**	**68.8%**
Revenues	**$ 400,011**	**$ 4,585,446**	**$ 7,494,915**	**63.5%**
Local Revenue				
Miscellaneous Revenue	(111,902)	-	-	----
Reserve for Revenue	-	50,000	50,000	0.0%
Use of Money & Property	199,970	207,290	207,300	0.0%
Intergovernmental Revenue				
Categorical State Aid	82,529	331,894	534,047	60.9%
Categorical Federal Aid	139,340	3,885,901	6,408,419	64.9%
Use of Planned Surpluses	**-**	**50,000**	**242,900**	**385.8%**
Transfers In	**90,074**	**60,361**	**52,249**	**-13.4%**
Generated Revenue Percent	**77.5%**	**98.7%**	**99.3%**	
General Fund Revenue Percent	**22.5%**	**1.3%**	**0.7%**	
Full-time Equivalents (FTE)	**1.00**	**1.00**	**1.00**	
Full-time Positions	1.00	1.00	1.00	
Part-time Positions	-	-	-	

Airport Fund

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 countywide compensation adjustment. There is a slight decrease in operating due primarily to lower electricity rates. FY17 capital improvements include $6.9M of grant funding.

Approximately $5,300 in aircraft personal property tax was assessed in the County in 2015.

GOALS AND OBJECTIVES

- Continue the removal of obstructions to accommodate safe operations;
- Continue 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	FY15 Actual	FY16 Budget	FY16 Forecast	FY17 Budget
Number of based aircraft	110	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	201,061	190,000	191,000	201,000

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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 225,895**	**$ 225,950**	**$ 168,480**	**-25.4%**
Operating	**225,895**	**225,950**	**168,480**	**-25.4%**
Revenues	**$ 310,368**	**$ 225,950**	**$ 168,480**	**-25.4%**
Local Revenue				
Permits, Fees & Licenses	204,218	187,550	168,480	-10.2%
Intergovernmental Revenue				
Categorical State Aid	50,000	-	-	----
Use of Planned Surpluses	**-**	**38,400**	**-**	**-100.0%**
Transfers In	**56,150**	**-**	**-**	**----**
Generated Revenue Percent	**81.9%**	**100.0%**	**100.0%**	
General Fund Revenue Percent	**18.1%**	**0.0%**	**0.0%**	

BUDGET HIGHLIGHTS

The FY17 budget includes the pass-through funds that are used to support the Economic Development Department in the General Fund. The decrease in revenue is due to having no budgeted Use of Planned Surpluses in FY17. The accompanying decrease in expenditures reduces the reimbursement to the County to offset costs associated with managing the Fund.

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.

Self-Insurance Fund

DESCRIPTION

The Self-Insurance Fund provides for fiscal management of the County and School Board health insurance costs, Clinic and Wellness Program. 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.

BUDGET SUMMARY	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 28,675,259**	**$ 33,315,180**	**$ 32,888,252**	**-1.3%**
Personnel	**28,607,313**	**32,741,180**	**32,155,352**	**-1.8%**
Operating	**67,946**	**574,000**	**732,900**	**27.7%**
Revenues	**$ 32,591,691**	**$ 33,315,180**	**$ 32,888,252**	**-1.3%**
Local Revenue				
Investment Income	75,921	68,100	75,000	10.1%
Recovered Costs	99,122	75,000	75,000	0.0%
Employee	9,610,418	9,707,300	9,534,930	-1.8%
Employer	22,619,678	22,563,300	23,191,322	2.8%
Employer FICA Savings	12,654	10,000	12,000	20.0%
OPEB	173,898	184,000	-	-100.0%
Use of Planned Surpluses	**-**	**707,480**	**-**	**-100.0%**
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**	**1.00**	**1.00**	
Full-time Positions	-	1.00	1.00	
Part-time Positions	0.50	-	-	

BUDGET HIGHLIGHTS

The overall decrease in FY17 expenses is based on market trend increases in health care claims offset by claims not increasing as high as budgeted in FY16. Employer health insurance costs will remain flat at $7,470 for each full-time participating employee. The operating increase is due to increased funding for both the County Wellness Program and Clinic.

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, 2015, $14,271,000 of the bonds has been repaid, reducing the outstanding debt to $1,709,000.

BUDGET SUMMARY	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 207,136**	**$ 160,000**	**$ 120,000**	**-25.0%**
Operating	**207,136**	**160,000**	**120,000**	**-25.0%**
Revenues	**$ 206,507**	**$ 160,000**	**$ 120,000**	**-25.0%**
Local Revenue				
Recovered Costs	206,507	160,000	120,000	-25.0%

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	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 1,800,459**	**$ 659,440**	**$ 675,411**	**2.4%**
Operating	**1,800,459**	**659,440**	**675,411**	**2.4%**
Revenues	**$ 1,704,321**	**$ 659,440**	**$ 675,411**	**2.4%**
Local Revenue				
Recovered Costs	1,170,832	133,440	137,411	3.0%
Transfers In	**533,489**	**526,000**	**538,000**	**2.3%**
Generated Revenue Percent	**68.7%**	**20.2%**	**20.3%**	
General Fund Revenue Percent	**31.3%**	**79.8%**	**79.7%**	

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.

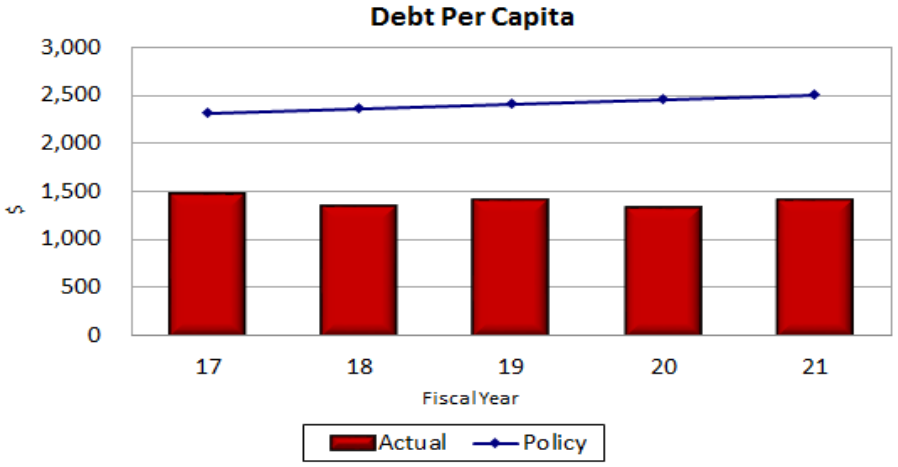
As of June 30, 2015, the County had total bonded debt outstanding of $138.0 million. Of this amount, $120.2 million comprises debt backed by the full faith and credit of the County. The remainder of the County's debt represents bonds secured by specified revenue sources (i.e., revenue bonds and obligations under capital leases).

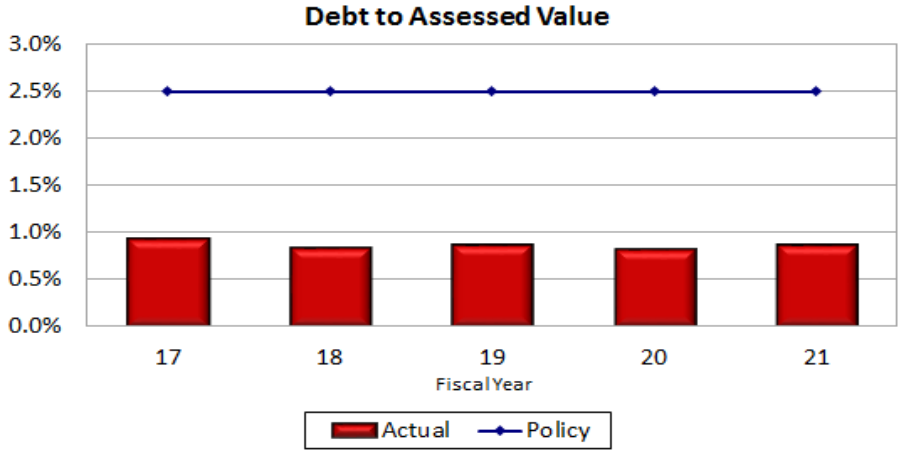
DEBT RATIO POLICIES

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.

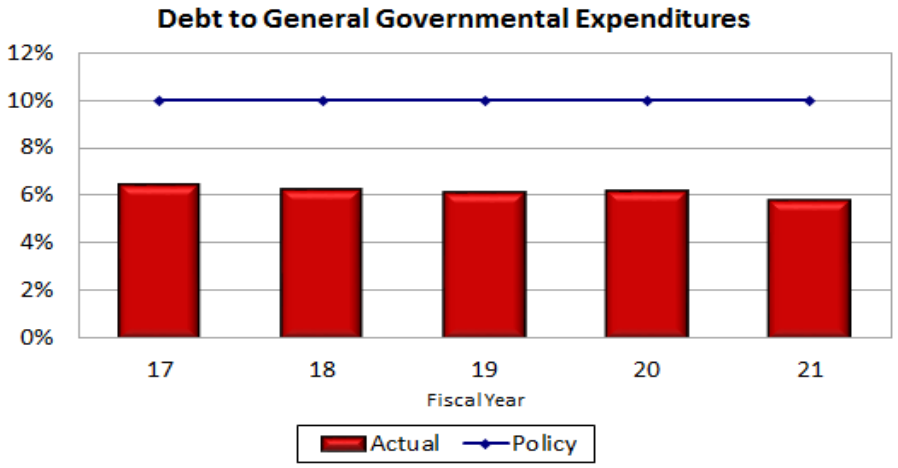
Debt Service Fund

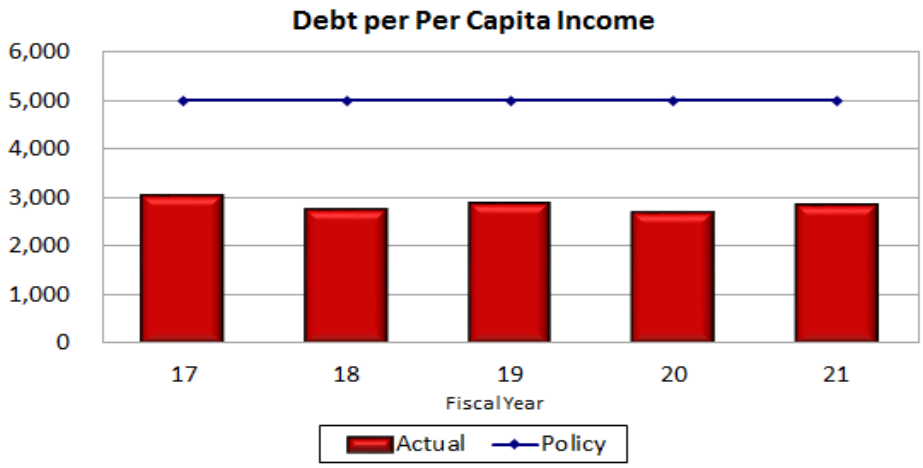
BUDGET SUMMARY	FY15 Actual	FY16 Budget	FY17 Budget	% Change FY16 to FY17
Expenditures	**$ 19,342,647**	**$ 19,668,500**	**$ 19,857,700**	**1.0%**
Operating	**14,588**	**18,500**	**17,500**	**-5.4%**
Debt Service				
Principal	12,581,509	12,377,200	12,788,600	3.3%
Interest	6,713,923	7,272,800	6,951,600	-4.4%
Issuance Costs	32,627	-	100,000	----
Revenues	**$ 43,214,592**	**$ 19,668,500**	**$ 19,857,700**	**1.0%**
Local Revenue				
Miscellaneous Revenue	23,937,839	-	100,000	----
Intergovernmental Revenue				
Categorical Federal Aid	252,570	252,843	252,843	0.0%
Transfers In	**19,024,183**	**19,415,657**	**19,504,857**	**0.5%**
Generated Revenue Percent	**56.0%**	**1.3%**	**1.8%**	
General Fund Revenue Percent	**44.0%**	**98.7%**	**98.2%**	





Debt Service Fund





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:

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.

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*.

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.

Utilities Fund: Revenue generated by the Department of Public Utilities and utilized for Capital Projects.

Capital Improvements Program

SAMPLE CAPITAL IMPROVEMENT PROJECT

Capital Improvements Program **General Government**

Data Center Upgrades

DEPARTMENT
Information Technology

PROJECT TYPE
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 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.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 75,000**	**$ -**	**$ -**	**$ 75,000**	**$ 150,000**
General Fund	-	75,000	-	-	75,000	150,000
Funding Uses	**$ -**	**$ 75,000**	**$ -**	**$ -**	**$ 75,000**	**$ 150,000**
EDP Equipment - Add'l	-	75,000	-	-	75,000	150,000

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, Public Safety or Human Services. This information is located at the top-right of each project page.

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.

Capital Improvements Program

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
Courthouse Park	7232 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

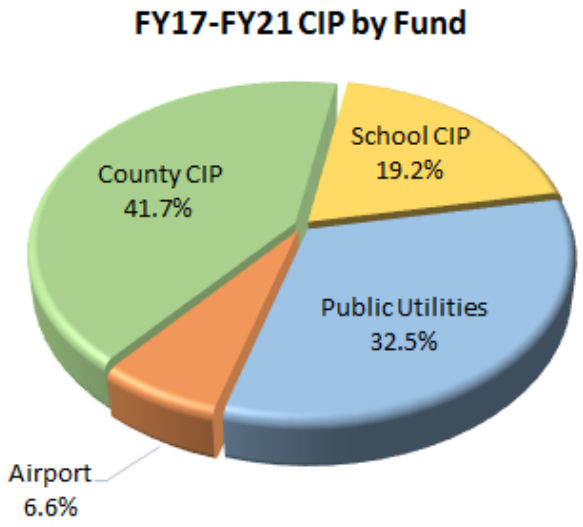
Community Services Board	12300 Washington Highway, Ashland, VA 23005
Community Resources	12310 Washington Highway, Ashland, VA 23005
Health	12312 Washington Highway, Ashland, VA 23005
Social Services	12304 Washington Highway, Ashland, VA 23005

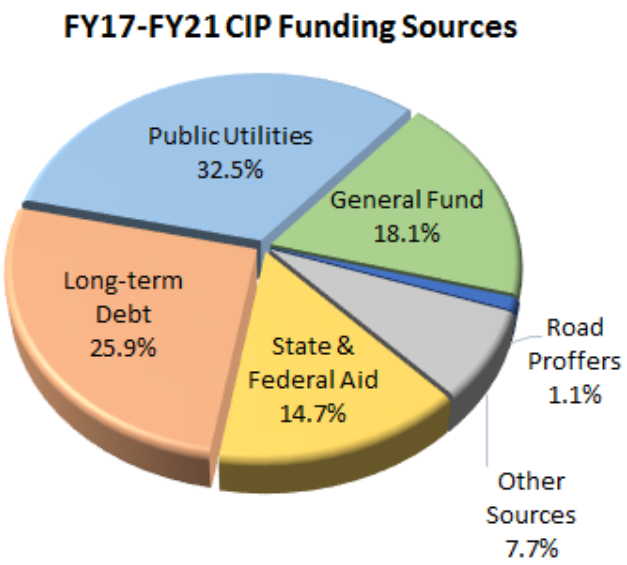
Taylor Complex

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 ($216,442,764)

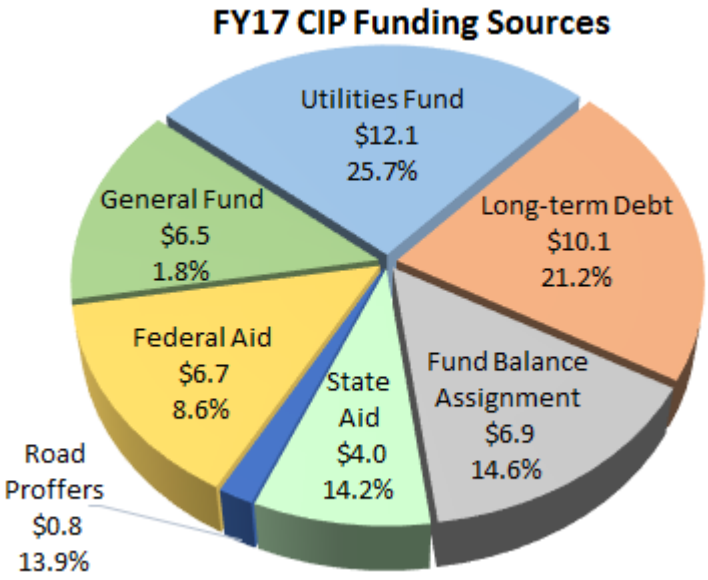




FY17 CIP PROJECTS: ALL FUNDS ($47,089,397)

The first fiscal year of the CIP is appropriated in conjunction with the annual operating budget. The following is a summary of the CIP funding distribution for FY17 – year one of the five-year plan.

Functional Area	FY17 (Millions)
Education	$ 13.9
Public Utilities	12.1
Public Works	7.1
Airport	7.1
General Government	2.5
Public Safety	2.1
Judicial Administration	2.0
Parks, Recreation & Cultural	0.2
Nondepartmental	0.1
Total (In Millions)	**$ 47.1**



	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Budget	Total 5-Yr Budget
General Government	**$ 2,512,000**	**$ 2,046,200**	**$ 1,700,000**	**$ 1,605,000**	**$ 1,726,000**	**$ 9,589,200**
Human Resources	**-**	**530,000**	**-**	**-**	**-**	**530,000**
Human Resource System	-	530,000	-	-	-	530,000
Commissioner of the Revenue	**1,125,000**	**-**	**-**	**-**	**-**	**1,125,000**
County Revenue Management System	1,125,000	-	-	-	-	1,125,000
Information Technology	**1,266,000**	**1,371,000**	**1,700,000**	**1,605,000**	**1,726,000**	**7,668,000**
Technology Infrastructure	600,000	600,000	600,000	625,000	625,000	3,050,000
Enterprise Licenses	390,000	420,000	650,000	650,000	650,000	2,760,000
Storage Area Network	96,000	126,000	300,000	100,000	126,000	748,000
Computer Replacement Program	100,000	150,000	150,000	150,000	150,000	700,000
Data Center Upgrades	-	75,000	-	-	75,000	150,000
Voice Over Internet Protocol Study	-	-	-	-	100,000	100,000
County Website Hosting	80,000	-	-	-	-	80,000
Tax Parcel Data Enhancement	-	-	-	80,000	-	80,000
Registrar	**121,000**	**145,200**	**-**	**-**	**-**	**266,200**
Voting Machines	121,000	145,200	-	-	-	266,200
Judicial Administration	**$ 2,000,000**	**$ -**	**$ -**	**$ 5,300,000**	**$ -**	**$ 7,300,000**
Clerk of the Circuit Court	**-**	**-**	**-**	**300,000**	**-**	**300,000**
Land Records Management System	-	-	-	300,000	-	300,000
Courts Renovations	**2,000,000**	**-**	**-**	**5,000,000**	**-**	**7,000,000**
Courts Building Renovations	2,000,000	-	-	5,000,000	-	7,000,000
Public Safety	**$ 2,119,750**	**$ 2,776,000**	**$ 5,481,000**	**$ 3,505,000**	**$ 2,920,000**	**$ 16,801,750**
Sheriff	**-**	**325,000**	**-**	**65,000**	**-**	**390,000**
Vaughan-Bradley HVAC	-	225,000	-	-	-	225,000
Firing Range Lead Removal	-	100,000	-	-	-	100,000
3D Laser Scanner	-	-	-	65,000	-	65,000
Emergency Communications	**900,000**	**1,180,000**	**3,225,000**	**-**	**-**	**5,305,000**
Radio Replacement - Portable & Mobile	900,000	1,000,000	3,225,000	-	-	5,125,000
Dispatch Console Replacement	-	180,000	-	-	-	180,000
Fire/EMS	**1,219,750**	**1,271,000**	**2,256,000**	**3,440,000**	**2,920,000**	**11,106,750**
Fire Engine & Heavy Squad Replacement	500,000	750,000	750,000	1,270,000	1,250,000	4,520,000
Ambulance Replacement	521,000	521,000	521,000	535,000	535,000	2,633,000
Fire Training Burn Building	-	-	250,000	1,500,000	-	1,750,000
Station Alerting System Upgrade	-	-	-	-	1,000,000	1,000,000
Air Bottles for Scott Air Packs	-	-	600,000	-	-	600,000
Apparatus Exhaust/No Smoke	-	-	135,000	135,000	135,000	405,000
Life Pack (LP) 15 Upgrade	148,750	-	-	-	-	148,750
Fire/EMS Training Center Repairs	50,000	-	-	-	-	50,000
Public Works	**$14,187,168**	**$ 4,802,621**	**$12,927,176**	**$ 4,185,284**	**$ 9,559,600**	**$ 45,661,849**
Public Works	**6,673,154**	**3,425,821**	**11,012,058**	**3,231,180**	**3,900,000**	**28,242,213**
Reserve for Future Roadway Improvements	500,000	2,345,821	9,832,058	2,500,000	3,000,000	18,177,879
Regional Stormwater Implementation	1,050,000	880,000	880,000	331,180	-	3,141,180
Roadway Improvements Sliding Hill	2,654,179	-	-	-	-	2,654,179
Watershed Improvement Program	-	200,000	300,000	400,000	900,000	1,800,000
Roadway Improvements Elletts Crossing	1,125,000	-	-	-	-	1,125,000
Roadway Improvements Woodside Lane	650,000	-	-	-	-	650,000
Roadway Improvements Atlee Extended	366,886	-	-	-	-	366,886
Roadway Improvements Honey Meadows	327,089	-	-	-	-	327,089
Public Works Operations	**63,600**	**151,200**	**220,000**	**100,000**	**209,600**	**744,400**
Solid Waste Equipment Replacement	63,600	151,200	220,000	100,000	209,600	744,400

	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Budget	Total 5-Yr Budget
General Services	**315,000**	**435,000**	**486,000**	**424,000**	**700,000**	**2,360,000**
General Vehicle Replacement Schedule	200,000	300,000	300,000	320,000	330,000	1,450,000
Fleet Garage Floor Top-Coat	-	-	-	-	300,000	300,000
Courthouse Complex Repaving	-	-	51,000	104,000	-	155,000
HVAC Air Handler Replacement	-	135,000	-	-	-	135,000
Human Services Complex Repaving	115,000	-	-	-	-	115,000
Taylor Complex Paving & Repairs	-	-	85,000	-	-	85,000
Air Compressor Replacement - Fleet Facility	-	-	-	-	70,000	70,000
Vaughan-Bradley Roof Repl	-	-	50,000	-	-	50,000
Airport	**7,135,414**	**790,600**	**1,209,118**	**430,104**	**4,750,000**	**14,315,236**
East Side Taxiway Apron	4,714,265	-	-	-	-	4,714,265
Airport Land Acquisition	2,051,149	-	1,029,118	430,104	-	3,510,371
Airport Safety Improvements	-	-	-	-	2,950,000	2,950,000
Terminal Building	-	220,000	-	-	1,800,000	2,020,000
Obstruction Removal	120,000	570,600	-	-	-	690,600
Airport Improvements	250,000	-	-	-	-	250,000
Fuel Tank Replacement	-	-	180,000	-	-	180,000
Human Services	**$ -**	**$ -**	**$ -**	**$ -**	**$ 500,000**	**$ 500,000**
Community Services Board	**-**	**-**	**-**	**-**	**500,000**	**500,000**
RAFT House Project	-	-	-	-	500,000	500,000
Parks, Recreation & Cultural	**$ 150,000**	**$ 150,000**	**$ 12,150,000**	**$ -**	**$ 11,000,000**	**$ 23,450,000**
Parks & Recreation	**150,000**	**150,000**	**3,150,000**	**-**	**6,000,000**	**9,450,000**
District Park Acquisition & Development	-	-	3,000,000	-	6,000,000	9,000,000
Courthouse Park - Athletic Field Lighting	150,000	150,000	150,000	-	-	450,000
Pamunkey Regional Library	**-**	**-**	**9,000,000**	**-**	**5,000,000**	**14,000,000**
Library Development	-	-	9,000,000	-	5,000,000	14,000,000
Community Development	**$ -**	**$ 1,050,000**	**$ -**	**$ -**	**$ -**	**$ 1,050,000**
Planning	**-**	**1,050,000**	**-**	**-**	**-**	**1,050,000**
Community Development System	-	1,050,000	-	-	-	1,050,000
Nondepartmental	**$ 133,170**	**$ 190,430**	**$ -**	**$ -**	**$ -**	**$ 323,600**
Nondepartmental	**133,170**	**190,430**	**-**	**-**	**-**	**323,600**
Debt Capacity Reserve	133,170	190,430	-	-	-	323,600
Education	**$ 13,900,000**	**$ 2,400,000**	**$ 10,400,000**	**$ 2,400,000**	**$ 12,400,000**	**$ 41,500,000**
Schools	**13,900,000**	**2,400,000**	**10,400,000**	**2,400,000**	**12,400,000**	**41,500,000**
HVAC Repairs & Upgrades	5,556,900	-	3,345,000	-	-	8,901,900
School Grounds Upgrades	770,000	-	3,382,000	-	2,368,000	6,520,000
Technology Enhancements	2,000,000	1,000,000	1,000,000	1,000,000	1,000,000	6,000,000
School Buses	1,500,000	1,000,000	1,000,000	1,000,000	1,000,000	5,500,000
Bathroom Renovations	400,000	-	-	-	2,665,000	3,065,000
Roof Repairs & Replacements	1,282,500	200,000	683,000	200,000	385,000	2,750,500
Building Enhancements	114,100	-	-	-	2,340,000	2,454,100
Window Replacements	200,000	-	400,000	-	890,000	1,490,000
Auditorium Renovations	1,200,000	-	250,000	-	-	1,450,000
Painting	200,000	200,000	200,000	200,000	200,000	1,000,000
Security Projects	-	-	-	-	800,000	800,000
Gym Floor, Bleacher Repairs & Field Lighting	-	-	-	-	660,000	660,000
Electrical Service Upgrades	596,500	-	-	-	-	596,500
Kitchen Modernizations	80,000	-	140,000	-	92,000	312,000

	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Budget	Total 5-Yr Budget
Public Utilities	**$12,087,309**	**$15,637,759**	**$13,904,574**	**$ 12,480,850**	**$16,155,873**	**$ 70,266,365**
DPU - Water	**9,131,309**	**9,685,759**	**10,071,574**	**7,491,850**	**13,258,873**	**49,639,365**
Hanover-Richmond Joint Cap Water Contract	2,413,309	6,793,759	6,592,574	4,408,850	3,055,873	23,264,365
Garnett/Ashcake Rd Water Storage & Pump	-	-	-	1,395,000	6,000,000	7,395,000
Elmont Water Storage Tank & Pump Station	5,900,000	-	-	-	-	5,900,000
Cedar Lane Waterline Improvements	280,000	1,185,000	1,160,000	-	-	2,625,000
DWTP to Railroad Crossing Waterline	-	-	-	-	1,620,000	1,620,000
Sliding Hill Rd & Ashcake Rd Waterline	-	-	310,000	1,284,000	-	1,594,000
Ashcake Rd/Long Rd W/L Improvements	-	-	282,000	-	1,178,000	1,460,000
New Ashcake Rd W/L Improvements	-	1,334,000	-	-	-	1,334,000
I-95 Waterline Crossing at Long Road	-	141,000	564,000	-	-	705,000
Air Park Water Tank Rehabilitation	55,000	-	445,000	-	-	500,000
Jackson Ave Water Tank Rehabilitation	-	-	-	-	415,000	415,000
Doswell WTP Carbon Feed System	-	-	-	57,000	318,000	375,000
Air Park Water Storage Tank Pump Station	-	34,000	290,000	-	-	324,000
Creighton Road Tank Recoating Rehab	-	-	-	-	264,000	264,000
Doswell WTP Backwash Tank & Floor Rehab	50,000	21,000	-	180,000	-	251,000
Air Park Water Storage Tank Generator Repl	-	-	209,000	-	-	209,000
West Vaughan Rd Waterline Repl	199,000	-	-	-	-	199,000
Pleasant St Water Tank Generator	-	-	-	-	189,000	189,000
Louisiana St Waterline Replacement	-	-	144,000	-	-	144,000
Dianne Ridge Water Treatment	39,000	102,000	-	-	-	141,000
Oak Hill Estates Hydro & Storage Tank Repl	125,000	-	-	-	-	125,000
Route 1 Waterline Improvements	-	-	-	-	105,000	105,000
Doswell WTP Storage Tank Generator	-	-	-	98,000	-	98,000
Pleasant Street Water Tank Rehabilitation	20,000	-	75,000	-	-	95,000
Route 360 Waterline Improvements	-	-	-	-	91,000	91,000
Harris Court Water Tank Rehabilitation	-	75,000	-	-	-	75,000
Quarles Rd Tank Rehabilitation	50,000	-	-	-	23,000	73,000
Doswell WTP Generator Fuel Tank	-	-	-	69,000	-	69,000
DPU - Sewer	**2,894,000**	**4,848,000**	**3,422,000**	**4,772,000**	**2,751,000**	**18,687,000**
Pump #5, Royal Glen Pump Interceptor	658,000	3,640,000	-	-	-	4,298,000
Mechumps Creek WWPS Force Main Repl	-	-	607,000	-	2,134,000	2,741,000
Shelton Pointe Force Main Upgrade	-	-	-	1,622,000	-	1,622,000
Sliding Hill WWPS Upgrade	-	-	100,000	1,000,000	-	1,100,000
Mechanicsville Sewer Rehabilitation	-	-	200,000	800,000	-	1,000,000
Totopotomoy WWTP Improvements	-	-	-	1,000,000	-	1,000,000
Ashland Sewerline Rehabilitation	-	110,000	740,000	-	-	850,000
Ashland WWTP Generators & Fuel Tanks	-	-	700,000	-	-	700,000
TWWTP 2nd Influent Step Screen	583,000	-	-	-	-	583,000
Doswell WWTP Equalization Tank Rehab	454,000	-	-	-	-	454,000
Shelton Pointe WWPS Upgrade	450,000	-	-	-	-	450,000
Ashland WWTP Clarifier Weir Covers	-	-	-	-	313,000	313,000
WWPS Control Upgrade	155,000	145,000	-	-	-	300,000
Jail Lift Station Pump & Rotomat Repl	-	282,000	-	-	-	282,000
Mechumps Creek WWPS Pump Repl	-	-	265,000	-	-	265,000
Beaverdam WWPS Control Panel & Gear	-	236,000	-	-	-	236,000
AWWTP Polymer Control Panel	-	226,000	-	-	-	226,000
Beaverdam WWPS Grinder Repl	-	-	221,000	-	-	221,000
DWWTP Aeration Basin Blower Repl	-	-	210,000	-	-	210,000
DWWTP Clarifier Weir & Baffle Repl	189,000	-	-	-	-	189,000
Courthouse STP Generator	-	-	-	183,000	-	183,000
Best Products WWPS Replacement	-	-	161,000	-	-	161,000
Lee-Davis Pump Station Upgrade	-	-	-	-	147,000	147,000
Center Street Pump Station Rehab	135,000	-	-	-	-	135,000

	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Budget	Total 5-Yr Budget
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
Shelton Pointe Station Pump	-	-	98,000	-	-	98,000
AWWTP 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
Sledd Run Generator Installation	-	-	-	-	80,000	80,000
Ashland WWTP Influent Meter	78,000	-	-	-	-	78,000
Beaverdam WWPS Asphalt Replacement	-	-	-	-	77,000	77,000
Air Park WWPS Generator Repl	73,000	-	-	-	-	73,000
DPU - Other Projects	**62,000**	**1,104,000**	**411,000**	**217,000**	**146,000**	**1,940,000**
Vehicle Replacement	-	354,000	236,000	157,000	146,000	893,000
Customer Info Sys & Asset Mgmt Upgrade	-	750,000	-	-	-	750,000
Equipment Replacement	62,000	-	87,000	60,000	-	209,000
Bruce Center Painting & Carpeting	-	-	88,000	-	-	88,000
Grand Total	**$47,089,397**	**$29,053,010**	**$56,562,750**	**$ 29,476,134**	**$54,261,473**	**$216,442,764**

	General Fund	Fund Balance Assignment	Long-Term Debt	Road Proffers	Recovered Costs & Misc.	State Aid	Federal Aid	Utilities Fund	Grand Total
General Government	**$ 8,198,000**	**$ 1,391,200**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 9,589,200**
Human Resources	**530,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**530,000**
Commissioner of the Revenue	**-**	**1,125,000**	**-**	**-**	**-**	**-**	**-**	**-**	**1,125,000**
Information Technology	**7,668,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**7,668,000**
Registrar	**-**	**266,200**	**-**	**-**	**-**	**-**	**-**	**-**	**266,200**
Judicial Administration	**$ 300,000**	**$ 2,000,000**	**$ 5,000,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 7,300,000**
Clerk of the Circuit Court	**300,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**300,000**
Courts Renovations	**-**	**2,000,000**	**5,000,000**	**-**	**-**	**-**	**-**	**-**	**7,000,000**
Public Safety	**$ 10,317,785**	**$ 6,483,965**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 16,801,750**
Sheriff	**390,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**390,000**
Emergency Communications	**680,000**	**4,625,000**	**-**	**-**	**-**	**-**	**-**	**-**	**5,305,000**
Radio Replacement - Portable & Mobile	500,000	4,625,000	-	-	-	-	-	-	5,125,000
Dispatch Console Replacement	180,000	-	-	-	-	-	-	-	180,000
Fire/EMS	**9,247,785**	**1,858,965**	**-**	**-**	**-**	**-**	**-**	**-**	**11,106,750**
Fire Engine & Heavy Squad Replacement	4,520,000	-	-	-	-	-	-	-	4,520,000
Ambulance Replacement	2,633,000	-	-	-	-	-	-	-	2,633,000
Fire Training Burn Building	250,000	1,500,000	-	-	-	-	-	-	1,750,000
Station Alerting System Upgrade	1,000,000	-	-	-	-	-	-	-	1,000,000
Air Bottles for Scott Air Packs	241,035	358,965	-	-	-	-	-	-	600,000
Apparatus Exhaust/No Smoke	405,000	-	-	-	-	-	-	-	405,000
Life Pack (LP) 15 Upgrade	148,750	-	-	-	-	-	-	-	148,750
Fire/EMS Training Center Repairs	50,000	-	-	-	-	-	-	-	50,000
Public Works	**$ 7,254,400**	**$ 3,458,538**	**$ -**	**$ 2,500,000**	**$ 540,000**	**$ 15,346,236**	**$ 16,562,675**	**$ -**	**$ 45,661,849**
Public Works	**4,150,000**	**3,170,590**	**-**	**2,500,000**	**-**	**12,262,468**	**6,159,155**	**-**	**28,242,213**
Roadway Improvements Sliding Hill	-	1,000,000	-	500,000	-	2,966,412	5,865,646	-	10,332,058
Reserve for Future Roadway Improvements	3,000,000	-	-	2,000,000	-	5,050,178	-	-	10,050,178
Regional Stormwater Implementation	-	1,570,590	-	-	-	1,570,590	-	-	3,141,180
Watershed Improvement Program	650,000	250,000	-	-	-	900,000	-	-	1,800,000
Roadway Improvements Elletts Crossing	275,000	-	-	-	-	1,299,822	-	-	1,574,822
Roadway Improvements Woodside Lane	225,000	100,000	-	-	-	325,000	-	-	650,000
Roadway Improvements Atlee Extended	-	-	-	-	-	73,377	293,509	-	366,886
Roadway Improvements Honey Meadows	-	250,000	-	-	-	77,089	-	-	327,089
Public Works Operations	**744,400**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**744,400**
General Services	**2,360,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**2,360,000**
Airport	**-**	**287,948**	**-**	**-**	**540,000**	**3,083,768**	**10,403,520**	**-**	**14,315,236**
East Side Taxiway Apron	-	80,000	-	-	-	173,786	4,460,479	-	4,714,265
Airport Land Acquisition	-	38,948	-	-	-	283,382	3,188,041	-	3,510,371
Airport Safety Improvements	-	59,000	-	-	-	236,000	2,655,000	-	2,950,000
Terminal Building	-	-	-	-	540,000	1,480,000	-	-	2,020,000
Obstruction Removal	-	24,000	-	-	-	666,600	-	-	690,600
Airport Improvements	-	50,000	-	-	-	100,000	100,000	-	250,000
Fuel Tank Replacement	-	36,000	-	-	-	144,000	-	-	180,000
Human Services	**$ 500,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 500,000**
Community Services Board	**500,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**500,000**
Parks, Recreation & Cultural	**$ 300,000**	**$ -**	**$ 23,000,000**	**$ -**	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ 23,450,000**
Parks & Recreation	**300,000**	**-**	**9,000,000**	**-**	**150,000**	**-**	**-**	**-**	**9,450,000**
District Park Acquisition & Development	-	-	9,000,000	-	-	-	-	-	9,000,000
Courthouse Park - Athletic Field Lighting	300,000	-	-	-	150,000	-	-	-	450,000
Pamunkey Regional Library	**-**	**-**	**14,000,000**	**-**	**-**	**-**	**-**	**-**	**14,000,000**
Community Development	**$ -**	**$ 1,050,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,050,000**
Planning	**-**	**1,050,000**	**-**	**-**	**-**	**-**	**-**	**-**	**1,050,000**
Nondepartmental	**$ 323,600**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 323,600**
Nondepartmental	**323,600**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**323,600**

	General Fund	Fund Balance Assignment	Long-Term Debt	Road Proffers	Recovered Costs & Misc.	State Aid	Federal Aid	Utilities Fund	Grand Total
Education	**$ 12,000,000**	**$ 1,500,000**	**$ 28,000,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 41,500,000**
Schools	**12,000,000**	**1,500,000**	**28,000,000**	**-**	**-**	**-**	**-**	**-**	**41,500,000**
HVAC Repairs & Upgrades	-	-	8,901,900	-	-	-	-	-	8,901,900
School Grounds Upgrades	-	-	6,520,000	-	-	-	-	-	6,520,000
Technology Enhancements	5,000,000	1,000,000	-	-	-	-	-	-	6,000,000
School Buses	5,000,000	500,000	-	-	-	-	-	-	5,500,000
Bathroom Renovations	-	-	3,065,000	-	-	-	-	-	3,065,000
Roof Repairs & Replacements	1,000,000	-	1,750,500	-	-	-	-	-	2,750,500
Building Enhancements	-	-	2,454,100	-	-	-	-	-	2,454,100
Window Replacements	-	-	1,490,000	-	-	-	-	-	1,490,000
Auditorium Renovations	-	-	1,450,000	-	-	-	-	-	1,450,000
Painting	1,000,000	-	-	-	-	-	-	-	1,000,000
Security Projects	-	-	800,000	-	-	-	-	-	800,000
Gym Floor, Bleacher Repairs & Field Lighting	-	-	660,000	-	-	-	-	-	660,000
Electrical Service Upgrades	-	-	596,500	-	-	-	-	-	596,500
Kitchen Modernizations	-	-	312,000	-	-	-	-	-	312,000
Public Utilities	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 70,266,365**	**$ 70,266,365**
Grand Total	**$ 39,193,785**	**$ 15,883,703**	**$ 56,000,000**	**$ 2,500,000**	**$ 690,000**	**$ 15,346,236**	**$ 16,562,675**	**$ 70,266,365**	**$ 216,442,764**

Public Works includes Airport Fund projects.

Summary by Fund	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Budget	Total 5-Yr Budget
County Improvements Fund	13,966,674	10,224,651	31,049,058	14,165,180	20,955,600	90,361,163
School Improvements Fund	13,900,000	2,400,000	10,400,000	2,400,000	12,400,000	41,500,000
Airport Fund	7,135,414	790,600	1,209,118	430,104	4,750,000	14,315,236
Utilities Operating Fund	12,087,309	15,637,759	13,904,574	12,480,850	16,155,873	70,266,365
Grand Total	**$ 47,089,397**	**$ 29,053,010**	**$ 56,562,750**	**$ 29,476,134**	**$ 54,261,473**	**$ 216,442,764**

Summary by Functional Area	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Budget	Total 5-Yr Budget
General Government	2,512,000	2,046,200	1,700,000	1,605,000	1,726,000	9,589,200
Judicial Administration	2,000,000	-	-	5,300,000	-	7,300,000
Public Safety	2,119,750	2,776,000	5,481,000	3,505,000	2,920,000	16,801,750
Public Works	14,187,168	4,802,621	12,927,176	4,185,284	9,559,600	45,661,849
Human Services	-	-	-	-	500,000	500,000
Parks, Recreation & Cultural	150,000	150,000	12,150,000	-	11,000,000	23,450,000
Community Development	-	1,050,000	-	-	-	1,050,000
Nondepartmental	133,170	190,430	-	-	-	323,600
Education	13,900,000	2,400,000	10,400,000	2,400,000	12,400,000	41,500,000
Public Utilities	12,087,309	15,637,759	13,904,574	12,480,850	16,155,873	70,266,365
Grand Total	**$ 47,089,397**	**$ 29,053,010**	**$ 56,562,750**	**$ 29,476,134**	**$ 54,261,473**	**$ 216,442,764**

Project Type by Fund	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Budget	Total 5-Yr Budget
County Improvements Fund	**$ 13,966,674**	**$ 10,224,651**	**$ 31,049,058**	**$ 14,165,180**	**$ 20,955,600**	**$ 90,361,163**
Construction	-	-	9,000,000	-	5,000,000	14,000,000
Equipment	1,233,350	1,476,400	4,180,000	235,000	1,414,600	8,539,350
Facility Improvements	2,315,000	610,000	3,586,000	6,604,000	6,800,000	19,915,000
Reserve	133,170	190,430	-	-	-	323,600
Roads & Public Works	6,673,154	3,425,821	11,012,058	3,231,180	3,900,000	28,242,213
Technology	2,391,000	2,951,000	1,700,000	1,970,000	1,726,000	10,738,000
Vehicles	1,221,000	1,571,000	1,571,000	2,125,000	2,115,000	8,603,000
School Improvements Fund	**$ 13,900,000**	**$ 2,400,000**	**$ 10,400,000**	**$ 2,400,000**	**$ 12,400,000**	**$ 41,500,000**
Equipment	1,500,000	1,000,000	1,000,000	1,000,000	1,800,000	6,300,000
Facility Improvements	10,400,000	400,000	8,400,000	400,000	9,600,000	29,200,000
Technology	2,000,000	1,000,000	1,000,000	1,000,000	1,000,000	6,000,000
Airport Fund	**$ 7,135,414**	**$ 790,600**	**$ 1,209,118**	**$ 430,104**	**$ 4,750,000**	**$ 14,315,236**
Equipment	-	-	180,000	-	-	180,000
Facility Improvements	5,084,265	790,600	-	-	4,750,000	10,624,865
Land Acquisition	2,051,149	-	1,029,118	430,104	-	3,510,371
Utilities Operating Fund	**$ 12,087,309**	**$ 15,637,759**	**$ 13,904,574**	**$ 12,480,850**	**$ 16,155,873**	**$ 70,266,365**
Equipment	62,000	1,104,000	323,000	217,000	146,000	1,852,000
Facility Improvements	9,612,000	7,740,000	6,989,000	7,855,000	12,954,000	45,150,000
Utility Service Agreement	2,413,309	6,793,759	6,592,574	4,408,850	3,055,873	23,264,365
Grand Total	**$ 47,089,397**	**$ 29,053,010**	**$ 56,562,750**	**$ 29,476,134**	**$ 54,261,473**	**$ 216,442,764**

Total Capital Improvements Funds	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Budget	Total 5-Yr Budget
Funding Sources	**$ 47,089,397**	**$ 29,053,010**	**$ 56,562,750**	**$ 29,476,134**	**$ 54,261,473**	**$ 216,442,764**
General Fund	6,547,520	7,603,630	7,603,035	7,784,000	9,655,600	39,193,785
Long-Term Debt	10,000,000	-	20,000,000	5,000,000	21,000,000	56,000,000
Intergovernmental	10,740,620	2,676,421	10,345,176	2,045,694	6,101,000	31,908,911
Road Proffers	500,000	500,000	500,000	500,000	500,000	2,500,000
Other Sources	19,301,257	18,272,959	18,114,539	14,146,440	17,004,873	86,840,068

Funding Analysis of County & School Capital Projects	FY17	FY18	FY19	FY20	FY21	Total
General Fund Support	23.5%	60.2%	18.3%	47.0%	28.9%	29.7%
Support from Other Sources	40.6%	39.8%	33.4%	22.8%	8.1%	27.8%
Total Non-Debt Funding	**64.1%**	**100.0%**	**51.7%**	**69.8%**	**37.0%**	**57.5%**
Total Debt Funding	**35.9%**	**0.0%**	**48.3%**	**30.2%**	**63.0%**	**42.5%**

Funding Sources by Fund	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Budget	Total 5-Yr Budget
County Improvements Fund	**$ 13,966,674**	**$ 10,224,651**	**$ 31,049,058**	**$ 14,165,180**	**$ 20,955,600**	**$ 90,361,163**
General Fund	4,147,520	5,203,630	5,203,035	5,384,000	7,255,600	27,193,785
Categorical State Aid	3,504,645	1,885,821	3,306,412	1,615,590	1,950,000	12,262,468
Miscellaneous Revenue	-	-	150,000	-	-	150,000
Long-Term Debt	-	-	12,000,000	5,000,000	11,000,000	28,000,000
Categorical Federal Aid	293,509	-	5,865,646	-	-	6,159,155
Use of Fund Balance	2,000,000	-	-	1,500,000	-	3,500,000
Fund Balance Assignment - Transportation	1,000,000	-	-	-	-	1,000,000
Fund Balance Assignment - Stormwater Capital	-	-	-	-	250,000	250,000
Fund Balance Assignment - Capital	1,646,000	2,195,200	3,225,000	-	-	7,066,200
Prior Year Fund Balance	-	-	-	-	-	-
Road Proffers	850,000	500,000	500,000	500,000	500,000	2,850,000
CIP Fund Balance Assignment - Debt Reserve	-	-	358,965	-	-	358,965
CIP Fund Balance Assignment - Stormwater PYB	525,000	440,000	440,000	165,590	-	1,570,590
School Improvements Fund	**$ 13,900,000**	**$ 2,400,000**	**$ 10,400,000**	**$ 2,400,000**	**$ 12,400,000**	**$ 41,500,000**
General Fund	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000	12,000,000
Long-Term Debt	10,000,000	-	8,000,000	-	10,000,000	28,000,000
Fund Balance Assignment - Education	1,500,000	-	-	-	-	1,500,000
Airport Fund	**$ 7,135,414**	**$ 790,600**	**$ 1,209,118**	**$ 430,104**	**$ 4,750,000**	**$ 14,315,236**
Categorical State Aid	534,047	790,600	228,010	35,111	1,496,000	3,083,768
Categorical Federal Aid	6,408,419	-	945,108	394,993	2,655,000	10,403,520
Recovered Costs	-	-	-	-	540,000	540,000
Prior Year Fund Balance	192,948	-	36,000	-	59,000	287,948
Utilities Operating Fund	**$ 12,087,309**	**$ 15,637,759**	**$ 13,904,574**	**$ 12,480,850**	**$ 16,155,873**	**$ 70,266,365**
Utilities Fund	12,087,309	15,637,759	13,904,574	12,480,850	16,155,873	70,266,365
Grand Total	**$ 47,089,397**	**$ 29,053,010**	**$ 56,562,750**	**$ 29,476,134**	**$ 54,261,473**	**$ 216,442,764**

Summary by Funding Source	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Budget	Total 5-Yr Budget
General Fund	**$ 6,547,520**	**$ 7,603,630**	**$ 7,603,035**	**$ 7,784,000**	**$ 9,655,600**	**$ 39,193,785**
County Improvements Fund	4,147,520	5,203,630	5,203,035	5,384,000	7,255,600	27,193,785
School Improvements Fund	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000	12,000,000
Long-Term Debt	**$ 10,000,000**	**$ -**	**$ 20,000,000**	**$ 5,000,000**	**$ 21,000,000**	**$ 56,000,000**
County Improvements Fund	-	-	12,000,000	5,000,000	11,000,000	28,000,000
School Improvements Fund	10,000,000	-	8,000,000	-	10,000,000	28,000,000
Intergovernmental	**$ 10,740,620**	**$ 2,676,421**	**$ 10,345,176**	**$ 2,045,694**	**$ 6,101,000**	**$ 31,908,911**
County Improvements Fund	3,798,154	1,885,821	9,172,058	1,615,590	1,950,000	18,421,623
Airport Fund	6,942,466	790,600	1,173,118	430,104	4,151,000	13,487,288
Road 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	**$ 19,301,257**	**$ 18,272,959**	**$ 18,114,539**	**$ 14,146,440**	**$ 17,004,873**	**$ 86,840,068**
County Improvements Fund	5,521,000	2,635,200	4,173,965	1,665,590	250,000	14,245,755
School Improvements Fund	1,500,000	-	-	-	-	1,500,000
Utilities Operating Fund	12,087,309	15,637,759	13,904,574	12,480,850	16,155,873	70,266,365
Airport Fund	192,948	-	36,000	-	599,000	827,948
Grand Total	**$ 47,089,397**	**$ 29,053,010**	**$ 56,562,750**	**$ 29,476,134**	**$ 54,261,473**	**$ 216,442,764**

Other Sources: Detail by Fund	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Budget	Total 5-Yr Budget
Other Sources	**$ 19,301,257**	**$ 18,272,959**	**$ 18,114,539**	**$ 14,146,440**	**$ 17,004,873**	**$ 86,840,068**
Airport Fund	**192,948**	**-**	**36,000**	**-**	**599,000**	**827,948**
Recovered Costs	-	-	-	-	540,000	540,000
Prior Year Fund Balance	192,948	-	36,000	-	59,000	287,948
County Improvements Fund	**5,521,000**	**2,635,200**	**4,173,965**	**1,665,590**	**250,000**	**14,245,755**
Fund Balance Assignment - Capital	1,646,000	2,195,200	3,225,000	-	-	7,066,200
Use of Fund Balance	2,000,000	-	-	1,500,000	-	3,500,000
CIP Fund Balance Assignment - Stormwater PYB	525,000	440,000	440,000	165,590	-	1,570,590
Fund Balance Assignment - Transportation	1,000,000	-	-	-	-	1,000,000
CIP Fund Balance Assignment - Debt Reserve	-	-	358,965	-	-	358,965
Road Proffers	350,000	-	-	-	-	350,000
Fund Balance Assignment - Stormwater Capital	-	-	-	-	250,000	250,000
Miscellaneous Revenue	-	-	150,000	-	-	150,000
Prior Year Fund Balance	-	-	-	-	-	-
School Improvements Fund	**1,500,000**	**-**	**-**	**-**	**-**	**1,500,000**
Fund Balance Assignment - Education	1,500,000	-	-	-	-	1,500,000
Utilities Operating Fund	**12,087,309**	**15,637,759**	**13,904,574**	**12,480,850**	**16,155,873**	**70,266,365**
Utilities Fund	12,087,309	15,637,759	13,904,574	12,480,850	16,155,873	70,266,365
Road 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**
Road Proffers	500,000	500,000	500,000	500,000	500,000	2,500,000

	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Budget	Total 5-Yr Budget
County Improvements Fund	**$ 11,600**	**$ 213,000**	**$ 449,000**	**$ 570,000**	**$ 570,000**	**$ 1,813,600**
Maint Service Contracts	**11,600**	**207,000**	**272,000**	**322,000**	**322,000**	**1,134,600**
County Revenue Management System	-	160,000	160,000	160,000	160,000	640,000
Human Resource System	-	-	65,000	65,000	65,000	195,000
County Website Hosting	-	25,000	25,000	25,000	25,000	100,000
Land Records Management System	-	-	-	50,000	50,000	100,000
Voting Machines	11,600	22,000	22,000	22,000	22,000	99,600
Repair & Maintenance	**-**	**6,000**	**177,000**	**248,000**	**248,000**	**679,000**
Community Development System	-	-	170,000	170,000	170,000	510,000
District Park Acquisition & Development	-	-	-	70,000	70,000	140,000
Watershed Improvement Program	-	5,000	5,000	5,000	5,000	20,000
Courthouse Park - Athletic Field Lighting	-	1,000	2,000	3,000	3,000	9,000
Utilities Operating Fund	**$ -**	**$ 30,000**	**$ 58,000**	**$ 58,200**	**$ 58,200**	**$ 204,400**
Repair & Maintenance	**-**	**30,000**	**58,000**	**58,200**	**58,200**	**204,400**
Elmont Water Storage Tank & Pump Station	-	29,000	29,000	29,000	29,000	116,000
Pump #5, Royal Glen Pump Interceptor	-	-	25,000	25,000	25,000	75,000
Dianne Ridge Water Treatment	-	-	3,000	3,000	3,000	9,000
TWWTP 2nd Influent Step Screen	-	1,000	1,000	1,000	1,000	4,000
I-95 Waterline Crossing at Long Road	-	-	-	200	200	400
Grand Total	**$ 11,600**	**$ 243,000**	**$ 507,000**	**$ 628,200**	**$ 628,200**	**$ 2,018,000**

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.

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County Improvements Fund Summary

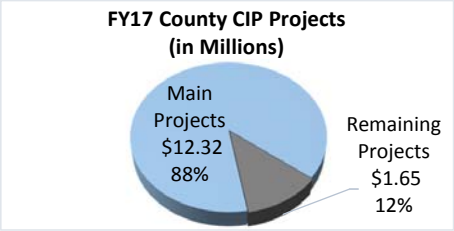
FY17-FY21 CIP: Funding Sources by Project Type

	Roads & Public Works	Facility Improvements	Construction	Technology	Vehicles	Equipment	Reserve	Grand Total
Long-Term Debt	-	14,000,000	14,000,000	-	-	-	-	28,000,000
General Fund	4,150,000	2,265,000	-	8,563,000	8,603,000	3,289,185	323,600	27,193,785
Fund Balance Assignment	3,170,590	3,500,000	-	2,175,000	-	5,250,165	-	14,095,755
State Aid	12,262,468	-	-	-	-	-	-	12,262,468
Federal Aid	6,159,155	-	-	-	-	-	-	6,159,155
Road Proffers	2,500,000	-	-	-	-	-	-	2,500,000
Recovered Costs & Misc.	-	150,000	-	-	-	-	-	150,000
Grand Total	**$ 28,242,213**	**$ 19,915,000**	**$ 14,000,000**	**$ 10,738,000**	**$ 8,603,000**	**$ 8,539,350**	**$ 323,600**	**$ 90,361,163**

FY17-FY21 CIP: Functional Areas by Project Type

	Roads & Public Works	Facility Improvements	Construction	Technology	Vehicles	Equipment	Reserve	Grand Total
General Government	-	-	-	9,323,000	-	266,200	-	9,589,200
Judicial Administration	-	7,000,000	-	300,000	-	-	-	7,300,000
Public Safety	-	2,125,000	-	65,000	7,153,000	7,458,750	-	16,801,750
Public Works	28,242,213	840,000	-	-	1,450,000	814,400	-	31,346,613
Human Services	-	500,000	-	-	-	-	-	500,000
Parks, Recreation & Cultural	-	9,450,000	14,000,000	-	-	-	-	23,450,000
Community Development	-	-	-	1,050,000	-	-	-	1,050,000
Nondepartmental	-	-	-	-	-	-	323,600	323,600
Grand Total	**$ 28,242,213**	**$ 19,915,000**	**$ 14,000,000**	**$ 10,738,000**	**$ 8,603,000**	**$ 8,539,350**	**$ 323,600**	**$ 90,361,163**

FY17 Project Highlights



FY17 Funding	Project
$ 6,673,154	- Public Works: Roadway Improvements
900,000	- Emergency Communications: Radio Replacement - Portable & Mobile
2,000,000	- Judicial Administration: Courts Building Renovations
1,125,000	- Commissioner of the Revenue: County Revenue Management System
600,000	- Information Technology: Technology Infrastructure
1,021,000	- Fire/EMS: Ambulance and Fire Engine & Heavy Squad Replacement
$ 12,319,154	Total of Main Projects

The above-listed projects make up 88% of the FY17 projects.

FY17 Projects Funded by General Fund

	General Fund	Fund Balance Assignment - Capital	Fund Balance Assignment - Transportation	Grand Total
County Revenue Management System	-	1,125,000	-	1,125,000
Roadway Improvements Sliding Hill	-	-	1,000,000	1,000,000
Radio Replacement - Portable & Mobile	500,000	400,000	-	900,000
Technology Infrastructure	600,000	-	-	600,000
Ambulance Replacement	521,000	-	-	521,000
Fire Engine & Heavy Squad Replacement	500,000	-	-	500,000
Enterprise Licenses	390,000	-	-	390,000
Roadway Improvements Elletts Crossing	275,000	-	-	275,000
Roadway Improvements Woodside Lane	225,000	-	-	225,000
General Vehicle Replacement Schedule	200,000	-	-	200,000
Courthouse Park - Athletic Field Lighting	150,000	-	-	150,000
Life Pack (LP) 15 Upgrade	148,750	-	-	148,750
Debt Capacity Reserve	133,170	-	-	133,170
Voting Machines	-	121,000	-	121,000
Human Services Complex Repaving	115,000	-	-	115,000
Computer Replacement Program	100,000	-	-	100,000
Storage Area Network	96,000	-	-	96,000
County Website Hosting	80,000	-	-	80,000
Solid Waste Equipment Replacement	63,600	-	-	63,600
Fire/EMS Training Center Repairs	50,000	-	-	50,000
Grand Total	**$ 4,147,520**	**$ 1,646,000**	**$ 1,000,000**	**$ 6,793,520**

Human Resource System

DEPARTMENT
Human Resources

PROJECT TYPE
Technology

LOCATION
Countywide

PROJECT DESCRIPTION
The County and Schools are implementing Kronos Workforce Central and Timekeeper software for Human Resources and Time Management. The County and Schools have implemented NeoGov to address recruitment and performance management. This request expands on the Kronos software solution to implement mobile technologies to address County and School employees who do not have access to a computer. Funds are also included for implementation of Telestaff, which will allow better public safety scheduling and time tracking in accordance with federal and state law. Leave management is also included to track cases, FMLA, and other events.

USEFUL LIFE
10 years

TIMETABLE
System implementation is scheduled for FY18.

OPERATING IMPACT
Software system maintenance fees will begin in FY19.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 530,000**	**$ -**	**$ -**	**$ -**	**$ 530,000**
General Fund	-	530,000	-	-	-	530,000
Funding Uses	**$ -**	**$ 530,000**	**$ -**	**$ -**	**$ -**	**$ 530,000**
EDP Equipment - Add'l	-	530,000	-	-	-	530,000
Operating Impact	**$ -**	**$ -**	**$ 65,000**	**$ 65,000**	**$ 65,000**	**$ 195,000**
Maint Service Contracts	-	-	65,000	65,000	65,000	195,000

County Revenue Management System

DEPARTMENT
Commissioner of the Revenue

PROJECT TYPE
Technology

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; tax billing, cash receipts, collections and accounting are managed by the Treasurer. The current system 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.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 1,125,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,125,000**
Fund Balance Assignment - Capital	1,125,000	-	-	-	-	1,125,000
Funding Uses	**$ 1,125,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,125,000**
EDP Equipment - Add'l	1,125,000	-	-	-	-	1,125,000
Operating Impact	**$ -**	**$ 160,000**	**$ 160,000**	**$ 160,000**	**$ 160,000**	**$ 640,000**
Maint Service Contracts	-	160,000	160,000	160,000	160,000	640,000

Technology Infrastructure

DEPARTMENT
Information Technology

PROJECT TYPE
Technology

LOCATION
Countywide

PROJECT DESCRIPTION
Technology Infrastructure includes the County's Network, Windows Server, and iSeries (AS400) infrastructure, as well as 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 and to provide current support and warranty coverage, 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 depending 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.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 600,000**	**$ 600,000**	**$ 600,000**	**$ 625,000**	**$ 625,000**	**$ 3,050,000**
General Fund	600,000	600,000	600,000	625,000	625,000	3,050,000
Funding Uses	**$ 600,000**	**$ 600,000**	**$ 600,000**	**$ 625,000**	**$ 625,000**	**$ 3,050,000**
EDP Equipment - Add'l	600,000	600,000	600,000	625,000	625,000	3,050,000

Enterprise Licenses

DEPARTMENT
Information Technology

PROJECT TYPE
Technology

LOCATION
Wickham Building

PROJECT DESCRIPTION
The County utilizes enterprise software license 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 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, Internet Explorer, SharePoint, Exchange, Systems Center, and many other products. Funds are also included for Sql Server database instances. 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. This agreement is renegotiated every three years. The escalation of these support fees is to move to a hybrid cloud on-premise environment using Microsoft's 365 hosted services solution.

USEFUL LIFE
Varies based upon the product. All product upgrades are included with the license agreement.

TIMETABLE
Purchase of licenses annually beginning in FY17.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 390,000**	**$ 420,000**	**$ 650,000**	**$ 650,000**	**$ 650,000**	**$ 2,760,000**
General Fund	390,000	420,000	650,000	650,000	650,000	2,760,000
Funding Uses	**$ 390,000**	**$ 420,000**	**$ 650,000**	**$ 650,000**	**$ 650,000**	**$ 2,760,000**
Maint Service Contracts	390,000	420,000	650,000	650,000	650,000	2,760,000

Storage Area Network (SAN)

DEPARTMENT
Information Technology

PROJECT TYPE
Technology

LOCATION
Wickham Building

PROJECT DESCRIPTION
Technology infrastructure enhancements for the County's Storage Area Network (SAN). The existing SAN is a combination of IBM (XIV), Equalogic (Dell), and Compellent (Dell) appliances, software, and equipment. 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. Funds are also included for system warranties.

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

TIMETABLE
System capacity will be enhanced and upgraded as data storage needs arise. FY19 reflects the cost of the new public safety system storage.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 96,000**	**$ 126,000**	**$ 300,000**	**$ 100,000**	**$ 126,000**	**$ 748,000**
General Fund	96,000	126,000	300,000	100,000	126,000	748,000
Funding Uses	**$ 96,000**	**$ 126,000**	**$ 300,000**	**$ 100,000**	**$ 126,000**	**$ 748,000**
Small Capital Outlay	96,000	126,000	300,000	100,000	126,000	748,000

Computer Replacement Program

DEPARTMENT
Information Technology

PROJECT TYPE
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 and includes repair funds. 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. Computers that are not in places where they are used 100% of the time (conference rooms, spares, interns, etc.) are recycled as other computers are replaced. Our experience shows that at 5 years we start seeing consistent performance issues and failures that can impact workforce efficiency and productivity. In FY18, a stable budget that allows for full implementation of the replacement program will be established. 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.

OPERATING IMPACT
There are no anticipated additional operating impacts as a result of this project.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 100,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 700,000**
General Fund	100,000	150,000	150,000	150,000	150,000	700,000
Funding Uses	**$ 100,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 700,000**
Computer Replacements	100,000	150,000	150,000	150,000	150,000	700,000

Data Center Upgrades

DEPARTMENT
Information Technology

PROJECT TYPE
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 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.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 75,000**	**$ -**	**$ -**	**$ 75,000**	**$ 150,000**
General Fund	-	75,000	-	-	75,000	150,000
Funding Uses	**$ -**	**$ 75,000**	**$ -**	**$ -**	**$ 75,000**	**$ 150,000**
EDP Equipment - Add'l	-	75,000	-	-	75,000	150,000

Voice Over Internet Protocol (VoIP) Study

DEPARTMENT
Information Technology

PROJECT TYPE
Technology

LOCATION
Wickham Building

PROJECT DESCRIPTION
Voice over IP (VoIP) is a method for the delivery of voice communications and multimedia sessions over Internet Protocol (IP) networks, such as the Internet. Presently the County uses analogue telephone technology to deliver service to the County and Schools. Some service is provided over fiber optic network. VoIP technology refers to the provisioning of communications services (voice, fax, SMS, voice-messaging) over the public internet as digital information, rather than via the public switched telephone network. VoIP technology will provide enhanced telephone service and improve services provided to the public. It is unclear what the cost will be to implement VoIP technology, so funds will be allocated to hire a contractor to review existing conditions and recommend if the County should pursue the technology.

USEFUL LIFE
Systems should be upgraded every 15-20 years.

TIMETABLE
Study to be completed in 2021.

OPERATING IMPACT
There are no anticipated additional operating impacts as a result of this project.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**	**$ 100,000**
General Fund	-	-	-	-	100,000	100,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**	**$ 100,000**
Professional Services	-	-	-	-	100,000	100,000

County Website Hosting

DEPARTMENT
Information Technology

PROJECT TYPE
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. This will also allow the County to take advantage of enhancements that web hosting companies provide targeting citizens better service.

USEFUL LIFE
N/A

TIMETABLE
The project will be completed in FY17.

OPERATING IMPACT
Website hosting fees starting in FY18 at $25,000 annually.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 80,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 80,000**
General Fund	80,000	-	-	-	-	80,000
Funding Uses	**$ 80,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 80,000**
Professional Services	80,000	-	-	-	-	80,000
Operating Impact	**$ -**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 100,000**
Maint Service Contracts	-	25,000	25,000	25,000	25,000	100,000

Tax Parcel Data Enhancement

DEPARTMENT
Information Technology

PROJECT TYPE
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.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 80,000**	**$ -**	**$ 80,000**
General Fund	-	-	-	80,000	-	80,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 80,000**	**$ -**	**$ 80,000**
EDP Equipment - Add'l	-	-	-	80,000	-	80,000

Voting Machines

DEPARTMENT
Registrar

PROJECT TYPE
Equipment

LOCATION
Courthouse Complex

PROJECT DESCRIPTION
The County currently utilizes M100 ballot scanners and vote tabulators at all polling precincts. While functional, these machines use optical scanning to count and record voter information from paper ballots. This method of scanning can cause delays in tabulating ballots with write-in votes or problematic markings and increase the potential for security issues arising from handling ballots manually. The DS200 ballot scanners and vote tabulators operate in a similar manner but instead capture digitized images of all scanned ballots. Once the ballots are scanned, write-in votes or problematic markings can be reviewed and processed using the digitized images. Additionally, once the ballots are scanned there is no need for manual handling except in the event of a recount or audit. This project benefits the citizens of Hanover by increasing the efficiency of vote tabulation, expedited election results, and enhanced security through digitized imaging.

USEFUL LIFE
15 years

TIMETABLE
Purchase 20 units in FY17 and 24 additional units in FY18.

OPERATING IMPACT
One-time operating impact for training and ongoing maintenance fees beginning in FY17.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 121,000**	**$ 145,200**	**$ -**	**$ -**	**$ -**	**$ 266,200**
Fund Balance Assignment - Capital	121,000	145,200	-	-	-	266,200
Funding Uses	**$ 121,000**	**$ 145,200**	**$ -**	**$ -**	**$ -**	**$ 266,200**
Machinery & Equipment - Add'l	121,000	145,200	-	-	-	266,200
Operating Impact	**$ 11,600**	**$ 22,000**	**$ 22,000**	**$ 22,000**	**$ 22,000**	**$ 99,600**
Maint Service Contracts	11,600	22,000	22,000	22,000	22,000	99,600

Land Records Management System

DEPARTMENT
Clerk of the Circuit Court

PROJECT TYPE
Technology

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) and its purchaser, Granicus. 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.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 300,000**	**$ -**	**$ 300,000**
General Fund	-	-	-	300,000	-	300,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 300,000**	**$ -**	**$ 300,000**
EDP Equipment - Add'l	-	-	-	300,000	-	300,000
Operating Impact	**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ 50,000**	**$ 100,000**
Maint Service Contracts	-	-	-	50,000	50,000	100,000

Courts Building Renovations

DEPARTMENT
Courts Renovations

PROJECT TYPE
Facility Improvements

LOCATION
Courthouse Complex

PROJECT DESCRIPTION
After completion of the new Courthouse, total renovation and retrofitting of the existing Court buildings is necessary to provide space for efficiently housing selected County departments. Existing obsolete equipment and interior structures will be replaced with new heating and cooling, electrical and other systems. The plan for the project is based on the 2015 Space Needs Study by Moseley Architects.

USEFUL LIFE
20 years on major systems.

TIMETABLE
Completion of renovation of the Circuit Court building in FY17. Design work for District Court building to start in FY20 with renovation following and concluding within eighteen months.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 2,000,000**	**$ -**	**$ -**	**$ 5,000,000**	**$ -**	**$ 7,000,000**
Long-Term Debt	-	-	-	5,000,000	-	5,000,000
Use of Fund Balance	2,000,000	-	-	-	-	2,000,000
Funding Uses	**$ 2,000,000**	**$ -**	**$ -**	**$ 5,000,000**	**$ -**	**$ 7,000,000**
Construction	2,000,000	-	-	5,000,000	-	7,000,000

Vaughan-Bradley Building HVAC

DEPARTMENT
Sheriff

PROJECT TYPE
Facility Improvements

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. This project will replace the existing unit.

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.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 225,000**	**$ -**	**$ -**	**$ -**	**$ 225,000**
General Fund	-	225,000	-	-	-	225,000
Funding Uses	**$ -**	**$ 225,000**	**$ -**	**$ -**	**$ -**	**$ 225,000**
Building Accessory Equipment - Repl	-	225,000	-	-	-	225,000

Firing Range Lead Removal

DEPARTMENT
Sheriff

PROJECT TYPE
Facility Improvements

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.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ 100,000**
General Fund	-	100,000	-	-	-	100,000
Funding Uses	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ 100,000**
Alterations to Grounds	-	100,000	-	-	-	100,000

3D Laser Scanner

DEPARTMENT
Sheriff

PROJECT TYPE
Technology

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 saves time and allows our investigators to concentrate on recovering other evidence while this device is in use. The current process could take upwards of several hours whereas, the new device can scan a scene in under 30 minutes. This device would replace the 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
There are no anticipated additional operating impacts as a result of this project.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 65,000**	**$ -**	**$ 65,000**
General Fund	-	-	-	65,000	-	65,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 65,000**	**$ -**	**$ 65,000**
Machinery & Equipment - Add'l	-	-	-	65,000	-	65,000

Radio Replacement - Portable & Mobile

DEPARTMENT
Emergency Communications

PROJECT TYPE
Equipment

LOCATION
Emergency Communications Center

PROJECT DESCRIPTION
Portable Radios for Public Safety Users will be replaced beginning in FY18 and continue through FY19. Hanover public safety agencies will need to replace 700 portable radios. 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. General government agencies will begin radio replacement in FY18-FY19 subject to regional contract awards.

USEFUL LIFE
Current radio subscribers are anticipated to have a useful life of 7 to 10 years. Motorola will cease support of current Hanover mobiles/portables effective 12/31/2019.

TIMETABLE
Full implementation by FY20 subject to local and regional procurement decisions.

OPERATING IMPACT
There are no anticipated additional operating impacts as a result of this project.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 900,000**	**$ 1,000,000**	**$ 3,225,000**	**$ -**	**$ -**	**$ 5,125,000**
Fund Balance Assignment - Capital	400,000	1,000,000	3,225,000	-	-	4,625,000
General Fund	500,000	-	-	-	-	500,000
Funding Uses	**$ 900,000**	**$ 1,000,000**	**$ 3,225,000**	**$ -**	**$ -**	**$ 5,125,000**
Communications Equipment - Repl	900,000	1,000,000	3,225,000	-	-	5,125,000

Dispatch Console Replacement

DEPARTMENT
Emergency Communications

PROJECT TYPE
Equipment

LOCATION
Emergency Communications Center

PROJECT DESCRIPTION
This request will provide funding necessary to replace the current Watson dispatch consoles which are becoming worn with 24/7/365 use. The current consoles are no longer manufactured and it is difficult to obtain spare parts. These consoles are over 5 years old. The current consoles have exhibited lifecycle failures and issues and should be upgraded to address the ongoing maintenance issues. Cost per console is estimated at $15,000.

USEFUL LIFE
The useful life of these consoles ranges from 5 to 8 years.

TIMETABLE
6 to 8 month implementation process.

OPERATING IMPACT
There are no anticipated additional operating impacts as a result of this project.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 180,000**	**$ -**	**$ -**	**$ -**	**$ 180,000**
General Fund	-	180,000	-	-	-	180,000
Funding Uses	**$ -**	**$ 180,000**	**$ -**	**$ -**	**$ -**	**$ 180,000**
Furniture & Fixtures - Add'l	-	180,000	-	-	-	180,000

Fire Engine & Heavy Squad Replacement

DEPARTMENT
Fire/EMS

PROJECT TYPE
Vehicles

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: Engines - 10 years; Ladder Trucks and Heavy Rescue Trucks - 15 years; Tankers - 20 years.

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.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 500,000**	**$ 750,000**	**$ 750,000**	**$ 1,270,000**	**$ 1,250,000**	**$ 4,520,000**
General Fund	500,000	750,000	750,000	1,270,000	1,250,000	4,520,000
Funding Uses	**$ 500,000**	**$ 750,000**	**$ 750,000**	**$ 1,270,000**	**$ 1,250,000**	**$ 4,520,000**
Fire Trucks & Ambulances	500,000	750,000	750,000	1,270,000	1,250,000	4,520,000

Ambulance Replacement

DEPARTMENT
Fire/EMS

PROJECT TYPE
Vehicles

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. Cost increase beginning in FY17 due to new NFPA standard on patient safety and delivery. This plan incorporates the replacement of our Quick Response Vehicles (QRV) at one per year beginning in FY17.

USEFUL LIFE
10 years

TIMETABLE
Purchasing two ambulances per year beginning in FY17.

OPERATING IMPACT
There are no additional maintenance costs associated with the replacement vehicles.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 521,000**	**$ 521,000**	**$ 521,000**	**$ 535,000**	**$ 535,000**	**$ 2,633,000**
General Fund	521,000	521,000	521,000	535,000	535,000	2,633,000
Funding Uses	**$ 521,000**	**$ 521,000**	**$ 521,000**	**$ 535,000**	**$ 535,000**	**$ 2,633,000**
Fire Trucks & Ambulances	521,000	521,000	521,000	535,000	535,000	2,633,000

Fire Training Burn Building

DEPARTMENT
Fire/EMS

PROJECT TYPE
Facility Improvements

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 of the building. 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 for burn boxes to be removed and stacked to provide 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.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 250,000**	**$ 1,500,000**	**$ -**	**$ 1,750,000**
General Fund	-	-	250,000	-	-	250,000
Use of Fund Balance	-	-	-	1,500,000	-	1,500,000
Funding Uses	**$ -**	**$ -**	**$ 250,000**	**$ 1,500,000**	**$ -**	**$ 1,750,000**
Construction	-	-	-	1,500,000	-	1,500,000
Professional Services	-	-	250,000	-	-	250,000

Station Alerting System Upgrade

DEPARTMENT
Fire/EMS

PROJECT TYPE
Equipment

LOCATION
Fire/EMS Stations

PROJECT DESCRIPTION
The 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 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 (18%) reduction in out of station times from the time of dispatch. This reduction of out of station time has a significant correlation to both fire and EMS incident outcomes. We also know that our current alerting technology has a short shelf life, demonstrated by a twenty (20) to twenty-five (25) percent failure rate at the station paging receiving mechanism, while finding parts to maintain the system will continue to become challenging. 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 in FY21.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,000,000**	**$ 1,000,000**
General Fund	-	-	-	-	1,000,000	1,000,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,000,000**	**$ 1,000,000**
Communications Equipment - Add'l	-	-	-	-	1,000,000	1,000,000

Air Bottles for Scott Air Packs

DEPARTMENT
Fire/EMS

PROJECT TYPE
Equipment

LOCATION
N/A

PROJECT DESCRIPTION
The useful life of any air bottle 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 air bottle 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.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 600,000**	**$ -**	**$ -**	**$ 600,000**
CIP Fund Balance Assignment - Debt Reserve	-	-	358,965	-	-	358,965
General Fund	-	-	241,035	-	-	241,035
Funding Uses	**$ -**	**$ -**	**$ 600,000**	**$ -**	**$ -**	**$ 600,000**
Machinery & Equipment - Repl	-	-	600,000	-	-	600,000

Apparatus Exhaust/No Smoke

DEPARTMENT
Fire/EMS

PROJECT TYPE
Equipment

LOCATION
Fire/EMS Stations

PROJECT DESCRIPTION
This exhaust system is intended to minimize the exposure to known carcinogens and particulates that cause lung cancer. No smoke is an apparatus-mounted, direct source capture exhaust removal system that works automatically to protect firefighter and EMS personnel from the dangers of breathing diesel exhaust. This product meets and exceeds OSHA, CAL-OSHA, NIOSH and NFPA requirements.

USEFUL LIFE
Varies consistent with the life cycle of the vehicle: Ambulances - 5 years; Engines and First Response Units - 10 years; Ladder Trucks and Heavy Rescue Trucks - 15 years; Tankers - 20 years.

TIMETABLE
Installation on 15 units (Engines and Ambulances) per year FY19 - FY21.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 135,000**	**$ 135,000**	**$ 135,000**	**$ 405,000**
General Fund	-	-	135,000	135,000	135,000	405,000
Funding Uses	**$ -**	**$ -**	**$ 135,000**	**$ 135,000**	**$ 135,000**	**$ 405,000**
Motor Vehicles & Equipment - Add'l	-	-	135,000	135,000	135,000	405,000

Life Pack (LP) 15 Upgrade

DEPARTMENT
Fire/EMS

PROJECT TYPE
Equipment

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 ambulances because they provide lifesaving diagnostic and treatment interventions for the most critical patients. In addition, they are a state-mandated requirement for ambulances to be licensed and receive an EMS Permit. Unit cost is $29,750.

USEFUL LIFE
10 years

TIMETABLE
Complete last year of replacement plan by FY17.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 148,750**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 148,750**
General Fund	148,750	-	-	-	-	148,750
Funding Uses	**$ 148,750**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 148,750**
Machinery & Equipment - Repl	148,750	-	-	-	-	148,750

Fire/EMS Training Center Erosion Repairs

DEPARTMENT
Fire/EMS

PROJECT TYPE
Facility Improvements

LOCATION
Harman-Taylor Fire/EMS Training Center

PROJECT DESCRIPTION
Project is to repair the erosion of the upper parking lot and areas around the training facility office. Heavy rain caused water damage to the office building and a substantial drainage system needs to be established. Proper grading, ditches, riprap and culverts are necessary for this project.

USEFUL LIFE
15 years

TIMETABLE
Complete work in FY17.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 50,000**
General Fund	50,000	-	-	-	-	50,000
Funding Uses	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 50,000**
Alterations to Grounds	50,000	-	-	-	-	50,000

Roadway Improvements

DEPARTMENT
Public Works

PROJECT TYPE
Roads & Public Works

LOCATION
Candidate Project List includes; Providence Turn Lanes, Studley Road/Rural Point Roundabout, Sliding Hill Widening, I-95 Ashland Interchange, Pole Green Widening, Atlee Station Widening, Cool Spring Rd Safety Improvement, E. Patrick Henry Rd. Widening, Rt. 54/Goddins Hill Left Turn Lane, Elletts Crossing Realignment.

PROJECT DESCRIPTION
In accordance with Boards adopted Transportation Policy the County maintains a priority road Candidate Project List based on projected road needs. The candidate project list is reviewed and updated by the Roads Committee annually. This CIP funds the identified "Candidate Projects" over the time projected by the 2013 Transportation Policy given the latest estimates and assumptions on outside funding sources. The growth in General Fund reflects time to build capacity and project development scheduling. Funding in the first year of the CIP is detailed out by project, whereas the out-years are estimates of potential grants which will be identified over time. The CIP only list projects receiving new funding. For a list of existing funded projects consult the Road Quarterly Project Status Report provided to the Board of Supervisors.

• **Atlee Extended** – Extend Atlee Road from its current terminus in Rutland to connect with Atlee Station Road near Warren Avenue. Construct a 3-lane road section including a bridge over the CSX rail line.
• **Sliding Hill** – Widen Sliding Hill Road from Atlee Station Road to New Ashcake Road from 2 to 4 lanes.
• **Woodside Lane** – Realignment of Woodside Lane at Route 54 with dedicated left and right turn lanes on Woodside Lane and left turn lane on Route 54.
• **Elletts Crossing** – Realign Elletts Crossing Road and Route 1 to improve safety.
• **Honey Meadows** – Install a traffic signal and improve the intersection of Honey Meadows Road and Atlee Station Road including redirecting traffic from Chickahominy Middle School to improve peak hour traffic flow.
• **Roadway Contingencies** – A contingency fund to enable receipt of state funding from secondary roads or other sources that can be used to fund various minor adjustments in project budgets.

USEFUL LIFE
N/A

TIMETABLE
Continuous improvements beginning in FY17.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 5,623,154**	**$ 2,345,821**	**$ 9,832,058**	**$ 2,500,000**	**$ 3,000,000**	**$ 23,301,033**
Categorical State Aid	2,979,645	1,345,821	2,716,412	1,250,000	1,500,000	9,791,878
Categorical Federal Aid	293,509	-	5,865,646	-	-	6,159,155
General Fund	500,000	500,000	750,000	750,000	1,000,000	3,500,000
Road Proffers	850,000	500,000	500,000	500,000	500,000	2,850,000
Fund Balance Assignment - Transportation	1,000,000	-	-	-	-	1,000,000
Funding Uses	**$ 5,623,154**	**$ 2,345,821**	**$ 9,832,058**	**$ 2,500,000**	**$ 3,000,000**	**$ 23,301,033**
Road Improvements	5,623,154	2,345,821	9,832,058	2,500,000	3,000,000	23,301,033

FY17 Project Summary

The table below shows all of the projects slated for funding with FY17 funds.

	Prior Expenditures	Remaining Allocation	FY17	Future Funding	Total
Atlee Extended	**$ 3,097,092**	**$ 12,987,979**	**$ 366,886**	**$ -**	**$ 16,451,957**
Categorical Federal Aid	1,845,872	7,716,951	293,509	-	9,856,332
Categorical State Aid	731,010	1,659,696	73,377	-	2,464,083
General Fund	245	899,755	-	-	900,000
Proffers	519,965	2,711,577	-	-	3,231,542
Sliding Hill	**$ 254,105**	**$ 245,895**	**$ 2,654,179**	**$ 7,677,879**	**$ 10,832,058**
Categorical Federal Aid	203,284	196,716	-	5,865,646	6,265,646
Categorical State Aid	50,821	49,179	1,154,179	1,812,233	3,066,412
Fund Balance Assignment - Transportation	-	-	1,000,000	-	1,000,000
Proffers	-	-	500,000	-	500,000
Woodside Lane	**$ 181,826**	**$ 2,118,174**	**$ 650,000**	**$ -**	**$ 2,950,000**
Categorical State Aid	90,913	1,059,087	325,000	-	1,475,000
General Fund	-	675,265	225,000	-	900,265
Proffers	90,913	383,822	100,000	-	574,735
Elletts Crossing	**$ -**	**$ 925,178**	**$ 1,125,000**	**$ 449,822**	**$ 2,500,000**
Categorical State Aid	-	400,000	850,000	-	1,250,000
General Fund	-	525,178	275,000	449,822	1,250,000
Honey Meadows	**$ -**	**$ -**	**$ 327,089**	**$ 172,911**	**$ 500,000**
Categorical State Aid	-	-	77,089	172,911	250,000
Proffers	-	-	250,000	-	250,000
Roadway Contingencies	**$ -**	**$ -**	**$ 500,000**	**$ -**	**$ 500,000**
Categorical State Aid	-	-	500,000	-	500,000
Total FY17 Request	**$ -**	**$ -**	**$ 5,623,154**	**$ -**	**$ 5,623,154**
Categorical Federal Aid	-	-	293,509	-	293,509
Categorical State Aid	-	-	2,979,645	-	2,979,645
Fund Balance Assignment - Transportation	-	-	1,000,000	-	1,000,000
General Fund	-	-	500,000	-	500,000
Proffers	-	-	850,000	-	850,000

Regional Stormwater Implementation

DEPARTMENT
Public Works

PROJECT TYPE
Roads & Public Works

LOCATION
Suburban Service Area

PROJECT DESCRIPTION
This program includes fees from development prior to July 1, 2014. The CIP anticipates expending the current un-appropriated fund balances through FY20 for nutrient reductions. Stream restorations, stormwater pond upgrades and other nutrient reducing projects will be built over that period to meet the County's Chesapeake Bay Total Maximum Daily Load stormwater requirements, protect the environment and solve local erosion problems. An example project for FY17, is the Henderson Hall stream restoration project to rebuild a stream corridor at the rear of single-family lots in the Kings Charter Subdivision. Another stream restoration project in Courthouse Ridge subdivision will also be initiated. Projects are being reviewed and initiated based on nutrient reductions and cost efficiency in conjunction with community benefit.

USEFUL LIFE
N/A

TIMETABLE
Stormwater implementation projects in FY17 through FY20.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 1,050,000**	**$ 880,000**	**$ 880,000**	**$ 331,180**	**$ -**	**$ 3,141,180**
Categorical State Aid	525,000	440,000	440,000	165,590	-	1,570,590
CIP Fund Balance Assignment - Stormwater PYB	525,000	440,000	440,000	165,590	-	1,570,590
Funding Uses	**$ 1,050,000**	**$ 880,000**	**$ 880,000**	**$ 331,180**	**$ -**	**$ 3,141,180**
Stormwater Implementation	1,050,000	880,000	880,000	331,180	-	3,141,180

Watershed Improvement Program

DEPARTMENT
Public Works

PROJECT TYPE
Roads & 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 designed 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 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.

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. The General Fund dollars are intended to address projected needs in the second permit cycle and beyond.

USEFUL LIFE
N/A

TIMETABLE
Second permit cycle projects to begin FY18.

OPERATING IMPACT
$5,000 annually beginning in FY18.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 200,000**	**$ 300,000**	**$ 400,000**	**$ 900,000**	**$ 1,800,000**
Categorical State Aid	-	100,000	150,000	200,000	450,000	900,000
General Fund	-	100,000	150,000	200,000	200,000	650,000
Fund Balance Assignment - Stormwater Capital	-	-	-	-	250,000	250,000
Funding Uses	**$ -**	**$ 200,000**	**$ 300,000**	**$ 400,000**	**$ 900,000**	**$ 1,800,000**
Stormwater Implementation	-	200,000	300,000	400,000	900,000	1,800,000
Operating Impact	**$ -**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 20,000**
Repair & Maintenance	-	5,000	5,000	5,000	5,000	20,000

Solid Waste Equipment Replacement

DEPARTMENT
Public Works Operations

PROJECT TYPE
Equipment

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: Hooklift Conversion - 10 Years; Farm Tractor, Hooklift Truck and Wheeled Loader - 15 Years; Roll-off Containers - 20 Years.

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; Hooklift Conversion ($11,400), New Hooklift ($148,200), Scales ($50,000) in FY21.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 63,600**	**$ 151,200**	**$ 220,000**	**$ 100,000**	**$ 209,600**	**$ 744,400**
General Fund	63,600	151,200	220,000	100,000	209,600	744,400
Funding Uses	**$ 63,600**	**$ 151,200**	**$ 220,000**	**$ 100,000**	**$ 209,600**	**$ 744,400**
Machinery & Equipment - Repl	63,600	151,200	220,000	100,000	209,600	744,400

General Vehicle Replacement Schedule

DEPARTMENT
General Services

PROJECT TYPE
Vehicles

LOCATION
N/A

PROJECT DESCRIPTION
As the County's fleet ages, vehicle replacement is required. The yearly budgeted amounts go directly to replacing County vehicles.

USEFUL LIFE
7 to 10 years

TIMETABLE
Annual purchase of vehicles.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 200,000**	**$ 300,000**	**$ 300,000**	**$ 320,000**	**$ 330,000**	**$ 1,450,000**
General Fund	200,000	300,000	300,000	320,000	330,000	1,450,000
Funding Uses	**$ 200,000**	**$ 300,000**	**$ 300,000**	**$ 320,000**	**$ 330,000**	**$ 1,450,000**
Motor Vehicles & Equipment - Repl	200,000	300,000	300,000	320,000	330,000	1,450,000

Fleet Garage Floor Top-Coat

DEPARTMENT
General Services

PROJECT TYPE
Facility Improvements

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 FY21.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 300,000**	**$ 300,000**
General Fund	-	-	-	-	300,000	300,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 300,000**	**$ 300,000**
Alterations to Office/Building	-	-	-	-	300,000	300,000

Courthouse Complex Repaving

DEPARTMENT
General Services

PROJECT TYPE
Facility Improvements

LOCATION
Courthouse Complex

PROJECT DESCRIPTION
Asphalt surfaces are aging and showing signs of wear and deterioration. This project is to repave parking areas with new asphalt and includes restriping of parking areas. Repaving parking areas at the Vaughan-Bradley building and Building Inspections office is planned for FY19. In FY20, the main courts parking areas will be repaved.

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.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 51,000**	**$ 104,000**	**$ -**	**$ 155,000**
General Fund	-	-	51,000	104,000	-	155,000
Funding Uses	**$ -**	**$ -**	**$ 51,000**	**$ 104,000**	**$ -**	**$ 155,000**
Alterations to Grounds	-	-	51,000	104,000	-	155,000

HVAC Air Handler Replacement

DEPARTMENT
General Services

PROJECT TYPE
Facility Improvements

LOCATION
Wickham Building

PROJECT DESCRIPTION
The heating and air conditioning air handlers are continuing to age and deteriorate. This project is to 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.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 135,000**	**$ -**	**$ -**	**$ -**	**$ 135,000**
General Fund	-	135,000	-	-	-	135,000
Funding Uses	**$ -**	**$ 135,000**	**$ -**	**$ -**	**$ -**	**$ 135,000**
Building Accessory Equipment - Repl	-	135,000	-	-	-	135,000

Human Services Complex Repaving

DEPARTMENT
General Services

PROJECT TYPE
Facility Improvements

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 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.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 115,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 115,000**
General Fund	115,000	-	-	-	-	115,000
Funding Uses	**$ 115,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 115,000**
Alterations to Grounds	115,000	-	-	-	-	115,000

Taylor Complex Paving & Repairs

DEPARTMENT
General Services

PROJECT TYPE
Facility Improvements

LOCATION
Taylor Complex

PROJECT DESCRIPTION
Existing surfaces have aged and are failing in some areas. This project will address this need by repairing and repaving Taylor Complex Lane from Rt. 54 to the gate at the Animal Control Building, the Animal Control parking lot and the Parks & Recreation and Extension office parking lots.

USEFUL LIFE
10 to 15 years

TIMETABLE
Work to be scheduled and completed in FY19.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 85,000**	**$ -**	**$ -**	**$ 85,000**
General Fund	-	-	85,000	-	-	85,000
Funding Uses	**$ -**	**$ -**	**$ 85,000**	**$ -**	**$ -**	**$ 85,000**
Alterations to Grounds	-	-	85,000	-	-	85,000

Fleet Facility Air Compressor Replacement

DEPARTMENT
General Services

PROJECT TYPE
Equipment

LOCATION
Fleet Building

PROJECT DESCRIPTION
The compressors are part of a system that supplies air to the service bays for operating air tools and equipment and for tire inflation. The air compressors are reaching the end of their useful life. Annual repair expenses and downtime are starting to increase each year.

USEFUL LIFE
15 to 20 years

TIMETABLE
Work to be scheduled and completed in FY21.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 70,000**	**$ 70,000**
General Fund	-	-	-	-	70,000	70,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 70,000**	**$ 70,000**
Machinery & Equipment - Repl	-	-	-	-	70,000	70,000

Vaughan-Bradley Roof Replacement

DEPARTMENT
General Services

PROJECT TYPE
Facility Improvements

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.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 50,000**	**$ -**	**$ -**	**$ 50,000**
General Fund	-	-	50,000	-	-	50,000
Funding Uses	**$ -**	**$ -**	**$ 50,000**	**$ -**	**$ -**	**$ 50,000**
Alterations to Office/Building	-	-	50,000	-	-	50,000

RAFT House Project

DEPARTMENT
Community Services Board

PROJECT TYPE
Facility Improvements

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 FY21.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 500,000**	**$ 500,000**
General Fund	-	-	-	-	500,000	500,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 500,000**	**$ 500,000**
Construction	-	-	-	-	500,000	500,000

District Park Acquisition & Development

DEPARTMENT
Parks & Recreation

PROJECT TYPE
Facility Improvements

LOCATION
Countywide

PROJECT DESCRIPTION
This project funds acquisition of land and preliminary development of two district parks, one in each end of the County. 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
Park land acquisition and Pole Green Park development in FY19. Eastern and Western Hanover Park development in FY21.

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.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 3,000,000**	**$ -**	**$ 6,000,000**	**$ 9,000,000**
Long-Term Debt	-	-	3,000,000	-	6,000,000	9,000,000
Funding Uses	**$ -**	**$ -**	**$ 3,000,000**	**$ -**	**$ 6,000,000**	**$ 9,000,000**
Purchase / Development of Land	-	-	3,000,000	-	6,000,000	9,000,000
Operating Impact	**$ -**	**$ -**	**$ -**	**$ 70,000**	**$ 70,000**	**$ 140,000**
Repair & Maintenance	-	-	-	70,000	70,000	140,000

Courthouse Park Athletic Field Lighting

DEPARTMENT
Parks & Recreation

PROJECT TYPE
Facility Improvements

LOCATION
Courthouse Park

PROJECT DESCRIPTION
Courthouse Park Multi-Purpose (CHP MP) Field 1 wiring and installation completed in FY17, Field 2 in FY18 and Field 3 in FY19. The operating impact reflects the cost of operating the lights as they come online.

USEFUL LIFE
25+ Years

TIMETABLE
Installation to occur from FY17 through FY19.

OPERATING IMPACT
Anticipated to increase annually with each new lighting system to fund operating expenses.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ -**	**$ -**	**$ 450,000**
General Fund	150,000	150,000	-	-	-	300,000
Miscellaneous Revenue	-	-	150,000	-	-	150,000
Funding Uses	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ -**	**$ -**	**$ 450,000**
Alterations to Grounds	150,000	150,000	150,000	-	-	450,000
Operating Impact	**$ -**	**$ 1,000**	**$ 2,000**	**$ 3,000**	**$ 3,000**	**$ 9,000**
Repair & Maintenance	-	1,000	2,000	3,000	3,000	9,000

Library Development

DEPARTMENT
Pamunkey Regional Library

PROJECT TYPE
Construction

LOCATION
Atlee-Rutland and Montpelier

PROJECT DESCRIPTION
In FY19, this project would fund a 20,000 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. In FY21, a second project for the construction of a branch in the Montpelier area would begin. 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 20,000 square feet will add 7,000 square feet of space.

USEFUL LIFE
50 Years

TIMETABLE
Design/construction beginning in FY19 for the first facility.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 9,000,000**	**$ -**	**$ 5,000,000**	**$ 14,000,000**
Long-Term Debt	-	-	9,000,000	-	5,000,000	14,000,000
Funding Uses	**$ -**	**$ -**	**$ 9,000,000**	**$ -**	**$ 5,000,000**	**$ 14,000,000**
Construction	-	-	9,000,000	-	5,000,000	14,000,000

Community Development System Replacements

DEPARTMENT
Planning

PROJECT TYPE
Technology

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 efficiencies 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 the County check on physical locations that are experiencing various issues.

USEFUL LIFE
10 years

TIMETABLE
Data conversion in FY17; system implementation in FY18.

OPERATING IMPACT
Software system maintenance fees will begin in FY19.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 1,050,000**	**$ -**	**$ -**	**$ -**	**$ 1,050,000**
Fund Balance Assignment - Capital	-	1,050,000	-	-	-	1,050,000
Funding Uses	**$ -**	**$ 1,050,000**	**$ -**	**$ -**	**$ -**	**$ 1,050,000**
EDP Equipment - Add'l	-	1,050,000	-	-	-	1,050,000
Operating Impact	**$ -**	**$ -**	**$ 170,000**	**$ 170,000**	**$ 170,000**	**$ 510,000**
Repair & Maintenance	-	-	170,000	170,000	170,000	510,000

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School Improvements Fund Summary

FY17-FY21 CIP: Funding Sources by Project Type

	Facility Improvements	Equipment	Technology	Grand Total
Fund Balance Assignment - Education	-	500,000	1,000,000	1,500,000
General Fund	2,000,000	5,000,000	5,000,000	12,000,000
Long-Term Debt	27,200,000	800,000	-	28,000,000
Grand Total	**$ 29,200,000**	**$ 6,300,000**	**$ 6,000,000**	**$ 41,500,000**

FY17-FY21 CIP: Projects Funded by Long-term Debt

	Facility Improvements	Equipment	Grand Total
Long-Term Debt	**$ 27,200,000**	**$ 800,000**	**$ 28,000,000**
HVAC Repairs & Upgrades	8,901,900	-	8,901,900
School Grounds Upgrades	6,520,000	-	6,520,000
Bathroom Renovations	3,065,000	-	3,065,000
Building Enhancements	2,454,100	-	2,454,100
Roof Repairs & Replacements	1,750,500	-	1,750,500
Window Replacements	1,490,000	-	1,490,000
Auditorium Renovations	1,450,000	-	1,450,000
Security Projects	-	800,000	800,000
Gym Floor, Bleacher Repairs & Field Lighting	660,000	-	660,000
Electrical Service Upgrades	596,500	-	596,500
Kitchen Modernizations	312,000	-	312,000

HVAC Repairs & Upgrades

DEPARTMENT
Schools

PROJECT TYPE
Facility Improvements

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 and FY19.

OPERATING IMPACT
Potential energy savings achieved through building enhancements.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 5,556,900**	**$ -**	**$ 3,345,000**	**$ -**	**$ -**	**$ 8,901,900**
Long-Term Debt	5,556,900	-	3,345,000	-	-	8,901,900
Funding Uses	**$ 5,556,900**	**$ -**	**$ 3,345,000**	**$ -**	**$ -**	**$ 8,901,900**
Building Accessory Equipment - Add'l	5,556,900	-	3,345,000	-	-	8,901,900

School Grounds Upgrades

DEPARTMENT
Schools

PROJECT TYPE
Facility Improvements

LOCATION
Various Schools

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, FY19 & FY21.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 770,000**	**$ -**	**$ 3,382,000**	**$ -**	**$ 2,368,000**	**$ 6,520,000**
Long-Term Debt	770,000	-	3,382,000	-	2,368,000	6,520,000
Funding Uses	**$ 770,000**	**$ -**	**$ 3,382,000**	**$ -**	**$ 2,368,000**	**$ 6,520,000**
Alterations to Grounds	770,000	-	3,382,000	-	2,368,000	6,520,000

Technology Enhancements

DEPARTMENT
Schools

PROJECT TYPE
Technology

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). FY17 includes funding to upgrade the infrastructure to 10G and prepare the core infrastructure to support expanded bandwidth.

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.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 2,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 6,000,000**
General Fund	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Fund Balance Assignment - Education	1,000,000	-	-	-	-	1,000,000
Funding Uses	**$ 2,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 6,000,000**
EDP Equipment - Add'l	2,000,000	1,000,000	1,000,000	1,000,000	1,000,000	6,000,000

School Buses

DEPARTMENT
Schools

PROJECT TYPE
Equipment

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 between 15 and 20 years. Hanover has five (5) buses exceeding 20 years old and the average age of the fleet is 15 years. An additional $500,000 has been added to FY17 to purchase five (5) buses to support transporting students to the new Health Sciences Specialty Center at Hanover High School and the new Advance College Academy (ACA) at Lee-Davis and Patrick Henry High Schools.

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.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 1,500,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 5,500,000**
General Fund	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Fund Balance Assignment - Education	500,000	-	-	-	-	500,000
Funding Uses	**$ 1,500,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 5,500,000**
Motor Vehicles & Equipment - Repl	1,500,000	1,000,000	1,000,000	1,000,000	1,000,000	5,500,000

Bathroom Renovations

DEPARTMENT
Schools

PROJECT TYPE
Facility Improvements

LOCATION
Battlefield Park, Beaverdam, Cold Harbor, John Gandy, Rural Point, South Anna, Washington-Henry, Atlee and Lee-Davis.

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 & FY21.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 400,000**	**$ -**	**$ -**	**$ -**	**$ 2,665,000**	**$ 3,065,000**
Long-Term Debt	400,000	-	-	-	2,665,000	3,065,000
Funding Uses	**$ 400,000**	**$ -**	**$ -**	**$ -**	**$ 2,665,000**	**$ 3,065,000**
Alterations to Office/Building	400,000	-	-	-	2,665,000	3,065,000

Roof Repairs & Replacements

DEPARTMENT
Schools

PROJECT TYPE
Facility Improvements

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 FY17 through FY21.

OPERATING IMPACT
Potential energy savings achieved through building enhancements.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 1,282,500**	**$ 200,000**	**$ 683,000**	**$ 200,000**	**$ 385,000**	**$ 2,750,500**
General Fund	200,000	200,000	200,000	200,000	200,000	1,000,000
Long-Term Debt	1,082,500	-	483,000	-	185,000	1,750,500
Funding Uses	**$ 1,282,500**	**$ 200,000**	**$ 683,000**	**$ 200,000**	**$ 385,000**	**$ 2,750,500**
Alterations to Office/Building	1,282,500	200,000	683,000	200,000	385,000	2,750,500

Building Enhancements

DEPARTMENT
Schools

PROJECT TYPE
Facility Improvements

LOCATION
Various Schools

PROJECT DESCRIPTION
Building enhancements in FY17 include library improvements at Rural Point Elementary School and Patrick Henry High School; retiling of first floor entry hall at Cool Spring Elementary School and art room enhancements at Rural Point Elementary School. FY21 projects include complete interior painting of fifteen schools.

USEFUL LIFE
20 years

TIMETABLE
Enhancements in FY17 & FY21.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 114,100**	**$ -**	**$ -**	**$ -**	**$ 2,340,000**	**$ 2,454,100**
Long-Term Debt	114,100	-	-	-	2,340,000	2,454,100
Funding Uses	**$ 114,100**	**$ -**	**$ -**	**$ -**	**$ 2,340,000**	**$ 2,454,100**
Alterations to Office/Building	114,100	-	-	-	2,340,000	2,454,100

Window Replacements

DEPARTMENT
Schools

PROJECT TYPE
Facility Improvements

LOCATION
Battlefield Park, Henry Clay, Lee-Davis, Liberty, Patrick Henry, South Anna, Stonewall Jackson, Washington-Henry and School Board Office

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, FY19 & FY21.

OPERATING IMPACT
Potential energy savings achieved through building enhancements.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 200,000**	**$ -**	**$ 400,000**	**$ -**	**$ 890,000**	**$ 1,490,000**
Long-Term Debt	200,000	-	400,000	-	890,000	1,490,000
Funding Uses	**$ 200,000**	**$ -**	**$ 400,000**	**$ -**	**$ 890,000**	**$ 1,490,000**
Alterations to Office/Building	200,000	-	400,000	-	890,000	1,490,000

Auditorium Renovations

DEPARTMENT
Schools

PROJECT TYPE
Facility Improvements

LOCATION
Atlee, Lee-Davis and 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 & FY19.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 1,200,000**	**$ -**	**$ 250,000**	**$ -**	**$ -**	**$ 1,450,000**
Long-Term Debt	1,200,000	-	250,000	-	-	1,450,000
Funding Uses	**$ 1,200,000**	**$ -**	**$ 250,000**	**$ -**	**$ -**	**$ 1,450,000**
Alterations to Office/Building	1,200,000	-	250,000	-	-	1,450,000

Painting

DEPARTMENT
Schools

PROJECT TYPE
Facility Improvements

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 FY17 through FY21.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
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**
Alterations to Office/Building	200,000	200,000	200,000	200,000	200,000	1,000,000

Security Projects

DEPARTMENT
Schools

PROJECT TYPE
Equipment

LOCATION
Various Schools

PROJECT DESCRIPTION
To enhance the safety of our students and staff members, surveillance cameras will be installed at four high schools.

USEFUL LIFE
20 years

TIMETABLE
Purchase and installation in FY21.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 800,000**	**$ 800,000**
Long-Term Debt	-	-	-	-	800,000	800,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 800,000**	**$ 800,000**
Machinery & Equipment - Add'l	-	-	-	-	800,000	800,000

Gym Floor, Bleacher Repair & Field Lighting

DEPARTMENT
Schools

PROJECT TYPE
Facility Improvements

LOCATION
Battlefield Park, Beaverdam, Cold Harbor, Cool Spring, Mechanicsville, Pearson's Corner, Pole Green, Rural Point, Chickahominy and Stonewall Jackson

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 FY21.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 660,000**	**$ 660,000**
Long-Term Debt	-	-	-	-	660,000	660,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 660,000**	**$ 660,000**
Alterations to Office/Building	-	-	-	-	660,000	660,000

Electrical Service Upgrades

DEPARTMENT
Schools

PROJECT TYPE
Facility Improvements

LOCATION
Battlefield Park, Beaverdam, Elmont, Lee-Davis, Liberty, Patrick Henry and Washington-Henry

PROJECT DESCRIPTION
The FY13 School Facilities Assessment Study noted that 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.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 596,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 596,500**
Long-Term Debt	596,500	-	-	-	-	596,500
Funding Uses	**$ 596,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 596,500**
Building Accessory Equipment - Repl	596,500	-	-	-	-	596,500

Kitchen Modernizations

DEPARTMENT
Schools

PROJECT TYPE
Facility Improvements

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, FY19 & FY21.

OPERATING IMPACT
Potential energy, repair and maintenance savings achieved through equipment upgrades.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 80,000**	**$ -**	**$ 140,000**	**$ -**	**$ 92,000**	**$ 312,000**
Long-Term Debt	80,000	-	140,000	-	92,000	312,000
Funding Uses	**$ 80,000**	**$ -**	**$ 140,000**	**$ -**	**$ 92,000**	**$ 312,000**
Machinery & Equipment - Repl	80,000	-	140,000	-	92,000	312,000

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Airport CIP Summary

FY17-FY21 CIP: Funding Sources by Project Type

	Facility Improvements	Land Acquisition	Equipment	Grand Total
Categorical Federal Aid	7,215,479	3,188,041	-	10,403,520
Categorical State Aid	2,656,386	283,382	144,000	3,083,768
Prior Year Fund Balance	213,000	38,948	36,000	287,948
Recovered Costs	540,000	-	-	540,000
Grand Total	**$ 10,624,865**	**$ 3,510,371**	**$ 180,000**	**$ 14,315,236**

FY17 CIP Projects by Project Type

	FY17
Facility Improvements	**5,084,265**
Airport Improvements	250,000
East Side Taxiway Apron	4,714,265
Obstruction Removal	120,000
Land Acquisition	**2,051,149**
Airport Land Acquisition	2,051,149
Grand Total	**7,135,414**

East Side Taxiway and Apron

DEPARTMENT
Airport

PROJECT TYPE
Facility Improvements

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 FY17.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 4,714,265**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 4,714,265**
Categorical Federal Aid	4,460,479	-	-	-	-	4,460,479
Categorical State Aid	173,786	-	-	-	-	173,786
Prior Year Fund Balance	80,000	-	-	-	-	80,000
Funding Uses	**$ 4,714,265**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 4,714,265**
Construction	4,714,265	-	-	-	-	4,714,265

Airport Land Acquisition

DEPARTMENT
Airport

PROJECT TYPE
Land Acquisition

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 FY17, FY19 and FY20.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 2,051,149**	**$ -**	**$ 1,029,118**	**$ 430,104**	**$ -**	**$ 3,510,371**
Categorical Federal Aid	1,847,940	-	945,108	394,993	-	3,188,041
Categorical State Aid	164,261	-	84,010	35,111	-	283,382
Prior Year Fund Balance	38,948	-	-	-	-	38,948
Funding Uses	**$ 2,051,149**	**$ -**	**$ 1,029,118**	**$ 430,104**	**$ -**	**$ 3,510,371**
Land	2,051,149	-	1,029,118	430,104	-	3,510,371

Airport Safety Improvements

DEPARTMENT
Airport

PROJECT TYPE
Facility Improvements

LOCATION
Hanover County Airport

PROJECT DESCRIPTION
The project is to resurface the runway in FY21. The last runway resurface was performed in 1993 and has exceeded its useful life. Resurfacing is needed to replace aging asphalt to maintain the usability of the runway. Project includes new runway stripping, increase to runway lighting elevations and modernization of the runway electrical system.

USEFUL LIFE
20 years

TIMETABLE
Construction in FY21.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,950,000**	**$ 2,950,000**
Categorical Federal Aid	-	-	-	-	2,655,000	2,655,000
Categorical State Aid	-	-	-	-	236,000	236,000
Prior Year Fund Balance	-	-	-	-	59,000	59,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,950,000**	**$ 2,950,000**
Facility Improvements	-	-	-	-	2,950,000	2,950,000

Terminal Building

DEPARTMENT
Airport

PROJECT TYPE
Facility Improvements

LOCATION
Hanover County Airport

PROJECT DESCRIPTION
Approved Master Plan calls for a new terminal building on the East Side. State funding is based on the amount of Terminal Public Use Space versus Private Use Space, with Public Use Space typically funded by VDOA at 100%. Design of the terminal and its use identifies 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. Construction in FY21.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 220,000**	**$ -**	**$ -**	**$ 1,800,000**	**$ 2,020,000**
Categorical State Aid	-	220,000	-	-	1,260,000	1,480,000
Recovered Costs	-	-	-	-	540,000	540,000
Funding Uses	**$ -**	**$ 220,000**	**$ -**	**$ -**	**$ 1,800,000**	**$ 2,020,000**
Construction	-	-	-	-	1,800,000	1,800,000
Professional Services	-	220,000	-	-	-	220,000

Obstruction Removal

DEPARTMENT
Airport

PROJECT TYPE
Facility Improvements

LOCATION
Hanover County Airport

PROJECT DESCRIPTION
As a condition of State Funding and FAA Grant Assurances, the Approach Airspace must be clear of obstructions. This project will include acquiring avigation easements to permit removal of tree obstructions which have grown into the airspace surfaces. Project will also include design and construction costs associated with physical removal of tree obstructions.

USEFUL LIFE
N/A

TIMETABLE
FY17/FY18

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 120,000**	**$ 570,600**	**$ -**	**$ -**	**$ -**	**$ 690,600**
Categorical State Aid	96,000	570,600	-	-	-	666,600
Prior Year Fund Balance	24,000	-	-	-	-	24,000
Funding Uses	**$ 120,000**	**$ 570,600**	**$ -**	**$ -**	**$ -**	**$ 690,600**
Facility Improvements	120,000	570,600	-	-	-	690,600

Airport Improvements

DEPARTMENT
Airport

PROJECT TYPE
Facility Improvements

LOCATION
Hanover County Airport

PROJECT DESCRIPTION
The Airport Improvements project provides a contingency funding source to capture matching federal and state grant funds that have not otherwise been scheduled which may become available during the year. These funds are used towards airport projects which further the Airport Master Plan or projects that improve safety and maintenance of Airport Grant Assurances as required by the Virginia Department of Aviation or Federal Aviation Administration.

USEFUL LIFE
Varies

TIMETABLE
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.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 250,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 250,000**
Categorical Federal Aid	100,000	-	-	-	-	100,000
Categorical State Aid	100,000	-	-	-	-	100,000
Prior Year Fund Balance	50,000	-	-	-	-	50,000
Funding Uses	**$ 250,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 250,000**
Construction	250,000	-	-	-	-	250,000

Fuel Tank Replacement

DEPARTMENT
Airport

PROJECT TYPE
Equipment

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. Airport customers require both Avgas and Jet A fuel tanks. 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 FY19.

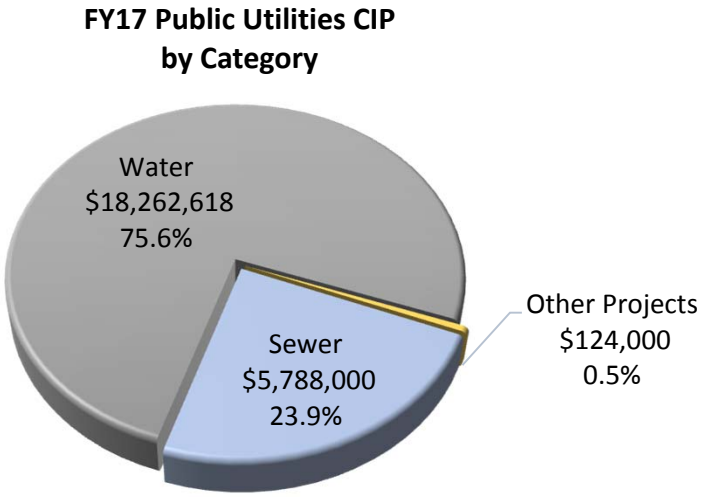
OPERATING IMPACT
There is no anticipated additional operating impact as a result of this project.

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 180,000**	**$ -**	**$ -**	**$ 180,000**
Categorical State Aid	-	-	144,000	-	-	144,000
Prior Year Fund Balance	-	-	36,000	-	-	36,000
Funding Uses	**$ -**	**$ -**	**$ 180,000**	**$ -**	**$ -**	**$ 180,000**
Machinery & Equipment - Repl	-	-	180,000	-	-	180,000

Public Utilities CIP Summary

FY17-FY21 CIP: Public Utilities Category by Project Type

	Facility Improvements	Utility Service Agreement	Equipment	Grand Total
DPU - Water	26,375,000	23,264,365	-	49,639,365
DPU - Sewer	18,687,000	-	-	18,687,000
DPU - Other Projects	88,000	-	1,852,000	1,940,000
Grand Total	**$ 45,150,000**	**$ 23,264,365**	**$ 1,852,000**	**$ 70,266,365**



Abbreviations

The following abbreviations are used within the Public Utilities CIP project pages.

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.
MG - Million gallon
MGD - Million gallons per day
PS - Pump Station
STP - Sewage Treatment Plan
U/G - Underground
W/L - Waterline
WTP - Water Treatment Plant
WWTP - Wastewater Treatment Plant
WWPS - Wastewater Pump Station

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

PROJECT TYPE
Utility Service Agreement

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 FY17 through FY21.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 2,413,309**	**$ 6,793,759**	**$ 6,592,574**	**$ 4,408,850**	**$ 3,055,873**	**$ 23,264,365**
Utilities Fund	2,413,309	6,793,759	6,592,574	4,408,850	3,055,873	23,264,365
Funding Uses	**$ 2,413,309**	**$ 6,793,759**	**$ 6,592,574**	**$ 4,408,850**	**$ 3,055,873**	**$ 23,264,365**
Joint Capital	2,413,309	6,793,759	6,592,574	4,408,850	3,055,873	23,264,365

Garnett/Ashcake Road Water Storage Tank & Pump Station

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

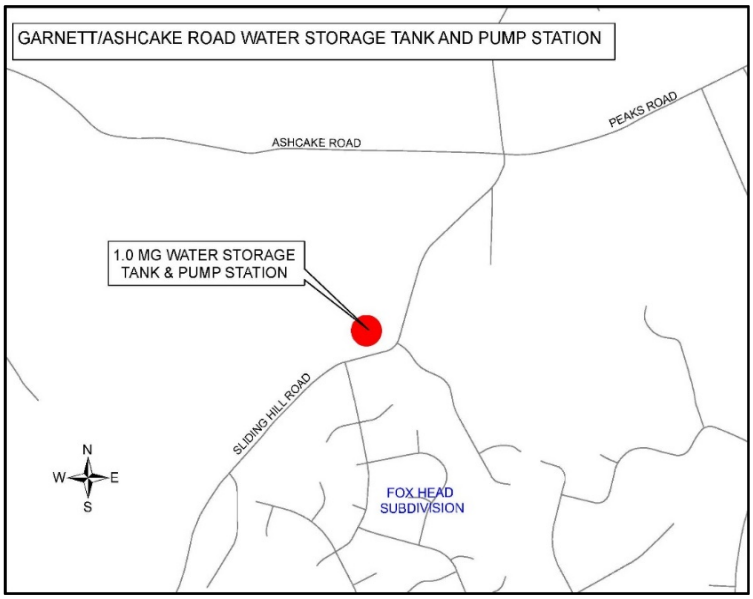
LOCATION
Near the intersection of Sliding Hill Road and Ashcake Road (FMP W48)

PROJECT DESCRIPTION
This project provides for the FY20 design and land acquisition and FY21 construction of a 1 MG water storage tank and a pump station to be located near the intersection of Sliding Hill Road and Ashcake Road. This project is needed to provide additional water delivery from the Mechanicsville to the Ashland pressure zone.

USEFUL LIFE
35 to 75 years

TIMETABLE
Design and easement acquisition in FY20; construction in FY21.

OPERATING IMPACT
Anticipated additional operating impact of $29,000 per year beginning in FY22.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 1,395,000**	**$ 6,000,000**	**$ 7,395,000**
Utilities Fund	-	-	-	1,395,000	6,000,000	7,395,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 1,395,000**	**$ 6,000,000**	**$ 7,395,000**
Construction	-	-	-	-	6,000,000	6,000,000
Professional Services	-	-	-	1,195,000	-	1,195,000
Purchase / Development of Land	-	-	-	200,000	-	200,000

Elmont Water Storage Tank & Pump Station

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

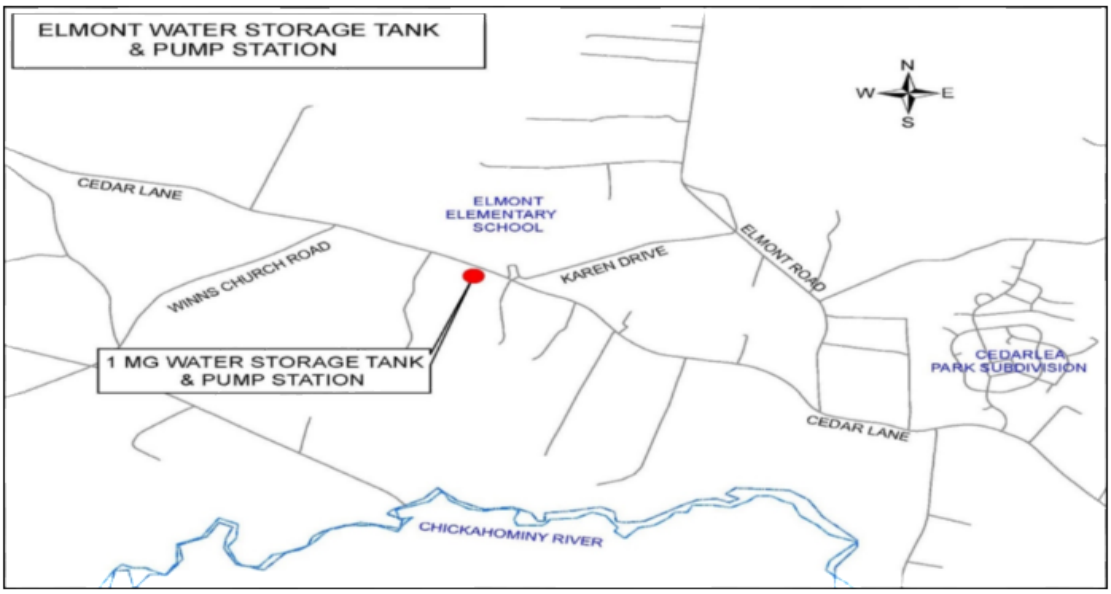
LOCATION
Near the intersection of Cedar Lane and Karen Drive (FMP W93 & W94)

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 Services Area.

USEFUL LIFE
35 to 75 years

TIMETABLE
Construction in FY17.

OPERATING IMPACT
Operating impact of $29,000 per year beginning in FY18.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 5,900,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 5,900,000**
Utilities Fund	5,900,000	-	-	-	-	5,900,000
Funding Uses	**$ 5,900,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 5,900,000**
Construction	5,900,000	-	-	-	-	5,900,000
Operating Impact	**$ -**	**$ 29,000**	**$ 29,000**	**$ 29,000**	**$ 29,000**	**$ 116,000**
Repair & Maintenance	-	29,000	29,000	29,000	29,000	116,000

Cedar Lane Waterline Improvements

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

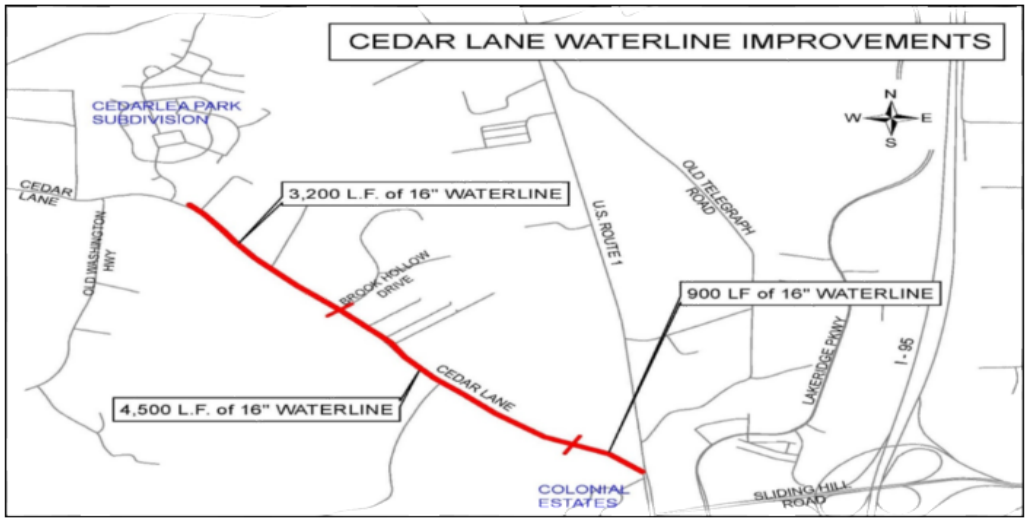
LOCATION
Along Cedar Lane from Cedarlea Parkway to Route 1 (FMP W25)

PROJECT DESCRIPTION
This project provides for the 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 FY19 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
Construction in FY17; design, easement acquisition and construction in FY18; construction in FY19.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 280,000**	**$ 1,185,000**	**$ 1,160,000**	**$ -**	**$ -**	**$ 2,625,000**
Utilities Fund	280,000	1,185,000	1,160,000	-	-	2,625,000
Funding Uses	**$ 280,000**	**$ 1,185,000**	**$ 1,160,000**	**$ -**	**$ -**	**$ 2,625,000**
Construction	280,000	826,000	1,160,000	-	-	2,266,000
Professional Services	-	215,000	-	-	-	215,000
Purchase / Development of Land	-	144,000	-	-	-	144,000

Doswell WTP to Railroad Crossing Waterline

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

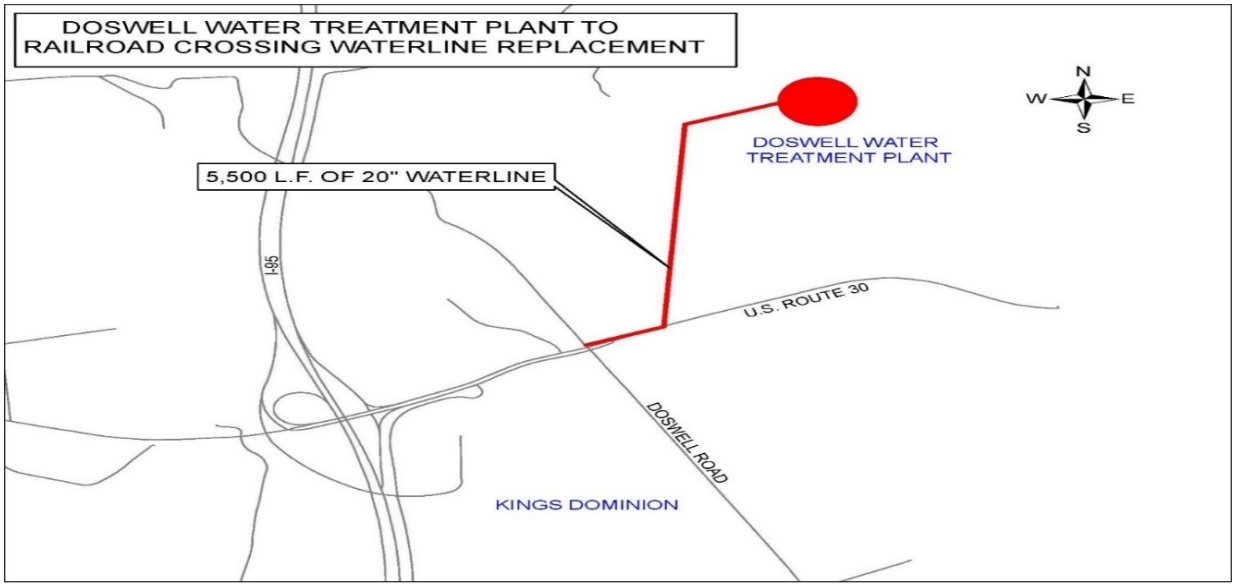
LOCATION
Doswell Water Treatment Plant to Route 30 Railroad Crossing

PROJECT DESCRIPTION
This project provides for the FY21 design, easement acquisition and construction of a new, 5,500' parallel 20" water main from the Doswell Water Treatment Plant to the Route 30 railroad crossing to provide redundancy for the existing 18" waterline.

USEFUL LIFE
50 years

TIMETABLE
Design, easement acquisition and construction in FY21.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,620,000**	**$ 1,620,000**
Utilities Fund	-	-	-	-	1,620,000	1,620,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,620,000**	**$ 1,620,000**
Construction	-	-	-	-	1,435,000	1,435,000
Professional Services	-	-	-	-	175,000	175,000
Purchase / Development of Land	-	-	-	-	10,000	10,000

Sliding Hill Rd & Ashcake Rd Waterline Improvements

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

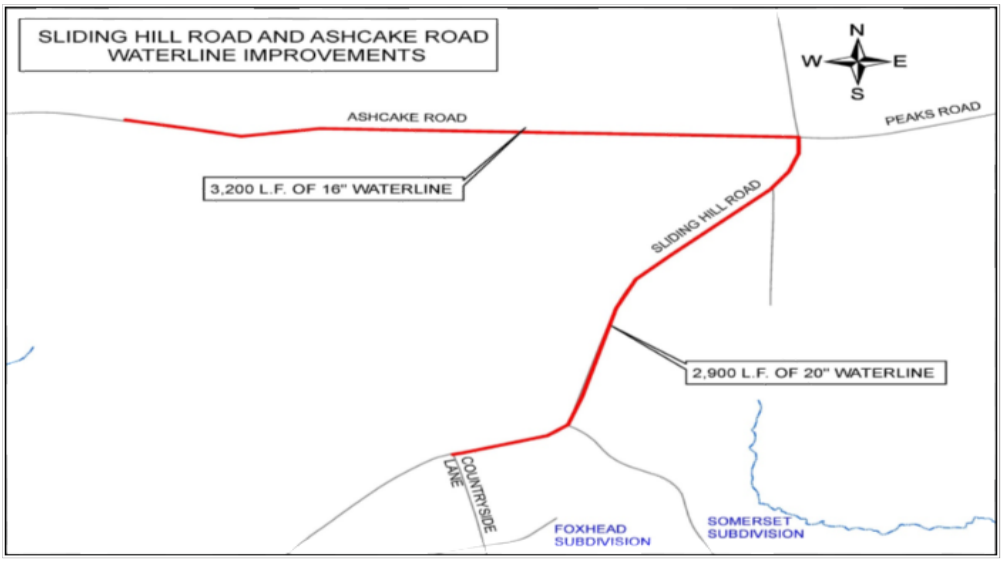
LOCATION
Along Sliding Hill Road from Countryside Lane to Ashcake Road (FMP W19 Modified Phase 2) and along Ashcake Road from Sliding Hill Road to connect to existing waterline on Ashcake Road (FMP W36).

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 at 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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 310,000**	**$ 1,284,000**	**$ -**	**$ 1,594,000**
Utilities Fund	-	-	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
Purchase / Development of Land	-	-	124,000	-	-	124,000

Ashcake Road/Long Road Waterline Improvements

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

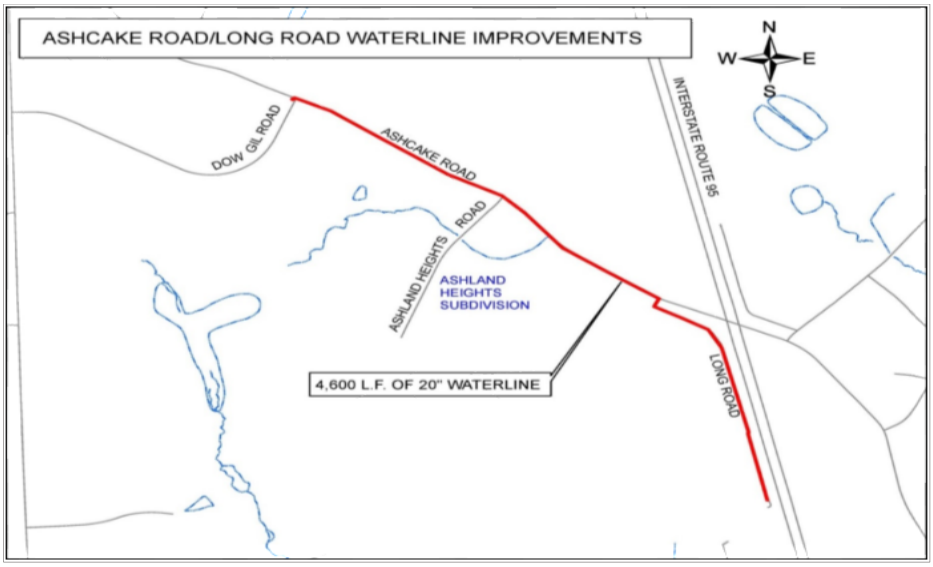
LOCATION
From the Northlake Development along Long Road to Ashcake Road ending at Dow Gil Road
(FMP W38 Modified Phase 2)

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; construction in FY21.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 282,000**	**$ -**	**$ 1,178,000**	**$ 1,460,000**
Utilities Fund	-	-	282,000	-	1,178,000	1,460,000
Funding Uses	**$ -**	**$ -**	**$ 282,000**	**$ -**	**$ 1,178,000**	**$ 1,460,000**
Construction	-	-	-	-	1,178,000	1,178,000
Professional Services	-	-	169,200	-	-	169,200
Purchase / Development of Land	-	-	112,800	-	-	112,800

New Ashcake Road Waterline Improvements

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

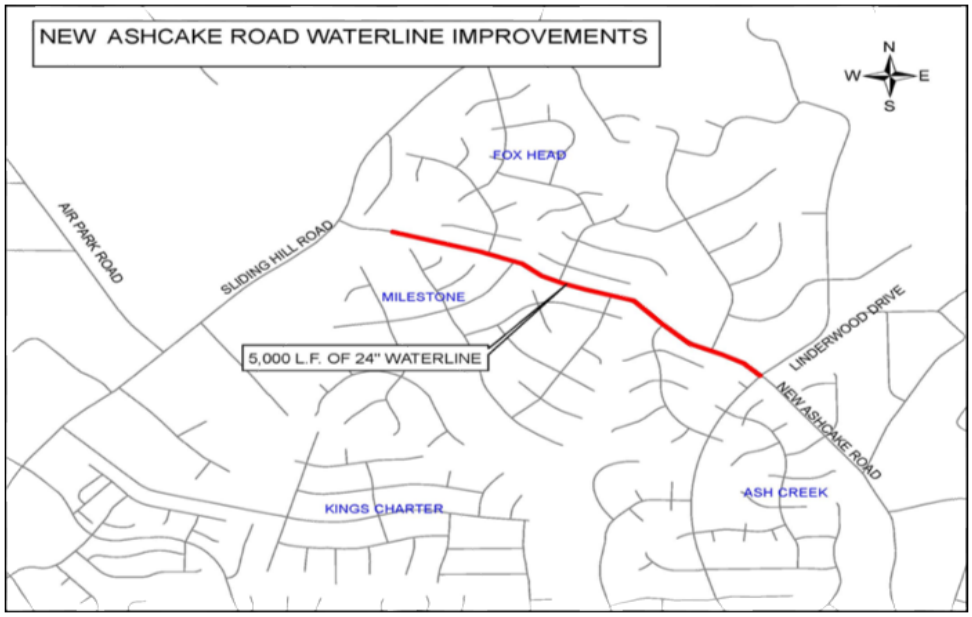
LOCATION
Along New Ashcake Road from Linderwood Drive to Sliding Hill Road (FMP W14)

PROJECT DESCRIPTION
This project provides for the 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
Construction in FY18.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 1,334,000**	**$ -**	**$ -**	**$ -**	**$ 1,334,000**
Utilities Fund	-	1,334,000	-	-	-	1,334,000
Funding Uses	**$ -**	**$ 1,334,000**	**$ -**	**$ -**	**$ -**	**$ 1,334,000**
Construction	-	1,334,000	-	-	-	1,334,000

I-95 Waterline Crossing at Long Road

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

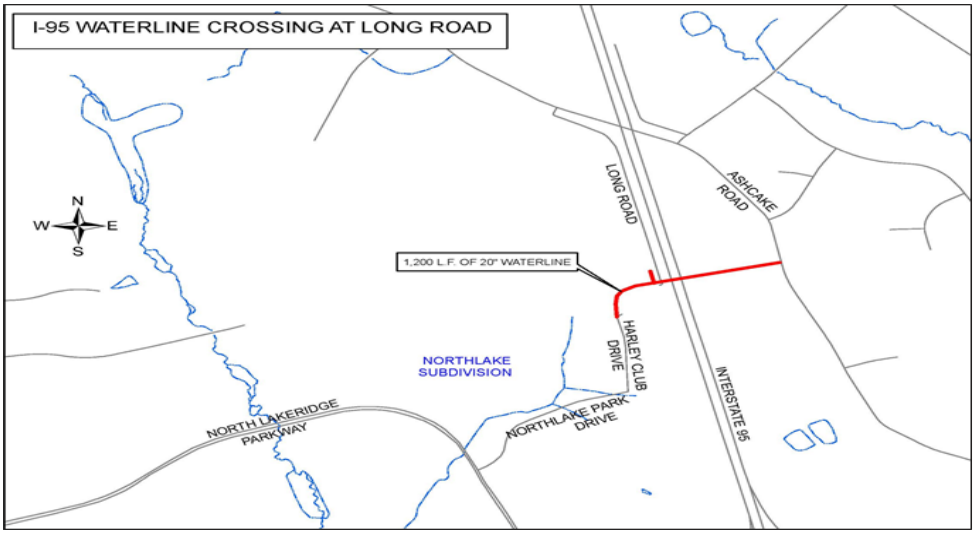
LOCATION
Ashcake Road to Harley Club Drive in the Northlake Development (FMP W38 Modified Phase 1)

PROJECT DESCRIPTION
This project provides for the FY18 design and easement acquisition and FY19 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 FY19.

OPERATING IMPACT
Anticipated impact of $200 per year beginning in FY20.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 141,000**	**$ 564,000**	**$ -**	**$ -**	**$ 705,000**
Utilities Fund	-	141,000	564,000	-	-	705,000
Funding Uses	**$ -**	**$ 141,000**	**$ 564,000**	**$ -**	**$ -**	**$ 705,000**
Construction	-	-	564,000	-	-	564,000
Professional Services	-	84,600	-	-	-	84,600
Purchase / Development of Land	-	56,400	-	-	-	56,400
Operating Impact	**$ -**	**$ -**	**$ -**	**$ 200**	**$ 200**	**$ 400**
Repair & Maintenance	-	-	-	200	200	400

Air Park Water Tank Rehabilitation

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

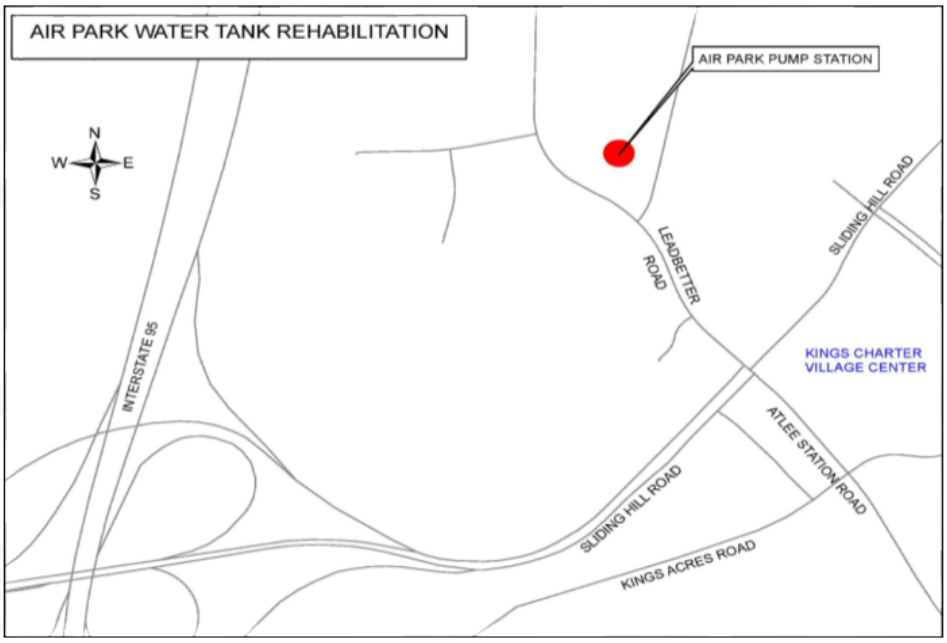
LOCATION
Air Park Pump Station

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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 55,000**	**$ -**	**$ 445,000**	**$ -**	**$ -**	**$ 500,000**
Utilities Fund	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

Jackson Avenue Water Tank Rehabilitation

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

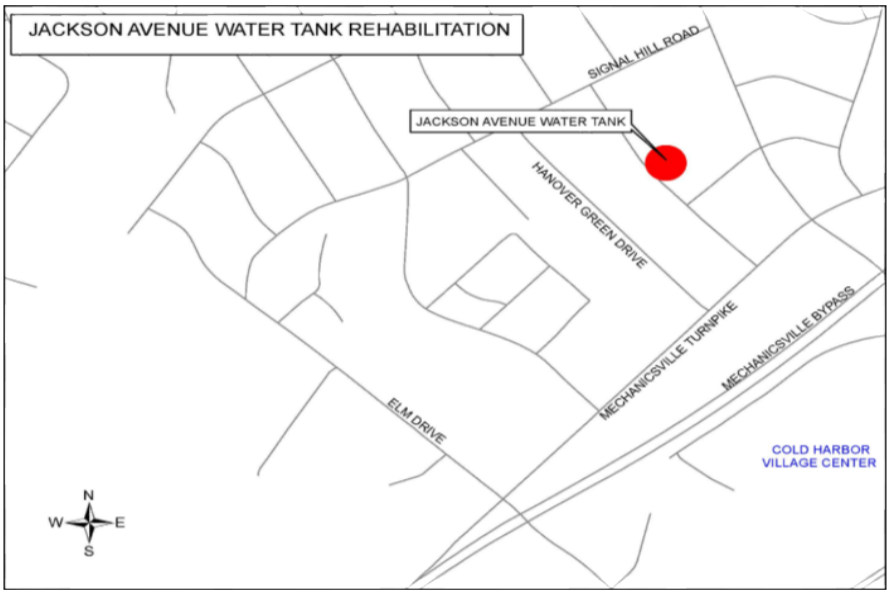
LOCATION
Jackson Avenue Elevated Storage Tank in Old Mechanicsville

PROJECT DESCRIPTION
This project provides for the interior and exterior recoating of the 200,000 gallon Jackson Avenue elevated water storage tank.

USEFUL LIFE
15 to 75 years

TIMETABLE
Construction in FY21.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 415,000**	**$ 415,000**
Utilities Fund	-	-	-	-	415,000	415,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 415,000**	**$ 415,000**
Construction	-	-	-	-	415,000	415,000

Doswell WTP Carbon Feed System

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

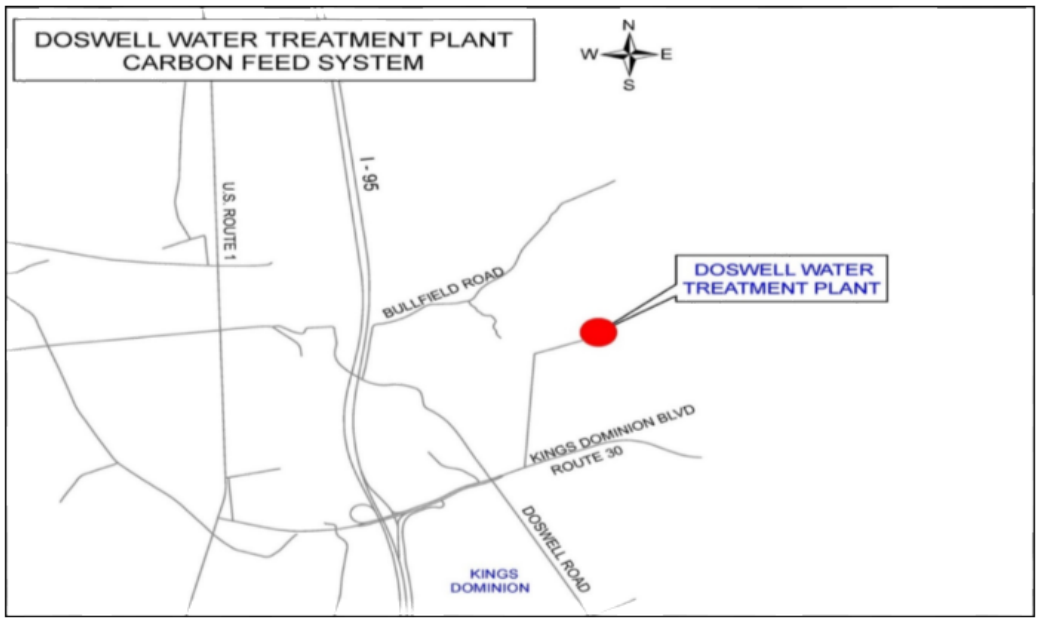
LOCATION
Doswell Water Treatment Plant

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 FY20; construction in FY21.

OPERATING IMPACT
Anticipated operating impact of $56,000 per year beginning in FY22.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 57,000**	**$ 318,000**	**$ 375,000**
Utilities Fund	-	-	-	57,000	318,000	375,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 57,000**	**$ 318,000**	**$ 375,000**
Construction	-	-	-	-	318,000	318,000
Professional Services	-	-	-	57,000	-	57,000

Air Park Water Storage Tank Pump Station Upgrade

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

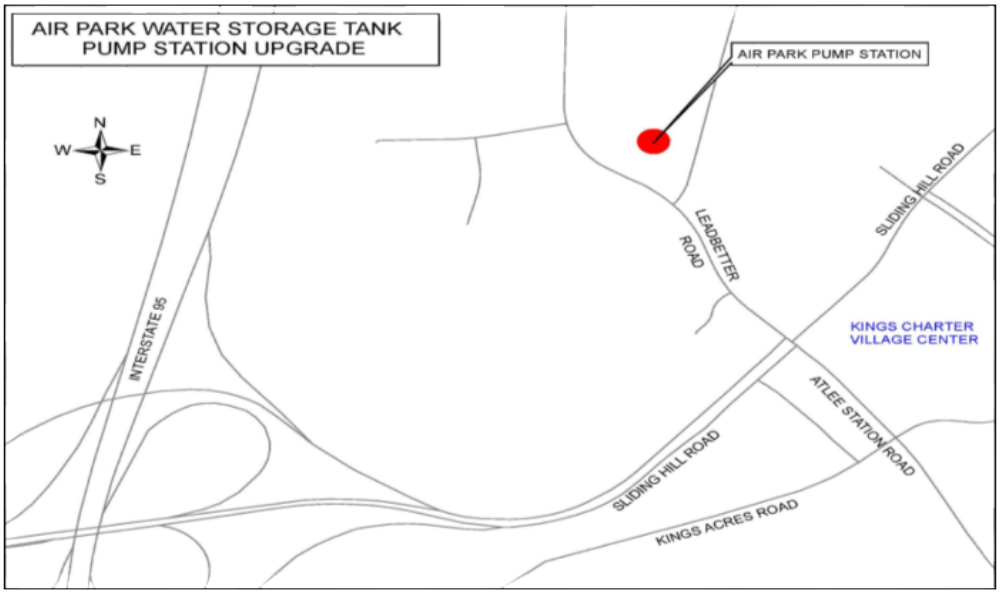
LOCATION
Air Park Pump Station

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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 34,000**	**$ 290,000**	**$ -**	**$ -**	**$ 324,000**
Utilities Fund	-	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

Creighton Road Tank Recoating Rehabilitation

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

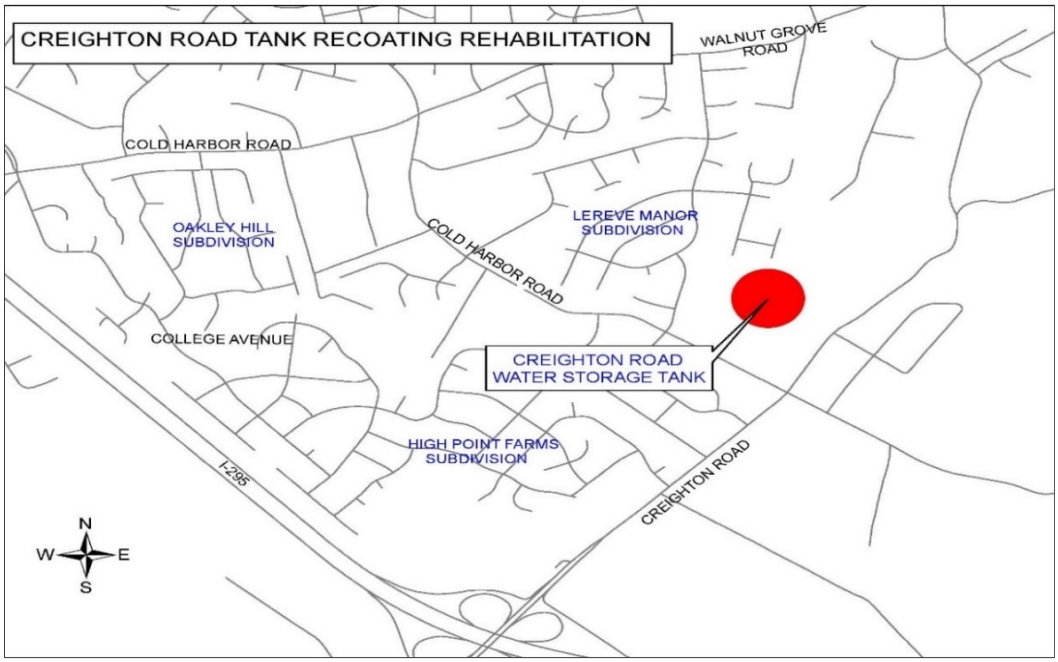
LOCATION
Creighton Road Water Storage Tank

PROJECT DESCRIPTION
This project provides for the design and rehabilitation of the 1,000,000 gallon Creighton Road Water Storage Tank.

USEFUL LIFE
15 to 75 years

TIMETABLE
Design in FY21.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 264,000**	**$ 264,000**
Utilities Fund	-	-	-	-	264,000	264,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 264,000**	**$ 264,000**
Professional Services	-	-	-	-	264,000	264,000

Doswell WTP Backwash Tank & Floor Rehabilitation

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

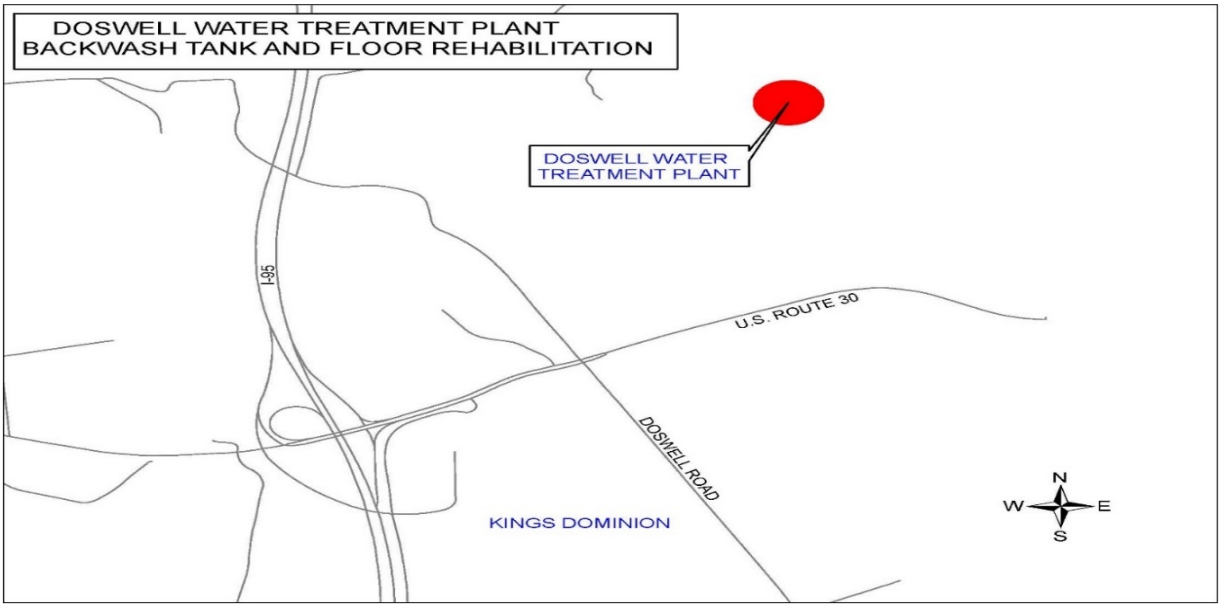
LOCATION
Doswell Water Treatment Plant

PROJECT DESCRIPTION
This project provides for the FY17 minor rehabilitation of the tank floor at the Doswell Water Treatment Plant Backwash Tank and the FY18 design and FY20 construction of a major tank rehabilitation of the same tank.

USEFUL LIFE
15 to 75 years

TIMETABLE
Design and construction in FY17; design in FY18; and construction in FY20.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 50,000**	**$ 21,000**	**$ -**	**$ 180,000**	**$ -**	**$ 251,000**
Utilities Fund	50,000	21,000	-	180,000	-	251,000
Funding Uses	**$ 50,000**	**$ 21,000**	**$ -**	**$ 180,000**	**$ -**	**$ 251,000**
Construction	35,000	-	-	180,000	-	215,000
Professional Services	15,000	21,000	-	-	-	36,000

Air Park Water Storage Tank Generator Replacement

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

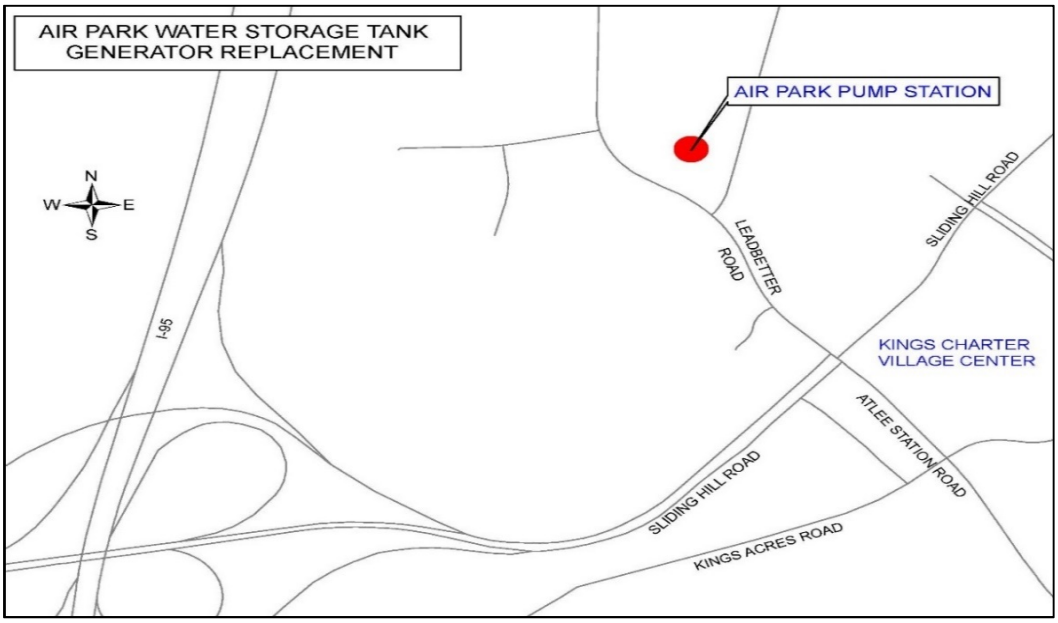
LOCATION
Air Park Pump Station

PROJECT DESCRIPTION
The existing 250 kW generator was installed in 1992 and has reached the end of its useful life. A new generator and automatic transfer switch will be installed.

USEFUL LIFE
25 to 30 years

TIMETABLE
Construction in FY19.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 209,000**	**$ -**	**$ -**	**$ 209,000**
Utilities Fund	-	-	209,000	-	-	209,000
Funding Uses	**$ -**	**$ -**	**$ 209,000**	**$ -**	**$ -**	**$ 209,000**
Construction	-	-	209,000	-	-	209,000

West Vaughan Road Waterline Replacement

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

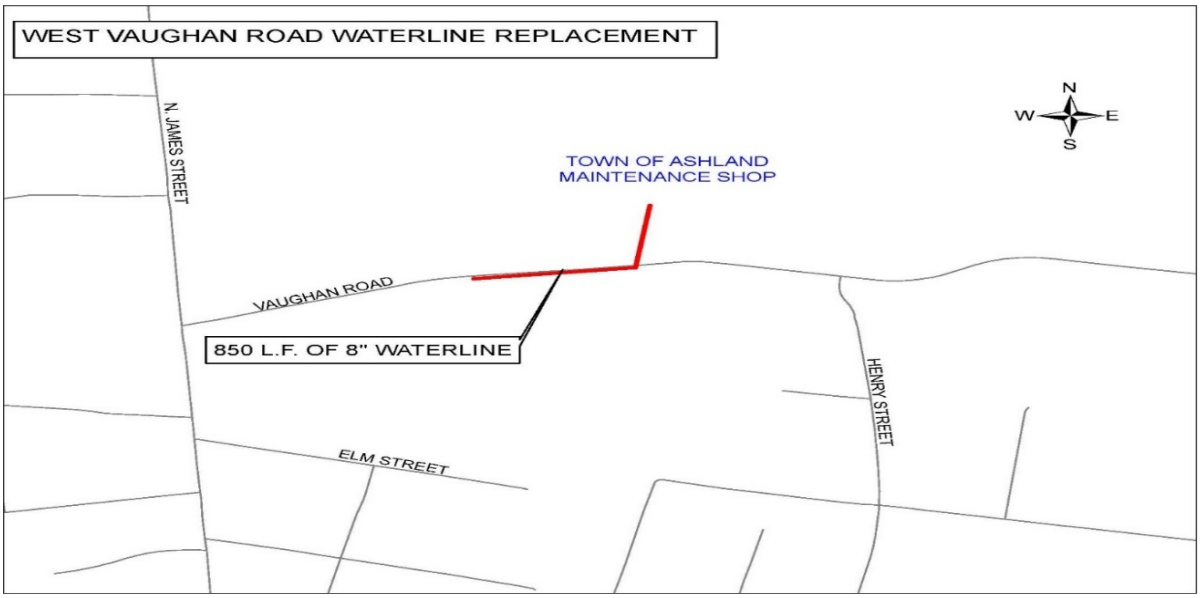
LOCATION
West Vaughan Road to the Town of Ashland Maintenance Shop

PROJECT DESCRIPTION
This project provides for the FY17 design, easement acquisition and construction of 850' of 8" waterline replacing an existing 6" lead joint pipe.

USEFUL LIFE
50 years

TIMETABLE
Design, easement acquisition and construction in FY17.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 199,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 199,000**
Utilities Fund	199,000	-	-	-	-	199,000
Funding Uses	**$ 199,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 199,000**
Construction	163,400	-	-	-	-	163,400
Professional Services	19,500	-	-	-	-	19,500
Purchase / Development of Land	16,100	-	-	-	-	16,100

Pleasant Street Water Tank Generator

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

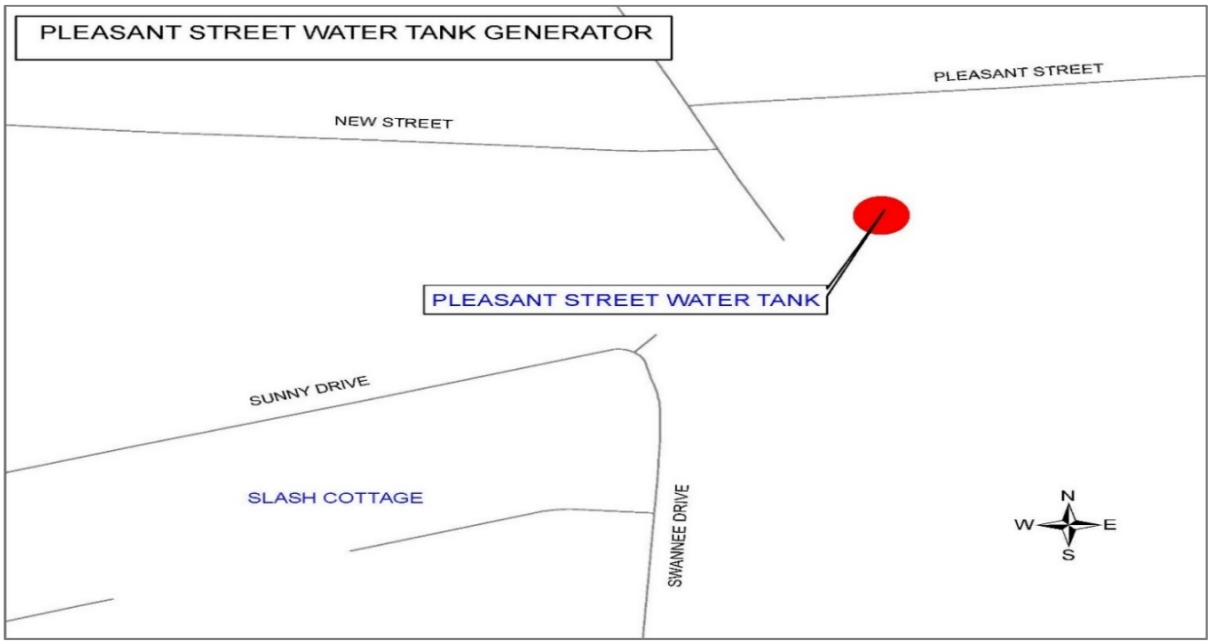
LOCATION
Pleasant Street Ground Storage Tank in the Town of Ashland

PROJECT DESCRIPTION
The generator was installed in 1999 and has reached the end of its useful life. The project includes the installation of a new 125 kW generator and automatic transfer switch.

USEFUL LIFE
25 to 30 years

TIMETABLE
Construction in FY21.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 189,000**	**$ 189,000**
Utilities Fund	-	-	-	-	189,000	189,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 189,000**	**$ 189,000**
Construction	-	-	-	-	189,000	189,000

Louisiana Street Waterline Replacement

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

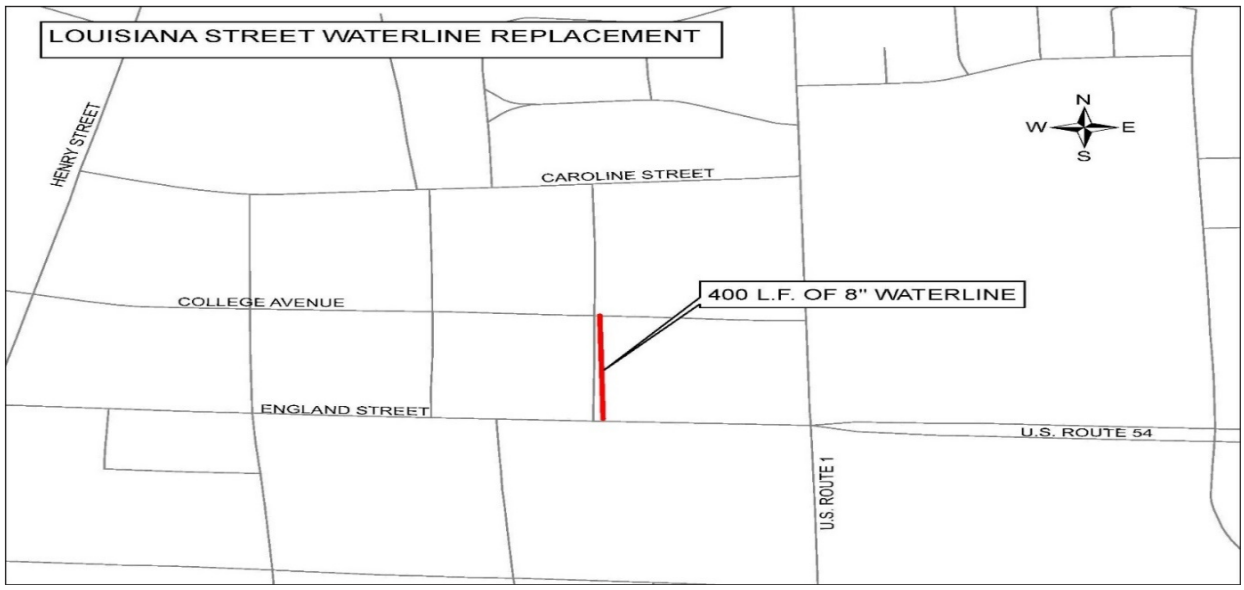
LOCATION
Louisiana Street between England Street and College Avenue in the Town of Ashland

PROJECT DESCRIPTION
This project provides for the FY19 design and construction to replace 400' of existing 4" cast iron waterline with a new 8" waterline in Louisiana Street.

USEFUL LIFE
50 years

TIMETABLE
Design and construction in FY19.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 144,000**	**$ -**	**$ -**	**$ 144,000**
Utilities Fund	-	-	144,000	-	-	144,000
Funding Uses	**$ -**	**$ -**	**$ 144,000**	**$ -**	**$ -**	**$ 144,000**
Construction	-	-	127,800	-	-	127,800
Professional Services	-	-	16,200	-	-	16,200

Dianne Ridge Subdivision Water Treatment

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

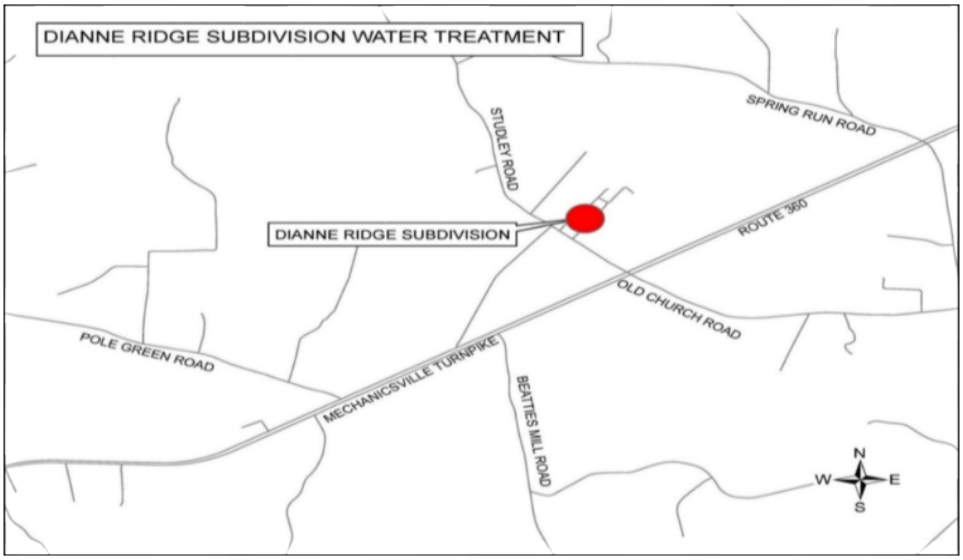
LOCATION
Dianne Ridge Subdivision

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 contaminant level. The well water is in compliance with EPA/VDH regulations. Sampling, which is required every three years, will be used to determine if 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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 39,000**	**$ 102,000**	**$ -**	**$ -**	**$ -**	**$ 141,000**
Utilities Fund	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**	**$ 3,000**	**$ 9,000**
Repair & Maintenance	-	-	3,000	3,000	3,000	9,000

Oak Hill Estates Hydro & Storage Tank Replacement

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

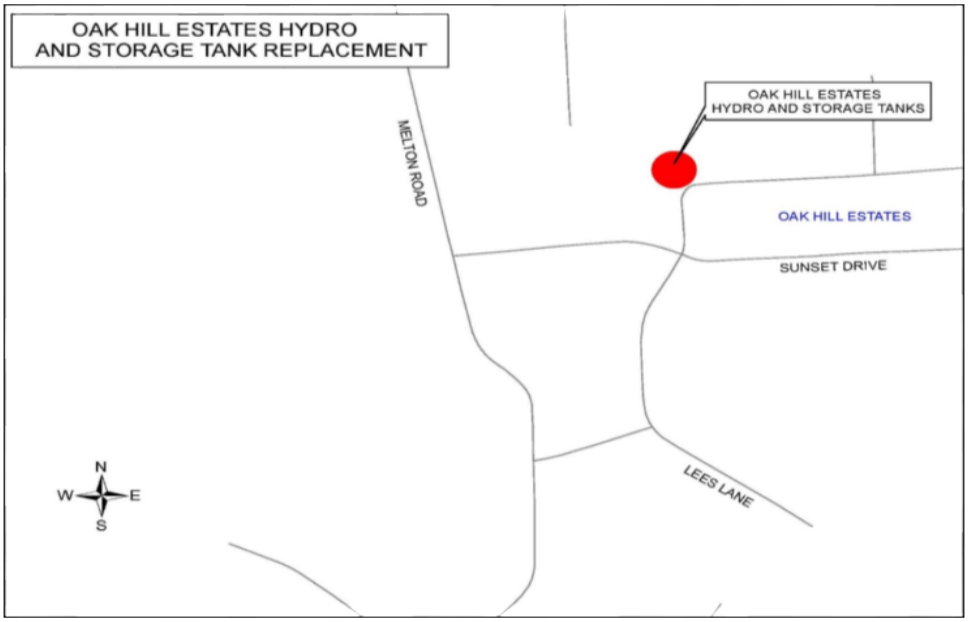
LOCATION
Oak Hill Estates

PROJECT DESCRIPTION
This project provides for the replacement of the existing hydro pneumatic tank and 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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 125,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 125,000**
Utilities Fund	125,000	-	-	-	-	125,000
Funding Uses	**$ 125,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 125,000**
Construction	110,000	-	-	-	-	110,000
Professional Services	15,000	-	-	-	-	15,000

Route 1 Waterline Improvements

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

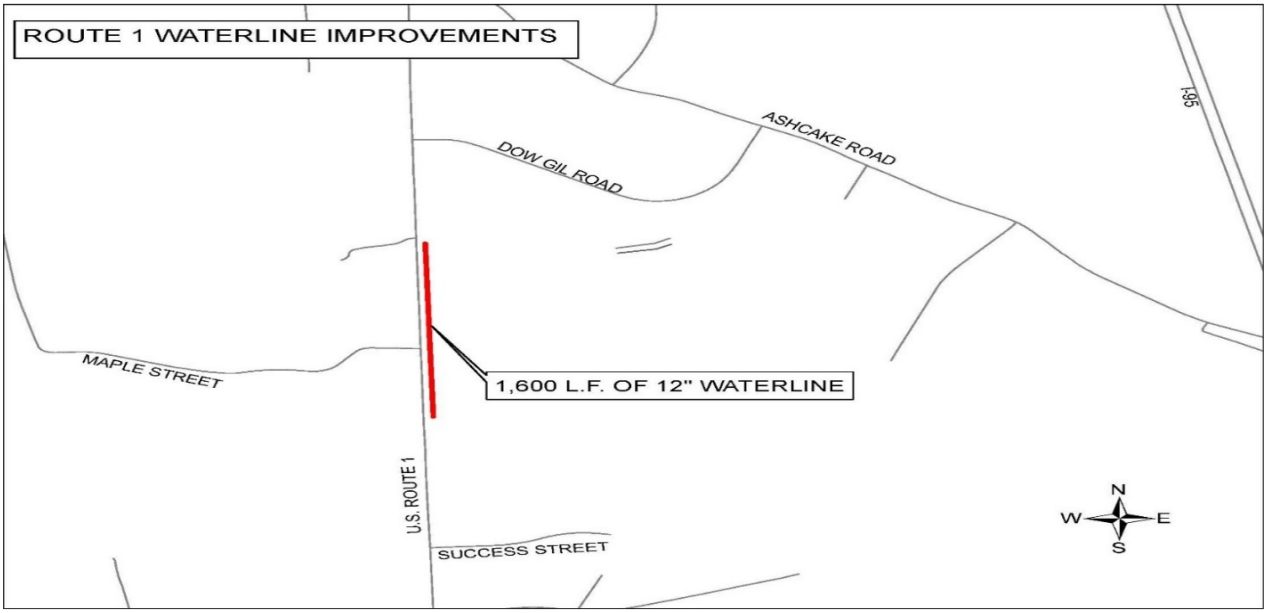
LOCATION
Route 1, Washington Highway from VA Warehousing to Chandler Lane

PROJECT DESCRIPTION
This project provides for the FY21 design and easement acquisition and the FY22 construction of approximately 1,600' of 12" waterline along Route 1, Washington Highway from VA Warehousing towards Chandler Lane. This project provides public water to the east side of Route 1 and redundancy moving water from the Airpark into Ashland.

USEFUL LIFE
50 years

TIMETABLE
Design and easement acquisition in FY21.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 105,000**	**$ 105,000**
Utilities Fund	-	-	-	-	105,000	105,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 105,000**	**$ 105,000**
Professional Services	-	-	-	-	65,000	65,000
Purchase / Development of Land	-	-	-	-	40,000	40,000

Doswell WTP Storage Tank Generator

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

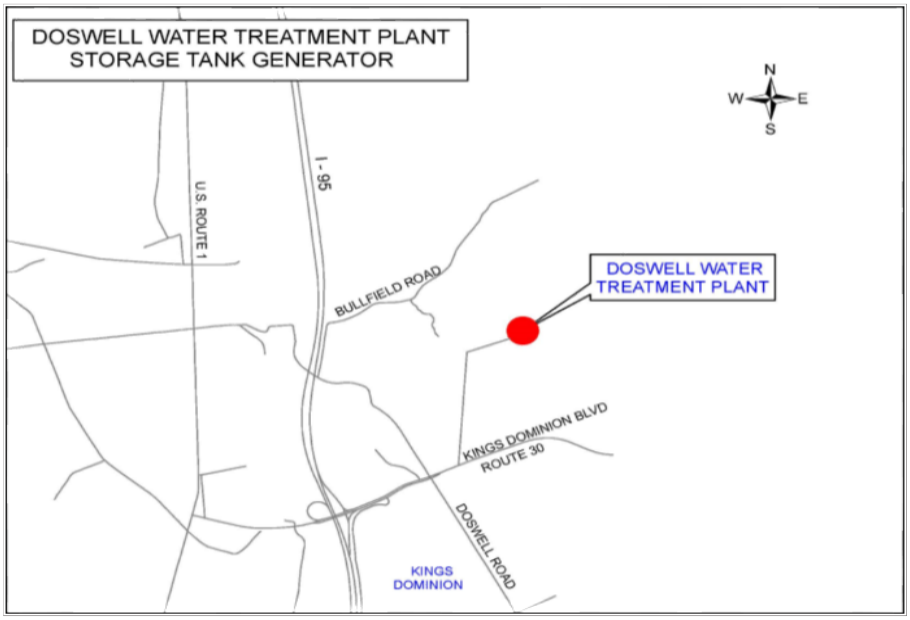
LOCATION
Doswell Water Treatment Plant

PROJECT DESCRIPTION
This project includes the replacement 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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 98,000**	**$ -**	**$ 98,000**
Utilities Fund	-	-	-	98,000	-	98,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 98,000**	**$ -**	**$ 98,000**
Construction	-	-	-	98,000	-	98,000

Pleasant Street Water Tank Rehabilitation

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

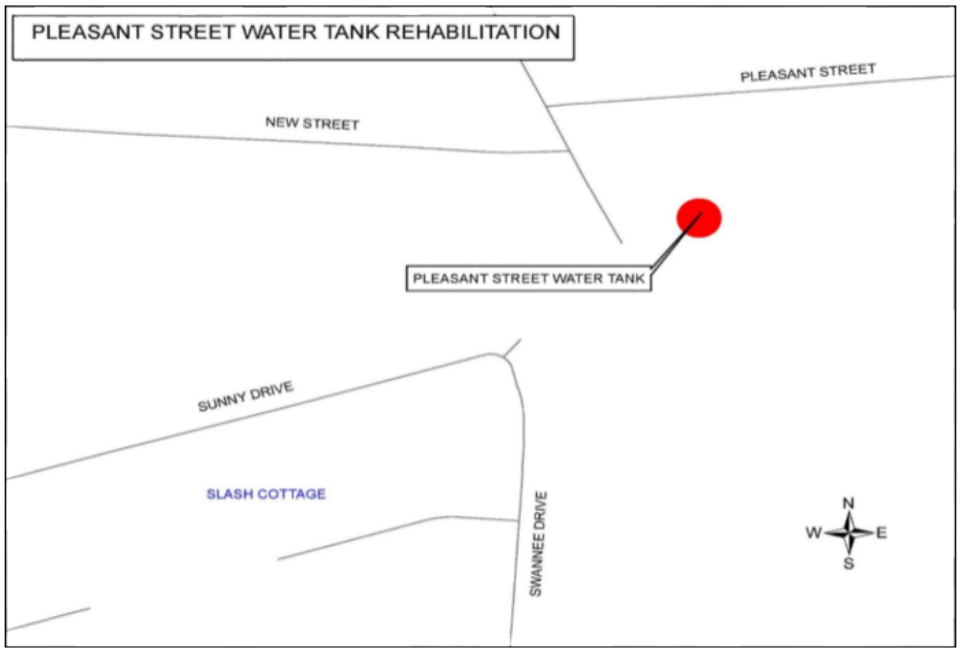
LOCATION
Pleasant Street Ground Storage Tank in the Town of Ashland

PROJECT DESCRIPTION
This project provides for repairs 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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 20,000**	**$ -**	**$ 75,000**	**$ -**	**$ -**	**$ 95,000**
Utilities Fund	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

Route 360 Waterline Improvements

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

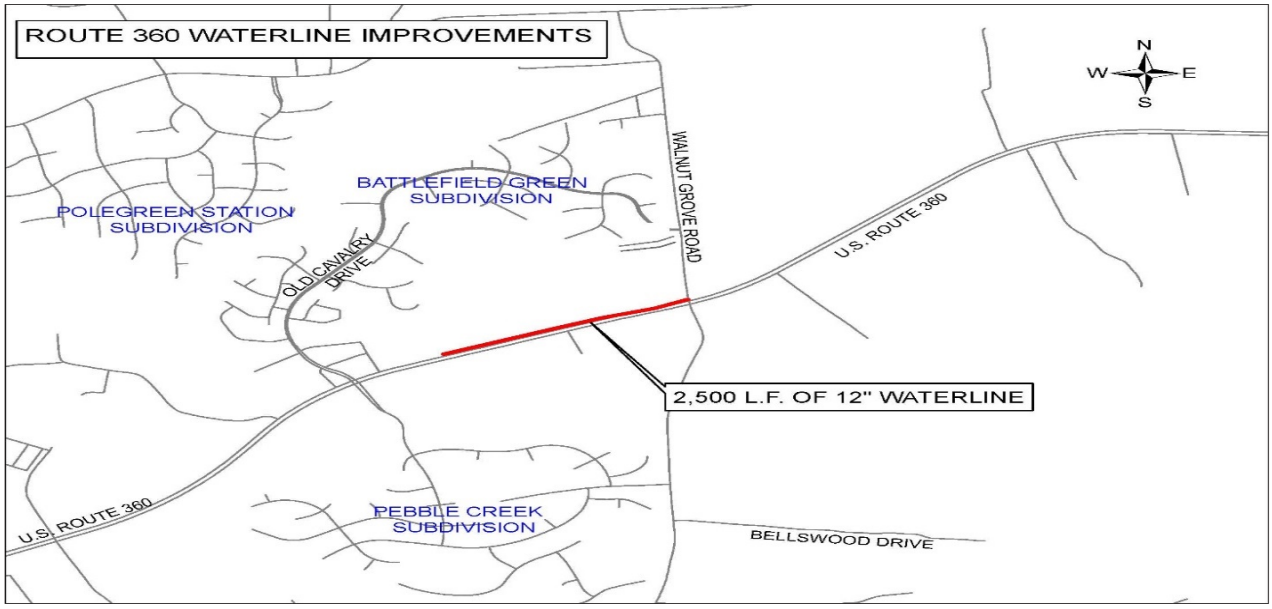
LOCATION
Route 360, Mechanicsville Turnpike from Vanguard Drive to Walnut Grove Road (FMP W86)

PROJECT DESCRIPTION
This project provides for the FY21 design and easement acquisition and the FY22 construction of approximately 2,500' of 12" waterline along Route 360, Mechanicsville Turnpike from Vanguard Drive to Walnut Grove Drive.

USEFUL LIFE
50 years

TIMETABLE
Design and easement acquisition in FY21.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 91,000**	**$ 91,000**
Utilities Fund	-	-	-	-	91,000	91,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 91,000**	**$ 91,000**
Professional Services	-	-	-	-	66,000	66,000
Purchase / Development of Land	-	-	-	-	25,000	25,000

Harris Court Water Tank Rehabilitation

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

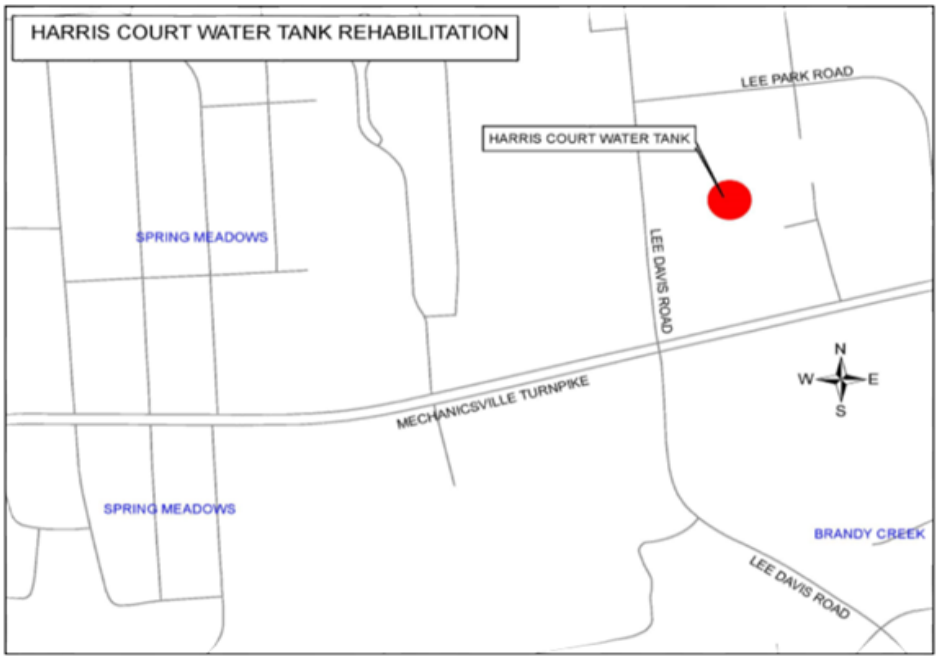
LOCATION
Harris Court Ground Storage Tank in Mechanicsville near Lee Davis High School

PROJECT DESCRIPTION
This project provides for repairs to the 500,000 gallon Harris Court ground storage tank.

USEFUL LIFE
15 to 75 years

TIMETABLE
Construction in FY18.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 75,000**	**$ -**	**$ -**	**$ -**	**$ 75,000**
Utilities Fund	-	75,000	-	-	-	75,000
Funding Uses	**$ -**	**$ 75,000**	**$ -**	**$ -**	**$ -**	**$ 75,000**
Construction	-	75,000	-	-	-	75,000

Quarles Road Tank Rehabilitation

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

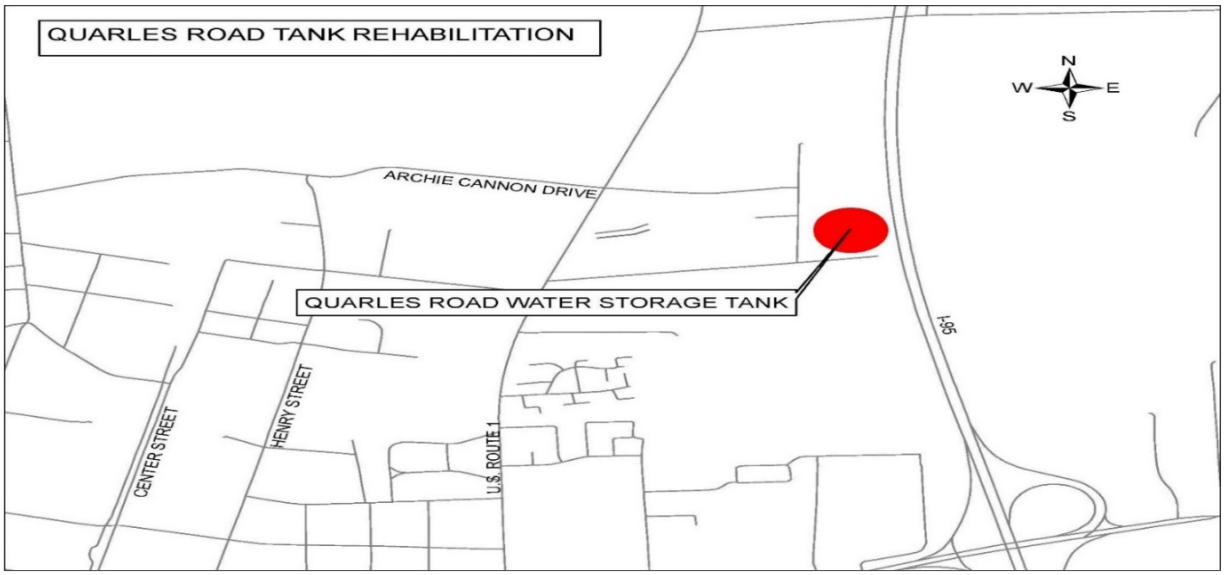
LOCATION
Quarles Road Water Storage Tank

PROJECT DESCRIPTION
This project provides for the FY17 minor rehabilitation of the tank floor at the Quarles Road Water Storage Tank and the FY21 design and FY23 construction of a major tank rehabilitation.

USEFUL LIFE
15 to 75 years

TIMETABLE
Design and construction in FY17; design in FY21.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ 23,000**	**$ 73,000**
Utilities Fund	50,000	-	-	-	23,000	73,000
Funding Uses	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ 23,000**	**$ 73,000**
Construction	35,000	-	-	-	-	35,000
Professional Services	15,000	-	-	-	23,000	38,000

Doswell WTP Generator Fuel Tank Replacement

DEPARTMENT
DPU - Water

PROJECT TYPE
Facility Improvements

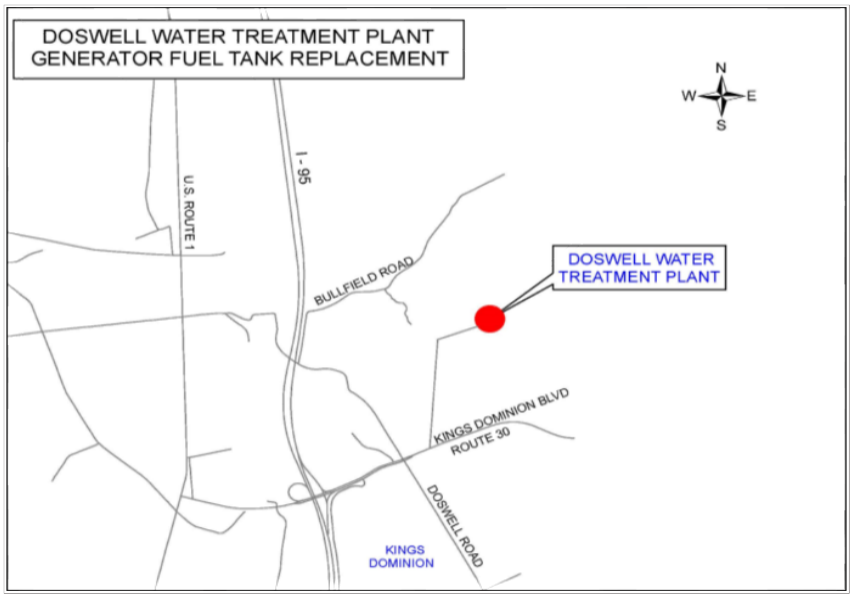
LOCATION
Doswell Water Treatment Plant

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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 69,000**	**$ -**	**$ 69,000**
Utilities Fund	-	-	-	69,000	-	69,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 69,000**	**$ -**	**$ 69,000**
Construction	-	-	-	69,000	-	69,000

Pump Station #5 & Royal Glen Pump Station Interceptor

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

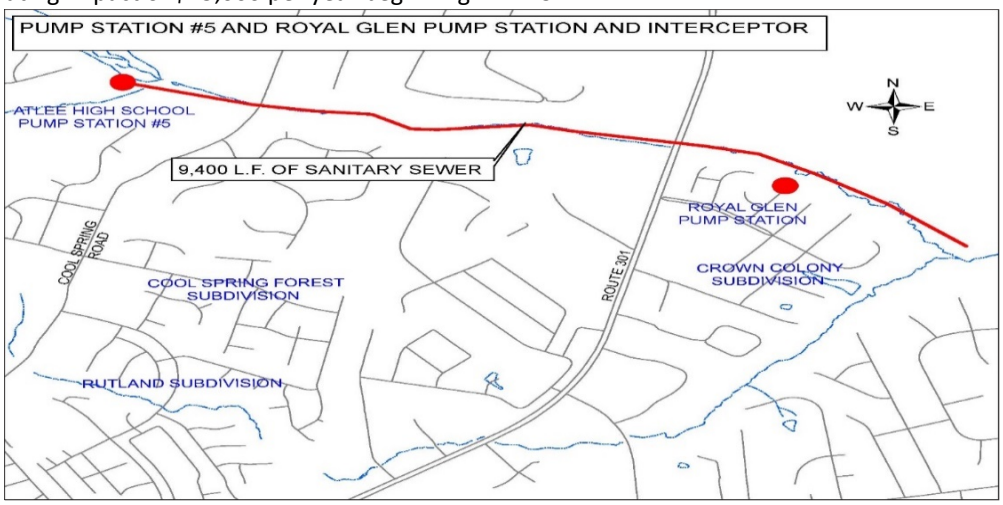
LOCATION
Totopotomoy Creek from Lower Opossum Creek Interceptor to Atlee High School Pump Station #5 (FMP S62 & S69)

PROJECT DESCRIPTION
This project provides for the FY17 design and easement acquisition and the FY18 construction of 9,400' of 36" to 30" sanitary sewer along Totopotomoy Creek from the Atlee High School Pump Station #5 to the Lower Opossum Creek Interceptor. It also includes a sanitary sewer extension to the Royal Glen Pump Station. Atlee High School Pump Station #5 and the Royal Glen Pump Station will be abandoned.

USEFUL LIFE
50 years

TIMETABLE
Design and easement acquisition in FY17; construction in FY18.

OPERATING IMPACT
Anticipated operating impact of $25,000 per year beginning in FY19.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 658,000**	**$ 3,640,000**	**$ -**	**$ -**	**$ -**	**$ 4,298,000**
Utilities Fund	658,000	3,640,000	-	-	-	4,298,000
Funding Uses	**$ 658,000**	**$ 3,640,000**	**$ -**	**$ -**	**$ -**	**$ 4,298,000**
Construction	-	3,640,000	-	-	-	3,640,000
Professional Services	605,000	-	-	-	-	605,000
Purchase / Development of Land	53,000	-	-	-	-	53,000
Operating Impact	**$ -**	**$ -**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 75,000**
Repair & Maintenance	-	-	25,000	25,000	25,000	75,000

Mechumps Creek WWPS Force Main Replacement

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

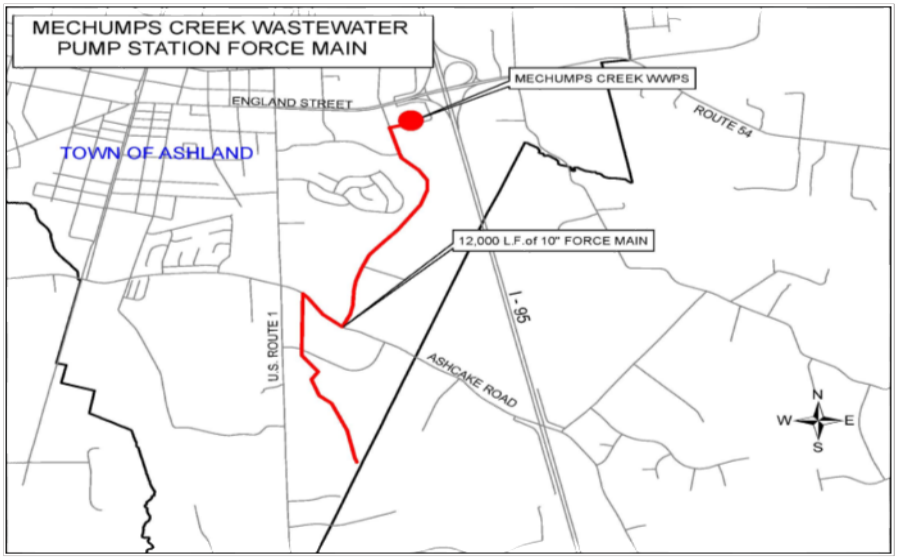
LOCATION
Mechumps Creek Pump Station to Ashland Wastewater Treatment Plant (FMP S83 Modified)

PROJECT DESCRIPTION
This project provides for the FY19 design and easement acquisition and FY21 construction of 12,000' of 10" force main beginning at the existing Mechumps Creek Wastewater Pump Station 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 FY19; construction in FY21.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 607,000**	**$ -**	**$ 2,134,000**	**$ 2,741,000**
Utilities Fund	-	-	607,000	-	2,134,000	2,741,000
Funding Uses	**$ -**	**$ -**	**$ 607,000**	**$ -**	**$ 2,134,000**	**$ 2,741,000**
Construction	-	-	-	-	2,134,000	2,134,000
Professional Services	-	-	364,000	-	-	364,000
Purchase / Development of Land	-	-	243,000	-	-	243,000

Shelton Pointe Force Main Upgrade

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

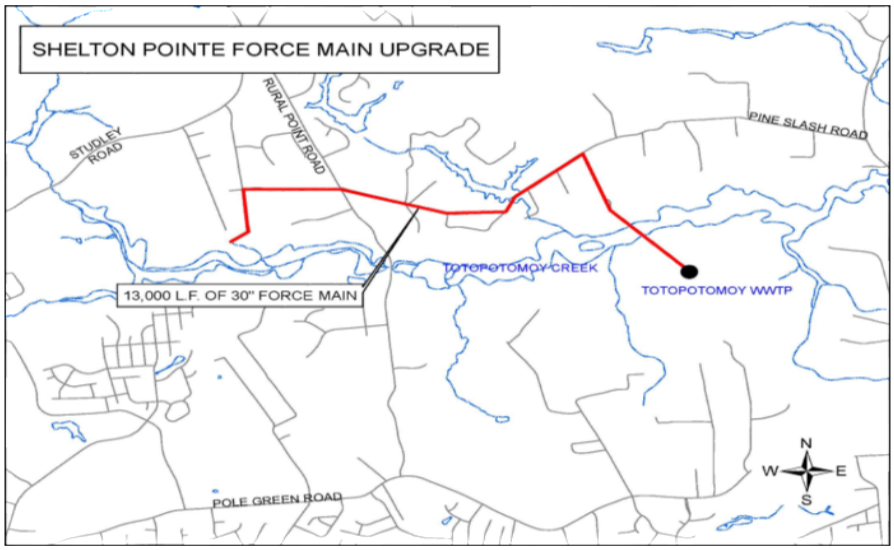
LOCATION
Shelton Pointe Force Main (FMP S66)

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 and extending northeast to the Totopotomoy Wastewater Treatment Plant. 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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 1,622,000**	**$ -**	**$ 1,622,000**
Utilities Fund	-	-	-	1,622,000	-	1,622,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 1,622,000**	**$ -**	**$ 1,622,000**
Professional Services	-	-	-	973,000	-	973,000
Purchase / Development of Land	-	-	-	649,000	-	649,000

Sliding Hill Wastewater Pump Station Upgrade

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

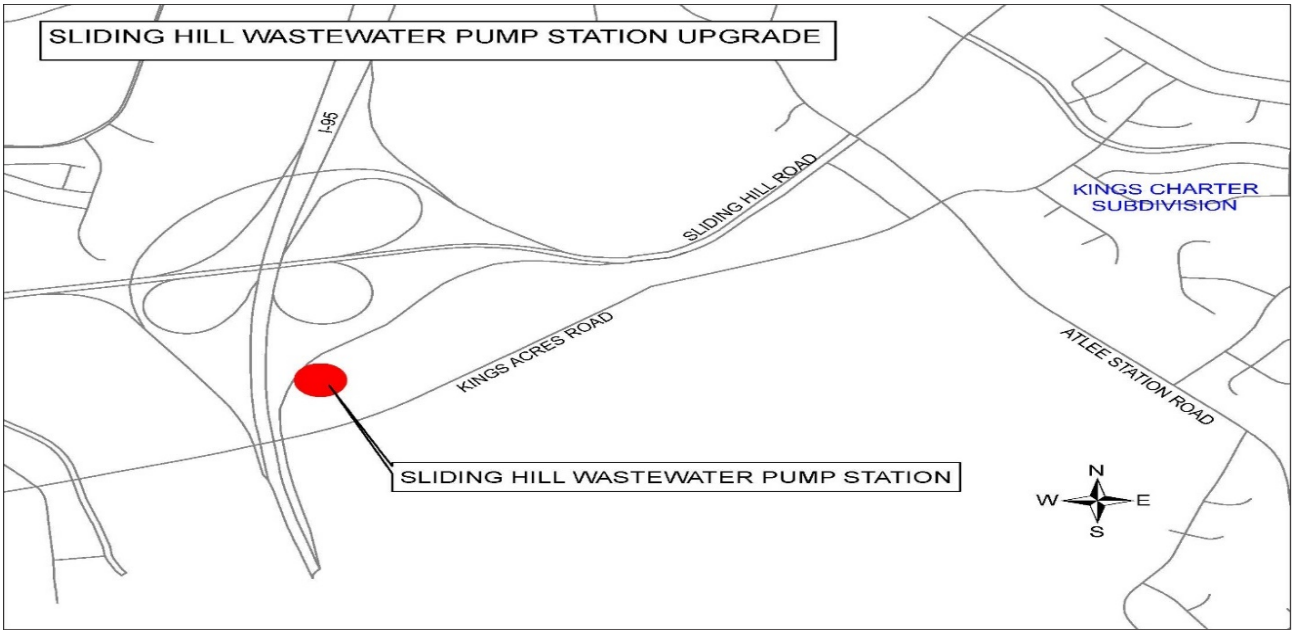
LOCATION
Sliding Hill Wastewater Pump Station (FMP S47)

PROJECT DESCRIPTION
This project provides for the FY19 design and FY20 construction to replace the approximately 20 year old pumps and upgrade the pumping capacity of the Sliding Hill Wastewater Pump Station to meet future demands.

USEFUL LIFE
20 years

TIMETABLE
Design in FY19 and construction in FY20.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 100,000**	**$ 1,000,000**	**$ -**	**$ 1,100,000**
Utilities Fund	-	-	100,000	1,000,000	-	1,100,000
Funding Uses	**$ -**	**$ -**	**$ 100,000**	**$ 1,000,000**	**$ -**	**$ 1,100,000**
Construction	-	-	-	1,000,000	-	1,000,000
Professional Services	-	-	100,000	-	-	100,000

Mechanicsville Sewer Rehabilitation

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

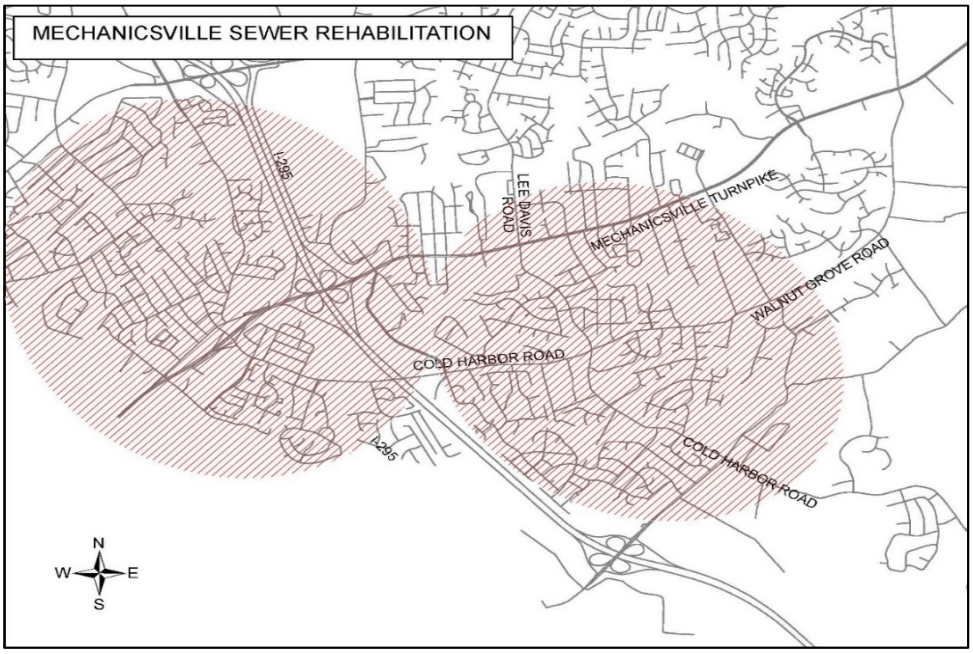
LOCATION
Mechanicsville

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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 200,000**	**$ 800,000**	**$ -**	**$ 1,000,000**
Utilities Fund	-	-	200,000	800,000	-	1,000,000
Funding Uses	**$ -**	**$ -**	**$ 200,000**	**$ 800,000**	**$ -**	**$ 1,000,000**
Construction	-	-	-	800,000	-	800,000
Professional Services	-	-	200,000	-	-	200,000

Totopotomoy Wastewater Treatment Plant Improvements

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

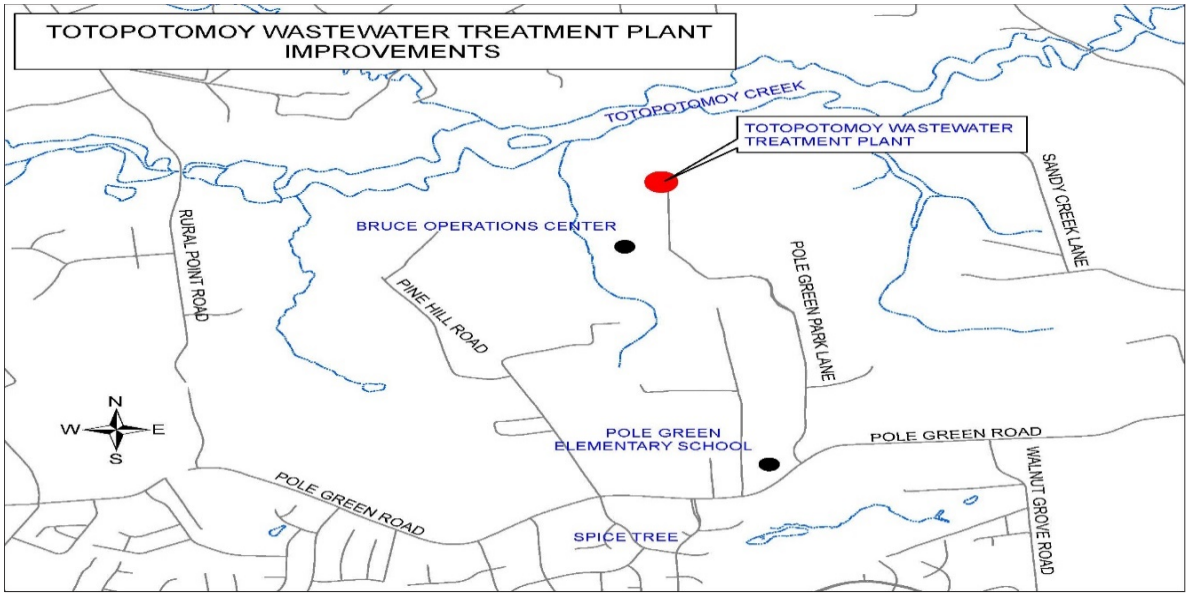
LOCATION
Totopotomoy Wastewater Treatment Plant

PROJECT DESCRIPTION
This project will include the replacement of the nitrified recycle pumps in the remaining two treatment trains of the biological treatment facilities and the replacement of the blowers for the aerobic digesters. The new nitrified recycle pumps increase mechanical reliability and increase the recycle flow rate to optimize nutrient removal. The blowers for the aerobic digesters are reaching the end of their useful life.

USEFUL LIFE
30 years

TIMETABLE
Design and construction in FY20.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 1,000,000**	**$ -**	**$ 1,000,000**
Utilities Fund	-	-	-	1,000,000	-	1,000,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 1,000,000**	**$ -**	**$ 1,000,000**
Construction	-	-	-	800,000	-	800,000
Professional Services	-	-	-	200,000	-	200,000

Ashland Sewerline Rehabilitation

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

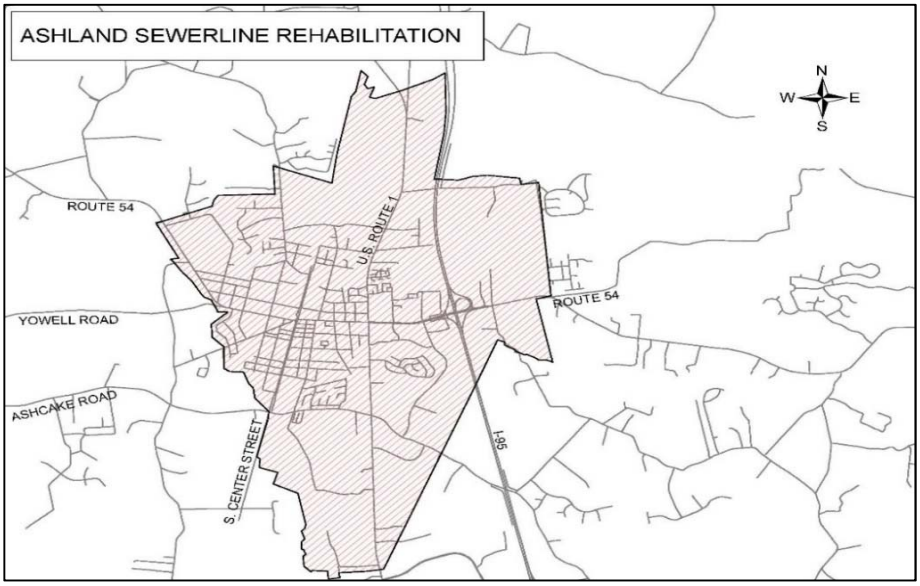
LOCATION
Ashland Wastewater Treatment Plant Drainage Basin

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 FY18; construction in FY19.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 110,000**	**$ 740,000**	**$ -**	**$ -**	**$ 850,000**
Utilities Fund	-	110,000	740,000	-	-	850,000
Funding Uses	**$ -**	**$ 110,000**	**$ 740,000**	**$ -**	**$ -**	**$ 850,000**
Construction	-	-	740,000	-	-	740,000
Professional Services	-	110,000	-	-	-	110,000

Ashland WWTP Generators & Fuel Tanks Replacement

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

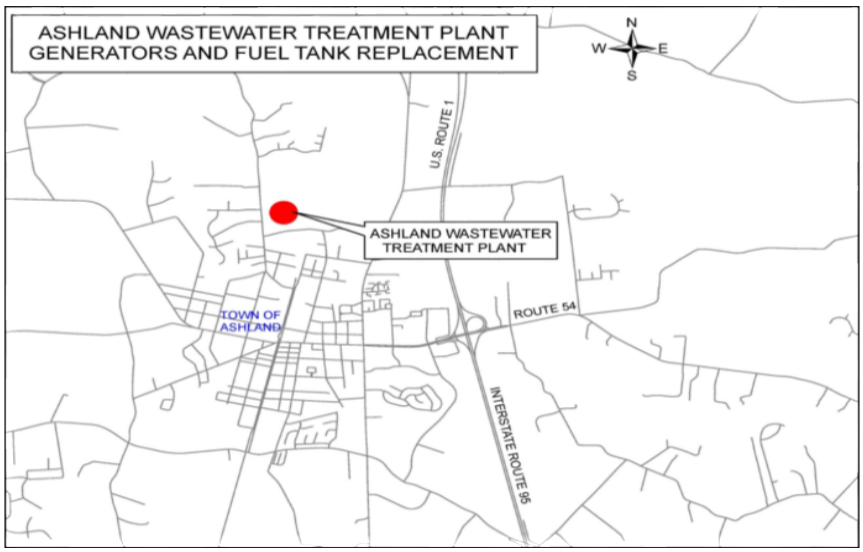
LOCATION
Ashland Wastewater Treatment Plant

PROJECT DESCRIPTION
This project provides for the design and "in kind" replacement of the Main Plant generator (700kW) and the Headwork's 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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 700,000**	**$ -**	**$ -**	**$ 700,000**
Utilities Fund	-	-	700,000	-	-	700,000
Funding Uses	**$ -**	**$ -**	**$ 700,000**	**$ -**	**$ -**	**$ 700,000**
Construction	-	-	700,000	-	-	700,000

Totopotomoy WWTP 2nd Influent Step Screen

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

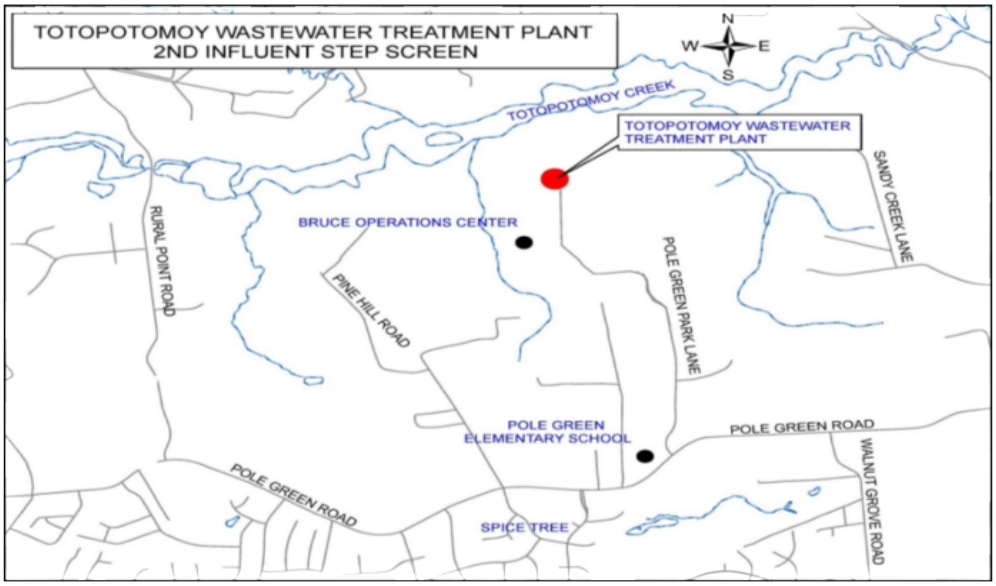
LOCATION
Totopotomoy Wastewater Treatment Plant

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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 583,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 583,000**
Utilities Fund	583,000	-	-	-	-	583,000
Funding Uses	**$ 583,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 583,000**
Construction	525,000	-	-	-	-	525,000
Professional Services	58,000	-	-	-	-	58,000
Operating Impact	**$ -**	**$ 1,000**	**$ 1,000**	**$ 1,000**	**$ 1,000**	**$ 4,000**
Repair & Maintenance	-	1,000	1,000	1,000	1,000	4,000

Doswell WWTP Equalization Tank Rehabilitation

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

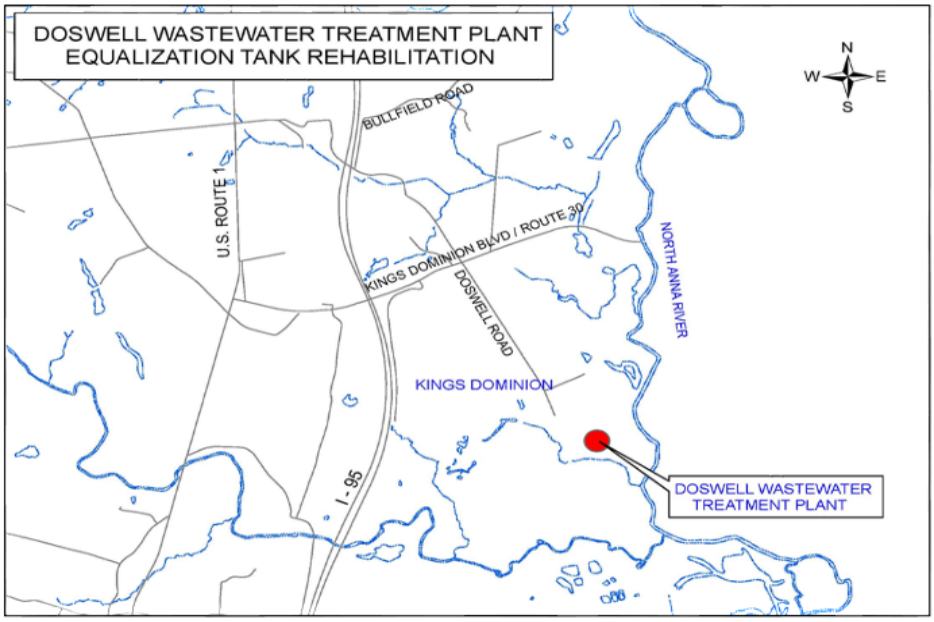
LOCATION
Doswell Wastewater Treatment Plant

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 years

TIMETABLE
Construction in FY17.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 454,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 454,000**
Utilities Fund	454,000	-	-	-	-	454,000
Funding Uses	**$ 454,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 454,000**
Construction	454,000	-	-	-	-	454,000

Shelton Pointe WWPS Upgrade

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

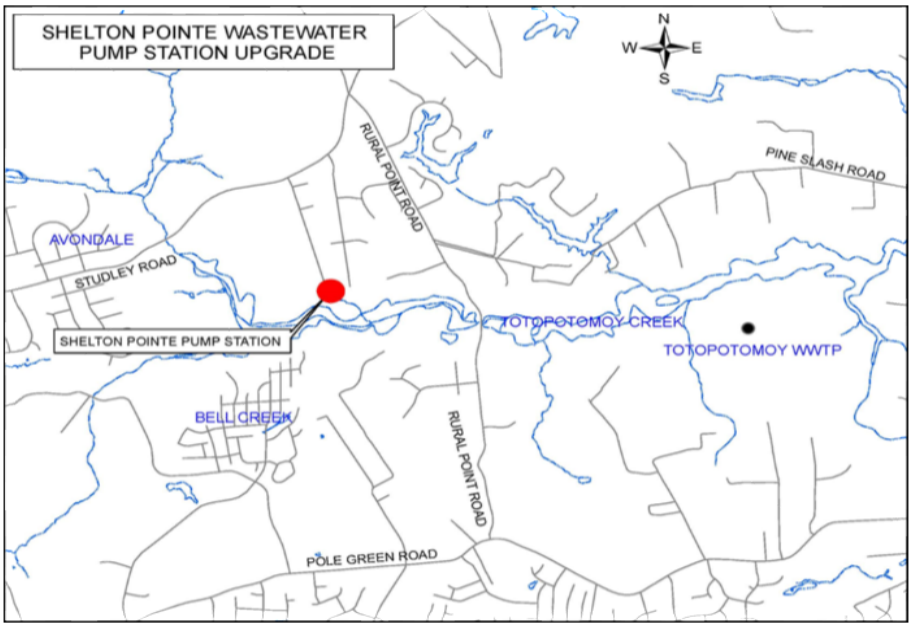
LOCATION
Shelton Pointe Pump Station (FMP S59)

PROJECT DESCRIPTION
This project provides for the FY17 construction of an upgrade of the Shelton Pointe Wastewater Pump Station to increase capacity to 5.75 MGD through the installation of new pumps.

USEFUL LIFE
20 years

TIMETABLE
Construction in FY17.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 450,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 450,000**
Utilities Fund	450,000	-	-	-	-	450,000
Funding Uses	**$ 450,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 450,000**
Construction	450,000	-	-	-	-	450,000

Ashland WWTP Clarifier Weir Covers

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

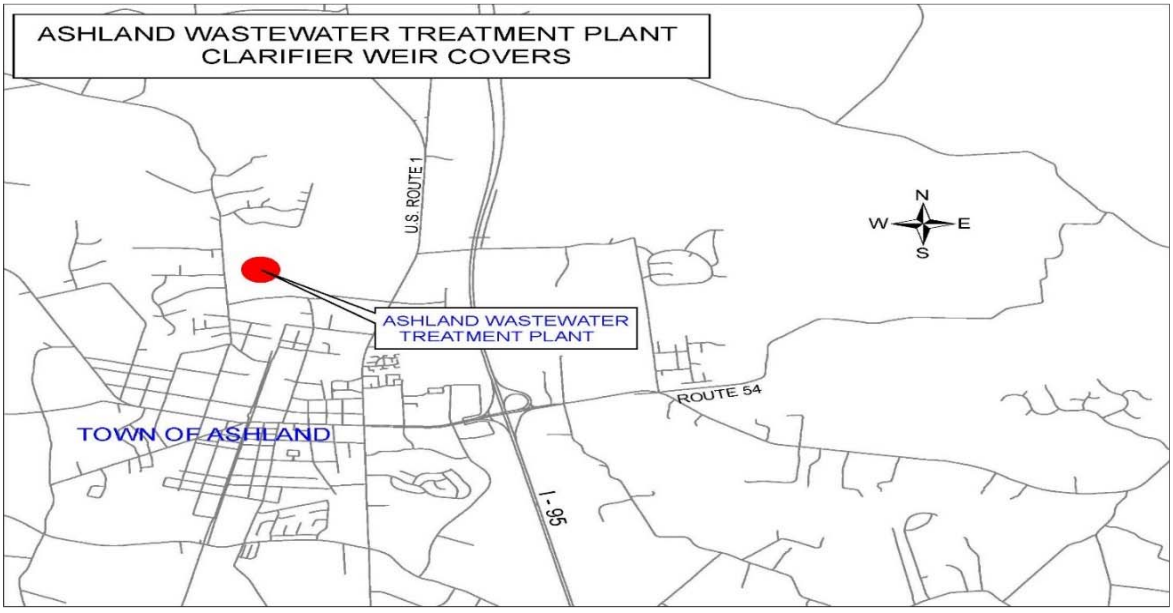
LOCATION
Ashland Wastewater Treatment Plant

PROJECT DESCRIPTION
This project includes the purchase and installation of "walkable" clarifier weir covers over the existing clarifier weir/troughs to reduce algae accumulation.

USEFUL LIFE
25 years

TIMETABLE
Construction in FY21.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 313,000**	**$ 313,000**
Utilities Fund	-	-	-	-	313,000	313,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 313,000**	**$ 313,000**
Construction	-	-	-	-	313,000	313,000

Wastewater Pump Station Control Upgrade

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

LOCATION
Various locations throughout the Hanover Wastewater Service Area

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 FY17 through FY18.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 155,000**	**$ 145,000**	**$ -**	**$ -**	**$ -**	**$ 300,000**
Utilities Fund	155,000	145,000	-	-	-	300,000
Funding Uses	**$ 155,000**	**$ 145,000**	**$ -**	**$ -**	**$ -**	**$ 300,000**
Construction	155,000	145,000	-	-	-	300,000

Pamunkey Jail Lift Station Pump and Rotomat Replacement

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

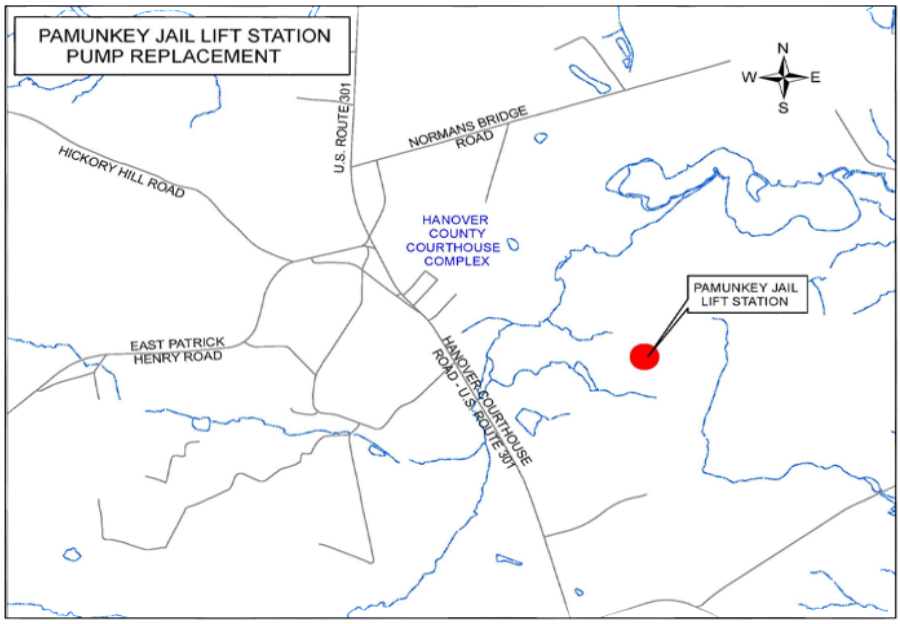
LOCATION
Pamunkey Jail Lift Station

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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 282,000**	**$ -**	**$ -**	**$ -**	**$ 282,000**
Utilities Fund	-	282,000	-	-	-	282,000
Funding Uses	**$ -**	**$ 282,000**	**$ -**	**$ -**	**$ -**	**$ 282,000**
Construction	-	282,000	-	-	-	282,000

Mechumps Creek WWPS Pump Replacement

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

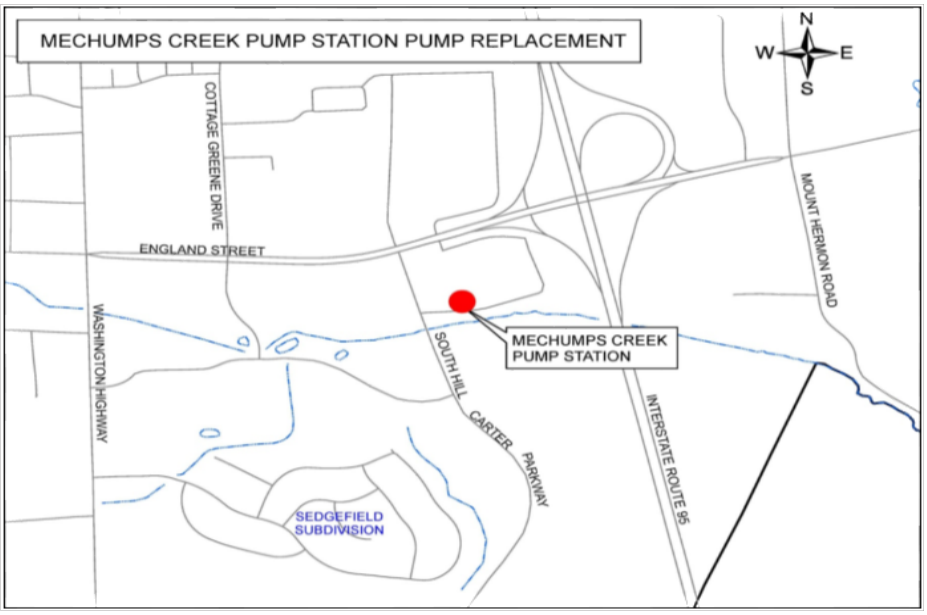
LOCATION
Mechumps Creek Wastewater Pump Station

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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 265,000**	**$ -**	**$ -**	**$ 265,000**
Utilities Fund	-	-	265,000	-	-	265,000
Funding Uses	**$ -**	**$ -**	**$ 265,000**	**$ -**	**$ -**	**$ 265,000**
Construction	-	-	231,000	-	-	231,000
Professional Services	-	-	34,000	-	-	34,000

Beaverdam WWPS Control Panel & Switch Gear Replacement

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

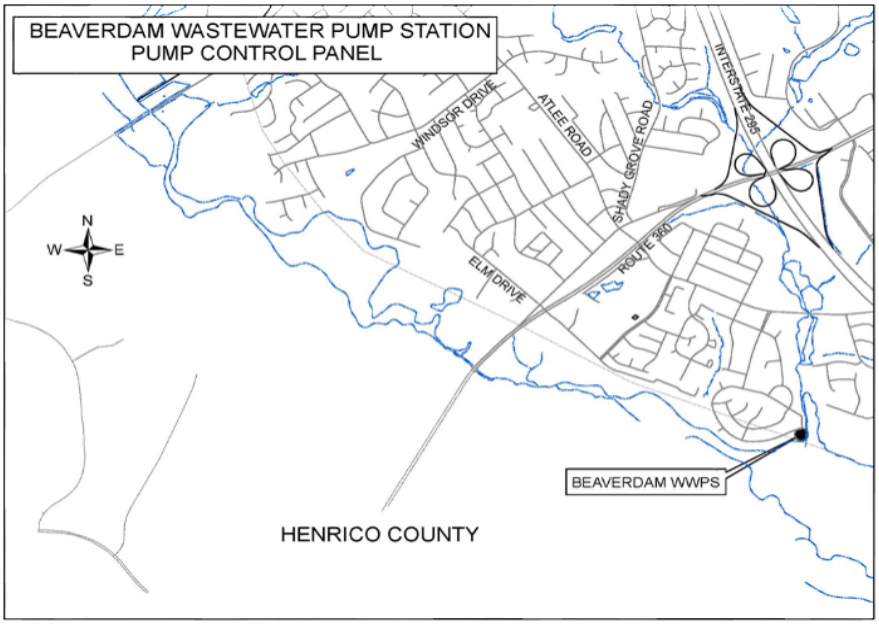
LOCATION
Beaverdam Wastewater Pump Station

PROJECT DESCRIPTION
The existing control panel and switch gear have been in service since 2001 and will be near the end of their service lives 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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 236,000**	**$ -**	**$ -**	**$ -**	**$ 236,000**
Utilities Fund	-	236,000	-	-	-	236,000
Funding Uses	**$ -**	**$ 236,000**	**$ -**	**$ -**	**$ -**	**$ 236,000**
Construction	-	236,000	-	-	-	236,000

Ashland WWTP Polymer Control Panel

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

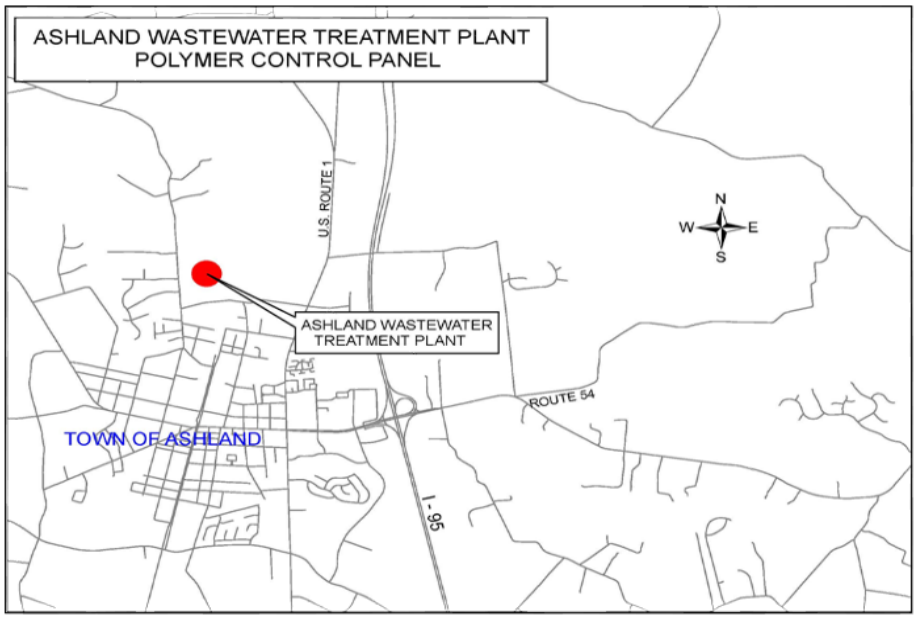
LOCATION
Ashland Wastewater Treatment Plant

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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 226,000**	**$ -**	**$ -**	**$ -**	**$ 226,000**
Utilities Fund	-	226,000	-	-	-	226,000
Funding Uses	**$ -**	**$ 226,000**	**$ -**	**$ -**	**$ -**	**$ 226,000**
Construction	-	226,000	-	-	-	226,000

Beaverdam WWPS Grinder Replacement

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

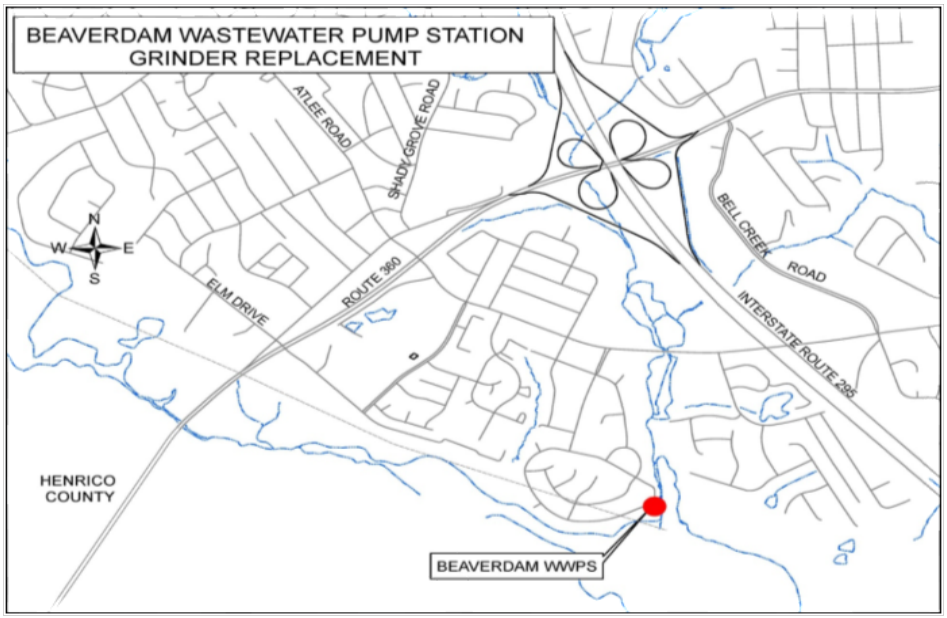
LOCATION
Beaverdam Wastewater Pump Station

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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 221,000**	**$ -**	**$ -**	**$ 221,000**
Utilities Fund	-	-	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 - Sewer

PROJECT TYPE
Facility Improvements

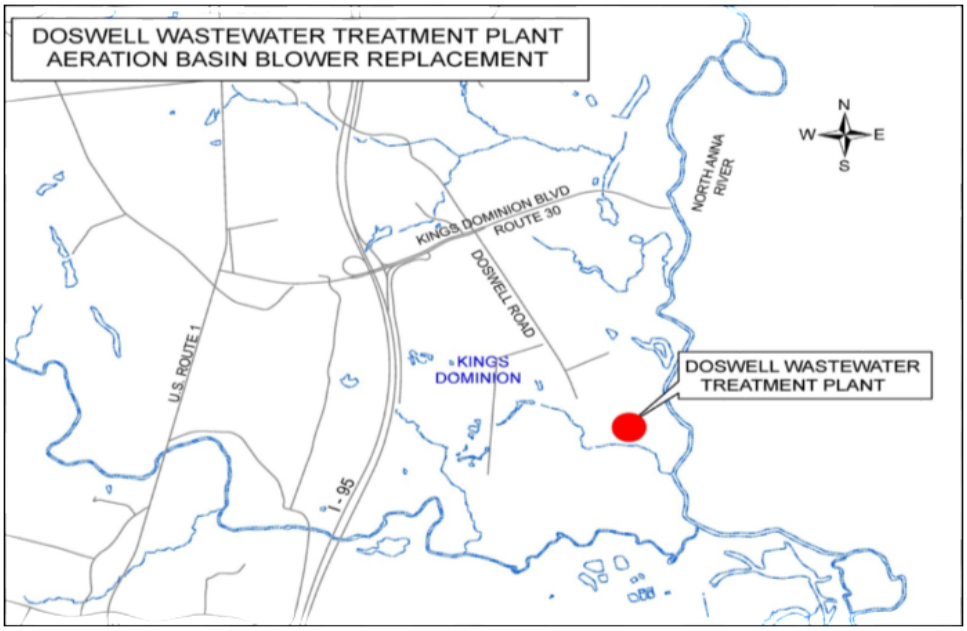
LOCATION
Doswell Wastewater Treatment Plant

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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 210,000**	**$ -**	**$ -**	**$ 210,000**
Utilities Fund	-	-	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 - Sewer

PROJECT TYPE
Facility Improvements

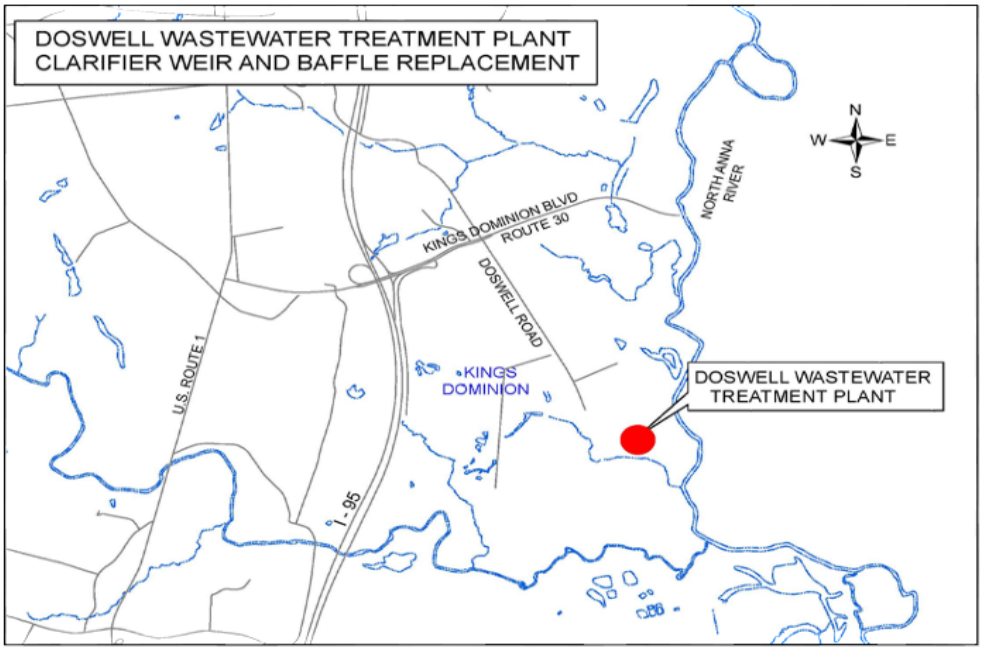
LOCATION
Doswell Wastewater Treatment Plant

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
Construction in FY17.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 189,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 189,000**
Utilities Fund	189,000	-	-	-	-	189,000
Funding Uses	**$ 189,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 189,000**
Construction	189,000	-	-	-	-	189,000

Courthouse STP Generator & Automatic Transfer Switch Replacement

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

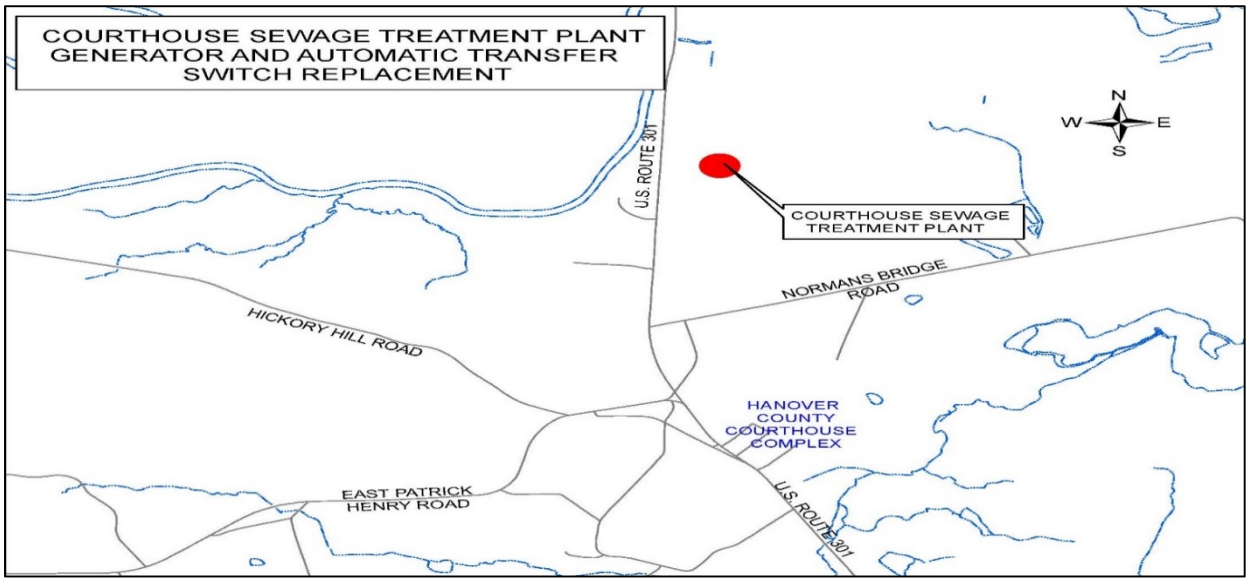
LOCATION
Courthouse Sewage Treatment Plant

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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 183,000**	**$ -**	**$ 183,000**
Utilities Fund	-	-	-	183,000	-	183,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 183,000**	**$ -**	**$ 183,000**
Construction	-	-	-	183,000	-	183,000

Best Products WWPS Replacement

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

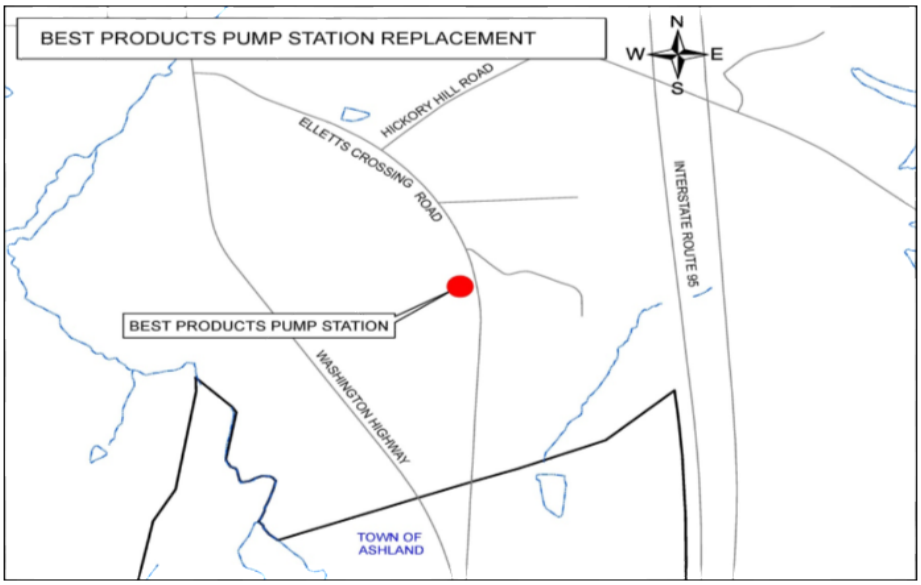
LOCATION
Best Products Wastewater Pump Station

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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 161,000**	**$ -**	**$ -**	**$ 161,000**
Utilities Fund	-	-	161,000	-	-	161,000
Funding Uses	**$ -**	**$ -**	**$ 161,000**	**$ -**	**$ -**	**$ 161,000**
Construction	-	-	140,400	-	-	140,400
Professional Services	-	-	20,600	-	-	20,600

Lee-Davis Pump Station Upgrade

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

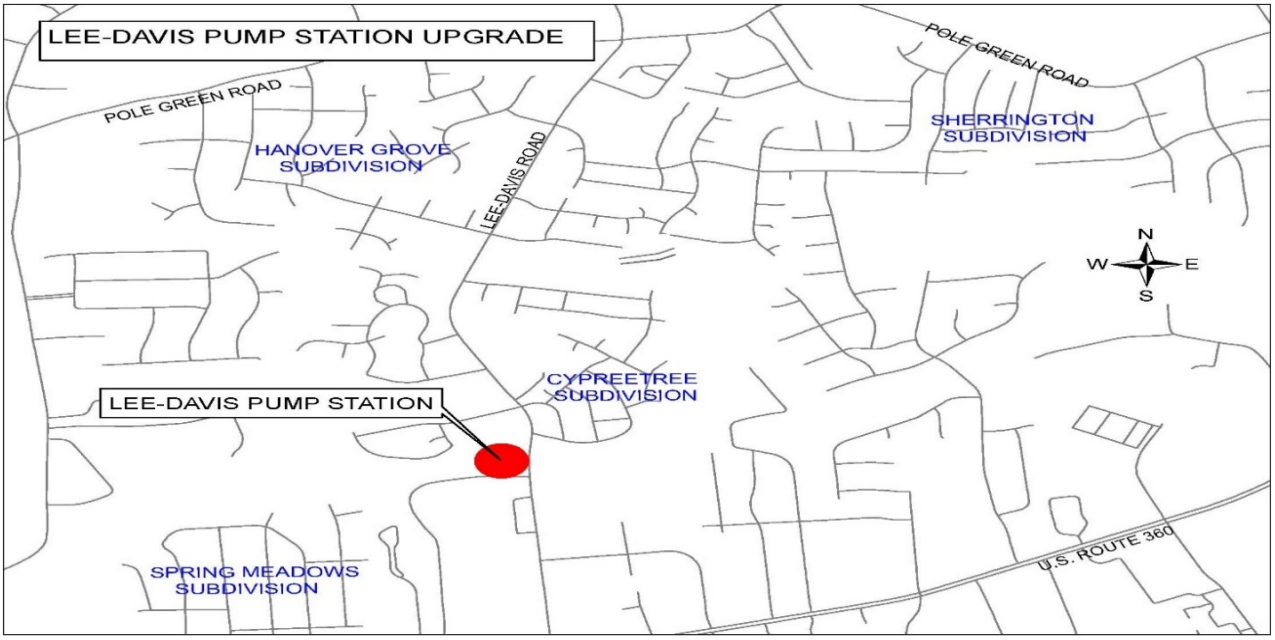
LOCATION
Lee-Davis Pump Station (FMP S102)

PROJECT DESCRIPTION
This project includes the FY21 design and FY22 construction to upgrade the pumping capacity of the Lee-Davis Pump Station to meet future demand projections.

USEFUL LIFE
20 years

TIMETABLE
Design in FY21.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 147,000**	**$ 147,000**
Utilities Fund	-	-	-	-	147,000	147,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 147,000**	**$ 147,000**
Professional Services	-	-	-	-	147,000	147,000

Center Street Pump Station Rehabilitation

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

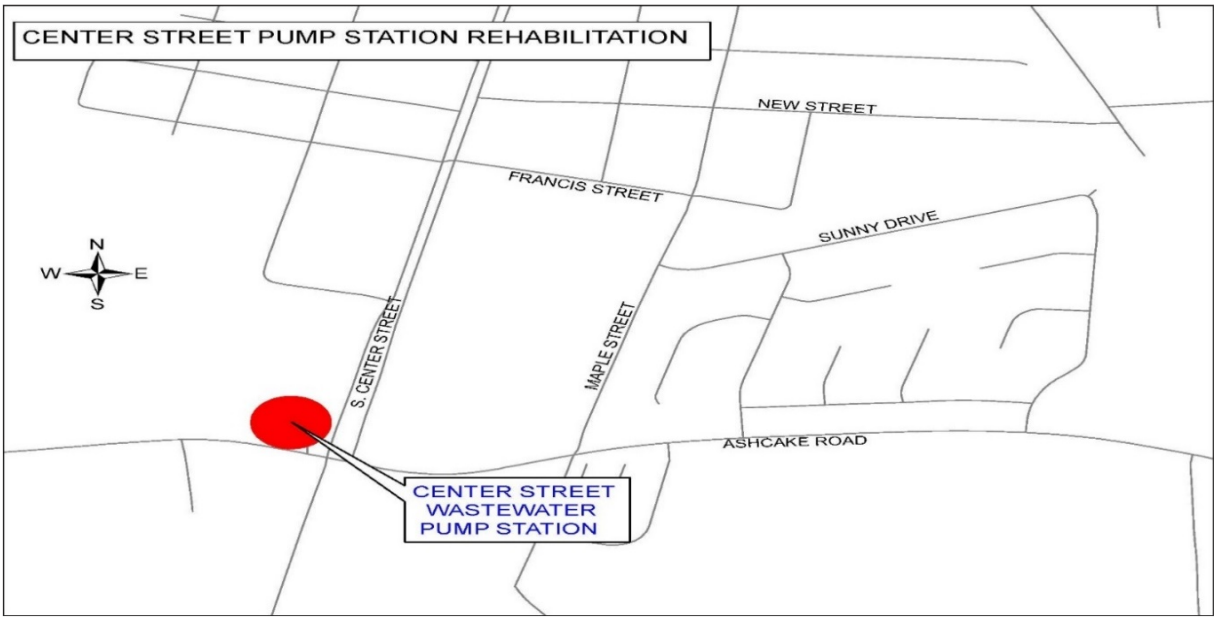
LOCATION
Center Street Pump Station in the Town of Ashland

PROJECT DESCRIPTION
The pumps at the Center Street Pump Station have reached the end of their useful lives (installed in 1986). The project includes the purchase and installation of new pumps and a "doghouse manhole" to facilitate bypass pumping.

USEFUL LIFE
20 years

TIMETABLE
Construction in FY17.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 135,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 135,000**
Utilities Fund	135,000	-	-	-	-	135,000
Funding Uses	**$ 135,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 135,000**
Construction	135,000	-	-	-	-	135,000

Doswell WWTP Digester Blowers & Enclosures Replacement

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

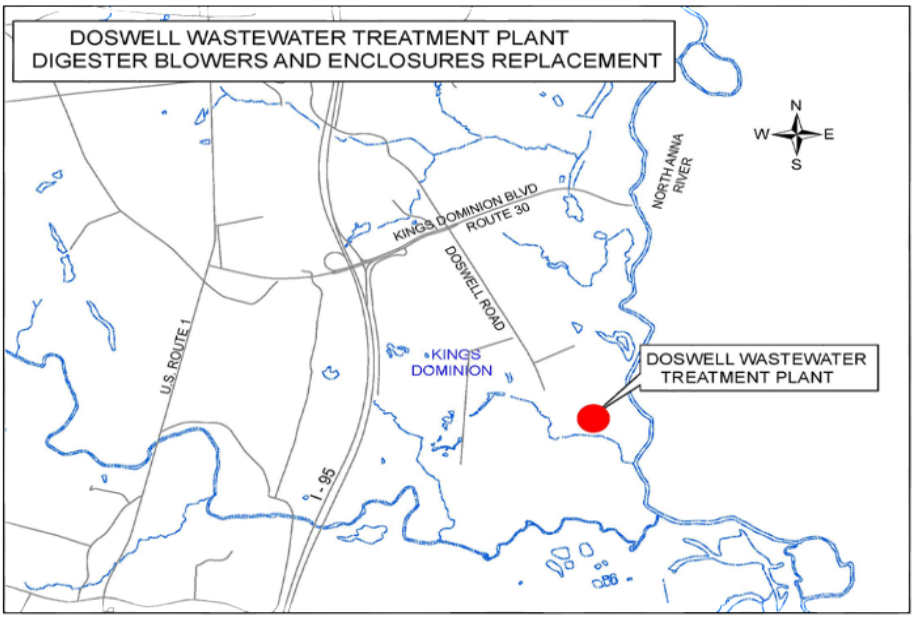
LOCATION
Doswell Wastewater Treatment Plant

PROJECT DESCRIPTION
The two existing positive displacement 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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 126,000**	**$ -**	**$ -**	**$ -**	**$ 126,000**
Utilities Fund	-	126,000	-	-	-	126,000
Funding Uses	**$ -**	**$ 126,000**	**$ -**	**$ -**	**$ -**	**$ 126,000**
Construction	-	126,000	-	-	-	126,000

Courthouse STP UV Disinfection System Replacement

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

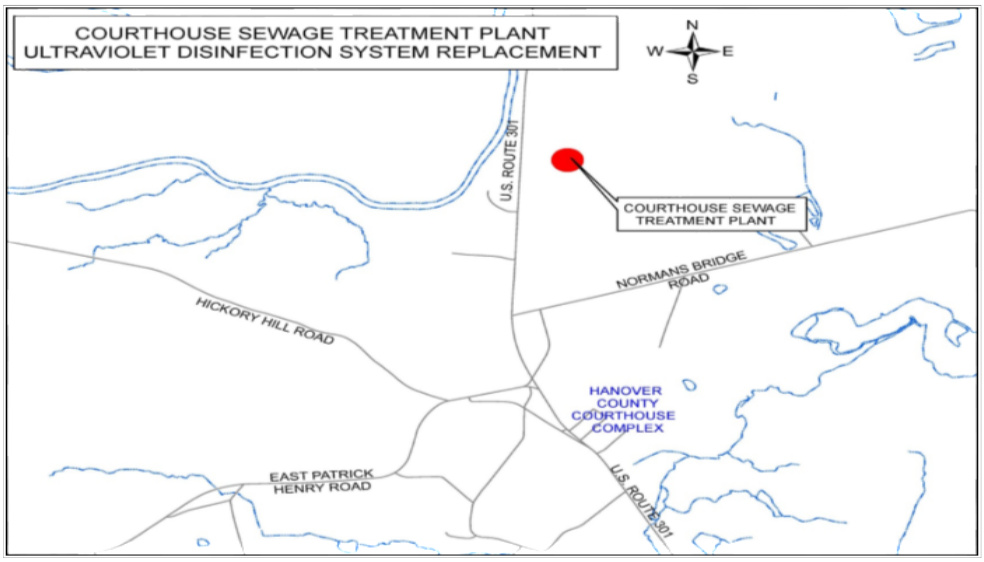
LOCATION
Courthouse Sewage Treatment Plant

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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 120,000**	**$ -**	**$ -**	**$ 120,000**
Utilities Fund	-	-	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 - Sewer

PROJECT TYPE
Facility Improvements

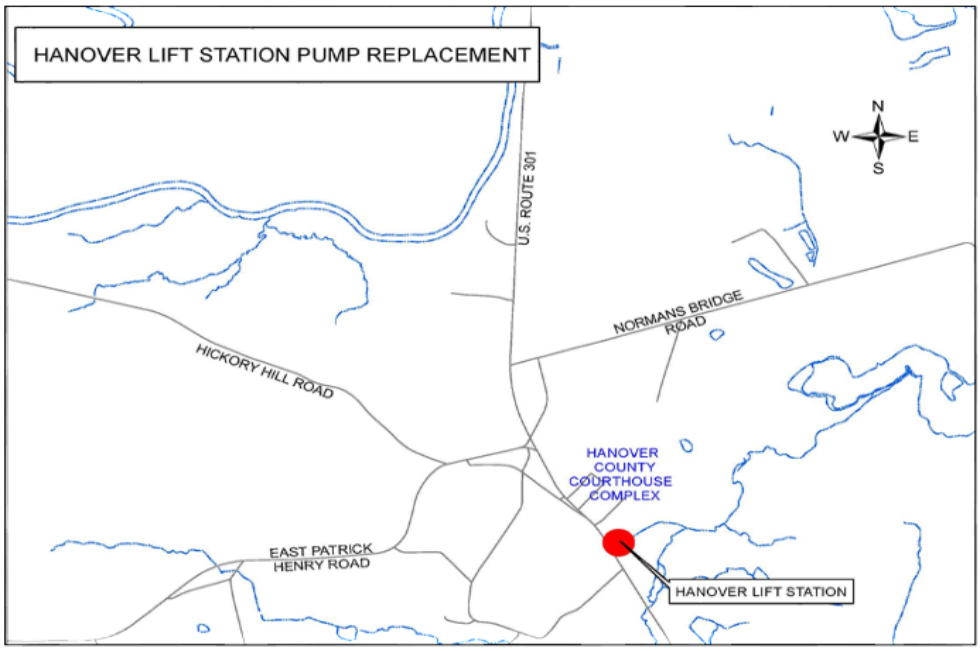
LOCATION
Hanover Lift Station

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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 119,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 119,000**
Utilities Fund	119,000	-	-	-	-	119,000
Funding Uses	**$ 119,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 119,000**
Construction	119,000	-	-	-	-	119,000

Shelton Pointe Pump Station Pump

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

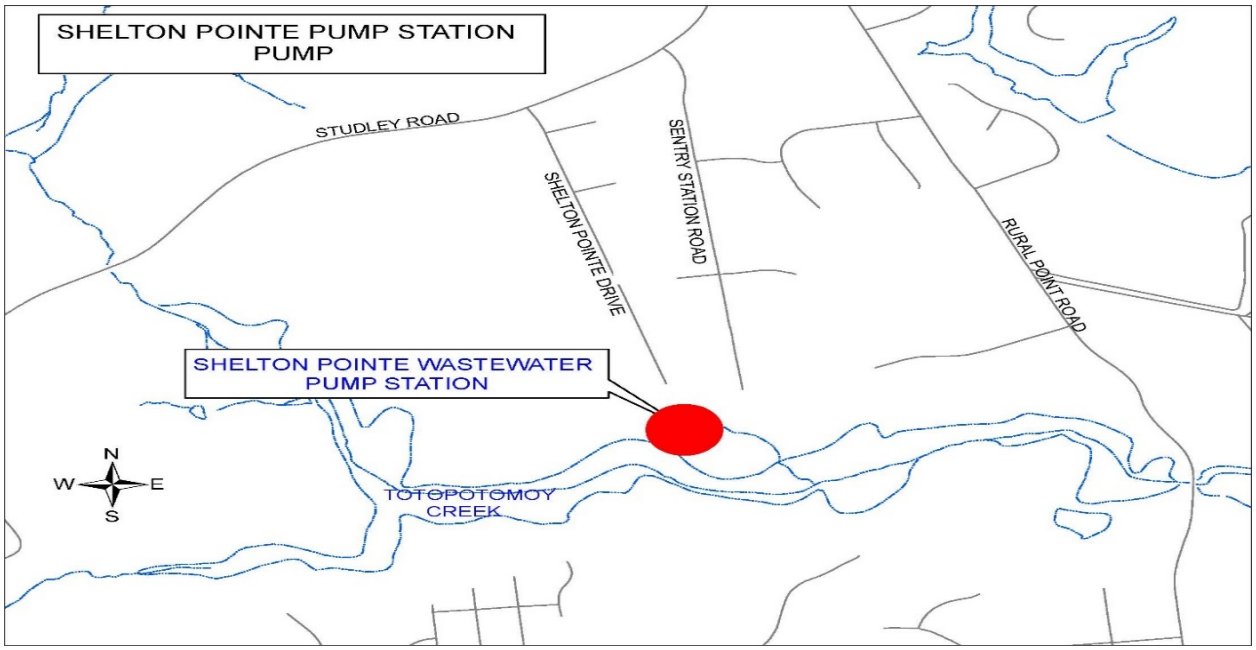
LOCATION
Shelton Pointe Pump Station

PROJECT DESCRIPTION
This project includes the purchase of a spare third pump. This station has two installed pumps. This is a large volume pump station and pump replacement/repair typically takes 3-4 months. The spare pump will enhance reliability.

USEFUL LIFE
15 years

TIMETABLE
Construction in FY19.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 98,000**	**$ -**	**$ -**	**$ 98,000**
Utilities Fund	-	-	98,000	-	-	98,000
Funding Uses	**$ -**	**$ -**	**$ 98,000**	**$ -**	**$ -**	**$ 98,000**
Construction	-	-	98,000	-	-	98,000

Ashland WWTP Automated Valve at Equalization Basin

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

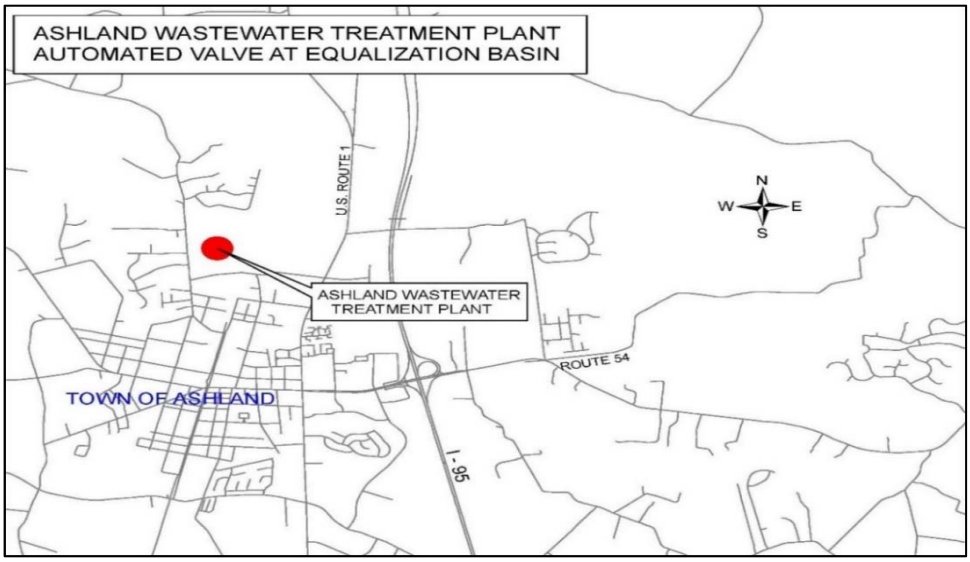
LOCATION
Ashland Wastewater Treatment Plant

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 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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 86,000**	**$ -**	**$ 86,000**
Utilities Fund	-	-	-	86,000	-	86,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 86,000**	**$ -**	**$ 86,000**
Construction	-	-	-	86,000	-	86,000

Ashland WWTP Clarifier Isolation Valves Replacement

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

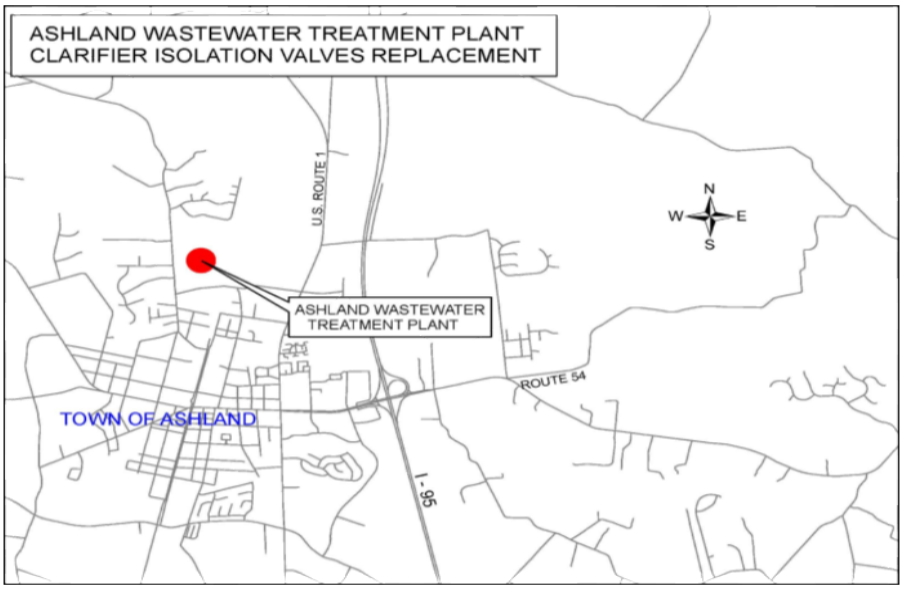
LOCATION
Ashland Wastewater Treatment Plant

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 are difficult to open/close because of age and they leak.

USEFUL LIFE
20+ years

TIMETABLE
Construction in FY18.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 83,000**	**$ -**	**$ -**	**$ -**	**$ 83,000**
Utilities Fund	-	83,000	-	-	-	83,000
Funding Uses	**$ -**	**$ 83,000**	**$ -**	**$ -**	**$ -**	**$ 83,000**
Construction	-	83,000	-	-	-	83,000

Ashland WWTP Switch Gear Replacement

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

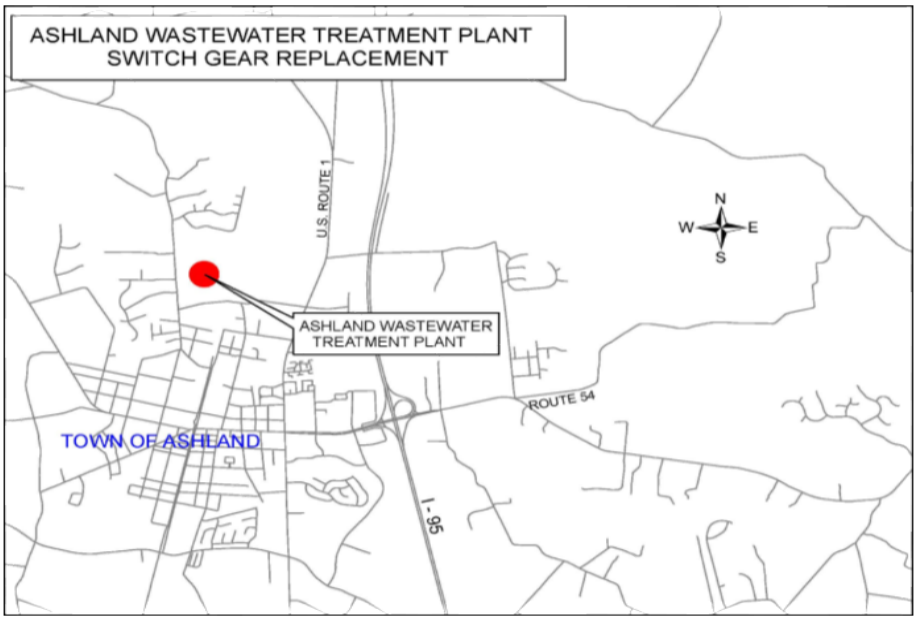
LOCATION
Ashland Wastewater Treatment Plant

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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ 81,000**	**$ -**	**$ 81,000**
Utilities Fund	-	-	-	81,000	-	81,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ 81,000**	**$ -**	**$ 81,000**
Construction	-	-	-	71,300	-	71,300
Professional Services	-	-	-	9,700	-	9,700

Sledd Run Generator Installation

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

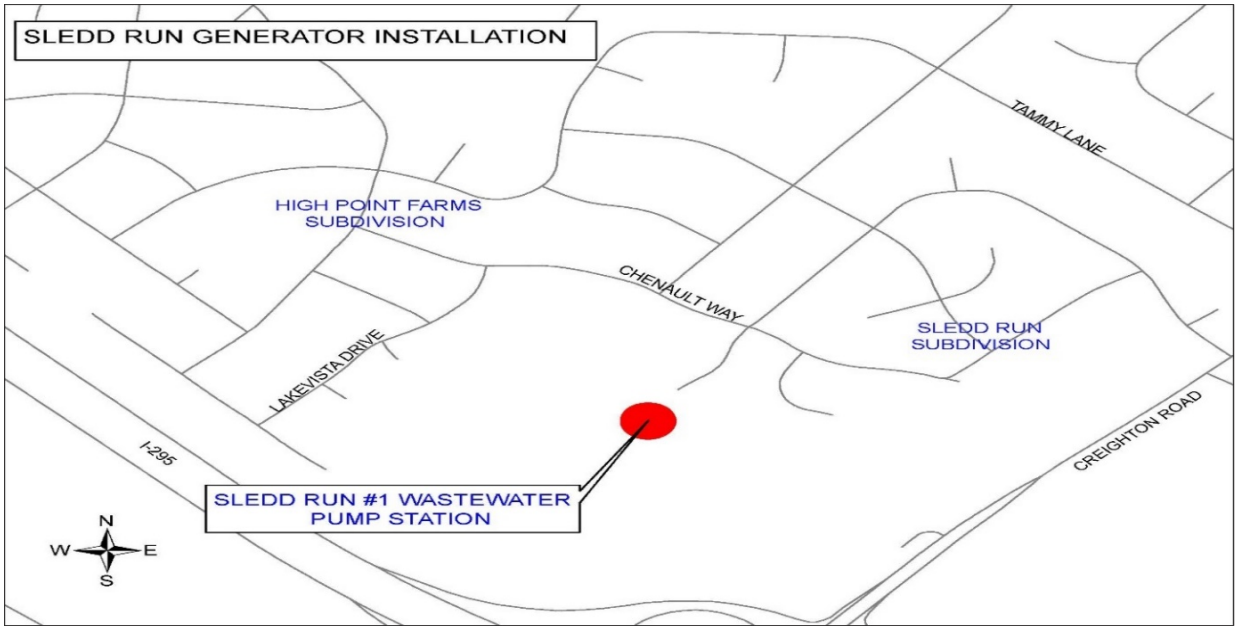
LOCATION
Sledd Run #1 Wastewater Pump Station

PROJECT DESCRIPTION
This project includes the purchase and installation of a new backup generator for Sledd Run #1 Wastewater Pump Station. This station has limited storage capacity making it susceptible to overflows. The generator will provide backup power which will improve reliability.

USEFUL LIFE
25 - 30 years

TIMETABLE
Construction in FY21.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 80,000**	**$ 80,000**
Utilities Fund	-	-	-	-	80,000	80,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 80,000**	**$ 80,000**
Construction	-	-	-	-	80,000	80,000

Ashland WWTP Influent Meter

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

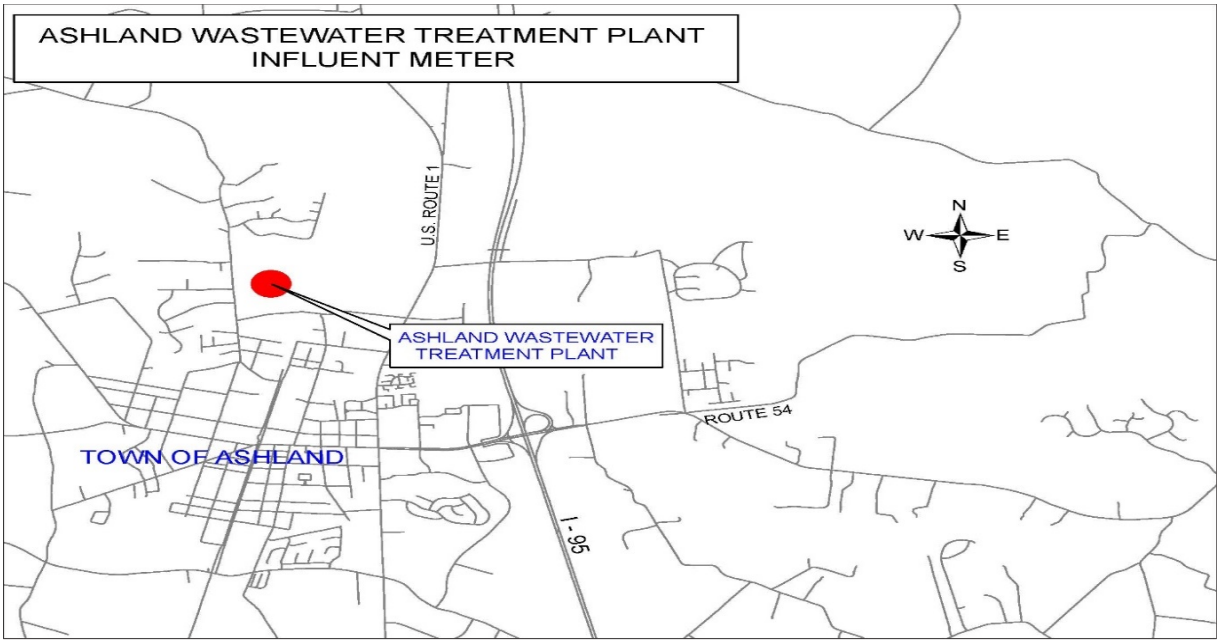
LOCATION
Ashland Wastewater Treatment Plant

PROJECT DESCRIPTION
The plant influent flow meter has reached the end of its useful life. This project includes the purchase and installation of an influent magnetic meter along with bypass capability (additional piping/valves) in the plant's main pump station.

USEFUL LIFE
20 years

TIMETABLE
Construction in FY17.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 78,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 78,000**
Utilities Fund	78,000	-	-	-	-	78,000
Funding Uses	**$ 78,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 78,000**
Construction	78,000	-	-	-	-	78,000

Beaverdam WWPS Asphalt Replacement

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

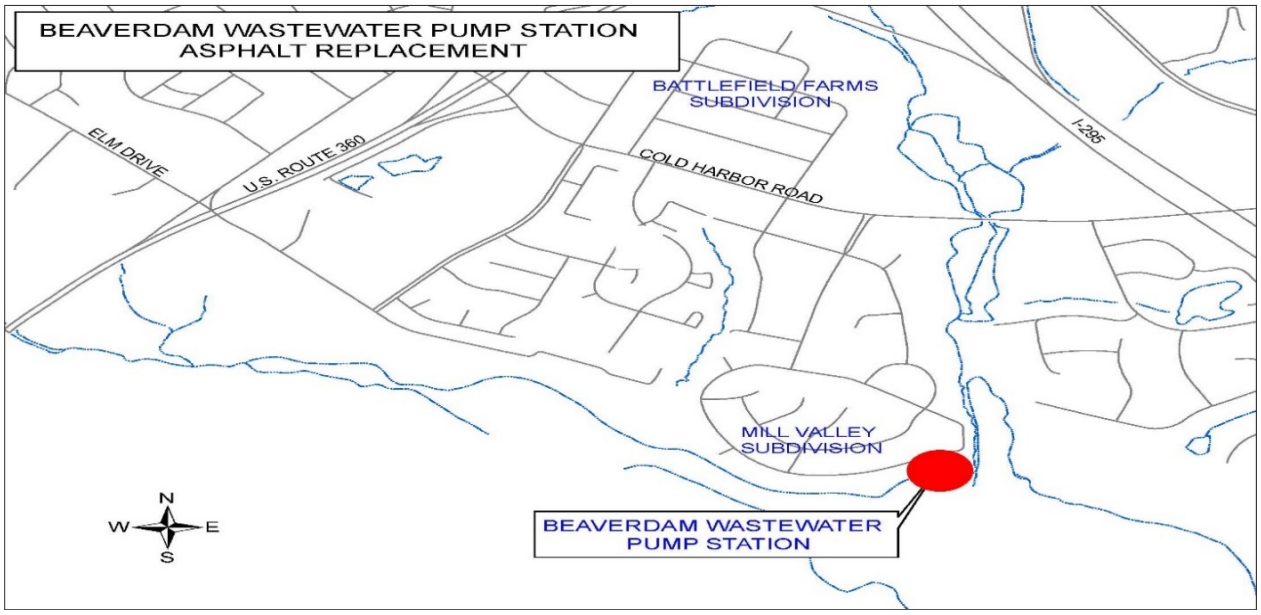
LOCATION
Beaverdam Wastewater Pump Station

PROJECT DESCRIPTION
The existing pump station asphalt is deteriorating and will reach the end of its useful life. This project includes the replacement of the existing asphalt driveway and parking area.

USEFUL LIFE
20 years

TIMETABLE
Construction in FY21.

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



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ 77,000**	**$ 77,000**
Utilities Fund	-	-	-	-	77,000	77,000
Funding Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ 77,000**	**$ 77,000**
Construction	-	-	-	-	77,000	77,000

Air Park WWPS Generator Replacement

DEPARTMENT
DPU - Sewer

PROJECT TYPE
Facility Improvements

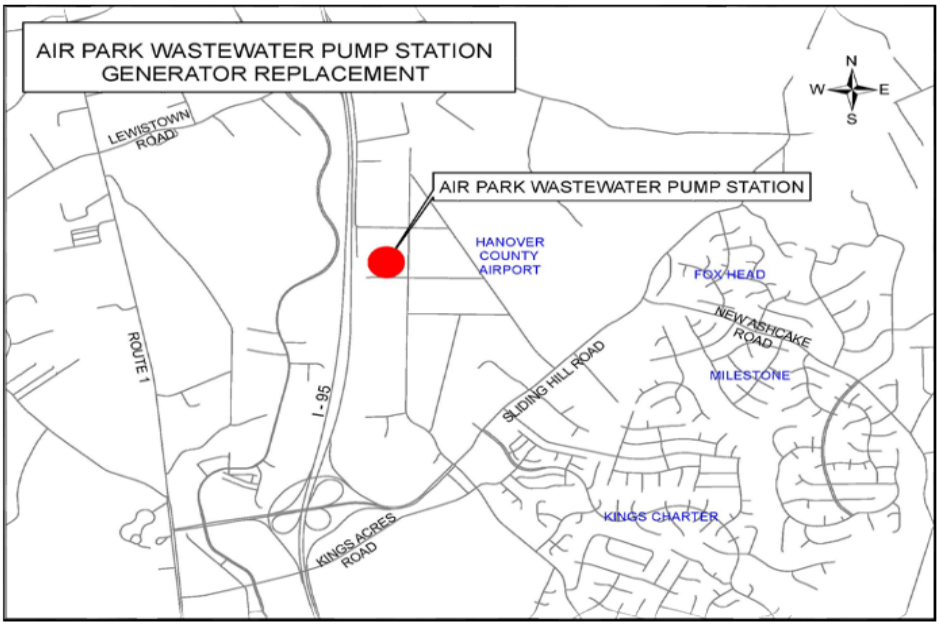
LOCATION
Air Park Wastewater Pump Station

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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 73,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 73,000**
Utilities Fund	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

PROJECT TYPE
Equipment

LOCATION
N/A

PROJECT DESCRIPTION
FY18 - $290,000 Sewer Flush Truck
FY18 - $64,000 Utility Body Truck
FY19 - $86,000 Utility Diesel Body Truck (to replace 9051)
FY19 - $150,000 Dump Truck (to replace 9040)
FY20 - $157,000 Vacuum Trailer
FY21 - $146,000 Backhoe

USEFUL LIFE
5 to 10 years

TIMETABLE
Purchase vehicles in FY18, FY19, FY20 and FY21.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 354,000**	**$ 236,000**	**$ 157,000**	**$ 146,000**	**$ 893,000**
Utilities Fund	-	354,000	236,000	157,000	146,000	893,000
Funding Uses	**$ -**	**$ 354,000**	**$ 236,000**	**$ 157,000**	**$ 146,000**	**$ 893,000**
Motor Vehicles & Equipment - Repl	-	354,000	236,000	157,000	146,000	893,000

Customer Information System (CIS) and Asset Management Upgrade

DEPARTMENT
DPU - Other Projects

PROJECT TYPE
Equipment

LOCATION
Courthouse Complex Administration Building

PROJECT DESCRIPTION
This project is the upgrade or replacement to the existing SunGard CIS, integrated work order and resource allocation system.

USEFUL LIFE
10 to 20 years

TIMETABLE
Purchase system in FY18.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ 750,000**	**$ -**	**$ -**	**$ -**	**$ 750,000**
Utilities Fund	-	750,000	-	-	-	750,000
Funding Uses	**$ -**	**$ 750,000**	**$ -**	**$ -**	**$ -**	**$ 750,000**
EDP Equipment - Add'l	-	750,000	-	-	-	750,000

Maintenance Equipment Replacement

DEPARTMENT
DPU - Other Projects

PROJECT TYPE
Equipment

LOCATION
James T. Bruce Operations Center

PROJECT DESCRIPTION
Replacement of sewer easement machine in FY17, sewer easement CCTV system in FY19 and lab discreet analyzer in FY20.

USEFUL LIFE
10 to 20 years

TIMETABLE
Equipment purchase in FY17, FY19 and FY20.

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

	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ 62,000**	**$ -**	**$ 87,000**	**$ 60,000**	**$ -**	**$ 209,000**
Utilities Fund	62,000	-	87,000	60,000	-	209,000
Funding Uses	**$ 62,000**	**$ -**	**$ 87,000**	**$ 60,000**	**$ -**	**$ 209,000**
Machinery & Equipment - Repl	62,000	-	87,000	60,000	-	209,000

Bruce Center Painting & Carpeting

DEPARTMENT
DPU - Other Projects

PROJECT TYPE
Facility Improvements

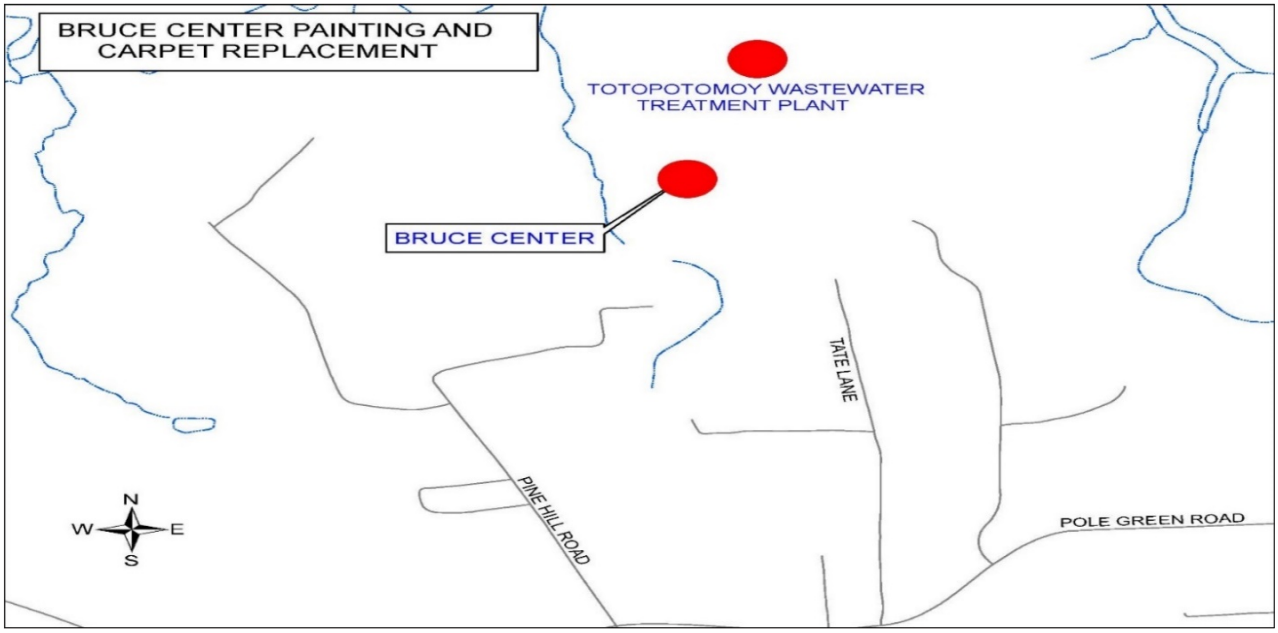
LOCATION
James T. Bruce Operations Center

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.



	FY17	FY18	FY19	FY20	FY21	Total 5-Year
Funding Sources	**$ -**	**$ -**	**$ 88,000**	**$ -**	**$ -**	**$ 88,000**
Utilities Fund	-	-	88,000	-	-	88,000
Funding Uses	**$ -**	**$ -**	**$ 88,000**	**$ -**	**$ -**	**$ 88,000**
Alterations to Office/Building	-	-	88,000	-	-	88,000

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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 Position Policy: This policy establishes guidelines for the appropriate fund balance and net position 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.

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 having official responsibility for a procurement transaction 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.). As used here, "Official Responsibility" means administrative or operating authority, whether intermediate or final, to initiate, approve, disapprove or otherwise affect a procurement transaction, or any claim resulting therefrom.

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 and 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 change 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) Conduct audits in accordance with *Government Auditing Standards*.

(v) Issue periodic reports to the Finance Committee summarizing results of audit activities.

(vi) Communicate audit findings/reports to the appropriate level of management and request a written response.

(vii) 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.

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, debt or revenue) of funding.

a) 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).

b) For purposes of this section, “debt” is defined as the principal, interest and issuance costs and other associated debt service related expenses.

(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) Personnel, Capital, Debt or Revenue Category:

a) Up to $2,000 per month – Department Heads or School Cost Center Managers within their respective department budgets.

b) Up to $10,000 per topic or issue – Director of Finance and Management Services (County funds) and the Assistant Superintendent of Business and Operations (School funds).

c) Any amount over $10,000 per topic or issue must be approved by the County Administrator (County funds) or the School Superintendent (School funds).

(ii) Operating Category:

a) Up to $2,000 per month – Department Heads or School Cost Center Managers within their respective department budgets.

b) Up to $10,000 per topic or issue – Director of Finance and Management Services (County funds) and the Assistant Superintendent of Business and Operations (School funds).

c) Up to $50,000 per topic or issue – County Administrator (County funds) or the School Superintendent (School funds).

d) Operating transfers 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 and Management Services (County funds) and the Assistant Superintendent of Business and 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 and Management Services (County funds) and the Assistant Superintendent of Business and Operations (School funds). Transfers up to $50,000 per topic or issue for any revenue change can be approved by the County Administrator or the School Superintendent (School funds).

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 – 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.

Finance and Management Services Policies

4-8 Reappropriation of Balances

A. Both unencumbered and encumbered funds for the Capital Improvements Program, 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 the Capital Improvements Program 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% ($2,227 as of June 30, 2015).

(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.).

Finance and Management Services Policies

7. Fund Balance and Net Position Policy

7-1 All Funds

A. Financial statement presentation of fund balances and net position 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 Position

A. Unrestricted net position is 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 position in its statement of net position, which reflects economic well-being.

Finance and Management Services Policies

C. Business-type Activities and Proprietary Funds

(i) Business-type activities and proprietary funds do not reflect fund balance accounting, but instead report net positions, in accordance with GASB standards.

(ii) Proprietary Funds

a) It is the County's goal that unrestricted net position 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.

E. Negotiation with Lowest Bidder in certain instances: Unless all bids are cancelled or rejected, the County reserves the right granted by Section 2.2-4318 of the Code of Virginia to negotiate with the lowest responsive, responsible Bidder to obtain a contract price within the funds available to the County whenever such low bid exceeds the County's available funds. For the purpose of determining when such negotiations may take place, the term "available funds" shall mean those funds which were budgeted by the County for this contract prior to the issuance of the written Invitation for Bids. Negotiations with the low Bidder may include both modifications of the bid price and the Scope of Work/Specifications to be performed. The County shall initiate such negotiations by written notice to the lowest responsive, responsible Bidder that its bid exceeds the available funds and that the County wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by the County and the lowest responsive, responsible Bidder.

8-2 Nondiscrimination

A. The County does not discriminate in the solicitation or award of contracts because of race, religion, color, sex, 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.

Finance and Management Services Policies

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 13th day of April, 2016, at 3:00 p.m.

Present: Aubrey M. Stanley, Chairman
Angela C. Kelly-Wiecek, Vice Chairman
Wayne Hazzard
W. Canova Peterson
Faye O. Prichard
Scott A. Wyatt
Cecil R. Harris, Jr., County Administrator
Sterling E. Rives, III, County Attorney
Absent: Sean M. Davis

HANOVER COUNTY BOARD OF SUPERVISORS
RESOLUTION
FY17 BUDGET ADOPTION

BE IT RESOLVED that the Board of Supervisors of Hanover County does hereby adopt the County of Hanover's FY17 Budget as presented by the County Administrator to the Board of Supervisors on February 17, 2016, with the amendments presented April 13, 2016, including the following funds and amounts, and the detail included in the FY17 Budget document filed with the Board papers:

General Fund	233,263,528
School Operating Fund	176,014,358
Food Services Fund	7,042,000
County Improvements Fund	13,966,674
School Improvements Fund	13,900,000
Debt Service Fund	19,857,700
Economic Development Authority	168,480
Public Utilities Fund	33,201,809
Airport Fund	7,494,915
Self-Insurance Fund	32,888,252
Lewistown Commerce Center CDA Fund	675,411
Bell Creek CDA Fund	120,000

On motion of Mr. Hazzard, seconded by Mrs. Kelly-Wiecek, the members of the Board of Supervisors voted to approve this Resolution as follows:

	Vote:
Aubrey M. Stanley	Aye
Angela C. Kelly-Wiecek	Aye
Sean M. Davis	Absent
Wayne T. Hazzard	Aye
W. Canova Peterson	Aye
Faye O. Prichard	Aye
Scott A. Wyatt	Aye

The undersigned certifies that this is a correct copy of the Resolution of the Board of Supervisors.

Dated: April 15, 2016

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 13th day of April, 2016, at 3:00 p.m.

Present: Aubrey M. Stanley, Chairman
Angela C. Kelly-Wiecek, Vice Chairman
Wayne Hazzard
W. Canova Peterson
Faye O. Prichard
Scott A. Wyatt
Cecil R. Harris, Jr., County Administrator
Sterling E. Rives, III, County Attorney
Absent: Sean M. Davis

HANOVER COUNTY BOARD OF SUPERVISORS
RESOLUTION
FY17 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 FY17 budget in the same funds and amounts included in the budget adoption resolution approved April 13, 2016. *(A complete copy of the FY17 Budget is filed with the Board's papers.)*

BE IT FURTHER RESOLVED that all encumbered funds outstanding on June 30, 2016, both operating and capital, and all funds designated for capital improvements, shall be reappropriated for the 2017 fiscal year, to the same department and account for which they were appropriated for fiscal year 2016. 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, 2016, and to all encumbered appropriations in the FY16 budget.

On motion of Mr. Hazzard, seconded by Mrs. Kelly-Wiecek, the members of the Board of Supervisors voted to approve this Resolution as follows:

	Vote:
Aubrey M. Stanley	Aye
Angela C. Kelly-Wiecek	Aye
Sean M. Davis	Absent
Wayne T. Hazzard	Aye
W. Canova Peterson	Aye
Faye O. Prichard	Aye
Scott A. Wyatt	Aye

The undersigned certifies that this is a correct copy of the Resolution of the Board of Supervisors.

Dated: April 15, 2016

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 13th day of April, 2016, at 3:00 p.m.

Present: Aubrey M. Stanley, Chairman
Angela C. Kelly-Wiecek, Vice Chairman
Wayne Hazzard
W. Canova Peterson
Faye O. Prichard
Scott A. Wyatt
Cecil R. Harris, Jr., County Administrator
Sterling E. Rives, III, County Attorney
Absent: Sean M. Davis

HANOVER COUNTY BOARD OF SUPERVISORS
RESOLUTION
2016 TAX RATES

BE IT RESOLVED that the Board of Supervisors of Hanover County does hereby adopt the following taxes for calendar year 2016:

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	$20.50	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 Ms. Prichard, the members of the Board of Supervisors voted to approve this Resolution as follows:

	Vote:
Aubrey M. Stanley	Aye
Angela C. Kelly-Wiecek	Aye
Sean M. Davis	Absent
Wayne T. Hazzard	Aye
W. Canova Peterson	Aye
Faye O. Prichard	Aye
Scott A. Wyatt	Aye

The undersigned certifies that this is a correct copy of the Resolution of the Board of Supervisors.

Dated: April 15, 2016

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 13th day of April, 2016, at 3:00 p.m.

Present: Aubrey M. Stanley, Chairman
Angela C. Kelly-Wiecek, Vice Chairman
Wayne Hazzard
W. Canova Peterson
Faye O. Prichard
Scott A. Wyatt
Cecil R. Harris, Jr., County Administrator
Sterling E. Rives, III, County Attorney
Absent: Sean M. Davis

HANOVER COUNTY BOARD OF SUPERVISORS
RESOLUTION
FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM FY17 – FY21

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 10, 2016, 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 FY17 – FY21 as presented by the County Administrator on February 17, 2016, with amendments presented on April 13, 2016, including the following categories and amounts:

Summary by Function	Total
Public Utilities	$ 70,266,365
Education	41,500,000
Public Works	31,346,613
Parks, Recreation & Cultural	23,450,000
Public Safety	16,801,750
Airport	14,315,236
General Government	9,589,200
Judicial Administration	7,300,000
Community Development	1,050,000
Human Services	500,000
Nondepartmental	323,600
Total FY17-21	**$ 216,442,764**

A complete copy of the adopted FY17 – FY21 Capital Improvement Program is in the Board papers.

On motion of Mr. Hazzard, seconded by Ms. Prichard, the members of the Board of Supervisors voted to approve this Resolution as follows:

	Vote:
Aubrey M. Stanley	Aye
Angela C. Kelly-Wiecek	Aye
Sean M. Davis	Absent
Wayne T. Hazzard	Aye
W. Canova Peterson	Aye
Faye O. Prichard	Aye
Scott A. Wyatt	Aye

The undersigned certifies that this is a correct copy of the Resolution of the Board of Supervisors.

Dated: April 15, 2016

Cecil R. Harris, Jr., County Administrator
Clerk, Hanover County Board of Supervisors

HANOVER COUNTY PLANNING COMMISSION
RESOLUTION
FIVE YEAR CAPITAL IMPROVEMENTS PROGRAM
FY 2017 THROUGH FY 2021

VIRGINIA: At a special meeting of the Hanover County Planning Commission held in the Communications Training Room at Hanover Courthouse, Hanover, Virginia, on the 10th day of March, 2016, at 7:00 p.m.

Present: Mr. Larry A. Leadbetter Chairman
Mr. Randy A. Whittaker, Vice-Chairman
Mr. Jerry W. Bailey
Mr. C. Harold Padgett, Jr.,
Mr. Fredric I. McGhee, Jr.
Ms. Claiborne R. Winborne

Absent: Mrs. Edmonia P. Iverson

Staff Present Mr. David P. Maloney
Mr. Dennis A. Walter
Mrs. Tiffany M. Burton

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 15, 2015, the Board of Supervisors adopted a Five Year Capital Improvements Program for FY 2016 through 2020, to provide a guide for implementing County development policies; and

WHEREAS, in accordance with State Law, a Capital Improvements Program document for FY 2017 through FY 2021, 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, for anticipated facilities associated with Public Works, Parks and Recreation, Libraries, and Public Utilities, as guided by the County's adopted Comprehensive Plan, at a public hearing held on March 10, 2016;

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of Hanover County that the FY 2017 through FY 2021, Capital Improvements Program, guided by the County's adopted Comprehensive Plan for anticipated facilities associated with Public Works, Parks and Recreation, Libraries, and Public Utilities, as proposed by the County Administrator, is recommended to the Hanover County Board of Supervisors; and,

BE IT FURTHER RESOLVED that the Planning Commission recommends that should additional capital funding become available, the acquisition and construction of the district park be advanced; and,

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
Director of Planning

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 13th day of April, 2016, at 3:00 p.m.

Present: Aubrey M. Stanley, Chairman
Angela C. Kelly-Wiecek, Vice Chairman
Wayne Hazzard
W. Canova Peterson
Faye O. Prichard
Scott A. Wyatt
Cecil R. Harris, Jr., County Administrator
Sterling E. Rives, III, County Attorney
Absent: Sean M. Davis

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 FY17 – FY21 as presented by the County Administrator on February 17, 2016, with amendments presented on April 13, 2016.
(A complete copy of the Five-Year General Fund Financial Plan is included in the Board papers).

On motion of Mr. Hazzard, seconded by Mrs. Kelly-Wiecek, the members of the Board of Supervisors voted to approve this Resolution as follows:

	Vote:
Aubrey M. Stanley	Aye
Angela C. Kelly-Wiecek	Aye
Sean M. Davis	Absent
Wayne T. Hazzard	Aye
W. Canova Peterson	Aye
Faye O. Prichard	Aye
Scott A. Wyatt	Aye

The undersigned certifies that this is a correct copy of the Resolution of the Board of Supervisors.

Dated: April 15, 2016

Cecil R. Harris, Jr., County Administrator
Clerk, Hanover County Board of Supervisors

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF HANOVER, VIRGINIA DECLARING ITS INTENTION TO REIMBURSE THE COST OF CERTAIN EXPENDITURES IN THE MAXIMUM PRINCIPAL AMOUNT OF $10,000,000

WHEREAS, the County of Hanover, Virginia (the "County") and the Hanover County School Board (the "School Board") have made or will make expenditures (the "Expenditures") in connection with capital projects for school purposes. The expenditures for the school improvements, including without limitation mechanical and roofing repair (the "School Projects"), are being made from the School Improvements Fund;

WHEREAS, the County may determine that the funds advanced and to be advanced to pay the Expenditures for the Projects will be reimbursed to the School Board from the proceeds of tax-exempt obligations (the "Indebtedness") issued by the Virginia Public School Authority on behalf of the County; and

WHEREAS, as of the date hereof, there are no funds of the County or the School Board that are, or are reasonably expected to be, allocated on a long-term basis or reserved to finance that portion of the Projects that is to be financed with the Indebtedness;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF HANOVER, VIRGINIA (THE "BOARD"):

1. The Board hereby adopts this declaration of official intent under Treasury Regulations Section 1.150-2 and declares that the County intends to reimburse itself or the School Board, as appropriate, with the proceeds of Indebtedness for Expenditures made on, after or within sixty (60) days prior to the date hereof with respect to the Projects. Further, Expenditures made more than sixty (60) days prior to the date hereof may be reimbursed as to certain *de minimis* or preliminary expenditures described in Treasury Regulations Section 1.150-2(f) and as to other expenditures permitted under applicable Treasury Regulations.

2. The maximum principal amount of Indebtedness expected to be issued by the County in Fiscal Year 2017 for the Projects is $10,000,000.

3. This Resolution shall take effect immediately upon its adoption.

Adopted: April 13, 2016

Cecil R. Harris, Jr., Clerk
Hanover County Board of Supervisors

A Copy Teste:

(SEAL)

On motion of Mr. Hazzard, seconded by Mrs. Kelly-Wiecek, the members of the Board of Supervisors voted to approve this Resolution as follows:

	Vote:
Aubrey M. Stanley	Aye
Angela C. Kelly-Wiecek	Aye
Sean M. Davis	Absent
Wayne T. Hazzard	Aye
W. Canova Peterson	Aye
Faye O. Prichard	Aye
Scott A. Wyatt	Aye

The undersigned certifies that this is a correct copy of the Resolution of the Board of Supervisors.

Dated: April 15, 2016

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 13th day of April, 2016, at 3:00 p.m.

Present: Aubrey M. Stanley, Chairman
Angela C. Kelly-Wiecek, Vice Chairman
Wayne Hazzard
W. Canova Peterson
Faye O. Prichard
Scott A. Wyatt
Cecil R. Harris, Jr., County Administrator
Sterling E. Rives, III, County Attorney
Absent: Sean M. Davis

HANOVER COUNTY BOARD OF SUPERVISORS
RESOLUTION
ORDINANCE NO. 16-04

AN ORDINANCE AMENDING THE SCHEDULE OF FEES ESTABLISHED TO DEFRAY THE COST OF INSPECTIONS FOR THE EROSION AND SEDIMENT CONTROL PROGRAM, PURSUANT TO HANOVER COUNTY CODE SECTION 10-6 AND VIRGINIA CODE SECTION 62.1-44.15:54, TO IMPOSE AN ADDITIONAL FEE FOR RE-INSPECTION OF STORM DRAINAGE IMPROVEMENTS FOLLOWING A FAILED INSPECTION.

WHEREAS the Hanover County Department of Public Works administers the County's Erosion and Sediment Control Program pursuant to the Virginia Erosion and Sediment Control Law, Virginia Code Section 62.1-44.15:51 and following sections and Hanover County Code, Chapter 10, Article I; and

WHEREAS the Board of Supervisors, by Ordinance 02-03 adopted April 10, 2002, enacted a fee schedule pursuant to Va. Code Section 62.1-44.15:54, and Hanover County Code Section 10-6, and has enacted amendments to that fee schedule periodically, the last amendment being incorporated in Ordinance No. 12-03 adopted in April 2012; and

WHEREAS when storm drainage infrastructure fails inspection and must be re-inspected, the County incurs additional costs, including the cost of a confined space crew; and

WHEREAS the Board of Supervisors has determined that a fee is necessary to offset these costs, such fee to be charged when re-inspection is necessary because a storm drainage system is found on inspection to be incomplete or not in accordance with plans and specifications.

NOW THEREFORE, BE IT ORDAINED by the Board of Supervisors of Hanover County:

1. **That Ordinance No. 12-03 is repealed.**

2. **That the following erosion and sediment control inspection fees shall be paid at the time of building permit application, erosion and sediment control plan approval or permit renewal, as noted:**

   A. Single family residence for which an agreement in lieu of a plan is submitted with less than one acre of total disturbance proposed, including accessory structures other than those described in subparagraph B below, uses, and barns requiring an agreement in lieu of a plan or an erosion and sediment control plan with less than one acre of total disturbance proposed — valid for duration of project — $150, due upon application for a building permit or application for approval of an agreement in lieu of a plan.

   B. Land disturbing activities for improvements requiring a building permit and agreement in lieu of a plan associated with a single family residence, if the total land disturbance resulting from the proposed improvement is less than 10,000 square feet — valid for duration of project — $25, due upon application for a building permit or application for approval of an agreement in lieu of a plan.

   C. Land disturbing activity requiring an erosion and sediment control plan, with less than 10,000 sq. feet of land disturbance proposed — valid for six months — $200 due at the time of approval of each erosion and sediment control plan and renewal fee of $200 due at the beginning of each succeeding six month period prior to final inspection.

   D. Land disturbing activity requiring an erosion and sediment control plan, with a total duration of two (2) months or less — $200 due at the time of approval of each erosion and sediment control plan. The permit may be renewed once, for an additional two month period for a fee of $200. A permit of the appropriate type with payment of prescribed fees shall be required for activity extending longer than four months.

   E. Land disturbing activity requiring an erosion and sediment control plan, with 10,000 sq. ft. or more of land disturbance proposed, excluding single or multi-family residential development of 5 lots or more — valid for twelve months — $600 base fee, plus $300 per acre of disturbed land for every acre up to 10 acres due at the time of approval of the erosion and sediment control plan and six (6) month renewal fee of $800 due at the beginning of each succeeding six month period following the initial twelve month period until completion.

   F. Single or multi-family residential development of 5 lots or more — valid for thirty months — $5,600 base fee, plus $600 per acre of disturbed land due at the time of approval of each erosion and sediment control plan and a six (6) month renewal fee of $1,600 due at the beginning of each succeeding six (6) month period following the initial thirty (30) month period until completion.

3. **That the following storm drainage system inspection fees shall be paid at the time of request for re-inspection:**

A. The minimum storm drainage system re-inspection fee for inspections requiring a confined space crew shall be $900 for up to 4 hours.

B. The storm drainage system re-inspection fee for inspections requiring a confined space crew shall be $1,800 per day for inspections that will exceed 4 hours.

4. **That a re-inspection fee of $50 for single-family building permit re-inspections shall be due for all inspections following a second inspection. Payment shall be made at time of request for re-inspection.**

5. **That completion of the project shall be deemed to mean the date of completion of the erosion and sediment control requirements as determined at the final inspection.**

6. **That in the event multiple plans are submitted for the same development or project, a separate fee shall be required for each plan, and shall be paid at the time of each plan approval.**

7. **That all fees must be paid before inspections will be performed and permits will be issued.**

8. **That this ordinance shall be effective July 1, 2016.**

On motion of Mr. Hazzard, seconded by Mrs. Kelly-Wiecek, the members of the Board of Supervisors voted to approve Ordinance No. 16-04, as follows:

	Vote:
Aubrey M. Stanley	Aye
Angela C. Kelly-Wiecek	Aye
Sean M. Davis	Absent
Wayne T. Hazzard	Aye
W. Canova Peterson	Aye
Faye O. Prichard	Aye
Scott A. Wyatt	Aye

Public Hearing: April 6, 2016
Adopted: April 13, 2016

This is to certify that the above is a true copy of Ordinance 16-04 adopted by Hanover County Board of Supervisors on April 13, 2016.

Dated: April 15, 2016

Cecil R. Harris, Jr., County Administrator
Clerk, Hanover County Board of Supervisors

ORDINANCE 16-05

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, 2016

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 $20.74

Consumption charge

0—4,000 gallons, per 1,000 gallons 5.56

Above 4,000, per 1,000 gallons 7.01

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-six dollars and eighty-six cents ($96.86) 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 $20.74

Greater than 1½" 103.69

Volume charge

0—50,000 gallons, per 1,000 gallons 6.48

Above 50,000, per 1,000 gallons 5.20

(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 and ninety six dollars and twenty seven cents ($1,296.27) 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 $4.27

Peak use fee, per 1,000 gallons 1.28

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, Section 23-62 shall be amended to read in its entirety as follows:

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 eighty six ($9.86), plus a consumption charge under rate tiers based on usage as follows:

Consumption charge:

0 to 4,000 gallons, per 1,000 gallons $1.57

4,001 to 15,000 gallons, per 1,000 gallons 4.77

Over 15,000 gallons, per 1,000 gallons 6.20

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"	$9.86
3/4"	9.86
1"	24.68
1½"	49.22
2"	78.72
3"	157.46
4"	246.03
6"	492.05

Consumption charge

0 to 15,000 gallons, per 1,000 gallons $4.23

15,001 to 1,000,000 gallons, per 1,000 gallons 4.77

Over 1,000,000 gallons, per 1,000 gallons 2.65

(c) For commercial II customers connected to county-owned water systems the water rate consists of:

(1) A base charge of one hundred fifty-one dollars and forty-one cents ($151.41) per month;

(2) A consumption charge of two dollars and forty-six cents ($2.46) per one thousand (1,000) gallons; and

(3) A peak use fee of one dollar and fifty-two cents ($1.52) 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 fifteen thousand one hundred forty dollars and twenty-four cents ($15,140.24) per month;

(2) A consumption charge of two dollars and one cent ($2.01) per one thousand (1,000) gallons; and

(3) A peak use fee of one dollar and fifty-two cents ($1.52) 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 eighty-seven cents ($5.87) 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, 2016, except that changes in rates shall be effective for each full billing cycle beginning after July 1, 2016.

On motion of Mr. Hazzard, seconded by Mrs. Kelly-Wiecek, the members of the Board of Supervisors voted to approve this Resolution as follows:

	Vote:
Aubrey M. Stanley	Aye
Angela C. Kelly-Wiecek	Aye
Sean M. Davis	Absent
Wayne T. Hazzard	Aye
W. Canova Peterson	Aye
Faye O. Prichard	Aye
Scott A. Wyatt	Aye

Public Hearing: April 6, 2016
Adopted: April 13, 2016

This is to certify that the above is a true copy of Ordinance 16-05 adopted by Hanover County Board of Supervisors on April 13, 2016.

Dated: April 15, 2016

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
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
2015	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	2015 General Property Taxable Assessed Value	Percentage of Total Taxable Assessed Value
Doswell Limited Partnership	Power generation facility	$ 192,033,263	1.2%
Virginia Electric and Power Company	Electric company	188,219,269	1.2%
Memorial Regional Medical Center	Hospital/medical center	122,491,290	0.8%
Covenant Woods	Nursing home	87,027,750	0.5%
Cedar Fair Southwest	Entertainment	86,516,135	0.5%
Virginia Natural Gas	Natural gas distributor	52,391,451	0.3%
Richfood, Inc.	Grocery wholesaler	45,537,965	0.3%
Bear Island Paper Company	Paper mill	45,274,355	0.3%
Verizon Virginia	Telecommunications	40,499,882	0.3%
Rappahannock Electric Coop	Electric company	37,474,750	0.2%
Total		**$ 897,466,110**	**5.6%**

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
2006	98,126	41,461	39.2	2.5%	18,518	1,485	12.5
2007	99,047	43,903	38.9	2.5%	18,844	1,563	12.1
2008	99,713	45,331	40.4	3.4%	18,686	1,577	11.8
2009	100,051	43,837	41.1	6.5%	18,566	1,614	11.5
2010	100,408	44,144	41.0	6.6%	18,420	1,569	11.7
2011	100,822	46,994	41.0	6.0%	18,191	1,489	12.2
2012	101,586	48,614	41.0	5.5%	18,125	1,487	12.2
2013	102,623	48,746	41.0	5.0%	17,942	1,426	12.6
2014	104,124	48,746	41.0	4.5%	17,952	1,410	12.7
2015	105,456	48,746	41.5	4.5%	17,734	1,445	12.3

[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 2006 through 2013 (the last year available) is obtained from the Bureau of Economic Analysis, U.S. Department of Commerce. Per Capita Personal Income for 2014 and 2015 is assumed to be equal to 2013, the last year for which Personal Income data is available from the U.S. Department of Commerce. Personal Income amounts for 2014 and 2015 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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