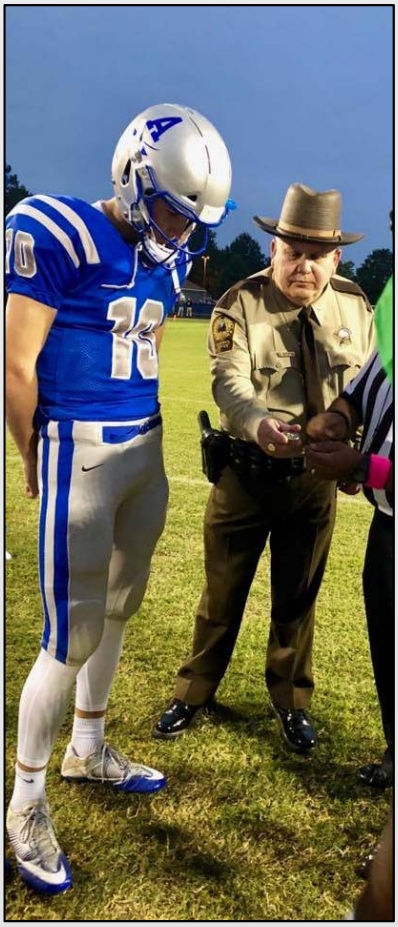


Adopted FY20 Budget

People, Tradition & Spirit

Hanover County

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Hanover County

Virginia

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morrill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Hanover County, Virginia**, for its annual budget for the fiscal year beginning **July 1, 2018**. 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.

HANOVER COUNTY, VIRGINIA

BOARD OF SUPERVISORS

W. Canova Peterson, Chairman
Mechanicsville District

Scott A. Wyatt, Vice-Chairman
Cold Harbor District

Sean M. Davis
Henry District

Wayne T. Hazzard
South Anna District

Angela C. Kelly-Wiecek
Chickahominy District

Faye O. Prichard
Ashland District

Aubrey M. Stanley
Beaverdam District

COUNTY ADMINISTRATION

Cecil R. Harris, Jr., CPA
County Administrator

Frank W. Harksen, Jr.
Deputy County Administrator

Kathleen T. Seay
Deputy County Administrator

James P. Taylor
Deputy County Administrator

COUNTY BUDGET STAFF

Jacob A. Sumner, CMA, CGFM
Director of Finance and Management Services

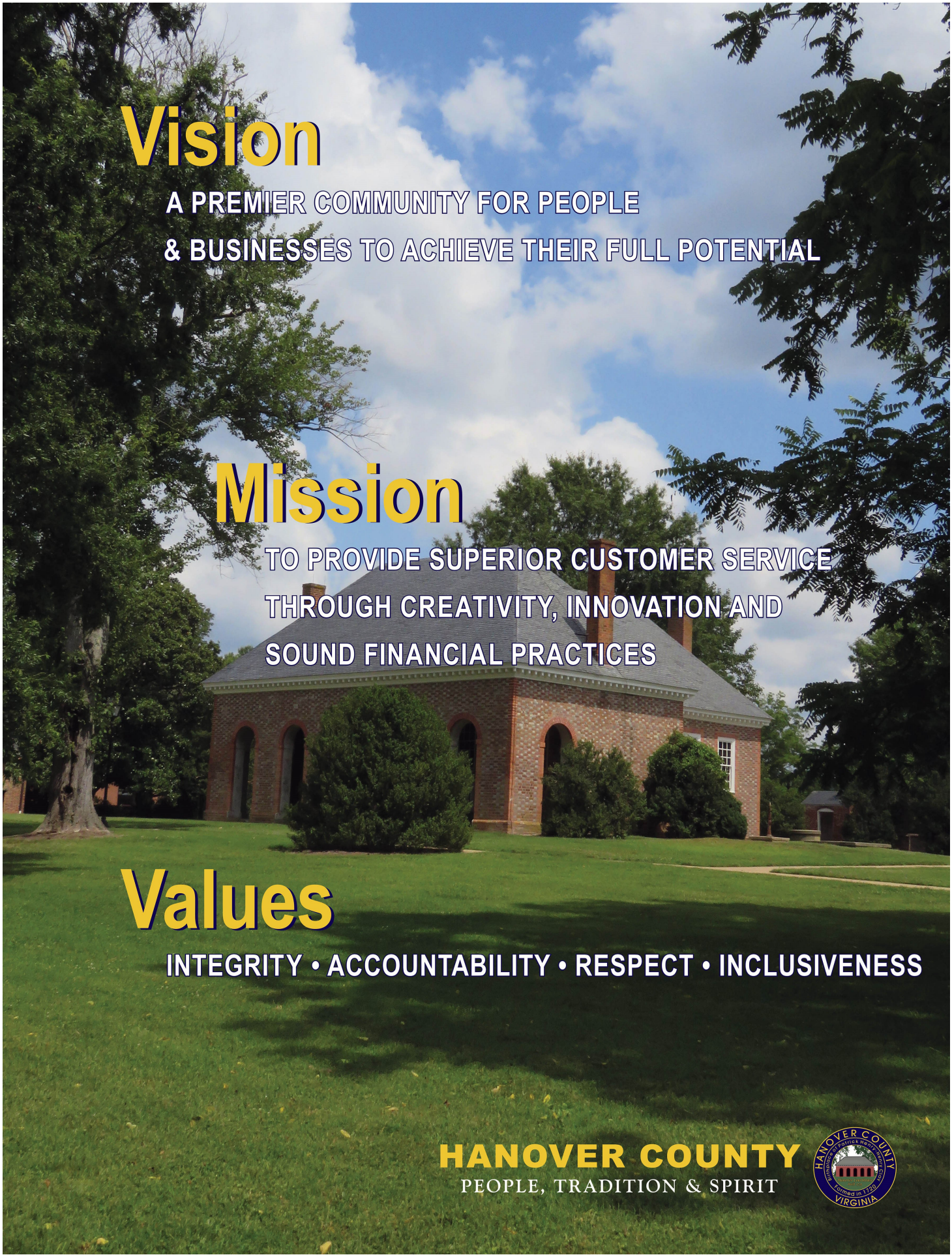
Shelly H. Wright
Budget Division Director

Mark A. Highfield, CPFO
Budget Manager

Caitlin F. Pelletier
Budget and Management Analyst

Holly A. Raney
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.


Vision
A PREMIER COMMUNITY FOR PEOPLE
& BUSINESSES TO ACHIEVE THEIR FULL POTENTIAL
Mission
TO PROVIDE SUPERIOR CUSTOMER SERVICE
THROUGH CREATIVITY, INNOVATION AND
SOUND FINANCIAL PRACTICES
Values
INTEGRITY • ACCOUNTABILITY • RESPECT • INCLUSIVENESS
HANOVER COUNTY
PEOPLE, TRADITION & SPIRIT

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How to Use This Document

The Hanover County budget document is divided into 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 Budget Highlights. In addition, summaries of the General Fund and other appropriated funds, General Fund revenue and expenditure details, the County's Service Level Plan for the budget year, a staffing table and a financial outlook are presented. Use this section to get a brief understanding of the overall budget and its major components.

General Fund: This section provides a breakdown of the major expenditure categories by functional area and department. Each department's analysis includes a description of the department, budget summary and highlights, goals and objectives, service levels, per capita cost of operating the department and the percentage change between the current adopted budget and next year's budget. Department goals and objectives are annual unless otherwise noted. The following is a brief example of a department:

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**1,815,670**	**1,802,024**	**1,946,707**	**8.0%**
Salaries & Fringe Benefits	1,664,617	1,700,101	1,848,492	8.7%
Operating	103,061	101,923	98,215	-3.6%
Capital Outlay	47,992	-	-	----
Revenues	**1,815,670**	**1,802,024**	**1,946,707**	**8.0%**
General Fund Revenue	761,385	730,024	868,707	19.0%
Intergovernmental	1,052,010	1,072,000	1,078,000	0.6%
Local Revenue	2,275	-	-	----
Per capita cost of operating department	**$ 16.69**	**$ 16.32**	**$ 17.38**	
Generated Revenue Percent	**58.1%**	**59.5%**	**55.4%**	
General Fund Revenue Percent	**41.9%**	**40.5%**	**44.6%**	

Salaries & Fringe Benefits include employee compensation and benefits (health insurance, VRS, etc.). Operating includes all other non-capital expenditures (contractual services, utilities, supplies, etc.). Capital Outlay includes capital assets greater than $5,000 per unit cost that do not qualify for the Capital Improvements Program (equipment, vehicles, etc.).

Full-time positions represent employees who work at least 32 hours per week in a fully benefited status. Part-time positions represent employees who work at least 20 hours per week in a partially benefited status.

Other Funds: This section provides information regarding appropriated funds other than the General Fund including the capital improvements funds.

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

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

History and Description of Government

HISTORY

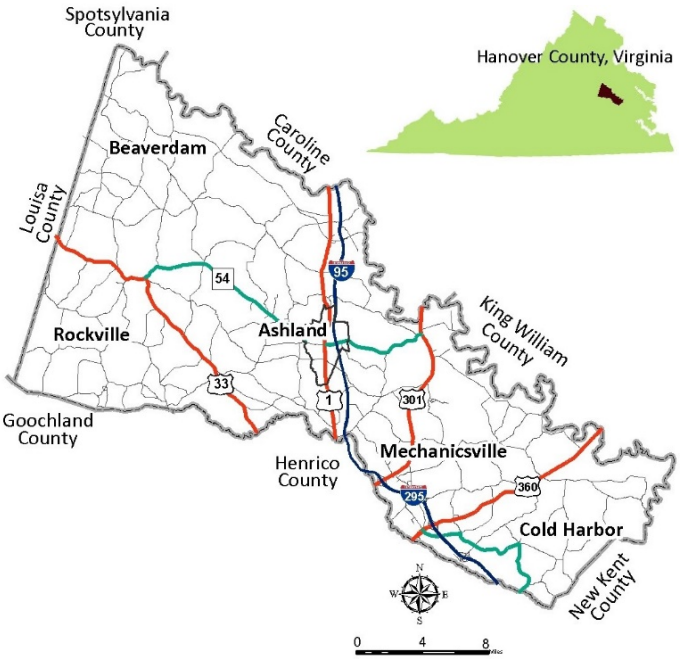
The County of Hanover, Virginia, was formed on November 26, 1720 by the Virginia General Assembly in "An Act for dividing New Kent County". It is named for King George I of England, who was Elector of Hannover in Germany at the time he came to the throne. Two of the County's native sons – Patrick Henry 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 (RF&P) Railway.

GEOGRAPHY

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.



DESCRIPTION OF GOVERNMENT

Hanover County is a political subdivision of the Commonwealth of Virginia and has taxing powers subject to statewide restrictions and tax limits. The County 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.

Hanover County Public Schools are operated by a seven-member School Board, the members of which are appointed by the Board of Supervisors. Operations of the School Board are independent of the

History and Description of Government

Board of Supervisors as prescribed by Virginia law. The School Board appoints a Superintendent to administer the operations of the public schools.

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 Airport operates primarily for small business and personal aircraft.

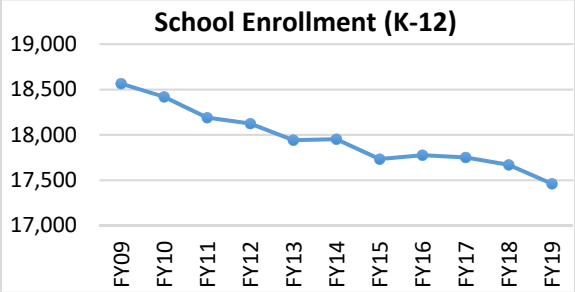
TOURISM

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 national battlefields maintained by the National Park Service (Cold Harbor, Gaines Mill, Beaverdam Creek and Totopotomoy Creek Battlefields) and two 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 400-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

Population: In 2018, the County's estimated population was 110,250, which is a 1.4% increase from 108,706 in 2017. Since 2009, population has grown by 10.2% at an average of 1.1% annual growth rate.

Per Capita Income:	$54,019
Median Age (Bureau of Census):	42.4
Unemployment Rate (Mar. 2019):	2.6%
Estimated School Enrollment (Sept. 2018):	17,462



County Funds Structure and Basis of Budgeting

FISCAL YEAR

The County's fiscal year begins July 1 and ends June 30.

BASIS OF ACCOUNTING

The County uses a modified accrual basis of accounting for governmental funds. The modified accrual basis of accounting focuses on the flow of current financial resources. 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 are generally recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, claims and judgments, are recorded only when payment is due.

The County uses an accrual basis of accounting for proprietary and fiduciary funds. Revenues are recorded when earned and expenses are recorded when incurred, regardless of the timing of related cash flows.

FUND ACCOUNTING

The accounts of the County and its discretely presented component units (Hanover County Public Schools and the Economic Development Authority) are organized using funds, each of which represents a separate accounting entity. Each fund accounts for its operations using a separate set of self-balancing accounts, which are comprised of assets, liabilities, fund equities, revenues and expenditures, or expenses, as appropriate. The County uses the following fund types and funds.

GOVERNMENTAL FUND TYPE

Governmental funds are those through which most governmental functions of the County are financed. These funds account for the acquisition, use and balance of the County's expendable financial resources and the related liabilities (except those accounted for in proprietary funds). All governmental funds are appropriated by the Board of Supervisors.

General Fund

The General Fund is the chief operating fund of the County. This fund accounts for all general tax revenues and other receipts except those allocated by law or other contractual agreement to another fund. Payments from this fund include general operating expenditures, fixed charges and 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.

County Funds Structure and Basis of Budgeting

Schools Operating Fund – This 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 – This fund accounts for all of the operations of the school food services program. The revenue sources are 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 Improvements Funds

Capital improvements funds account for financial resources used for the acquisition or construction of major capital facilities other than those financed by Proprietary Funds.

County Improvements Fund – This fund controls the financing and construction of most non-educational County facilities, such as parks, libraries and public safety facilities. Revenue sources for this fund include transfers of local tax funding from the General Fund, the issuance of debt and grants.

School Improvements Fund – This fund includes the financing and construction of local educational facilities, purchase of school buses and largescale technology investments. 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 accounts for financial resources applied towards the payment of principal, interest and fees associated with County and School indebtedness.

PROPRIETARY FUND TYPE

Proprietary funds 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. All proprietary funds are appropriated by the Board of Supervisors.

Enterprise Funds

Enterprise funds provide services that are financed and operated similarly to those of a private business enterprise.

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

Public Utilities CIP Fund – This fund accounts for capital improvement projects related to the County's water and sewer system. Revenues are transfers from the Public Utilities Fund.

County Funds Structure and Basis of Budgeting

Airport Fund –This fund accounts 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, General Fund transfers and use of planned surpluses.

Airport CIP Fund – This fund accounts for capital improvement projects related to the Hanover County Airport. Revenues are derived primarily from state and federal aid, General Fund transfers and use of planned surpluses.

Internal Service Fund

An internal service fund is used to account for the costs of operations for services provided to other County departments.

Self-Insurance Fund – This fund provides for fiscal management of health insurance costs, as well as a clinic and wellness program. The fund includes the County, Schools, Pamunkey Regional Library and the Pamunkey Regional Jail entities. Revenues are generated primarily from employer contributions and employee deductions.

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 fiduciary funds; however, only the following two 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

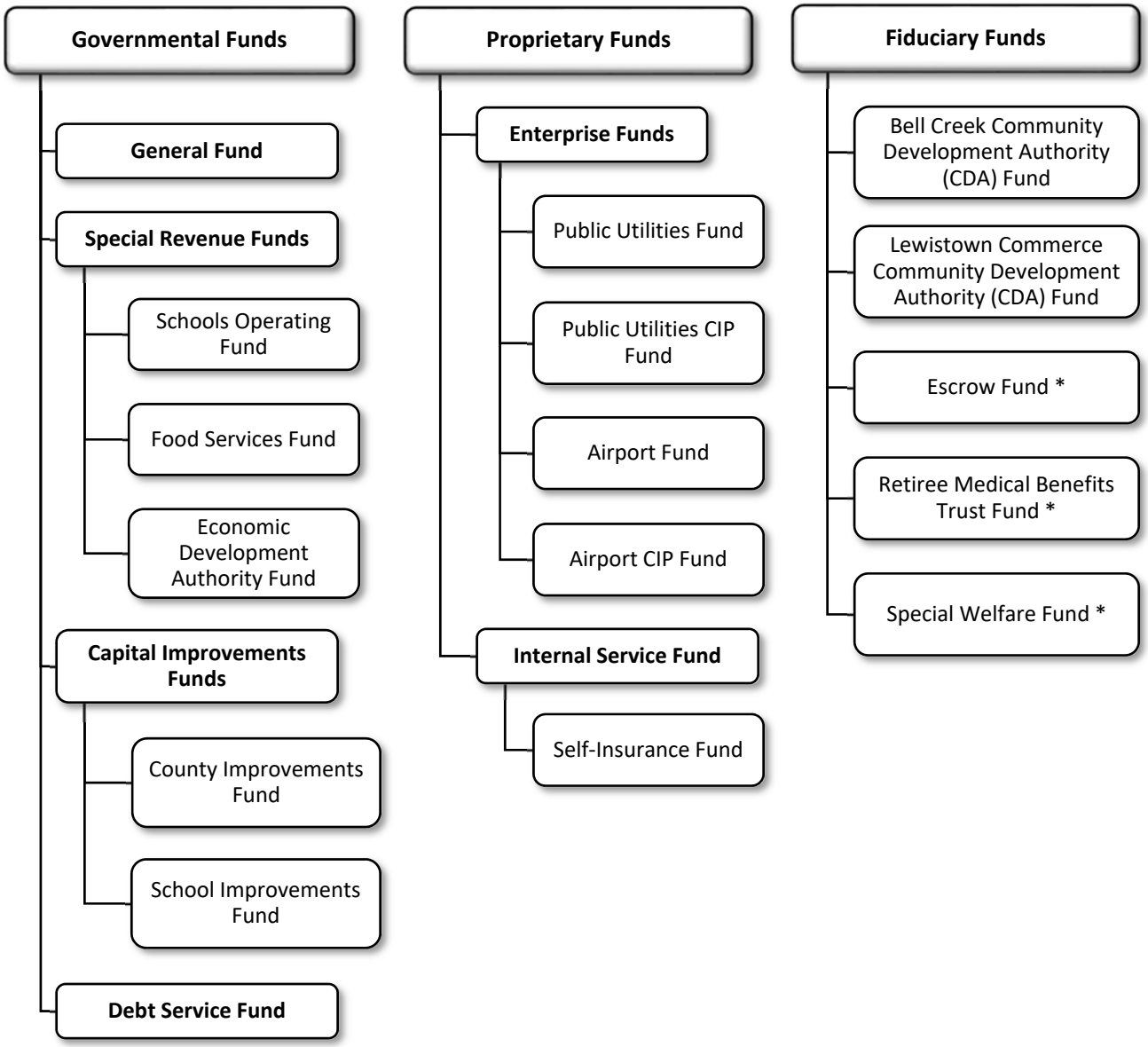
Except for the following instances, the County's budget follows the same basis of accounting used in the Comprehensive Annual Financial Report (CAFR), which is prepared in accordance with generally accepted accounting principles (GAAP):

The County's budgetary basis includes the use of assigned fund balance as a revenue source. The budget document does not include the following non-appropriated funds listed as fiduciary funds in the CAFR: the Escrow Fund, the Retiree Medical Benefits Trust Fund and the Special Welfare Fund. 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).

Since the financial system conversion in May 2017, enterprise funds include separate funds to track Public Utilities and Airport CIP projects. For Hanover's budgetary presentation, these CIP funds are presented separately from the Public Utilities Fund and Airport Fund. The CAFR presentation merges these CIP funds with their respective enterprise fund.

County Funds Structure and Basis of Budgeting

COUNTY FUNDS STRUCTURE



* Not included in budget

Budget Process

The budget is the County's plan to collect and use revenues in a manner that addresses the most critical public needs. In 1989, Hanover County began preparing a Five-Year General Fund Financial Plan. 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 years at a time instead of year-to-year. All five 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 and agency 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 budget calendar identifies important dates throughout budget preparation and adoption and is described in detail below.

SEPTEMBER/OCTOBER

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

NOVEMBER

The Budget Division analyzes and compares personnel, operating and CIP requests to target budgets established in the prior-year CIP and Five-Year General Fund Financial Plan. Budget requests are reviewed for feasibility. Outside organizations submit contribution requests by November 15. The County Administrator begins meeting with department and agency heads to discuss needs and requested enhancements. County and School officials continue to meet to reach consensus on a School budget.

DECEMBER

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

JANUARY

The County Administrator adjusts departmental requested budgets and works with the Budget Division and County Administrator's senior staff to prepare a balanced budget for the Five-Year General Fund Financial Plan. The Superintendent of Schools presents a preliminary budget to the School Board and the School Board approves a budget request, with any enumerated changes. During the second half of the current fiscal year, quarterly financial reports are prepared by Finance and Management Services 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 reflected in the County's budget.

Budget Process

FEBRUARY

The Budget Division 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. Presentations are made by selected department and agency heads and County staff to provide the Supervisors and citizens with an understanding of the proposed budget. Departments and agencies provide performance objectives for inclusion in the adopted budget document.

MARCH

Presentations by selected department and agency heads and County staff continue. Public notices of the budget summary, CIP and all rate and user fee changes are published in a local newspaper, giving citizens and other interested parties sufficient notice as to the date, time and place of public hearings. With input from County staff, the Supervisors make any necessary adjustments to the County Administrator's Proposed Budget. The Planning Commission also reviews CIP projects related to the Comprehensive Plan 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 General Fund 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. The Board sets tax rates and makes ordinance changes. The Board also adopts a five-year CIP and a Five-Year General Fund Financial Plan and approves the reappropriation of encumbered items and unencumbered CIP balances at fiscal year-end. Statutory deadlines for budget adoption are May 1 for the School Board and June 30 for the County. The County adopts the budget in 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

Encumbered items and unencumbered CIP balances are reappropriated effective July 1 of each year. 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 fiscal year ended June 30. Requests are reviewed by Finance and Management Services and adjustments are made.

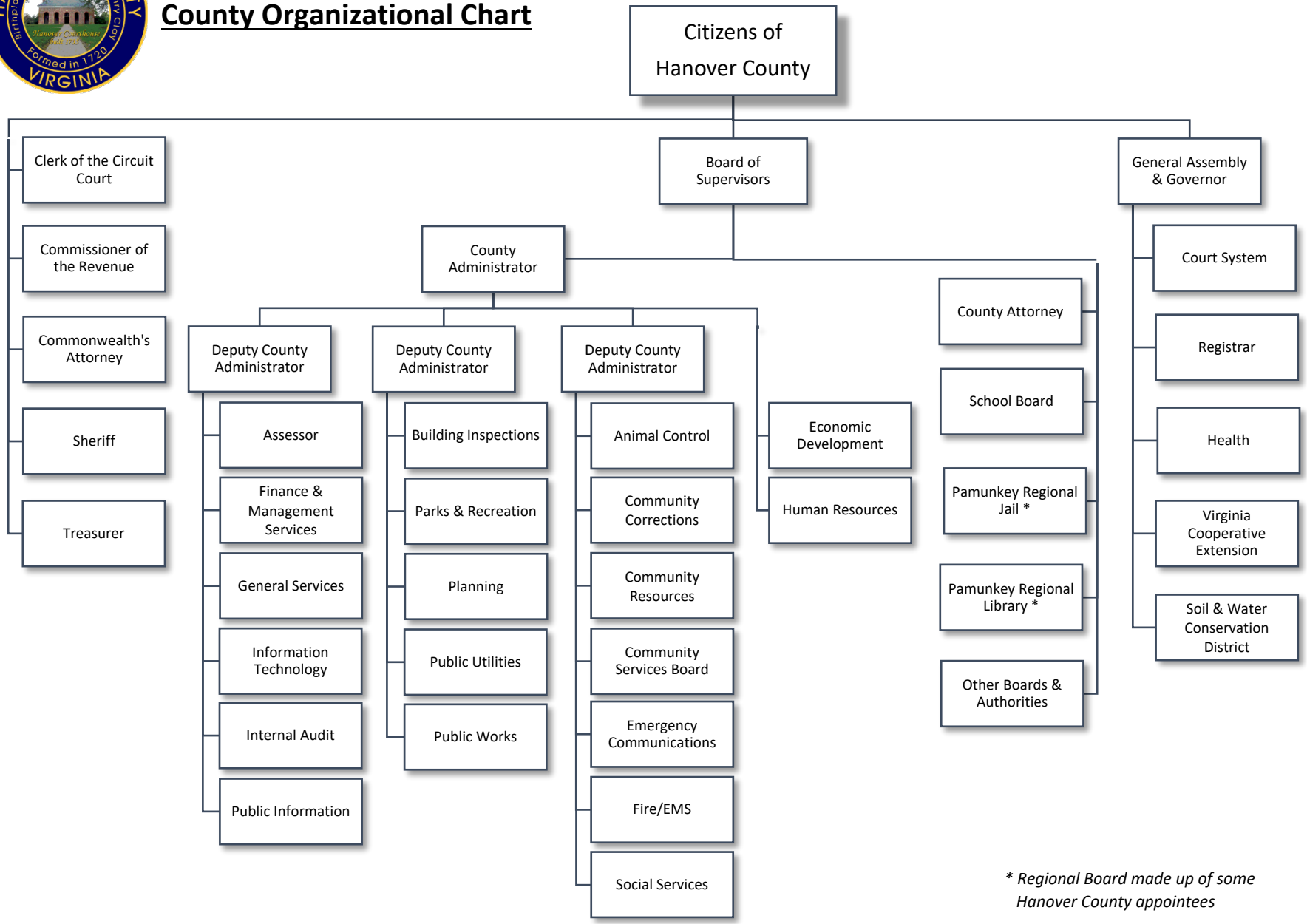
AUGUST/SEPTEMBER

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

Budget Calendar

Month	Item	BOS / Co Admin / Staff	School Board / Superintendent	Citizens
September	Budget calendar finalized by September 1	**X**		
	Budget development worksheets distributed	**X**		
	Budget training for departments	**X**		
October	Budget requests due to Budget Division	**X**		
	County and School officials meet to reach consensus on enrollment projections, available resources, CIP needs and operating needs	**X**	**X**	
November/ December	Analysis of budget requests as compared to CIP and Five-Year General Fund Financial Plan	**X**		
	Outside organizations submit contribution requests			**X**
	County Administrator meets with department and agency heads to discuss needs and requested enhancements	**X**		
January	Budget Division and County Administrator work to create a balanced Five-Year General Fund Financial Plan	**X**		
	Superintendent of Schools presents preliminary budget request		**X**	
February	School Board approves budget request		**X**	
	Budget Division organizes, edits and compiles final draft of the County Administrator's Proposed Budget	**X**		
	Proposed budget is presented by County Administrator	**X**		
	Copies of the proposed budget are made available to the public	**X**		**X**
	Presentations are made to understand the proposed budget	**X**		**X**
March	Public notices are released and presentations are made to understand the proposed budget	**X**		**X**
April	Public hearings are held on proposed budget and any changes in tax rates or County ordinances	**X**		**X**
	Budget and tax rates adopted	**X**		
May/June	Adopted budget document is prepared, distributed and posted to County website	**X**		
July	Encumbered items and unencumbered CIP balances reappropriated effective July 1	**X**		
	Requests to reappropriate unencumbered operating balances submitted and evaluated for approval	**X**	**X**	
August	County Administrator recommends reappropriation of unencumbered operating balances from the previous fiscal year to the Board of Supervisors	**X**		
September	Reappropriations approved by the Board of Supervisors	**X**		

County Organizational Chart



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

FY19 Initiatives Update

The following initiatives for Fiscal Year 2019 were adopted by the Board of Supervisors on April 25, 2018:

- **Begin construction of the Atlee Library:** The FY19-FY23 Capital Improvements Program (CIP) included $9.0 million of funding in FY19 for the construction of the Atlee Library, which will be located at the corner of Route 301 and Rutlandshire Drive. This 20,000 square foot, two-story facility will replace the storefront facility in the Atlee Square Shopping Center. The County plans to begin construction in the spring of 2019 and have the facility open to the public in the summer of 2020.
- **Renovation of the former General District Court building:** Bids for renovation of the old General District Court building are due in the spring of 2019 with the plan to award the contract in early summer of 2019. Renovation of the old General District Court building will take approximately twelve to fifteen months with the goal to have departments moved into the building by the fall of 2020.
- **Enhance Community Development Software systems:** In FY19, the County will implement a new software solution for community development departments. The primary goal of the new software solution is to establish an enhanced online portal, allowing citizens and developers to submit building permit applications, pay fees, report Code violations, review application status, track projects from rezoning to occupancy and interact with the system using mobile devices.
- **Continue to provide support for the Education Technology Plan:** The School Board adopted a five-year technology plan with several objectives, including replacing technology infrastructure, purchasing laptops for teachers and updating wireless infrastructure to accommodate the increase in instructional devices. The FY19-FY23 CIP included $4.1 million of funding in FY19 for this technology plan and the FY20-FY24 CIP includes an additional $10.8 million of funding.
- **Assess concerns on salary compression:** Salary scale compression impacts employees throughout the County and Schools. This issue affects the County's competitiveness with other local governments and the private sector in recruiting and retaining the highest-quality employees. The FY20 budget addresses salary compression.
- **Plan Hanover County 2020 Celebration:** Formed in 1720, Hanover County will mark its 300th birthday in 2020. The Board of Supervisors has appointed a Citizens Committee and commenced the planning for a 2020 celebration.

FY20 Adopted Initiatives

The following initiatives for Fiscal Year 2020 were adopted by the Board of Supervisors on April 24, 2019:

- **Begin the construction of the new Atlee Library:** Contract was awarded in April 2019 for the new Atlee Library, which will be located at the corner of Rt. 301 and Rutlandshire Drive. This 20,000 square foot, two-story facility will replace the storefront facility in the Atlee Square Shopping Center. Construction began in May 2019 and is expected to take 12 months. The County plans to have the facility open to the public in the summer of 2020.
- **Plan and begin the celebration of Hanover's 300th birthday in 2020:** Formed in 1720, Hanover County will mark its 300th birthday in 2020. The Board of Supervisors appointed a citizens committee and planning for the celebration has begun. As of May 2019, the committee is planning to have signature events in May 2020 at Patrick Henry's Scotchtown and in October 2020 at the Courthouse complex, as well as incorporating a number of existing community events into the celebration.
- **Complete capital commitment to the School's Technology Capital Plan:** FY20 is the third year of the County's three-year capital commitment to this program. The FY20 funding includes the final allocation to upgrade infrastructure at the elementary schools. The school system will also conduct a student device pilot at one of the middle schools and upgrade the enterprise management system. With the completion of this third year of funding, the County will have invested $7 million in this project.
- **Renovate the former General District Court building for County offices:** The contract for this project is expected to be awarded in the summer of 2019. The FY19 Capital Improvements Program includes $6.5 million to renovate the building into office space for other departments, including the Assessor's Office, Human Resources, Parks & Recreation, General Services and some Building Inspections and Public Works staff. The goal is to have the departments able to use the building in the summer of 2020.
- **Explore Specialized Transportation options for senior citizens and those with disabilities:** The County has applied for a $127,000 grant to provide specialized transportation opportunities for seniors and those with a disability – transportation would be for trips to the doctor's office, pharmacy and grocery store. The grant would pay for 80% of the cost of the first year of this program. Approval of the grant request is anticipated in June 2019.
- **Make improvements to east side of the Airport, including design of new terminal and construction of new hangar:** Construction of a new corporate hangar is expected to begin in the summer of 2019. The Department of Public Works is working on the Conceptual Study for the new terminal building on the east side. Pending Virginia Department of Aviation approval, the projected schedule is to begin the design for the terminal building in the fall of 2019 and to begin construction by the fall of 2020.
- **Rehabilitate the Old Clerk Building as preservation of historic structure and begin design of History Museum:** With the move of Finance and Management Services into the Chenault-Weems Building, the historic Old Clerk Building can now be converted into a County History Museum as has been the concept for several years. A number of things will have to be done in the interior of the building over the next several months to make it suitable for operation as a museum. The County is developing a plan for operating the museum. With the help of local partners, the hope is to have

the first display exhibits up and the building open on a limited basis in the summer of 2020 for Hanover's 300th birthday celebration.

- **Provide support for School safety plans in conjunction with the School Board and Sheriff:** The County continues to support the Schools and Sheriff with funding for school safety and security initiatives. The FY20 budget includes two additional officers for school security. The approved Schools CIP includes over $2.2 million in related projects over the next five years, including the construction of vestibules for 17 schools.

County and Departmental Achievements

Hanover County and several departments were recognized for outstanding achievements 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, 2017. 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. Hanover County's CAFR was judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.
- The GFOA also awarded a Distinguished Budget Presentation Award to Hanover County for its FY19 budget document. The County has received this prestigious award each fiscal year since 1990. This award reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, Hanover County had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as a policy document, financial plan, communications device and an operations guide.
- The following wastewater plants (WWTP) operated by the Department of Public Utilities received the 2017 Platinum Peak Performance Award from the National Association of Clean Water Agencies: Ashland WWTP (19th consecutive year) and Totopotomoy WWTP (13th consecutive year). Platinum Peak Performance Awards recognize 100% compliance with National Pollutant Discharge Elimination System permit requirements over a consecutive five-year period.
- Doswell Water Treatment Plant received an Excellence in Waterworks Operation Performance Award from the Virginia Department of Health's Office of Drinking Water.
- The Sheriff's Office received its fifth consecutive state reaccreditation through the Virginia Law Enforcement Professional Standards Commission (VLEPSC). The on-site assessment was in January 2018 and the department was in full compliance with 189 applicable standards. The Sheriff's Office first achieved state accreditation in 1998 and is the only Sheriff's Office in Virginia dually accredited through VLEPSC and CALEA. Participation in both processes is voluntary.
- After a recent evaluation by the Insurance Services Office (ISO), Hanover County is among the top eleven percent in the nation for fire protection with a Public Protection Classification (PPC) survey rating of 3/3Y. ISO evaluates a community's fire protection system, which includes the Fire-EMS department, Emergency Communications system, water supply system and community risk reduction efforts. This rating took effect March 1, 2018 and potentially enables property owners to receive lower insurance costs. The County was previously ranked in the top forty-six percent of the nation with a PPC survey rating of 5/8B.
- The Fleet division of General Services earned the Blue Seal of Excellence Recognition from the National Institute for Automotive Service Excellence (ASE), a non-profit organization dedicated to improving the quality of vehicle repair and service by means of voluntary testing and certification for automotive repair and service professionals. To be eligible for this recognition, 75% of a company's automotive professionals must be ASE-certified and there must be a certified technician in each area of service offered.

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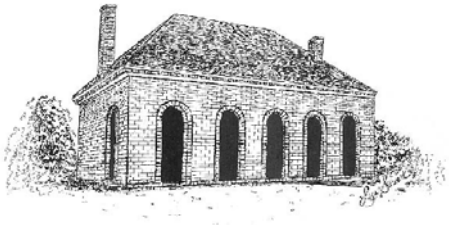

HANOVER COURTHOUSE

HANOVER COUNTY

ESTABLISHED IN 1720

CECIL R. HARRIS, JR.
COUNTY ADMINISTRATOR

FRANK W. HARKSEN, JR.
DEPUTY COUNTY ADMINISTRATOR

KATHLEEN T. SEAY
DEPUTY COUNTY ADMINISTRATOR

JAMES P. TAYLOR
DEPUTY COUNTY ADMINISTRATOR

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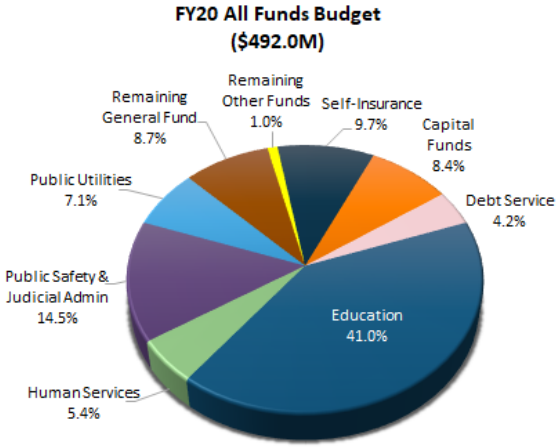
P.O. BOX 470, HANOVER, VA 23069
7516 COUNTY COMPLEX ROAD, HANOVER, VA 23069

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

April 10, 2019

Dear Board of Supervisors:

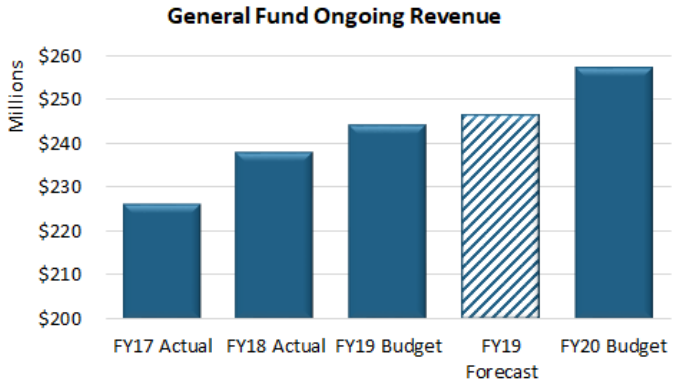
I am pleased to recommend the Fiscal Year 2020 County Budget and FY20-24 Five-Year General Fund Financial Plan and Capital Improvements Program (CIP). The total FY20 budget for all funds is $492.0 million, reflecting an increase of $28.9 million or 6.2%. This budget provides opportunities made possible by a strong local economy to invest in the Board's top priorities of supporting Education, Public Safety and our workforce.



Revenues

In this fiscal year, real estate tax revenue has grown 6.5%. This is due primarily to an improved real estate market. Growing at an even higher rate are sales tax revenues, which increased 7.3%. Personal property tax revenues grew 3.8% this fiscal year. Our total increase in ongoing revenues is $13.4 million in the General Fund.

The strength of our local revenues enables us to continue meeting priorities without raising any tax rate. For 14 consecutive years, we have consistently maintained the same real estate tax rate to limit the tax burden on our citizens.

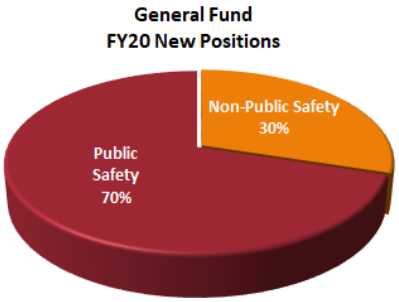


In further good news, it appears that financial support from the State is also improved this year. For example, the State's contribution to the Schools is up 3.5% or $3.1 million compared to minimum funding of 0.6% in the previous year's budget.

Workforce
Our workforce remains our greatest asset. Nearly 57% of the all funds budget is allocated to personnel, and taking care of our workforce has been, and continues to be, a priority. This budget provides an opportunity to reward deserving employees with a larger merit increase compared to previous years. Revenues are sufficient to provide a 3% increase in FY20. The recommended salary increase allows the County to competitively recruit and retain employees.

We provide our employees with access to health insurance options, but the escalating costs of this insurance are a concern. These costs increased $1.3 million or 16.5% in this budget, making it the third-largest expense (9.6%) in the FY20 all funds budget.

An FY19 Board Initiative was to assess concerns on salary compression. We have worked with School and County leaders to identify areas of primary concern and the FY20 budget includes funding to address this challenge, particularly in the Schools and Public Safety. This budget funds 24.8 new positions, of which 17.4 are in Public Safety. The remaining positions are needed to provide support to meet operational and customer service objectives.



Public Safety
We are making major investments in the area of Public Safety, which will increase by 7.3%. This increase is primarily due to the funding of additional deputy sheriffs and Fire/EMS personnel.

The Sheriff's request was fully funded and includes 7 additional deputies and one new position in Court Services. The Sheriff's request assigns two of these new deputies for school security, a top priority for all of us.

Fire/EMS will receive 6 new positions in FY20. At last year's budget public hearing, the Volunteer District Chief for Station 1 indicated that assistance would be needed by FY20. These new positions will give the Fire Chief capacity to address these issues and provide 24/7 coverage at Ashland.

Other new positions in Public Safety are in Emergency Communications, the Commonwealth's Attorney's office and Community Corrections.

Education
I believe that the outstanding success of the Hanover County Public Schools is a result of the Board's commitment to education and our partnership with the Schools. This budget increases General Fund support for the Schools operating budget by 5.9%. It includes a 3% salary increase for all School employees and enables the Schools to adjust the teacher salary scale. The 20.2 full-time positions in the FY20 School Board budget includes four counseling positions.

School Capital and Technology plans receive an additional $5.8 million. Most of this amount is for the third year of the County's support for technology enhancements ($3.4 million). The Five-Year CIP also supports a $59.5 million investment for the School Board's top priorities, including the consolidation

of Henry Clay Elementary and John M. Gandy Elementary and land acquisition for a secondary school site in eastern Hanover.

Capital Projects

The $44 million Capital improvements budget for FY20 includes several major projects, including roadway improvements, a new terminal building at the Airport and a new Fire Training Burn Building. Federal and state funding accounts for $20 million of this total.

About $18 million is reflected for several major roadway projects, including the widening of Sliding Hill Road, the Creighton/Cold Harbor roundabout and improvements to the intersection of Rt. 360 and Lee-Davis Road. Local road funding consists of $750,000 from the General Fund and $500,000 in proffers.

FY20 Capital Improvements Highlights (millions)	
Roadway Improvements	$18.8
Park & Library Development	6.4
School Technology Program	4.6
Fire Training Burn Building	2.3
Fire & Rescue Vehicles	2.1
Airport Terminal Building	2.0
Fire Air Packs	1.0

In addition to the new burn building, some of the most significant Public Safety projects proposed in the FY20 CIP include new air packs for firefighters, a new ladder truck and ambulance replacements for Fire/EMS and an expansion of evidence storage for the Sheriff's Office.

Under Parks and Libraries, $5.4 million is proposed to develop a new Montpelier Library and community center. This facility will replace the current leased space and include a gymnasium for western Hanover residents, who have limited access to such services currently.

The FY20 CIP also addresses the acquisition of new park property in eastern Hanover funded by $1 million from the American Battlefield Trust. This raises the total designation for Parks and Library development in the FY20 CIP to $6.4 million.

Public Utilities

The Department of Public Utilities' FY20 budget of $35.1 million includes an operating budget of $21.8 million and a capital budget of $13.2 million. The planned Five-Year CIP is $87 million and includes $40 million for expansion and $47 million for the renewal and replacement of Hanover's water and sewer systems.

In the operating budget, the three biggest changes are a $315,000 increase in the cost of sludge disposal, a $300,000 increase in purchased services for water to meet the needs of the Bear Island Paper Facility, and a decrease in debt service of $638,000. Public Utilities recently bid sludge disposal services and its costs are increasing dramatically.

Funding for four significant projects in support of economic development is included in the CIP. The Hill Carter Water Storage Tank and Pump Station is the foundation of the water system. This will serve future customers in the Planned Business area northeast of the Town of Ashland and will allow Public Utilities to meet the varying demands of its large industrial customers in the Doswell area.

There are several improvements to the existing wastewater system to meet increasing demands. Mechumps Creek Wastewater Pump Station and piping improvements frees up capacity in the Ashland

area. Construction of a new force main between the Shelton Pointe Wastewater Pump Station and the Totopotomoy Wastewater Treatment Plant is funded to meet the growing wastewater needs of the Suburban Service Area. Sewer replacement is also included to meet the needs of a growing Memorial Regional Medical Center campus and associated economic development around the campus.

The budget includes user fee increases of 2.5% for water and sewer, which equates to an increase of $3.24 to a typical residential customer's bimonthly bill. Capacity fees would increase 5%, the first change in capacity fees since November 2014 when capacity fees were lowered. These increases are needed in light of increased costs for operations, maintenance and construction that are being experienced.

Conclusion

Hanover is a premier community and the FY20 budget recommendation along with the five-year financial plan and CIP provide the financial resources to continue this mission on behalf of our businesses, residents and visitors.

Focusing on our traditional priorities, this budget meets the service needs of today while establishing a strong blueprint for the future through the funding of significant new school facilities, major road improvements and new parks and libraries. All of this gives me reason to think that while we are pleased to celebrate our rich history next year, we have even more cause to be excited about a prosperous future.

My thanks to not only County staff but Dr. Gill, the School Board and our Constitutional Officers for working with us to craft a very strong budget, five-year financial plan and five-year CIP. I look forward to working with the Board of Supervisors, citizens and businesses as we examine the details of these financial plans.

Sincerely,

Cecil R. Harris, Jr.
County Administrator

Hanover County FY20 Budget Highlights

Quick Facts of the FY20 Budget:

- All funds: $492.0 million, a $28.9M or 6.2% increase from the current year.
- County General Fund: $267.1 million, a $14.7M or 5.8% increase from the current year.

Highlights of the FY20 Budget:

Revenues –

- All residential property tax rates remain unchanged.
- Real Property revenue increase of $7.3 million or 6.5% above FY19 budget.
- Personal Property increase of $1.4 million or 3.8% above FY19 budget.
- Ongoing General Fund revenues increase of $13.4 million or 5.5% above FY19 budget.
- Public Utility 2.5% water rate increase and 2.5% wastewater rate increase. The average bimonthly bill increases $3.24 ($19.44 annually).

Expenditures –

- Priority Service Areas related to the General Fund:

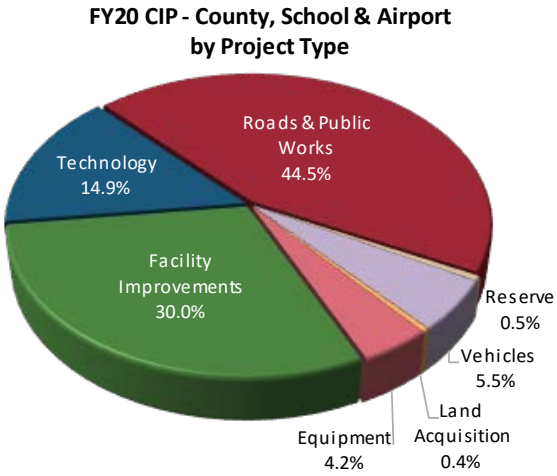
Category	FY20 Budget	$ Change from Prior Year	% Change from Prior Year	% of FY20 General Fund Budget
School Operating	$91.7M	$5.1M	5.9%	34.3%
School Capital Projects	5.8M	0.8M	16.0%	2.2%
Public Safety & Judicial Admin.	71.5M	4.9M	7.3%	26.8%
Public Safety Capital Projects	5.7M	1.7M	41.5%	2.1%
Human Services	26.8M	1.0M	3.9%	10.0%
Total Priority Service Areas	**$201.5M**	**$13.5M**	**7.1%**	**75.4%**

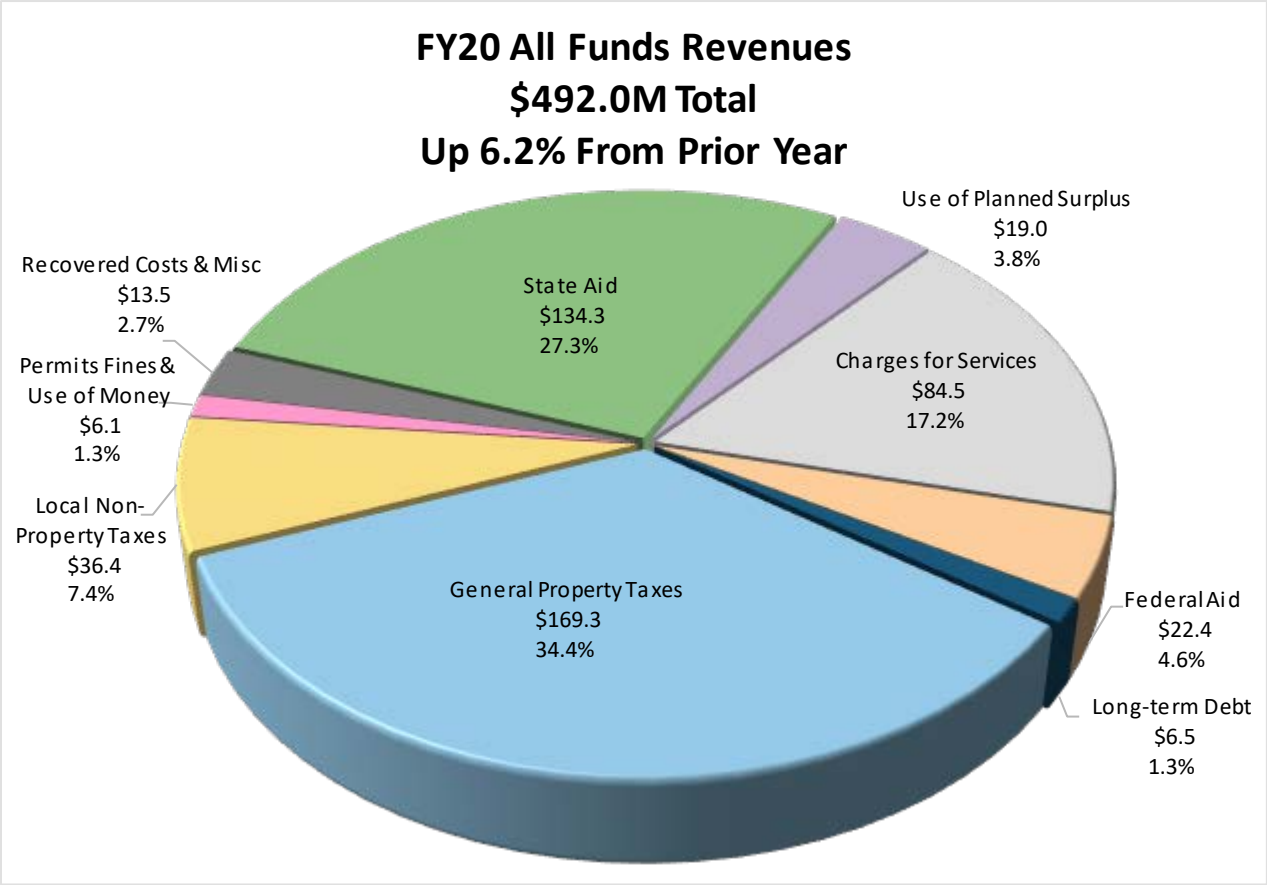
- Personnel
  - 3.0% compensation increase for County and School staff.
  - New full-time equivalent positions: 17.4 in Public Safety, 7.4 in County Non-Public Safety, 20.2 in Schools and 1.0 in Public Utilities. These totals do not include positions approved during FY19 (2 Firefighter Medics and 3.7 positions in Social Services to support Medicaid Expansion).

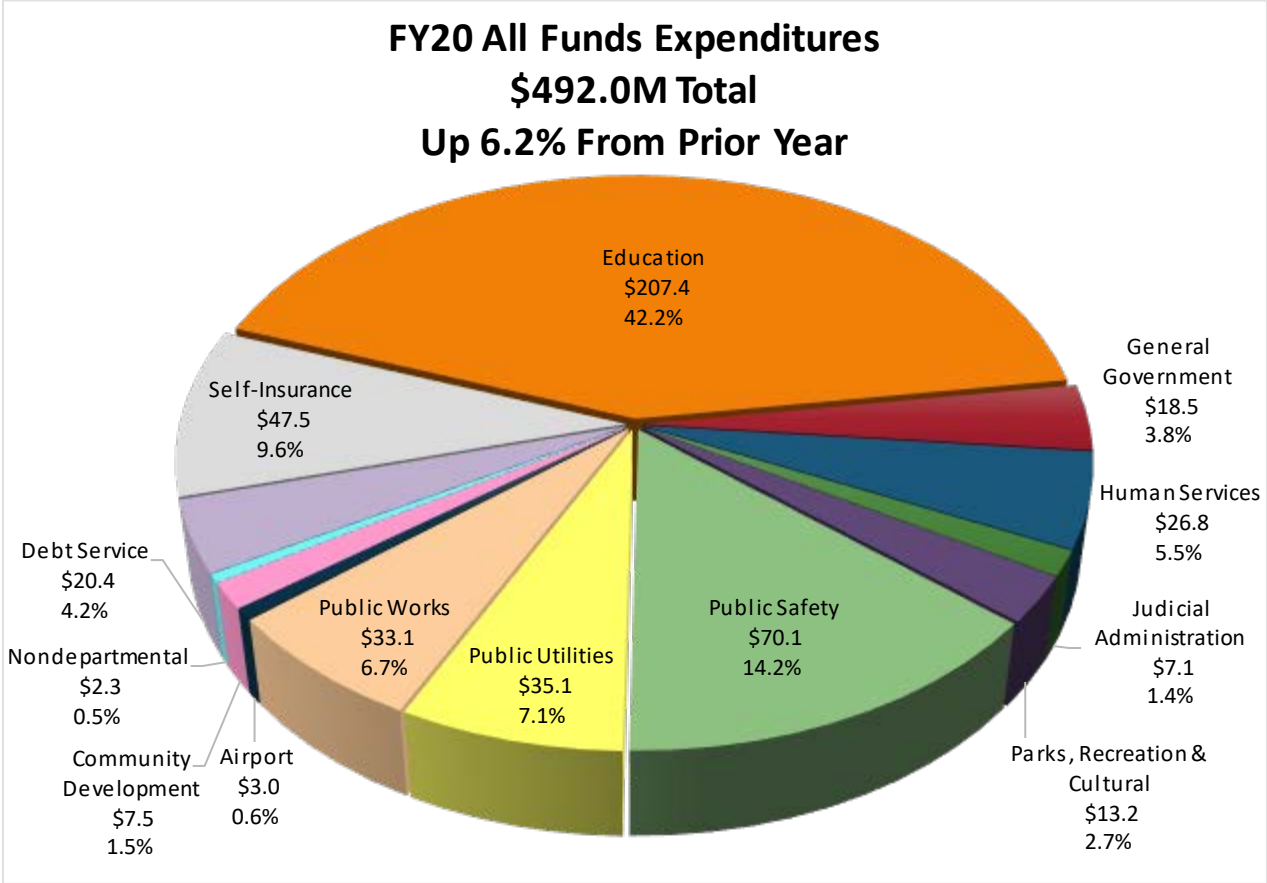
Capital Improvements Program (CIP) – County & Schools

- Year 1 of the CIP continues the investment in School Technology ($4.6M)
- Park & Library Development is funded throughout the General Fund Five-Year Plan. Year 1 includes $5.4M in funding for the Montpelier Park Library & Community Center.

CIP Funding Sources	FY20	% of Total
Intergovernmental	$ 20.2M	46%
Local	15.7M	36%
Long-Term Debt	6.4M	14%
Remaining Revenue	1.7M	4%
Total	**$ 44.0M**	**100%**



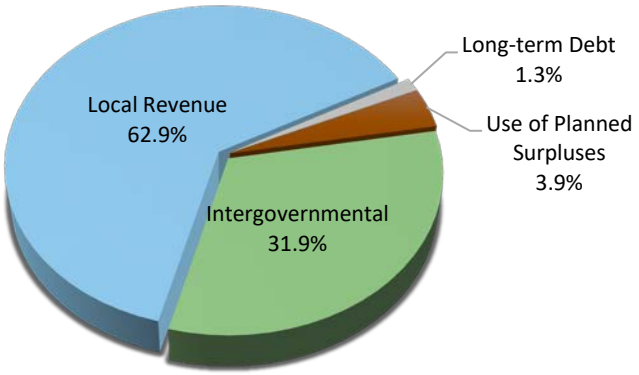

FY20 All Funds Revenues
$492.0M Total
Up 6.2% From Prior Year
Use of Planned Surplus
$19.0
3.8%
State Aid
$134.3
27.3%
Recovered Costs & Misc
$13.5
2.7%
Charges for Services
$84.5
17.2%
Permits Fines &
Use of Money
$6.1
1.3%
Local Non-
Property Taxes
$36.4
7.4%
General Property Taxes
$169.3
34.4%
Federal Aid
$22.4
4.6%
Long-term Debt
$6.5
1.3%


FY20 All Funds Expenditures
$492.0M Total
Up 6.2% From Prior Year
Education
$207.4
42.2%
General
Government
$18.5
3.8%
Self-Insurance
$47.5
9.6%
Human Services
$26.8
5.5%
Debt Service
$20.4
4.2%
Public Works
$33.1
6.7%
Public Safety
$70.1
14.2%
Judicial
Administration
$7.1
1.4%
Nondepartmental
$2.3
0.5%
Public Utilities
$35.1
7.1%
Community
Development
$7.5
1.5%
Airport
$3.0
0.6%
Parks, Recreation &
Cultural
$13.2
2.7%

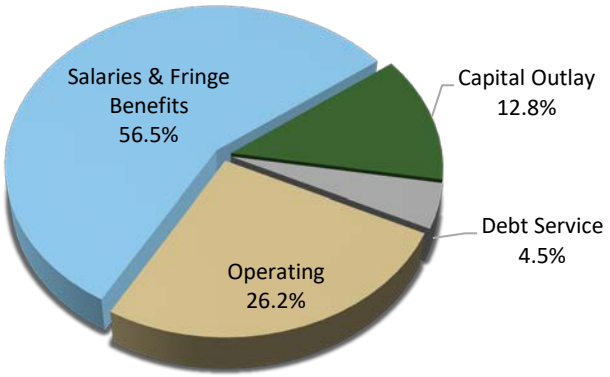
Summary of Revenues and Expenditures for All Funds

	FY18 Actual	FY19 Budget	FY20 Budget	% Change
Revenues	**439,296,278**	**463,082,179**	**492,019,225**	**6.2%**
Local Revenue	**284,073,386**	**288,838,674**	**309,815,571**	**7.3%**
General Property Taxes	152,391,919	159,307,200	169,303,000	6.3%
Local Non-Property Taxes	34,323,112	34,328,800	36,368,000	5.9%
Charges for Services	75,995,157	76,978,077	84,471,211	9.7%
Permits Fines & Use of Money	5,550,873	4,867,785	6,154,810	26.4%
Recovered Costs & Misc	15,812,325	13,356,812	13,518,550	1.2%
Intergovernmental	**149,630,308**	**133,883,146**	**156,742,649**	**17.1%**
Federal Aid	21,822,959	13,639,434	22,459,235	64.7%
State Aid	127,807,349	120,243,712	134,283,414	11.7%
Use of Planned Surpluses	**-**	**16,532,859**	**18,965,005**	**14.7%**
Long-term Debt	**5,592,584**	**23,827,500**	**6,496,000**	**-72.7%**
Expenditures	**446,877,169**	**463,082,179**	**492,019,225**	**6.2%**
Salaries & Fringe Benefits	**254,610,354**	**263,824,182**	**277,547,455**	**5.2%**
Operating	**107,518,710**	**118,689,231**	**128,961,744**	**8.7%**
Capital Outlay	**60,452,025**	**57,973,566**	**63,197,191**	**9.0%**
Debt Service	**24,296,080**	**22,595,200**	**22,312,835**	**-1.2%**

FY20 All Funds Revenue



FY20 All Funds Expenditures



Prior year actual expenditures exceed revenues because the budgeted Use of Planned Surpluses are not identified as new revenue per accounting standards.

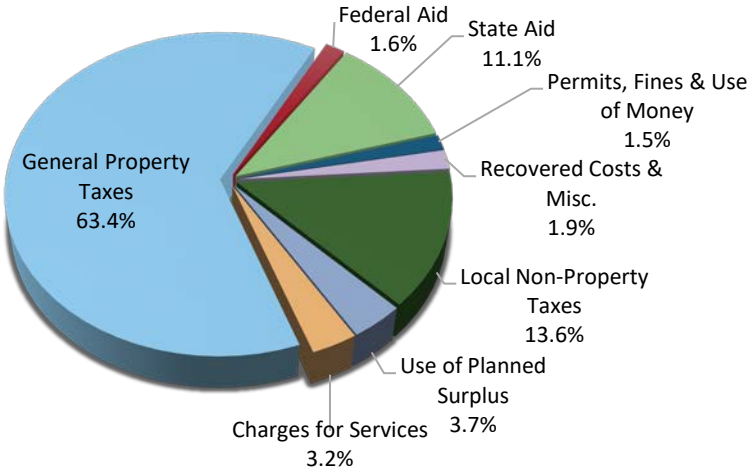
FY20 All Funds Budget

	General Fund	School Funds	Capital Funds	Special Revenue Fund	Enterprise Funds	Internal Service Fund	Fiduciary Funds	Debt Service Fund	Transfer from Other Funds	Grand Total
Revenues	**267,115,065**	**201,612,497**	**41,340,370**	**88,560**	**51,272,471**	**47,456,700**	**2,149,643**	**20,455,380**	**(139,471,461)**	**492,019,225**
Intergovernmental	**33,951,589**	**102,407,730**	**17,966,780**	**-**	**2,164,000**	**-**	**-**	**252,550**	**-**	**156,742,649**
Federal Aid	4,331,925	9,536,960	7,977,800	-	360,000	-	-	252,550	-	22,459,235
State Aid	29,619,664	92,870,770	9,988,980	-	1,804,000	-	-	-	-	134,283,414
Local Revenue	**223,246,501**	**7,508,767**	**1,700,000**	**88,560**	**29,901,800**	**45,856,700**	**1,513,243**	**-**	**-**	**309,815,571**
Charges for Services	8,448,444	5,459,967	500,000	-	24,436,100	45,626,700	-	-	-	84,471,211
General Property Taxes	169,303,000	-	-	-	-	-	-	-	-	169,303,000
Local Non-Property Taxes	36,368,000	-	-	-	-	-	-	-	-	36,368,000
Permits Fines & Use of Money	4,158,050	-	1,000,000	88,560	858,200	50,000	-	-	-	6,154,810
Recovered Costs & Misc	4,969,007	2,048,800	200,000	-	4,607,500	180,000	1,513,243	-	-	13,518,550
Long-term Debt	**-**	**-**	**6,400,000**	**-**	**-**	**-**	**-**	**96,000**	**-**	**6,496,000**
Transfers In	**-**	**91,696,000**	**13,358,000**	**-**	**13,674,231**	**-**	**636,400**	**20,106,830**	**(139,471,461)**	**-**
Use of Planned Surpluses	**9,916,975**	**-**	**1,915,590**	**-**	**5,532,440**	**1,600,000**	**-**	**-**	**-**	**18,965,005**
Expenditures - by Category	**267,115,065**	**201,612,497**	**41,340,370**	**88,560**	**51,272,471**	**47,456,700**	**2,149,643**	**20,455,380**	**(139,471,461)**	**492,019,225**
Salaries & Fringe Benefits	**92,934,892**	**175,852,169**	**-**	**-**	**7,089,076**	**1,671,318**	**-**	**-**	**-**	**277,547,455**
Operating	**44,722,879**	**23,932,928**	**-**	**88,560**	**12,253,052**	**45,785,382**	**2,149,643**	**29,300**	**-**	**128,961,744**
Capital Outlay	**3,200,620**	**1,827,400**	**41,340,370**	**-**	**16,828,801**	**-**	**-**	**-**	**-**	**63,197,191**
Debt Service	**-**	**-**	**-**	**-**	**1,886,755**	**-**	**-**	**20,426,080**	**-**	**22,312,835**
Transfers Out	**126,256,674**	**-**	**-**	**-**	**13,214,787**	**-**	**-**	**-**	**(139,471,461)**	**-**
Expenditures - by Function	**267,115,065**	**201,612,497**	**41,340,370**	**88,560**	**51,272,471**	**47,456,700**	**2,149,643**	**20,455,380**	**(139,471,461)**	**492,019,225**
Airport	-	-	-	-	2,996,644	-	-	-	-	2,996,644
Community Development	5,265,666	-	-	88,560	-	-	2,149,643	-	-	7,503,869
Debt Service	-	-	-	-	-	-	-	20,455,380	-	20,455,380
Education	-	201,612,497	5,800,000	-	-	-	-	-	-	207,412,497
General Government	16,809,336	-	1,695,000	-	-	-	-	-	-	18,504,336
Human Services	26,814,219	-	-	-	-	-	-	-	-	26,814,219
Judicial Administration	7,107,197	-	-	-	-	-	-	-	-	7,107,197
Nondepartmental	128,385,321	-	200,000	-	-	-	-	-	(126,256,674)	2,328,647
Parks, Recreation & Cultural	6,794,731	-	6,400,000	-	-	-	-	-	-	13,194,731
Public Safety	64,437,089	-	5,678,000	-	-	-	-	-	-	70,115,089
Public Utilities	-	-	-	-	48,275,827	-	-	-	(13,214,787)	35,061,040
Public Works	11,501,506	-	21,567,370	-	-	-	-	-	-	33,068,876
Self-Insurance	-	-	-	-	-	47,456,700	-	-	-	47,456,700

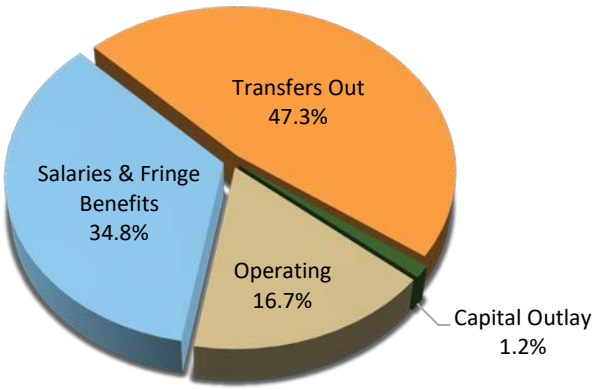
General Fund Summary

	FY18 Actual	FY19 Budget	FY20 Budget	% Change
Expenditures	**237,212,081**	**252,386,532**	**267,115,065**	**5.8%**
Salaries & Fringe Benefits	**84,613,522**	**87,374,532**	**92,934,892**	**6.4%**
Operating	**38,447,786**	**42,642,155**	**44,722,879**	**4.9%**
Capital Outlay	**3,157,215**	**3,021,200**	**3,200,620**	**5.9%**
Transfers Out	**110,993,558**	**119,348,645**	**126,256,674**	**5.8%**
Revenues	**237,546,675**	**252,386,532**	**267,115,065**	**5.8%**
Intergovernmental	**33,710,466**	**33,687,271**	**33,951,589**	**0.8%**
Federal Aid	4,604,367	4,287,037	4,331,925	1.0%
State Aid	29,106,099	29,400,234	29,619,664	0.7%
Local Revenue	**203,751,286**	**210,078,352**	**223,246,501**	**6.3%**
Charges for Services	8,065,044	7,538,740	8,448,444	12.1%
General Property Taxes	152,391,919	159,307,200	169,303,000	6.3%
Local Non-Property Taxes	34,323,112	34,328,800	36,368,000	5.9%
Permits Fines & Use of Money	4,006,766	4,018,200	4,158,050	3.5%
Recovered Costs & Misc	4,964,445	4,885,412	4,969,007	1.7%
Transfers In	**84,923**	**-**	**-**	**----**
Use of Planned Surpluses	**-**	**8,620,909**	**9,916,975**	**15.0%**

FY20 General Fund Revenue



FY20 General Fund Expenditures



Other Fund Summaries

	FY18 Actual	FY19 Budget	FY20 Budget	% Change
Capital Funds				
County Improvements Fund				
Expenditures	**30,269,607**	**29,069,000**	**35,540,370**	**22.3%**
Capital Outlay	**30,184,684**	**29,069,000**	**35,540,370**	**22.3%**
Transfers Out	**84,923**	**-**	**-**	**----**
Revenues	**21,720,907**	**29,069,000**	**35,540,370**	**22.3%**
Local Revenue	**1,903,189**	**1,200,000**	**1,700,000**	**41.7%**
Charges for Services	866,828	1,000,000	500,000	-50.0%
Permits Fines & Use of Money	121,099	-	1,000,000	----
Recovered Costs & Misc	915,262	200,000	200,000	0.0%
Long-term Debt	**-**	**18,500,000**	**6,400,000**	**-65.4%**
Intergovernmental	**11,651,345**	**1,090,000**	**17,966,780**	**1548.3%**
Federal Aid	3,254,528	-	7,977,800	----
State Aid	8,396,817	1,090,000	9,988,980	816.4%
Use of Planned Surpluses	**-**	**690,000**	**1,915,590**	**177.6%**
Transfers In	**8,166,373**	**7,589,000**	**7,558,000**	**-0.4%**
School Improvements Fund				
Expenditures	**10,199,131**	**10,000,000**	**5,800,000**	**-42.0%**
Capital Outlay	**10,199,131**	**10,000,000**	**5,800,000**	**-42.0%**
Revenues	**7,048,000**	**10,000,000**	**5,800,000**	**-42.0%**
Long-term Debt	**4,000,000**	**5,000,000**	**-**	**-100.0%**
Intergovernmental	**648,000**	**-**	**-**	**----**
State Aid	648,000	-	-	----
Transfers In	**2,400,000**	**5,000,000**	**5,800,000**	**16.0%**
Debt Service Fund				
Debt Service Fund				
Expenditures	**21,254,386**	**20,097,966**	**20,455,380**	**1.8%**
Operating	**16,415**	**27,698**	**29,300**	**5.8%**
Debt Service	**21,237,971**	**20,070,268**	**20,426,080**	**1.8%**
Revenues	**21,161,587**	**20,097,966**	**20,455,380**	**1.8%**
Local Revenue	**135,006**	**-**	**-**	**----**
Permits Fines & Use of Money	135,006	-	-	----
Long-term Debt	**1,592,584**	**327,500**	**96,000**	**-70.7%**
Intergovernmental	**254,477**	**252,850**	**252,550**	**-0.1%**
Federal Aid	254,477	252,850	252,550	-0.1%
Transfers In	**19,179,520**	**19,517,616**	**20,106,830**	**3.0%**

Other Fund Summaries

	FY18 Actual	FY19 Budget	FY20 Budget	% Change
Enterprise Funds				
Airport CIP Fund				
Expenditures	**5,427,858**	**100,000**	**2,615,000**	**2515.0%**
Capital Outlay	**5,427,858**	**100,000**	**2,615,000**	**2515.0%**
Revenues	**5,343,329**	**100,000**	**2,615,000**	**2515.0%**
Intergovernmental	**5,342,329**	**50,000**	**2,164,000**	**4228.0%**
Federal Aid	4,808,814	-	360,000	----
State Aid	533,515	50,000	1,804,000	3508.0%
Use of Planned Surpluses	**-**	**50,000**	**40,000**	**-20.0%**
Transfers In	**1,000**	**-**	**411,000**	**----**
Airport Fund				
Expenditures	**239,380**	**376,219**	**381,644**	**1.4%**
Salaries & Fringe Benefits	**109,170**	**111,712**	**116,077**	**3.9%**
Operating	**73,522**	**122,829**	**124,007**	**1.0%**
Debt Service	**55,688**	**141,678**	**141,560**	**-0.1%**
Transfers Out	**1,000**	**-**	**-**	**----**
Revenues	**297,162**	**376,219**	**381,644**	**1.4%**
Local Revenue	**221,383**	**274,190**	**283,200**	**3.3%**
Permits Fines & Use of Money	221,383	224,190	233,200	4.0%
Recovered Costs & Misc	-	50,000	50,000	0.0%
Intergovernmental	**4,761**	**-**	**-**	**----**
State Aid	4,761	-	-	----
Use of Planned Surpluses	**-**	**50,000**	**50,000**	**0.0%**
Transfers In	**71,018**	**52,029**	**48,444**	**-6.9%**
Public Utilities CIP Fund				
Expenditures	**8,891,772**	**12,651,026**	**13,214,787**	**4.5%**
Capital Outlay	**8,891,772**	**12,651,026**	**13,214,787**	**4.5%**
Revenues	**8,891,771**	**12,651,026**	**13,214,787**	**4.5%**
Transfers In	**8,891,771**	**12,651,026**	**13,214,787**	**4.5%**
Public Utilities Fund				
Expenditures	**28,695,229**	**34,329,294**	**35,061,040**	**2.1%**
Salaries & Fringe Benefits	**6,506,226**	**6,805,835**	**6,972,999**	**2.5%**
Operating	**9,530,612**	**11,164,032**	**12,129,045**	**8.6%**
Capital Outlay	**764,199**	**1,325,147**	**999,014**	**-24.6%**
Debt Service	**3,002,421**	**2,383,254**	**1,745,195**	**-26.8%**
Transfers Out	**8,891,771**	**12,651,026**	**13,214,787**	**4.5%**

Other Fund Summaries

	FY18 Actual	FY19 Budget	FY20 Budget	% Change
Revenues	**32,951,284**	**34,329,294**	**35,061,040**	**2.1%**
Local Revenue	**32,880,751**	**29,465,600**	**29,618,600**	**0.5%**
Charges for Services	24,726,472	23,878,100	24,436,100	2.3%
Permits Fines & Use of Money	663,595	510,000	625,000	22.5%
Recovered Costs & Misc	7,490,684	5,077,500	4,557,500	-10.2%
Intergovernmental	**70,533**	**-**	**-**	**----**
Federal Aid	70,533	-	-	----
Use of Planned Surpluses	**-**	**4,863,694**	**5,442,440**	**11.9%**
Fiduciary Funds				
Bell Creek CDA Fund				
Expenditures	**151,544**	**160,000**	**160,000**	**0.0%**
Operating	**151,544**	**160,000**	**160,000**	**0.0%**
Revenues	**149,516**	**160,000**	**160,000**	**0.0%**
Local Revenue	**149,516**	**160,000**	**160,000**	**0.0%**
Recovered Costs & Misc	149,516	160,000	160,000	0.0%
Lewistown CDA Fund				
Expenditures	**1,699,100**	**1,649,900**	**1,989,643**	**20.6%**
Operating	**1,699,100**	**1,649,900**	**1,989,643**	**20.6%**
Revenues	**1,716,189**	**1,649,900**	**1,989,643**	**20.6%**
Local Revenue	**1,122,125**	**1,075,900**	**1,353,243**	**25.8%**
Recovered Costs & Misc	1,122,125	1,075,900	1,353,243	25.8%
Transfers In	**594,064**	**574,000**	**636,400**	**10.9%**
Internal Service Fund				
Self-Insurance Fund				
Expenditures	**37,549,667**	**41,249,425**	**47,456,700**	**15.0%**
Salaries & Fringe Benefits	**558,012**	**1,218,250**	**1,671,318**	**37.2%**
Operating	**36,991,655**	**40,031,175**	**45,785,382**	**14.4%**
Revenues	**37,254,386**	**41,249,425**	**47,456,700**	**15.0%**
Local Revenue	**37,254,386**	**38,991,169**	**45,856,700**	**17.6%**
Charges for Services	37,158,792	38,600,169	45,626,700	18.2%
Permits Fines & Use of Money	51,302	50,000	50,000	0.0%
Recovered Costs & Misc	44,292	341,000	180,000	-47.2%
Use of Planned Surpluses	**-**	**2,258,256**	**1,600,000**	**-29.1%**

Other Fund Summaries

	FY18 Actual	FY19 Budget	FY20 Budget	% Change
School Funds				
Food Services Fund				
Expenditures	**6,564,986**	**7,643,615**	**7,419,458**	**-2.9%**
Salaries & Fringe Benefits	**3,316,778**	**3,658,770**	**3,705,943**	**1.3%**
Operating	**3,214,208**	**3,934,845**	**3,663,515**	**-6.9%**
Capital Outlay	**34,000**	**50,000**	**50,000**	**0.0%**
Revenues	**6,593,258**	**7,643,615**	**7,419,458**	**-2.9%**
Local Revenue	**4,361,130**	**5,319,068**	**4,810,232**	**-9.6%**
Charges for Services	4,303,539	5,094,068	4,580,232	-10.1%
Permits Fines & Use of Money	1,079	-	-	----
Recovered Costs & Misc	56,512	225,000	230,000	2.2%
Intergovernmental	**2,232,128**	**2,324,547**	**2,609,226**	**12.2%**
Federal Aid	2,176,470	2,279,832	2,534,000	11.1%
State Aid	55,658	44,715	75,226	68.2%
Schools Operating Fund				
Expenditures	**178,534,695**	**185,303,478**	**194,193,039**	**4.8%**
Salaries & Fringe Benefits	**159,506,646**	**164,655,083**	**172,146,226**	**4.5%**
Operating	**17,234,883**	**18,891,202**	**20,269,413**	**7.3%**
Capital Outlay	**1,793,166**	**1,757,193**	**1,777,400**	**1.1%**
Revenues	**178,428,079**	**185,303,478**	**194,193,039**	**4.8%**
Local Revenue	**2,129,227**	**2,209,000**	**2,698,535**	**22.2%**
Charges for Services	874,482	867,000	879,735	1.5%
Permits Fines & Use of Money	185,256	-	-	----
Recovered Costs & Misc	1,069,489	1,342,000	1,818,800	35.5%
Intergovernmental	**95,716,269**	**96,478,478**	**99,798,504**	**3.4%**
Federal Aid	6,653,770	6,819,715	7,002,960	2.7%
State Aid	89,062,499	89,658,763	92,795,544	3.5%
Transfers In	**80,582,583**	**86,616,000**	**91,696,000**	**5.9%**
Special Revenue Fund				
Economic Development Authority				
Expenditures	**158,985**	**65,395**	**88,560**	**35.4%**
Operating	**158,985**	**65,395**	**88,560**	**35.4%**
Revenues	**165,387**	**65,395**	**88,560**	**35.4%**
Local Revenue	**165,387**	**65,395**	**88,560**	**35.4%**
Permits Fines & Use of Money	165,387	65,395	88,560	35.4%

Fund Balances for Governmental Funds[1]

	FY18 Actual	FY19 Projected[2]	FY20 Budget[4]	% Change FY19 to FY20
General Fund				
Estimated Beginning Fund Balance	$ 52,535,586	$ 52,872,240	$ 51,945,051	
Net Change in Fund Balance	336,654	(927,189)	(9,916,975)	
Estimated Ending Fund Balance	$ 52,872,240	$ 51,945,051	$ 42,028,076	**-19.1%**
Unassigned Fund Balance	$ 30,870,027	$ 32,376,288	$ 33,436,000	**3.3%**
Net Operating Revenues	237,461,752	249,048,368	257,198,090	
Est. Unassigned Fund Balance as % of Net Operating Revenues	13.0%	13.0%	13.0%	
County Improvements Fund				
Estimated Beginning Fund Balance	$ 33,217,229	$ 24,668,529	$ 24,668,529	
Net Change in Fund Balance[3]	(8,548,700)	-	(1,915,590)	
Estimated Ending Fund Balance	$ 24,668,529	$ 24,668,529	$ 22,752,939	**-7.8%**
School Improvements Fund				
Estimated Beginning Fund Balance	$ 8,597,270	$ 5,446,139	$ 5,446,139	
Net Change in Fund Balance[3]	(3,151,131)	-	-	
Estimated Ending Fund Balance	$ 5,446,139	$ 5,446,139	$ 5,446,139	**0.0%**
Debt Service Fund				
Estimated Beginning Fund Balance	$ 590,856	$ 498,057	$ 498,057	
Net Change in Fund Balance	(92,799)	-	-	
Estimated Ending Fund Balance	$ 498,057	$ 498,057	$ 498,057	**0.0%**

[1] Consistent with the Comprehensive Annual Financial Report (CAFR), Governmental funds do not include proprietary funds, fiduciary 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 FY19 projection includes budgeted contingency and revenue reserves of $1.2 million and $575,000, respectively. As such, although the FY20 budget reflects a $9.9 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	**FY17**	**FY18**	**FY19**
Appropriated Budget	(10,296,000)	(7,600,000)	(8,620,909)
Actual	(4,044,451)	336,654	N/A
Projected (FY19 only)			(927,189)

General Fund Revenue Detail

	FY18 Actual	FY19 Budget	FY20 Budget	Dollar Change	Percent Change
Local Revenue	**203,751,286**	**210,078,352**	**223,246,501**	**13,168,149**	**6.3%**
General Property Taxes	**152,391,919**	**159,307,200**	**169,303,000**	**9,995,800**	**6.3%**
Real Property Taxes	**107,715,110**	**111,900,000**	**119,150,000**	**7,250,000**	**6.5%**
Personal Property Taxes	**33,026,411**	**36,400,000**	**37,800,000**	**1,400,000**	**3.8%**
Remaining Property Taxes	**8,246,420**	**8,525,000**	**9,880,000**	**1,355,000**	**15.9%**
Machinery & Tools Tax	1,799,602	1,800,000	1,900,000	100,000	5.6%
Merchants Capital Tax	1,347,528	1,500,000	1,750,000	250,000	16.7%
Mobile Home Tax	25,163	25,000	30,000	5,000	20.0%
Public Service Tax	5,074,127	5,200,000	6,200,000	1,000,000	19.2%
Delinquent Taxes	**2,239,264**	**1,432,200**	**1,373,000**	**(59,200)**	**-4.1%**
Penalties & Interest	**1,164,714**	**1,050,000**	**1,100,000**	**50,000**	**4.8%**
Local Non-Property Taxes	**34,323,112**	**34,328,800**	**36,368,000**	**2,039,200**	**5.9%**
Sales Tax	**22,007,148**	**22,450,000**	**24,100,000**	**1,650,000**	**7.3%**
Local Non-Property Taxes	**12,315,964**	**11,878,800**	**12,268,000**	**389,200**	**3.3%**
Bank Stock Tax	918,953	650,000	930,000	280,000	43.1%
Communications Tax	4,552,183	4,410,000	4,300,000	(110,000)	-2.5%
Consumer Utility Tax	2,005,529	1,974,000	2,030,000	56,000	2.8%
Contractors License	646,857	675,000	690,000	15,000	2.2%
Lodging Tax	1,168,624	1,120,000	1,270,000	150,000	13.4%
Recordation Tax	2,423,598	2,400,000	2,410,000	10,000	0.4%
Sales Tax on Mobile Homes	30,834	15,000	25,000	10,000	66.7%
Tax on Wills	36,941	31,800	33,000	1,200	3.8%
Utility Franchise Licenses	532,445	603,000	580,000	(23,000)	-3.8%
Permits Fines & Use of Money	**4,006,766**	**4,018,200**	**4,158,050**	**139,850**	**3.5%**
Fines & Forfeitures	**1,010,285**	**1,042,400**	**1,025,400**	**(17,000)**	**-1.6%**
Permits Fees & Licenses	**2,198,361**	**2,145,000**	**2,042,500**	**(102,500)**	**-4.8%**
Animal Licenses	81,479	80,000	35,000	(45,000)	-56.3%
Building Inspection Fees	1,290,250	1,380,000	1,310,000	(70,000)	-5.1%
Inspection Fees	590,391	428,500	455,500	27,000	6.3%
Planning Permits & Fees	228,972	250,000	235,000	(15,000)	-6.0%
Septic Tank Permits	7,269	6,500	7,000	500	7.7%
Use of Money & Property	**798,120**	**830,800**	**1,090,150**	**259,350**	**31.2%**
Investment Income	239,848	250,000	475,000	225,000	90.0%
Rental Income	556,233	576,800	590,000	13,200	2.3%
Sales	2,039	4,000	25,150	21,150	528.8%

General Fund Revenue Detail

	FY18 Actual	FY19 Budget	FY20 Budget	Dollar Change	Percent Change
Charges for Services	**8,065,044**	**7,538,740**	**8,448,444**	**909,704**	**12.1%**
Charges for Services	**8,065,044**	**7,538,740**	**8,448,444**	**909,704**	**12.1%**
Charges for Services	4,414,319	3,821,500	4,486,549	665,049	17.4%
Court-Related Services	144,657	135,000	143,200	8,200	6.1%
EMS Services	2,700,421	2,500,000	2,552,000	52,000	2.1%
Landfill	550,410	476,500	575,165	98,665	20.7%
User Fees	255,237	605,740	691,530	85,790	14.2%
Recovered Costs & Misc	**4,964,445**	**4,885,412**	**4,969,007**	**83,595**	**1.7%**
Miscellaneous	**978,883**	**1,222,783**	**1,192,692**	**(30,091)**	**-2.5%**
Gifts & Donations	52,879	50,500	53,000	2,500	5.0%
Miscellaneous	665,943	133,758	219,500	85,742	64.1%
Refunds	106,415	308,525	69,625	(238,900)	-77.4%
Reserves	-	575,000	700,000	125,000	21.7%
Sale of Assets	153,646	155,000	150,567	(4,433)	-2.9%
Recovered Costs	**3,985,562**	**3,662,629**	**3,776,315**	**113,686**	**3.1%**
Intergovernmental	**33,710,466**	**33,687,271**	**33,951,589**	**264,318**	**0.8%**
Federal Aid	**4,604,367**	**4,287,037**	**4,331,925**	**44,888**	**1.0%**
State Aid	**29,106,099**	**29,400,234**	**29,619,664**	**219,430**	**0.7%**
Categorical State Aid	**8,240,222**	**8,620,234**	**8,549,664**	**(70,570)**	**-0.8%**
Non-Categorical State Aid	**15,433,308**	**15,302,000**	**15,422,000**	**120,000**	**0.8%**
State Share of Local Offices	**5,432,569**	**5,478,000**	**5,648,000**	**170,000**	**3.1%**
Transfers In	**84,923**	**-**	**-**	**-**	**----**
Use of Planned Surpluses	**-**	**8,620,909**	**9,916,975**	**1,296,066**	**15.0%**
Use of Planned Surplus	**-**	**8,620,909**	**9,916,975**	**1,296,066**	**15.0%**
Use of Planned Surplus	**-**	**8,620,909**	**9,916,975**	**1,296,066**	**15.0%**
PYB Fees & Proffers	-	20,000	-	(20,000)	-100.0%
PYB Grants & Donations	-	-	2,000	2,000	----
Use of Planned Surplus	-	8,600,909	9,914,975	1,314,066	15.3%
Grand Total	**237,546,675**	**252,386,532**	**267,115,065**	**14,728,533**	**5.8%**

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

Real Property Tax Generated: $119.2 Million

One Penny ($0.01) Generates $1.5 Million

General Fund Revenue Information

Hanover County strives to maintain a diverse yet stable revenue base so that the County may continue delivering quality services to its citizens. Revenues are monitored and projected to allow for efficient, consistent and cost-effective delivery of those services. Revenue strength and stability in Hanover has 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 of the major ratings agencies. These results have allowed the County to access lower-cost financing while maintaining the low tax burden citizens have come to expect.

Ongoing Revenue	% of Total
General Property Taxes	65.8%
Local Non-Property Taxes	14.2%
State Aid	11.5%
Charges for Services	3.3%
Recovered Costs & Misc	1.9%
Federal Aid	1.7%
Permits Fines & Use of Money	1.6%
Total	100.0%

Ongoing revenue for the General Fund includes General Property Taxes; Local Non-Property Taxes; Permits, Fines & Use of Money; Charges for Services; Recovered Costs & Miscellaneous; and Intergovernmental, which includes both federal and state aid. Ongoing revenue is used to meet recurring expenditures.

Additional information regarding major sources of ongoing revenues are included below. Tables and charts highlight select individual revenue sources.

GENERAL PROPERTY TAXES

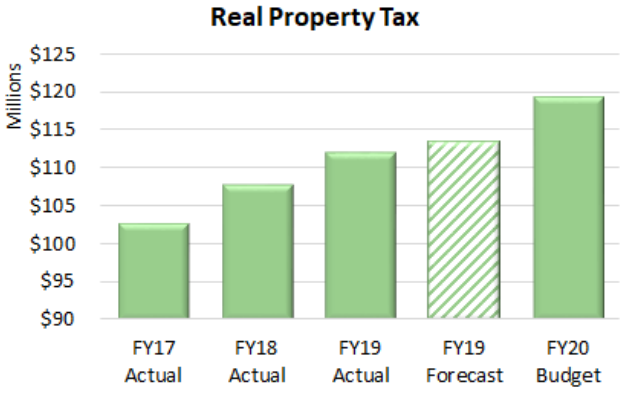
The majority of the County's General Fund revenue is generated through General Property Taxes, which refers to taxes levied on the assessed valuation of property such as real estate and motor vehicles. In FY20, Hanover expects to receive $169.3M in general property taxes; an increase of $10.0M, or 6.3%, from FY19. This change is due primarily to increases in the valuation of real estate and personal property.

	FY18 Actual	FY19 Budget	FY20 Budget
Real Property Taxes	107,715,110	111,900,000	119,150,000
Personal Property Taxes	33,026,411	36,400,000	37,800,000
Public Service Tax	5,074,127	5,200,000	6,200,000

The real property tax rate remains $0.81 per $100 of assessed value. This rate has not changed since 2007. Real Property Taxes are budgeted to increase $7.25M, or 6.5%, over FY19. This is due to larger than anticipated growth in the 2019 assessments. Personal Property Taxes in FY20 are estimated to generate $37.8M. There is no change in the tax rate. An additional $15.0M of Personal Property Tax Relief from the State is recorded as Non-Categorical State Aid.

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.



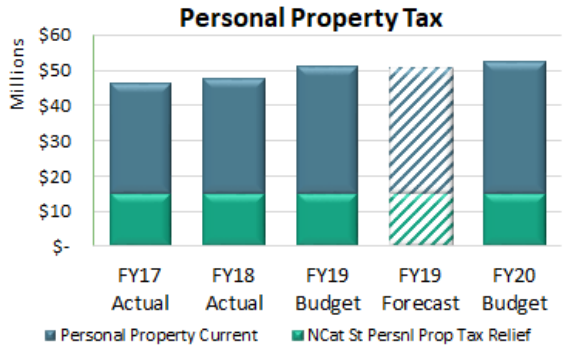
General Fund Revenue Information

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

The Board of Supervisors adopted an ordinance allowing property tax relief for elderly or permanently disabled persons. The property must be the sole dwelling of the applicant. The maximum income level is $50,000 and maximum net worth is $200,000 (excluding the value of the house and up to 10 acres of land), with no maximum discount.

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 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.



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. 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.

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 and Merchants' Capital Taxes

A Machinery & Tools Tax is levied on certain equipment, such as those used for manufacturing, mining, processing, radio/television broadcasting, dairy and laundry/dry cleaning. A Merchants' Capital Tax is levied on the inventory of stock on hand, daily rental of passenger cars, daily rental property and all other tangible personal property.

General Fund Revenue Information

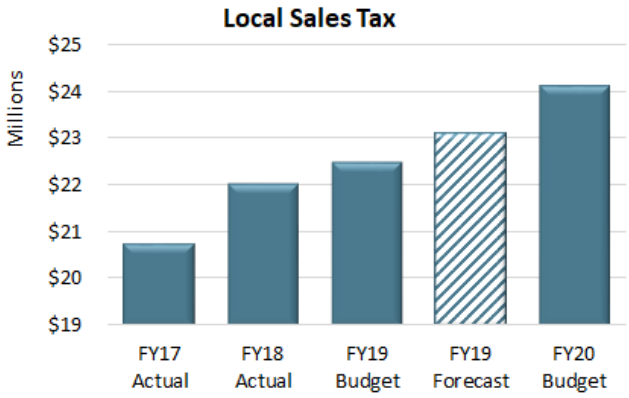
LOCAL NON-PROPERTY TAXES

	FY18 Actual	FY19 Budget	FY20 Budget
Local Sales Tax	22,007,148	22,450,000	24,100,000
Communications Tax	4,552,183	4,410,000	4,300,000
Recordation Tax	2,423,598	2,400,000	2,410,000
Consumer Utility Tax	2,005,529	1,974,000	2,030,000
Lodging Tax	1,168,624	1,120,000	1,270,000

Hanover County collects substantial revenue from Local Non-Property Taxes, which are levied on a variety of sale and service transactions. Notable Local Non-Property Taxes include:

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 currently remits 4.84% of that amount to the Town of Ashland.



Local Sales Tax revenue is budgeted at $24.1M in FY20, a 7.3% increase from FY19. Local Sales Tax revenue is budgeted to increase 5.0% from the current year projected collections.

Retail Trade is the largest classification of the County's taxable sales:

Classification	FY18 Taxable Sales (as % of total)
Retail Trade	53.9%
Wholesale Trade	14.8%
Recreation/Food Services	11.5%
All Other Classifications	19.8%

Communications Tax

This tax applies 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 services 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 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. The tax collected by the Clerk of the Circuit Court is equal to one-third of the amount of the State recordation tax.

General Fund Revenue Information

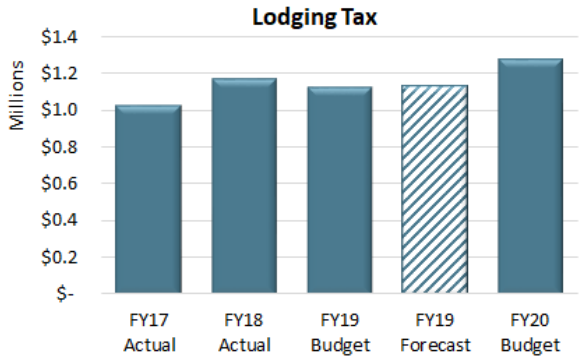
Consumer Utility Tax

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.

Lodging Tax

This tax is levied on lodging at any motel, hotel, travel campground or boardinghouse for a period of 30 consecutive days or less. The tax is 8% of the amount paid for lodging and related services.

Lodging Tax is transmitted to the Greater Richmond Convention Center Authority (GRCCA) 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 & USE OF MONEY

Permits, Fines & Use of Money revenues are expected to remain substantially flat from FY19.

	FY18 Actual	FY19 Budget	FY20 Budget
Permits Fees & Licenses	2,198,361	2,145,000	2,042,500
Use of Money & Property	798,120	830,800	1,090,150
Fines & Forfeitures	1,010,285	1,042,400	1,025,400

Permits, Privilege Fees and Regulatory Licenses

The County collects revenues from issuing Permits, Privilege Fees and Regulatory Licenses to help defray the cost of related County services, such as code inspections and zoning adjustments.

Planning Permits & Fees include land use application fees among other charges for service and materials. These fees recover a portion 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 fees defray the costs of code compliance plan reviews, field inspections and related administrative costs.

Use of Money & Property

This includes revenues received through rental income and interest earned on investments.

Fines & Forfeitures

The Clerk of the Circuit Court assesses fines and forfeitures for violations of County criminal ordinances. Revenues under this category also include interest collected on past due fines, court-appointed attorney fees and courthouse security fees.

General Fund Revenue Information

CHARGES FOR SERVICES

Charges for Services are revenues received by the County for services provided. Revenue for medical care provided by the Community Services Board ($3.6M) and EMS Services ($2.6M) account for 73% of the overall total. Other revenues within this category include such items as parks and recreation fees, landfill fees, radio system access charges and cannery fees. This category as a whole is expected to experience an increase of 12.1% in FY20.

	FY18 Actual	FY19 Budget	FY20 Budget
Charges for Services	4,414,319	3,821,500	4,486,549
EMS Services	2,700,421	2,500,000	2,552,000

Charges for Services

The Community Services Board charges clients and insurance (including Medicaid) for eligible services such as case management, outpatient therapy, day support and intensive community treatment. Transfer station hauling, radio system access and other charges are also included in this category.

EMS Services

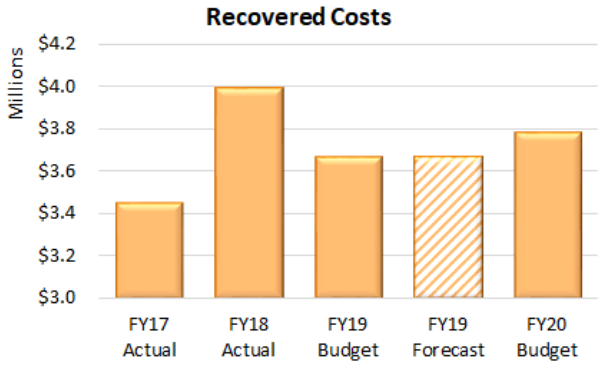
In March 2005, the County established an EMS Fee Recovery Program that leverages funding from Medicare/Medicaid and insurance companies for ambulance transports. Projections are based on the average number of transports, the service rate and collection rates.

RECOVERED COSTS & MISCELLANEOUS

	FY18 Actual	FY19 Budget	FY20 Budget
Recovered Costs	3,985,562	3,662,629	3,776,315
Miscellaneous	978,883	1,222,783	1,192,692

Recovered Costs

A large portion of this category are revenues received from the Public Utilities Fund and Pamunkey Regional Jail in exchange for services provided by County departments such as Finance, Information Technology 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 from the Greater Richmond Convention Center Authority (GRCCA) equal to 25% of the Lodging Tax plus anticipated rebates for any revenues exceeding costs.

Miscellaneous

Miscellaneous revenue includes refunds and revenue not classified elsewhere. Examples include donations, insurance recoveries and the sale of assets.

General Fund Revenue Information

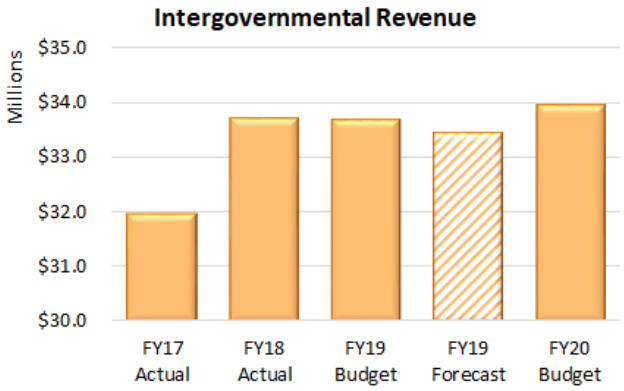
INTERGOVERNMENTAL

Intergovernmental revenues consist of Federal and State Aid. In FY20, intergovernmental revenues have a budgeted increase of $264.3k, or 0.8%, from the prior year. Individual revenue increases within this category were offset by a $333.0k decrease in Categorical State Aid related to the Community Service Board's implementation of Medicaid Expansion.

	FY18 Actual	FY19 Budget	FY20 Budget
Non-Categorical State Aid	15,433,308	15,302,000	15,422,000
Categorical State Aid	8,240,222	8,620,234	8,549,664
State Share of Local Offices	5,432,569	5,478,000	5,648,000
Categorical Federal Aid	4,604,367	4,287,037	4,331,925

Non-Categorical State Aid

Non-Categorical State Aid tends to be predictable. Vehicle Rental Tax and the Personal Property Tax Relief Program are included in this category. As mandated by the State, the State's portion of the Personal Property Tax Relief Program is classified as reimbursement from the State as Non-Categorical State Aid. The County receives a pro rata share of $950 million of relief distributed statewide. This tax relief amount is $15.0M and is expected to remain constant in future years.



Categorical Aid

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

More than 80% of Categorical State and Federal Aid support the County's Human Services departments. Social Services, the Community Services Board and the Children's Services Act each receives substantial intergovernmental funding.

Public Safety departments also receive State and Federal Categorical Aid, expected to total $1.8M in FY20.

Additional grants are frequently awarded throughout the year. Potential grant awards are not reflected in the fiscal year budget; however, these amounts are included in the fiscal year actuals, when applicable.

State Share of Local Offices

The State provides funding for programs that benefit both the County and the State. The State Compensation Board provides partial reimbursement for the departments with constitutional officers. The County supplements these funds. These departments include the Clerk of the Circuit Court, Commissioner of the Revenue, Commonwealth's Attorney, Sheriff and Treasurer. The State Board of Elections provides partial funding for the Registrar.

General Fund - Departmental Appropriations

	FY18 Actual	FY19 Budget	FY20 Budget	Dollar Change	Percent Change
Salaries & Fringe Benefits	84,613,522	87,374,532	92,934,892	5,560,360	6.4%
Operating	38,447,786	42,642,155	44,722,879	2,080,724	4.9%
Capital Outlay	3,157,215	3,021,200	3,200,620	179,420	5.9%
Transfers Out	110,993,558	119,348,645	126,256,674	6,908,029	5.8%
Grand Total	**237,212,081**	**252,386,532**	**267,115,065**	**14,728,533**	**5.8%**

	FY18 Actual	FY19 Budget	FY20 Budget	Dollar Change	Percent Change
Community Development	**4,752,689**	**4,952,771**	**5,265,666**	**312,895**	**6.3%**
Community Support	**1,669,770**	**1,641,965**	**1,830,753**	**188,788**	**11.5%**
Economic Development	**1,043,610**	**1,070,976**	**1,114,279**	**43,303**	**4.0%**
Planning	**1,856,203**	**2,044,366**	**2,096,030**	**51,664**	**2.5%**
Soil & Water Conservation	**99,910**	**102,907**	**105,994**	**3,087**	**3.0%**
VA Cooperative Extension	**83,196**	**92,557**	**118,610**	**26,053**	**28.1%**
General Government	**15,324,659**	**16,059,406**	**16,809,336**	**749,930**	**4.7%**
Assessor	**1,054,799**	**1,147,392**	**1,303,960**	**156,568**	**13.6%**
Board of Supervisors	**567,863**	**584,085**	**618,364**	**34,279**	**5.9%**
Commissioner of the Revenue	**1,473,779**	**1,568,211**	**1,738,851**	**170,640**	**10.9%**
County Administrator	**1,276,574**	**1,314,807**	**1,372,558**	**57,751**	**4.4%**
County Attorney	**1,171,220**	**1,193,005**	**1,231,025**	**38,020**	**3.2%**
Finance & Management Services	**1,957,313**	**2,004,887**	**1,971,211**	**(33,676)**	**-1.7%**
Human Resources	**1,023,556**	**1,197,344**	**1,305,450**	**108,106**	**9.0%**
Information Technology	**4,551,956**	**4,630,317**	**4,689,820**	**59,503**	**1.3%**
Internal Audit	**280,445**	**314,111**	**338,319**	**24,208**	**7.7%**
Registrar	**448,939**	**494,187**	**548,716**	**54,529**	**11.0%**
Treasurer	**1,518,215**	**1,611,060**	**1,691,062**	**80,002**	**5.0%**
Human Services	**23,645,904**	**25,809,598**	**26,814,219**	**1,004,621**	**3.9%**
Children's Services Act	**5,084,948**	**5,829,000**	**5,977,000**	**148,000**	**2.5%**
Community Resources	**370,608**	**415,881**	**442,152**	**26,271**	**6.3%**
Community Services Board	**10,612,803**	**11,276,308**	**11,660,588**	**384,280**	**3.4%**
Health	**584,000**	**619,177**	**653,504**	**34,327**	**5.5%**
Social Services	**5,248,922**	**5,854,232**	**6,180,975**	**326,743**	**5.6%**
Tax Relief	**1,744,623**	**1,815,000**	**1,900,000**	**85,000**	**4.7%**
Judicial Administration	**6,187,282**	**6,606,004**	**7,107,197**	**501,193**	**7.6%**
Circuit Court	**286,101**	**315,586**	**348,207**	**32,621**	**10.3%**
Clerk of the Circuit Court	**1,405,263**	**1,449,150**	**1,545,021**	**95,871**	**6.6%**
Commonwealth's Attorney	**1,852,774**	**1,974,707**	**2,120,100**	**145,393**	**7.4%**
Court Services	**2,520,885**	**2,746,080**	**2,948,451**	**202,371**	**7.4%**
General District Court	**103,557**	**93,806**	**118,815**	**25,009**	**26.7%**
Juve & Domestic Relations Crt	**16,740**	**23,400**	**23,230**	**(170)**	**-0.7%**
Magistrate	**1,962**	**3,275**	**3,373**	**98**	**3.0%**

General Fund - Departmental Appropriations

	FY18 Actual	FY19 Budget	FY20 Budget	Dollar Change	Percent Change
Nondepartmental	**111,676,958**	**121,267,351**	**128,385,321**	**7,117,970**	**5.9%**
Nondepartmental	**111,676,958**	**121,267,351**	**128,385,321**	**7,117,970**	**5.9%**
Personnel Category Adjustment	683,400	140,000	159,862	19,862	14.2%
Reserve for Contingencies	-	1,203,706	1,268,785	65,079	5.4%
Reserve for Revenue Transfers	-	575,000	700,000	125,000	21.7%
Transfer to Airport CIP	-	-	411,000	411,000	----
Transfer to Airport Fund	71,018	52,029	48,444	(3,585)	-6.9%
Transfer to CIP Assignments	2,200,000	600,000	1,110,000	510,000	85.0%
Transfer to CIP County	5,966,373	6,989,000	6,448,000	(541,000)	-7.7%
Transfer to CIP Schools	2,400,000	5,000,000	5,800,000	800,000	16.0%
Transfer to Debt Service	-	-	29,300	29,300	----
Transfer to Debt Svc County	6,113,980	6,478,881	7,304,760	825,879	12.7%
Transfer to Debt Svc Schools	13,065,540	13,038,735	12,772,770	(265,965)	-2.0%
Transfer to Lewistown CDA	594,064	574,000	636,400	62,400	10.9%
Transfer to Schools Operating	80,582,583	86,616,000	91,696,000	5,080,000	5.9%
Parks, Recreation & Cultural	**6,151,976**	**6,473,639**	**6,794,731**	**321,092**	**5.0%**
Pamunkey Regional Library	**2,717,556**	**2,765,714**	**2,941,000**	**175,286**	**6.3%**
Parks & Recreation	**3,434,420**	**3,707,925**	**3,853,731**	**145,806**	**3.9%**
Public Safety	**58,383,176**	**60,074,518**	**64,437,089**	**4,362,571**	**7.3%**
Animal Control	**987,732**	**1,106,605**	**1,134,302**	**27,697**	**2.5%**
Building Inspections	**1,522,825**	**1,562,750**	**1,686,142**	**123,392**	**7.9%**
Community Corrections	**493,347**	**528,638**	**587,793**	**59,155**	**11.2%**
Emergency Communications	**5,259,541**	**5,745,931**	**6,110,737**	**364,806**	**6.3%**
Fire-EMS	**19,260,484**	**20,054,120**	**21,896,303**	**1,842,183**	**9.2%**
Juvenile Court Services	**531,402**	**548,380**	**553,416**	**5,036**	**0.9%**
Pamunkey Regional Jail	**6,047,099**	**5,343,000**	**5,616,310**	**273,310**	**5.1%**
Sheriff	**24,280,746**	**25,185,094**	**26,852,086**	**1,666,992**	**6.6%**
Public Works	**11,089,437**	**11,143,245**	**11,501,506**	**358,261**	**3.2%**
General Services	**4,429,126**	**4,645,876**	**4,797,205**	**151,329**	**3.3%**
Public Works	**1,847,520**	**1,928,479**	**1,924,597**	**(3,882)**	**-0.2%**
Public Works Operations	**4,812,791**	**4,568,890**	**4,779,704**	**210,814**	**4.6%**
Grand Total	**237,212,081**	**252,386,532**	**267,115,065**	**14,728,533**	**5.8%**

Expenditure Information

The following expenditure information highlights changes in the budget. The purpose is to summarize how the County's budget is allocated and illustrate 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**
- **School Funds**
- **General Fund by Functional Area**
- **Other Funds**
  - Airport Funds
  - Debt Service Fund
  - Public Utilities Funds
  - Self-Insurance Fund

EMPLOYEE COMPENSATION

The Board of Supervisors has long recognized that competitive employee compensation is critical to the County's success.

All departments and funds with Salaries & Fringe Benefits are subject to countywide compensation and benefit changes. In addition to merit increases, departmental costs vary based on benchmarking, career ladder advances and eligible benefits elected by qualifying employees. Throughout the document, these impacts will be referred to more broadly as the "countywide compensation adjustment."

The FY20 countywide compensation adjustment includes:

- A 3% merit increase for all County and School employees.
- Adjustments resulting from salary compression studies conducted by the County and Schools.
- Increased health insurance costs.
- Continued retirement and other benefits.
- Adjusted compensation for select County positions based on benchmarking against equivalents in the region in order to keep Hanover County competitive in the marketplace.
- Career ladder advancements in eligible positions to recognize the additional training and achievements of the workforce during their careers with the County.
- Tuition reimbursement for qualifying higher education classes.

Recognizing that compensation is only one aspect of a quality work environment, the County also supports employee training & development and employee recognition in operating budgets.

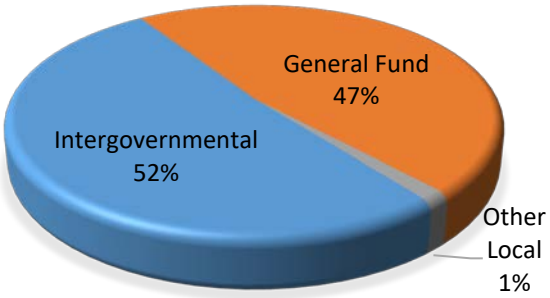
Expenditure Information: Schools

SCHOOL FUNDS

Hanover County Public Schools consists of 25 schools throughout the County with a projected FY20 enrollment of 17,462 students.

	FY20 Budget	Dollar Change	Percent Change
Capital Funds	**5,800,000**	**(4,200,000)**	**-42.0%**
School Improvements Fund	5,800,000	(4,200,000)	-42.0%
School Funds	**201,612,497**	**8,665,404**	**4.5%**
Food Services Fund	7,419,458	(224,157)	-2.9%
Schools Operating Fund	194,193,039	8,889,561	4.8%

SCHOOL OPERATING FUND REVENUES



Schools Operating Fund

This fund is the primary operating fund for all education-related governmental activities, including salaries. Revenues come almost entirely from the County General Fund and state and federal aid.

Food Services Fund

This fund accounts for all of the operations of the school food services program. Revenues are generated primarily from charges for services and federal aid.

School Improvements Fund

This fund includes the financing and construction of local educational facilities, purchase of school buses and largescale technology investments. Projects in FY20 are funded by the County General Fund. The remaining years of capital projects are funded with a combination of County General Fund and long-term borrowing.

	Yr 1 Budget	Yr 2-5 Budget	Total 5-Yr Budget
School Improvements Fund	**5,800,000**	**72,525,000**	**78,325,000**
Construction	-	40,000,000	40,000,000
Facility Improvements	420,000	15,942,562	16,362,562
Technology	4,580,000	6,192,438	10,772,438
Equipment	800,000	7,390,000	8,190,000
Land Acquisition	-	3,000,000	3,000,000

Expenditure Information: General Fund

GENERAL FUND BY FUNCTIONAL AREA

The General Fund is the primary operating fund from which nearly all County services receive 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.

The information presented below represents highlights of each functional area. More detailed information is presented on the department pages later in the document.

All departments with County employees are impacted by the countywide compensation adjustment.

COMMUNITY DEVELOPMENT

	FY20 Budget	Dollar Change	Percent Change
Community Development	**5,265,666**	**312,895**	**6.3%**
Salaries & Fringe Benefits	2,412,186	109,558	4.8%
Operating	2,853,480	203,337	7.7%

The Community Development functional area includes Community Support for 7 local and 14 regional organizations that benefit county citizens. Community Support makes up 35% of the Community Development budget. The largest component of Community Support is the $1.27 million paid to the Greater Richmond Convention Center Authority (GRCCA). This equals the Lodging Tax collected by the County and sent to GRCCA to fund regional tourism efforts.

Though there are no changes to County staffing in this area, this budget increases support to the Virginia Cooperative Extension to fund the local share of additional Virginia Tech staff for the agency.

GENERAL GOVERNMENT

	FY20 Budget	Dollar Change	Percent Change
General Government	**16,809,336**	**749,930**	**4.7%**
Salaries & Fringe Benefits	14,356,499	790,907	5.8%
Operating	2,334,657	(80,357)	-3.3%
Capital Outlay	118,180	39,380	50.0%

The General Government functional area is receiving four new full-time and one new part-time position and converting two positions from part-time to full-time. Full-time positions are being added to the Assessor's Office, Commissioner of the Revenue's Office, Information Technology and the Registrar. The County Administrator's Office and Internal Audit are each upgrading one position from part-time to full-time. And, finally, the Commissioner of the Revenue's Office is adding a new part-time position.

The decrease in overall Operating is due primarily to the reallocation of software and other technology expenditures from Information Technology to departments in other functional areas directly using the services.

New operating investments were included in this budget for General Government. Hanover County is continuing to deploy enhancements to new software systems. The Assessor's Office is adding a Field

Data Collection System and the Treasurer's Office is adding functionality to its new revenue collection system.

The Registrar's Office provided justification for a significant amount of equipment needed to ensure the most timely and accurate reporting of Hanover citizens' votes. This budget includes new ballot scanners, electronic poll books and voting booths to aid in that effort.

And, finally, the Board of Supervisors has funding allocated to commemorate Hanover County's 300th birthday in 2020.

HUMAN SERVICES

	FY20 Budget	Dollar Change	Percent Change
Human Services	**26,814,219**	**1,004,621**	**3.9%**
Salaries & Fringe Benefits	15,129,124	752,381	5.2%
Operating	11,679,265	246,810	2.2%
Capital Outlay	5,830	5,430	1357.5%

The growth in Human Services (outside of the countywide compensation adjustment) is the result of increases in services through the Children's Services Act (CSA) and Medicaid expansion. The CSA budget accounts for over half of the increase in Operating for the Human Services functional area. CSA costs are shared between state, federal and local governments.

After adoption of the FY19 budget, the State General Assembly passed Medicaid Expansion. In response, the County amended the FY19 Social Services budget to appropriate the additional State funding, authorize 3 new positions and convert two other positions from part-time to full-time. This budget authorizes another part-time Customer Service Agent to assist with the program. All of these costs are reflected in the table above as it represents a change from the FY19 Adopted Budget.

JUDICIAL ADMINISTRATION

	FY20 Budget	Dollar Change	Percent Change
Judicial Administration	**7,107,197**	**501,193**	**7.6%**
Salaries & Fringe Benefits	6,115,218	423,200	7.4%
Operating	715,439	75,513	11.8%
Capital Outlay	276,540	2,480	0.9%

The Judicial Administration functional area received two new positions in FY20. The Commonwealth's Attorney's Office will be getting a new Legal Assistant, bringing the total number to seven. Court Services will be adding one Court Bailiff position for a total of 31 sworn officers.

In addition to increased staffing, other increases include upgrades to the Circuit Court video system, and the growing costs for court-appointed attorneys.

Expenditure Information: General Fund

NONDEPARTMENTAL

	FY20 Budget	Dollar Change	Percent Change
Nondepartmental	**128,385,321**	**7,117,970**	**5.9%**

The Nondepartmental functional area is comprised of General Fund transfers to other funds and appropriated reserves. Transfers to the Schools Operating Fund, capital improvements funds and other funds are detailed on the respective fund pages. Reserves include a Reserve for Contingencies required by the County's financial policies, a Reserve for Revenue Transfers to set aside appropriated funds for future grants, donations and insurance recoveries and a Personnel Category Adjustment for mid-year compensation adjustments beyond the budget capacity of individual departments.

PARKS, RECREATION AND CULTURAL

	FY20 Budget	Dollar Change	Percent Change
Parks, Recreation & Cultural	**6,794,731**	**321,092**	**5.0%**
Salaries & Fringe Benefits	2,430,664	106,215	4.6%
Operating	4,238,067	189,577	4.7%
Capital Outlay	126,000	25,300	25.1%

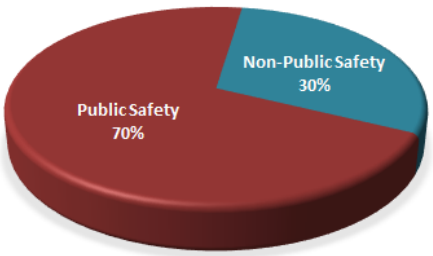
Parks & Recreation and the Pamunkey Regional Library are the two departments in this functional area. Parks & Recreation's budget reflects increases to programs such as the Youth Summer Program and the Hanover Tomato Festival. In addition, FY20 includes renovations to the Pole Green Community Center and donor-supported improvements to the Lake Hanover Nature Area. The Pamunkey Regional Library will be moving the Atlee Branch Library to a larger space in 2020 with increased operating costs.

PUBLIC SAFETY

	FY20 Budget	Dollar Change	Percent Change
Public Safety	**64,437,089**	**4,362,571**	**7.3%**
Salaries & Fringe Benefits	45,838,533	3,146,101	7.4%
Operating	16,074,616	1,099,130	7.3%
Capital Outlay	2,523,940	117,340	4.9%

Public Safety remains one of the County's priority service areas. The majority of the increase is due to the addition of 17 new positions and conversion of 1 position from part-time to full-time. Fire-EMS is receiving 8 positions, primarily to support career staffing of the Ashland station. The Sheriff's request for 7 additional positions is included in this budget. The Five-Year General Fund Financial Plan included 5 of Sheriff's positions, and the additional 2 positions are School Resource Officers.

FY20 NEW POSITIONS



Public Safety departments have equipment needs funded throughout the plan. The Sheriff's Office's plan for replacing vehicles and mobile data computers for officers is funded at an annual cost of $1.9M.

Expenditure Information: General Fund

Another item of note in FY20 is the replacement of Thermal Imaging Cameras in all Fire-EMS "first-out" vehicles ($102,000). The remaining units are planned for replacement in FY21.

Hanover County has continued to look at software systems to identify opportunities for improvements. The Animal Control software system will be replaced in FY20.

The increased support for Public Safety is funded with General Fund dollars.

PUBLIC WORKS

	FY20 Budget	Dollar Change	Percent Change
Public Works	**11,501,506**	**358,261**	**3.2%**
Salaries & Fringe Benefits	6,492,806	212,136	3.4%
Operating	4,858,570	156,635	3.3%
Capital Outlay	150,130	(10,510)	-6.5%

The Public Works functional area is receiving one new position in FY20, an Automotive Technician in the Fleet Division of General Services. The new position will primarily support Hanover County Public Schools as a school bus technician.

The Department of Public Works is carrying a number of vacancies which contributes to the lower than usual increase in Salaries & Fringe Benefits. Public Works Operations has an increase in operating related to the transfer station hauling contract. This program has related revenue that offsets the County's share of the increase. Increased recycling costs are offset by an increase in the annual Recycling District fee from $24.30 to $28.00.

Expenditure Information: Other Funds

OTHER FUNDS

The information presented below represents highlights in selected funds only. More detailed information on all appropriated funds is presented in the Other Funds section of the document. All funds with County employees are impacted by the countywide compensation adjustment.

AIRPORT FUNDS

	FY20 Budget	Dollar Change	Percent Change
Airport CIP Fund	2,615,000	2,515,000	2515.0%
Airport Fund	381,644	5,425	1.4%

The Airport and Airport CIP Funds track the revenue, debt service, operating and capital transactions for this activity. CIP projects for the Airport are included in a separate Airport CIP Fund for enhanced internal reporting purposes.

FY20 capital improvements in the Airport CIP Fund include a new terminal building, roof replacement, obstruction removal and land acquisition. Future projects planned from FY21 to FY24 include land acquisition, safety improvements and fuel tank replacement.

	Yr 1 Budget	Yr 2-5 Budget	Total 5-Yr Budget
Airport CIP Fund	**2,615,000**	**4,714,120**	**7,329,120**
Facility Improvements	2,455,000	3,400,000	5,855,000
Land Acquisition	160,000	1,050,120	1,210,120
Equipment	-	264,000	264,000

DEBT SERVICE FUND

	FY20 Budget	Dollar Change	Percent Change
Debt Service Fund	20,455,380	357,414	1.8%

This fund is used for the payment of principal, interest and fees associated with County and School indebtedness. The budget includes debt service payments for both County and School debt.

Expenditure Information: Other Funds

PUBLIC UTILITIES FUNDS

	FY20 Budget	Dollar Change	Percent Change
Public Utilities CIP Fund	13,214,787	563,761	4.5%
Public Utilities Fund	35,061,040	731,746	2.1%

Public Utilities is a self-supporting enterprise 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. CIP projects for Public Utilities are included in a separate Public Utilities CIP Fund for enhanced internal reporting purposes.

Public Utilities Fund

The operating fund increases 2.1% 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 $19.44 annually for typical residential customers. Capacity fees will increase 5.0% in FY20.

Public Utilities CIP Fund

Public Utilities' capital improvements focus is to ensure continued regulatory compliance, system reliability and meet the needs of its current customers. The FY20 CIP budget includes both renewal and replacement projects and system expansion projects. Included in the renewal and replacement projects is an anticipated $2.5 million joint capital cost payment to the City of Richmond, which supplies a portion of Hanover's water.

	Yr 1 Budget	Yr 2-5 Budget	Total 5-Yr Budget
Public Utilities CIP Fund	**13,214,787**	**73,810,876**	**87,025,663**
Utility Infrastructure	10,333,000	50,165,500	60,498,500
Utility Service Agreement	2,473,787	22,217,376	24,691,163
Equipment	408,000	1,178,000	1,586,000
Technology	-	250,000	250,000

SELF-INSURANCE FUND

	FY20 Budget	Dollar Change	Percent Change
Self-Insurance Fund	47,456,700	6,207,275	15.0%

This fund provides for fiscal management of health insurance costs, as well as a Clinic and Wellness Program, and serves the County, Schools, Pamunkey Regional Jail and Pamunkey Regional Library. The overall increase in expenses is based on market trend increases in health care claims, including both pharmacy and medical costs.

Capital Improvements Program Overview

FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM

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. Detailed information on all capital improvement projects, including funding sources and uses, is in the CIP section of this document.

CIP Funding Sources

	Yr 1 Budget	Yr 2-5 Budget	Total 5-Yr Budget
Airport CIP Fund	**2,615,000**	**4,714,120**	**7,329,120**
Federal Aid	360,000	3,600,108	3,960,108
Fund Balance Assignment	40,000	64,000	104,000
General Fund	411,000	282,882	693,882
State Aid	1,804,000	767,130	2,571,130
County Improvements Fund	**35,540,370**	**54,289,570**	**89,829,940**
Federal Aid	7,977,800	7,874,400	15,852,200
Fund Balance Assignment	3,025,590	3,896,920	6,922,510
General Fund	6,448,000	27,918,560	34,366,560
Long-term Debt	6,400,000	6,000,000	12,400,000
Permits Fines & Use of Money	1,000,000	-	1,000,000
Proffers	500,000	3,500,000	4,000,000
Recovered Costs & Misc	200,000	900,000	1,100,000
State Aid	9,988,980	4,199,690	14,188,670
Public Utilities CIP Fund	**13,214,787**	**73,810,876**	**87,025,663**
Public Utilities	13,214,787	73,810,876	87,025,663
School Improvements Fund	**5,800,000**	**72,525,000**	**78,325,000**
Fund Balance Assignment	3,400,000	-	3,400,000
General Fund	2,400,000	13,000,000	15,400,000
Long-term Debt	-	59,525,000	59,525,000
Grand Total	**57,170,157**	**205,339,566**	**262,509,723**

Five-Year CIP by Fund & Project Type

	Airport CIP Fund	County Improvements Fund	Public Utilities CIP Fund	School Improvements Fund	Total 5-Yr Budget
Construction	-	935,000	-	40,000,000	**40,935,000**
Equipment	264,000	4,446,560	1,586,000	8,190,000	**14,486,560**
Facility Improvements	5,855,000	17,845,000	-	16,362,562	**40,062,562**
Land Acquisition	1,210,120	-	-	3,000,000	**4,210,120**
Reserve	-	1,000,000	-	-	**1,000,000**
Roads & Public Works	-	43,388,380	-	-	**43,388,380**
Technology	-	10,945,000	250,000	10,772,438	**21,967,438**
Utility Infrastructure	-	-	60,498,500	-	**60,498,500**
Utility Service Agreement	-	-	24,691,163	-	**24,691,163**
Vehicles	-	11,270,000	-	-	**11,270,000**
Total 5-Yr Budget	**7,329,120**	**89,829,940**	**87,025,663**	**78,325,000**	**262,509,723**

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. 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. The SLP items included in fiscal years two through five are for planning purposes and are given priority over new requests in the subsequent budget process.

During the budget process, each department submits SLP requests including justifications based on the type of service enhancement. County Administration collaborates with the Budget Division to determine which SLP requests to include in the Five-Year General Fund Financial Plan based on the assessed need and available resources.

PURPOSE

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

SLP projects fall under the following categories:

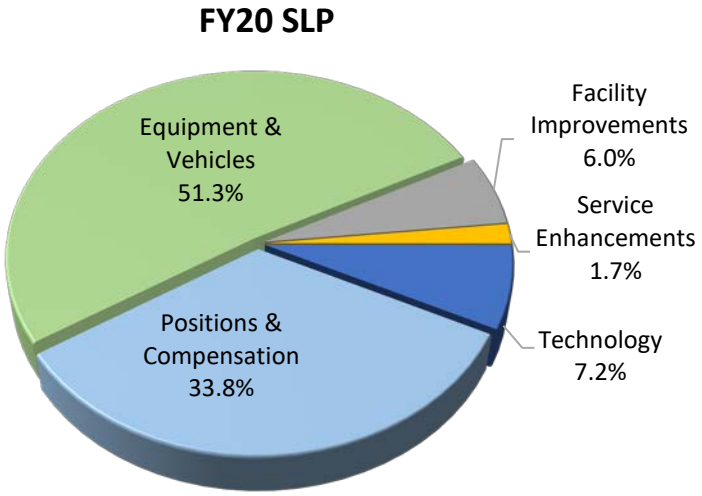
Equipment & Vehicles – Equipment or capital assets costing less than $50,000 per unit and not associated with a new or changed position or Capital Improvements Program (CIP) project.

Facility Improvements – Improvements to County buildings, parks, properties and parking lots. Examples include sign replacements, replacing HVAC units, paving, roofing and building alterations.

Personnel – New positions, increases in employee hours and other changes in compensation.

Service Enhancements – Projects that do not fall under any other category are included under this general category. Examples include book conservation, training and consulting services.

Technology – Computers and other technology equipment, software, systems and licenses.



Service Level Plan

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. Examples of recurring SLP items include new positions and software maintenance agreements. One-time SLP items, such as the purchase of equipment, may be requested for one year or multiple years.

Positions and Compensation

New positions and increased hours for positions are included in the SLP. Changes to other compensation, such as overtime, that are related to enhanced services are also included. The cost of a new or changed position includes salary and fringe benefits as well as the related operating and capital outlay needed to equip and maintain the position.

Operating and Capital

Enhancements that increase a department's operating or capital expenditures are included in the SLP. These enhancements include projects or equipment 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.

FY20 Service Level Plan
Positions and Compensation

		Salaries & Fringe Benefits	Operating		Capital Outlay	Grand Total
		Recurring	One-Time	Recurring	One-Time	
General Fund		**1,563,934**	**237,880**	**75,050**	**339,190**	**2,216,054**
General Government						
Assessor	Real Estate Appraiser	65,563	1,670	1,410	25,000	93,643
Commissioner of the Revenue	Auditor	53,782	2,300	210	-	56,292
	Tax Revenue Specialist	29,390	-	-	-	29,390
County Administrator	Intern	5,570	-	-	-	5,570
	Public Information Specialist	43,982	-	-	-	43,982
Information Technology	IT Systems Engineer	66,206	2,500	1,000	1,500	71,206
Internal Audit	Internal Auditor	62,122	-	-	-	62,122
Registrar	Assistant Registrar II	37,775	-	-	-	37,775
	Officer of Election	1,940	-	-	-	1,940
Human Services						
Community Services Board	Psychiatrist	82,239	-	780	-	83,019
Social Services	Customer Service Agent	15,621	-	-	-	15,621
Judicial Administration						
Clerk of the Circuit Court	Deputy Clerk	(46,203)	(3,750)	(600)	-	(50,553)
	Legal Affairs Manager	68,588	3,750	1,000	-	73,338
Commonwealth's Attorney	Legal Assistant	39,862	2,630	650	-	43,142
Court Services	Court Bailiff	49,970	-	31,410	39,020	120,400
	Overtime	33,864	-	-	-	33,864
Parks, Recreation & Cultural						
Parks & Recreation	Firefighter Overtime	7,241	-	-	-	7,241
Public Safety						
Community Corrections	Pre-trial Investigator	48,706	-	-	-	48,706
Emergency Communications	Communications Officer	43,982	-	-	-	43,982
	Radio Technician Supervisor	63,275	2,080	1,800	500	67,655
Fire-EMS	Firefighter Medic	218,308	21,600	1,400	-	241,308
	Lieutenant - Fire & EMS	145,370	15,200	700	-	161,270
Sheriff	Deputy Sheriff	383,803	186,900	34,890	273,170	878,763
Public Works						
General Services	Automotive Technician	42,978	3,000	400	-	46,378
Public Utilities Fund		**50,991**	**-**	**-**	**-**	**50,991**
Public Utilities						
Public Utilities	Safety Specialist	50,991	-	-	-	50,991
Grand Total		**1,614,925**	**237,880**	**75,050**	**339,190**	**2,267,045**

FY20 Service Level Plan
Operating and Capital

		Operating		Capital Outlay	Grand Total
		One-Time	Recurring	One-Time	
General Fund		**428,770**	**160,400**	**2,861,430**	**3,450,600**
Community Development					
Planning	Community Development System Conference	-	1,700	-	1,700
	Historical Markers for Nutshell Home	3,600	-	-	3,600
VA Cooperative Extension	Volunteer Manager	-	20,000	-	20,000
General Government					
Assessor	Field Data Collection System	10,500	-	-	10,500
	Tablets for Field Pilot Program	-	-	4,150	4,150
Board of Supervisors	2020 Celebration	20,340	-	-	20,340
Human Resources	Consultant for 457/403/401 Analysis	2,500	-	-	2,500
Information Technology	Password Software Replacement	15,000	-	-	15,000
	Plotter / Color Printer HW & Equip	-	1,000	-	1,000
Internal Audit	Entity-wide Ethics Training	500	-	-	500
	Triennial Peer Review	3,500	-	-	3,500
Registrar	ADA Voting Booth Replacements	-	-	5,000	5,000
	Ballot Optical Scanners	-	-	30,330	30,330
	Computers & Accessories	2,970	-	-	2,970
	Electronic Poll Books Addtl	-	1,000	12,000	13,000
	Electronic Poll Books Replace	-	-	18,000	18,000
	Uniform Shirts - HS Election Page Program	-	2,500	-	2,500
	Voting Booth Replacements	-	-	22,200	22,200
Treasurer	Check Deposit, Lien & Seizure Software	41,000	-	-	41,000
Human Services					
Community Services Board	CSB Board Member Training	-	5,000	-	5,000
	LCD Monitors	-	-	1,230	1,230
	Printers	-	-	4,600	4,600
Social Services	LaserFiche	25,000	-	-	25,000
Judicial Administration					
Circuit Court	Court Video Upgrades	-	-	28,000	28,000
Court Services	Courthouse Maintenance Service	-	3,200	-	3,200
	Mobile Data Computers Addtl	-	-	14,400	14,400
	Vehicles	-	-	195,120	195,120
Parks, Recreation & Cultural					
Pamunkey Regional Library	Atlee Branch Operating	3,400	-	-	3,400
	Atlee Branch Staffing	-	50,000	-	50,000
Parks & Recreation	Infield Grooming Machine	-	-	12,000	12,000
	Lake Hanover Nature Area	-	-	25,000	25,000
	Montpelier Community Center Entrance Canopy	-	-	2,000	2,000
	Mower - Commercial Repl	-	-	32,000	32,000
	Parks & Rec Mgmt Software	6,910	11,500	-	18,410
	Pole Green Community Center Renovations	-	-	40,000	40,000
	Pole Green Park Skate Park Repairs	-	-	15,000	15,000
Public Safety					
Animal Control	Animal Shelter Software	20,500	-	-	20,500
	Cabinets & Countertops Replacements	-	-	7,900	7,900
	High-Capacity Washing Machine	-	(1,200)	8,000	6,800
	Mobile Data Computers	-	-	8,600	8,600
Building Inspections	Printers	900	-	-	900

FY20 Service Level Plan
Operating and Capital

		Operating		Capital Outlay	Grand Total
		One-Time	Recurring	One-Time	
Emergency Communications	Computers & Accessories	8,000	-	-	8,000
	Educational Training	-	2,000	-	2,000
	High Capacity Printer Replacements	2,000	-	-	2,000
	Modify IP Text 2 911 for I3 Compliance	9,500	-	-	9,500
	Tower Site UPS Battery Repl	2,500	-	-	2,500
Fire-EMS	Expired Foam Replacement	9,450	-	-	9,450
	Fire Marshal K9	12,000	-	-	12,000
	Hazmat Vehicle/Supplies	-	-	46,000	46,000
	Heavy Rescue Extrication	-	-	50,000	50,000
	Lawn Care Tools & Equipment	13,500	-	-	13,500
	Mobile Data Computers Repl	38,400	-	-	38,400
	Nozzles	8,000	-	-	8,000
	Personal Protective Equipment	50,000	-	-	50,000
	PPE Washer / Dryer	15,000	-	13,000	28,000
	Protective Vests for First Responders	3,000	-	-	3,000
	Rapid Intervention Pack	-	-	43,540	43,540
	Technical Rescue Team Classes	7,000	-	-	7,000
	Thermal Imaging Cameras	-	-	102,700	102,700
	Training Center Improvements	25,000	-	-	25,000
	TRT Confined Space Equipment	10,000	-	-	10,000
	Vehicles	-	-	40,000	40,000
Sheriff	Mobile Data Computers	-	-	152,250	152,250
	Prisoner Transport Cage	-	-	18,000	18,000
	Tactical Vest Replacements	16,000	-	-	16,000
	Taser Replacements	30,800	-	-	30,800
	Tires Emergency Veh Ops Training System	-	-	4,200	4,200
	Vehicles	-	-	1,756,080	1,756,080
Public Works					
General Services	Detention Center Security System	-	60,100	-	60,100
	Fleet Air Conditioning Service Machine	-	-	4,000	4,000
Public Works	Steam Piping Repairs	12,000	-	-	12,000
	Tablets for Inspection Process	-	2,400	-	2,400
Public Works Operations	Compactor Systems	-	-	69,880	69,880
	Dump Truck Replacement	-	-	12,000	12,000
	Roll-off Container Replacements	-	-	53,400	53,400
	Tablets for Drainage Work Orders	-	1,200	-	1,200
	Vertical Baler Replacement	-	-	10,850	10,850
Public Utilities Fund		**-**	**-**	**999,020**	**999,020**
Public Utilities					
Public Utilities	Chemtrac HA2-DT4	-	-	9,200	9,200
	Composite Sampler	-	-	7,000	7,000
	Crane for Construction Utility Body Truck	-	-	22,000	22,000
	DWWTP - Dewatering Dumpster & Lid	-	-	12,000	12,000
	DWWTP Garage Repairs & Regrade Ditch	-	-	10,200	10,200
	EFF Pump Rebuild	-	-	25,000	25,000
	Generator Controller Replacements	-	-	24,000	24,000
	Hach-TU5400 Online Turb Meter	-	-	8,110	8,110
	HVAC Replacement	-	-	13,000	13,000
	Inflatable Trench Shoring System	-	-	8,500	8,500
	Insulation for Blower Building Pipes	-	-	45,000	45,000
	Kitchen Insulate & Heat Trace Waterlines	-	-	6,500	6,500
	Kitchen Water Damage	-	-	12,200	12,200

FY20 Service Level Plan
Operating and Capital

		Operating		Capital Outlay	Grand Total
		One-Time	Recurring	One-Time	
Public Utilities	Meter Purchases	-	-	456,930	456,930
	Oak Hill Security Fence	-	-	25,000	25,000
	Pickup Truck	-	-	32,500	32,500
	Portable 250 HP VFD	-	-	28,000	28,000
	Replace Blowoffs	-	-	40,000	40,000
	Replace Oak Hill Well Pumps & Video	-	-	30,000	30,000
	Replace Pamunkey Well Pump & Video	-	-	15,000	15,000
	Replace Valves & Act Filters	-	-	44,180	44,180
	Replacement Equipment Trailers	-	-	10,000	10,000
	Sludge Dumpsters	-	-	22,000	22,000
	Strong Waste Sampler Replacement	-	-	6,700	6,700
	Team Valves	-	-	76,000	76,000
	WinCan Software - Office License	-	-	10,000	10,000
Grand Total		**428,770**	**160,400**	**3,860,450**	**4,449,620**

FTE Summary Tables

FTE by Department / Fund	FY18 FT	FY18 PT	FY18 Budget	FY19 FT	FY19 PT	FY19 Budget	FY19 Amended	FY20 FT	FY20 PT	FY20 Budget	FY19 to FY20	% Chg
General Fund	**1,037.0**	**18.5**	**1,055.5**	**1,065.0**	**21.2**	**1,086.2**	**1,091.9**	**1,097.0**	**19.7**	**1,116.7**	**24.8**	**2.3%**
Community Development	**25.0**	**-**	**25.0**	**25.0**	**-**	**25.0**	**25.0**	**25.0**	**-**	**25.0**	**-**	**0.0%**
Economic Development	5.0	-	5.0	5.0	-	5.0	5.0	5.0	-	5.0	-	0.0%
Planning	20.0	-	20.0	20.0	-	20.0	20.0	20.0	-	20.0	-	0.0%
General Government	**132.0**	**4.7**	**136.7**	**134.0**	**5.4**	**139.4**	**139.4**	**140.0**	**4.7**	**144.7**	**5.3**	**3.8%**
Assessor	12.0	-	12.0	12.0	-	12.0	12.0	13.0	-	13.0	1.0	8.3%
Board of Supervisors	1.0	3.5	4.5	1.0	3.5	4.5	4.5	1.0	3.5	4.5	-	0.0%
Commissioner of the Revenue	18.0	-	18.0	19.0	-	19.0	19.0	20.0	0.7	20.7	1.7	8.9%
County Administrator	7.0	-	7.0	7.0	0.7	7.7	7.7	8.0	-	8.0	0.3	3.9%
County Attorney	8.0	-	8.0	8.0	-	8.0	8.0	8.0	-	8.0	-	0.0%
Finance & Management Services	22.0	-	22.0	22.0	-	22.0	22.0	22.0	-	22.0	-	0.0%
Human Resources	8.0	-	8.0	9.0	-	9.0	9.0	9.0	-	9.0	-	0.0%
Information Technology	35.0	-	35.0	35.0	-	35.0	35.0	36.0	-	36.0	1.0	2.9%
Internal Audit	2.0	0.7	2.7	2.0	0.7	2.7	2.7	3.0	0.0	3.0	0.3	11.1%
Registrar	3.0	-	3.0	3.0	-	3.0	3.0	4.0	-	4.0	1.0	33.3%
Treasurer	16.0	0.5	16.5	16.0	0.5	16.5	16.5	16.0	0.5	16.5	-	0.0%
Human Services	**182.0**	**8.1**	**190.1**	**185.0**	**10.0**	**195.0**	**198.7**	**190.0**	**9.8**	**199.8**	**1.1**	**0.6%**
Community Resources	4.0	-	4.0	4.0	0.5	4.5	4.5	4.0	0.5	4.5	-	0.0%
Community Services Board	123.0	6.8	129.8	126.0	8.2	134.2	134.2	126.0	8.8	134.8	0.6	0.4%
Social Services	55.0	1.3	56.3	55.0	1.3	56.3	60.0	60.0	0.5	60.5	0.5	0.8%
Judicial Administration	**70.0**	**-**	**70.0**	**72.0**	**-**	**72.0**	**72.0**	**74.0**	**-**	**74.0**	**2.0**	**2.8%**
Circuit Court	4.0	-	4.0	4.0	-	4.0	4.0	4.0	-	4.0	-	0.0%
Clerk of the Circuit Court	17.0	-	17.0	17.0	-	17.0	17.0	17.0	-	17.0	-	0.0%
Commonwealth's Attorney	19.0	-	19.0	20.0	-	20.0	20.0	21.0	-	21.0	1.0	5.0%
Court Services	30.0	-	30.0	31.0	-	31.0	31.0	32.0	-	32.0	1.0	3.2%
Parks, Recreation & Cultural	**30.0**	**1.1**	**31.1**	**30.0**	**1.1**	**31.1**	**31.1**	**30.0**	**1.1**	**31.1**	**-**	**0.0%**
Parks & Recreation	30.0	1.1	31.1	30.0	1.1	31.1	31.1	30.0	1.1	31.1	-	0.0%
Public Safety	**513.0**	**3.1**	**516.1**	**534.0**	**3.1**	**537.1**	**539.1**	**552.0**	**2.5**	**554.5**	**15.4**	**2.9%**
Animal Control	13.0	-	13.0	14.0	-	14.0	14.0	14.0	-	14.0	-	0.0%
Building Inspections	18.0	1.0	19.0	18.0	1.0	19.0	19.0	18.0	1.0	19.0	-	0.0%
Community Corrections	7.0	0.6	7.6	7.0	0.6	7.6	7.6	8.0	-	8.0	0.4	5.3%
Emergency Communications	50.0	0.5	50.5	51.0	0.5	51.5	51.5	53.0	0.5	53.5	2.0	3.9%
Fire-EMS	183.0	-	183.0	197.0	-	197.0	199.0	205.0	-	205.0	6.0	3.0%
Juvenile Court Services	3.0	-	3.0	3.0	-	3.0	3.0	3.0	-	3.0	-	0.0%
Sheriff	239.0	1.0	240.0	244.0	1.0	245.0	245.0	251.0	1.0	252.0	7.0	2.9%
Public Works	**85.0**	**1.5**	**86.5**	**85.0**	**1.6**	**86.6**	**86.6**	**86.0**	**1.6**	**87.6**	**1.0**	**1.2%**
General Services	33.0	-	33.0	33.0	-	33.0	33.0	34.0	-	34.0	1.0	3.0%
Public Works	17.0	1.0	18.0	17.0	1.0	18.0	18.0	17.0	1.0	18.0	-	0.0%
Public Works Operations	35.0	0.5	35.5	35.0	0.6	35.6	35.6	35.0	0.6	35.6	-	0.0%
Other Funds	**2,440.0**	**147.0**	**2,587.0**	**2,451.0**	**147.6**	**2,598.6**	**2,598.6**	**2,471.0**	**148.8**	**2,619.8**	**21.2**	**0.8%**
Airport	**1.0**	**-**	**1.0**	**1.0**	**-**	**1.0**	**1.0**	**1.0**	**-**	**1.0**	**-**	**0.0%**
Education	**2,344.0**	**147.0**	**2,491.0**	**2,355.0**	**147.6**	**2,502.6**	**2,502.6**	**2,374.0**	**148.8**	**2,522.8**	**20.2**	**0.8%**
Food Services Fund	121.0	8.7	129.7	121.0	8.7	129.7	129.7	121.0	8.7	129.7	-	0.0%
Schools Operating Fund	2,223.0	138.3	2,361.3	2,234.0	138.9	2,372.9	2,372.9	2,253.0	140.1	2,393.1	20.2	0.9%
Public Utilities	**94.0**	**-**	**94.0**	**94.0**	**-**	**94.0**	**94.0**	**95.0**	**-**	**95.0**	**1.0**	**1.1%**
Self-Insurance	**1.0**	**-**	**1.0**	**1.0**	**-**	**1.0**	**1.0**	**1.0**	**-**	**1.0**	**-**	**0.0%**
Grand Total	**3,477.0**	**165.4**	**3,642.4**	**3,516.0**	**168.8**	**3,684.8**	**3,690.5**	**3,568.0**	**168.5**	**3,736.5**	**46.0**	**1.2%**

FTE Summary Tables

FTE by Functional Area	FY18 FT	FY18 PT	FY18 Budget	FY19 FT	FY19 PT	FY19 Budget	FY19 Amended	FY20 FT	FY20 PT	FY20 Budget	FY19 to FY20	% Chg
General Fund	**1,037.0**	**18.5**	**1,055.5**	**1,065.0**	**21.2**	**1,086.2**	**1,091.9**	**1,097.0**	**19.7**	**1,116.7**	**24.8**	**2.3%**
Community Development	25.0	-	25.0	25.0	-	25.0	25.0	25.0	-	25.0	-	0.0%
General Government	132.0	4.7	136.7	134.0	5.4	139.4	139.4	140.0	4.7	144.7	5.3	3.8%
Human Services	182.0	8.1	190.1	185.0	10.0	195.0	198.7	190.0	9.8	199.8	1.1	0.6%
Judicial Administration	70.0	-	70.0	72.0	-	72.0	72.0	74.0	-	74.0	2.0	2.8%
Parks, Recreation & Cultural	30.0	1.1	31.1	30.0	1.1	31.1	31.1	30.0	1.1	31.1	-	0.0%
Public Safety	513.0	3.1	516.1	534.0	3.1	537.1	539.1	552.0	2.5	554.5	15.4	2.9%
Public Works	85.0	1.5	86.5	85.0	1.6	86.6	86.6	86.0	1.6	87.6	1.0	1.2%
Other Funds	**2,440.0**	**147.0**	**2,587.0**	**2,451.0**	**147.6**	**2,598.6**	**2,598.6**	**2,471.0**	**148.8**	**2,619.8**	**21.2**	**0.8%**
Airport	1.0	-	1.0	1.0	-	1.0	1.0	1.0	-	1.0	-	0.0%
Education	2,344.0	147.0	2,491.0	2,355.0	147.6	2,502.6	2,502.6	2,374.0	148.8	2,522.8	20.2	0.8%
Public Utilities	94.0	-	94.0	94.0	-	94.0	94.0	95.0	-	95.0	1.0	1.1%
Self-Insurance	1.0	-	1.0	1.0	-	1.0	1.0	1.0	-	1.0	-	0.0%
Grand Total	**3,477.0**	**165.4**	**3,642.4**	**3,516.0**	**168.8**	**3,684.8**	**3,690.5**	**3,568.0**	**168.5**	**3,736.5**	**46.0**	**1.2%**

Notes:

1) FY19 full-time equivalent (FTE) positions are based on the FY19 Budget and the FY20 FTE figures are based on the FY20 Budget. The 'FY19 Amended' FTE calculations reflect changes that occurred during FY19 after adoption of the FY19 Budget. The 'FY19 to FY20' and '% Chg' calculations compare the FY20 Budget FTEs to the FY19 Amended FTEs.

2) In addition to the benefited 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.

3) The Education FTE count includes the Schools Operating Fund and Food Services Fund. Prior to FY19, the FTE count for school funds was not split between full-time (FT) and part-time (PT). FY18 FTEs have been restated to include this split for comparison purposes.

4) Beginning in FY20, position FTEs are rounded to the nearest tenth. In previous years, position FTEs were rounded to the nearest hundredth. The FY20 budget for position FTEs is calculated to reflect this change in rounding. FY18 and FY19 FTEs are restated to include this change for comparison purposes.

Economic Development Update

The Hanover County Department of Economic Development has continued to focus on the programs and goals outlined in the Economic Development Strategic Plan, which encourages and supports the growth of existing and new businesses. Building off of the award-winning Strategic Rezoning Initiative, the Hanover County Department of Economic Development has continued to look for ways to partner with developers and landowners to eliminate barriers to development. The department has submitted and received characterization designations on six industrial sites through the Virginia Business Ready Sites Program (VBRSP), which is a discretionary program established in 2016 to promote the development and characterization of sites containing a minimum of 100 contiguous, developable acres to enhance the Commonwealth's infrastructure and promote a more competitive business environment. Investments in new studies on existing properties are helping to create more development-ready product, while new drone videos are providing a more advanced way for the County to markets its most competitive sites to brokers and consultants.

A major component of our economic development strategy is to provide the necessary tools and resources for existing industries to grow and expand. During FY18, more than 40 new expansion projects were announced, which more than doubled the previous year's expansions. Hanover's existing industries are the backbone of the local tax base, and one strong indicator of a locality's success is the performance of its current businesses. Business retention and expansion programs, including **Hanover Business First**, have assisted more than 400 companies.

Amazon's new 330,000 square foot sortation center along North Lakeridge Parkway led the way for new announcements in FY18. The name alone helps solidify Hanover as a destination for major corporate investments when marketing the county to Fortune 500 companies who are looking at a strategic location and lower cost environment in which to do business. Other new announcements include: ABC Warehouse, Blue Bell, Blue Grace Logistics, General RV, Hartfiel Automation, Lansing Building Products and Werres Corporation.

Additionally, the Department collaborated with business partners to host events in an effort to increase community engagement and business opportunities. The Annual Hanover County Business Appreciation event, held May 17, 2018 at James River Cellars Winery, included the inaugural recognition of Hanover County Legacy Businesses, which are companies that have been located and have operated in the County for at least 50 consecutive years. This year, the Hanover Chamber of Commerce joined forces with Economic Development as co-hosts. The event also created the opportunity to revamp the Marc S. Weiss Award, which was originally founded and cosponsored with Chamber RVA in 2012. The Award recognizes a Hanover-based business or entity which has demonstrated a lasting commitment to innovation, meaningful growth, global involvement and leadership and service within the Hanover business community. Several seminars and workshops on topics relevant to business startups and small businesses were cohosted and/or sponsored by the department through Dominion Energy Innovation Center, Hanover Chamber of Commerce, Virginia Economic Developers Association (VEDA), Virginia Economic Development Partnership (VEDP), Greater Richmond Association of Commercial Real Estate (GRACRE) and Greater Richmond Partnership.

Economic Development Update

Incorporating technology in presenting Hanover's location assets creates many new opportunities in which to tell the county's story. During FY18, Hanover entered the world of unmanned systems utilizing drone videos to feature site assets that Hanover has submitted to the Virginia Business Readiness Sites Program. This technology offers prospects a bird's eye view of the county's best sites for investment, and is also a valuable service that can be offered to land owners in preparation for future development.

Face-to-face interaction and relationship development will always be a priority in generating new leads in business attraction, and Hanover County continues participating in the Virginia Economic Development Partnership (VEDP) and the Greater Richmond Partnership's (GRP) worldwide marketing outreach programs through direct company visits with both foreign and domestic companies. Continuing this fiscal year was the emphasis on visiting with U.S.-based site location consultants since more companies are using consultants for expansion initiatives. The Hanover story is taken on the road, and customized familiarization tours are arranged locally through a joint consultant program with the Greater Richmond Association of Commercial Real Estate (GRACRE). Between the outreach travel and local tours, more than 50 consultants were reached this year.

Tourism continues to be a valuable revenue resource for Hanover. Each year, the county hosts thousands of visitors into the community to enjoy historic attractions, sporting activities, fine dining, breweries and wineries, special events, outdoor sports, biking, festivals, and of course, Kings Dominion. In 2018, Kings Dominion added a new innovative rollercoaster, Twisted Timbers, and expanded its season by adding WinterFest during the holidays. According to the Virginia Tourism Corporation, more than $246 million was spent by visitors in Hanover in calendar year 2017, an 8.2% increase from the prior year. Employment from tourism activities rose 3.3% and local tax receipts increased by 6.3%.

Sports tourism is the fastest-growing market segment in the Richmond Region. In July 2017, Hanover hosted the nation's premiere Teen Masters High School Bowling Championship event with 350 youth bowlers and 1,500 attendees. In August 2017 and August 2018, numerous games of the International Senior Softball Association World Championships were held at Pole Green and Poor Farm Parks. This event was brought to the area by Richmond Region Tourism and jointly hosted by Hanover, Richmond and Henrico. The region welcomed 103 teams with over 2,500 attendees including athletes, coaches and fans.

In terms of economic development advantages, Hanover County has the lowest real 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 Investors Service, Fitch Ratings and Standard & Poor's all praised Hanover's financial management and noted that economic trends are slowly improving. Moody's reports: "The credit position for Hanover County is outstanding…..The notable credit factors include an extensive tax base with a strong socioeconomic profile, and a solid financial position." Fitch Ratings notes, "Solid reserves, conservative financial management and superior inherent budget flexibility underscore strong and resilient financial operations" for the County.

The County relies upon a strong fund balance policy, which requires an unassigned fund balance of at least 10.0% of its General Fund revenues. Hanover County strives to maintain a target unassigned fund balance of roughly 12.0% of actual operating revenues. 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 unassigned fund balance as of June 2018 was $30.9 million, which represented 13.0% of General Fund revenues. The fund balance is projected to be favorable on June 30, 2019, after meeting year-end fund balance policy thresholds and planned needs for the FY20 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.

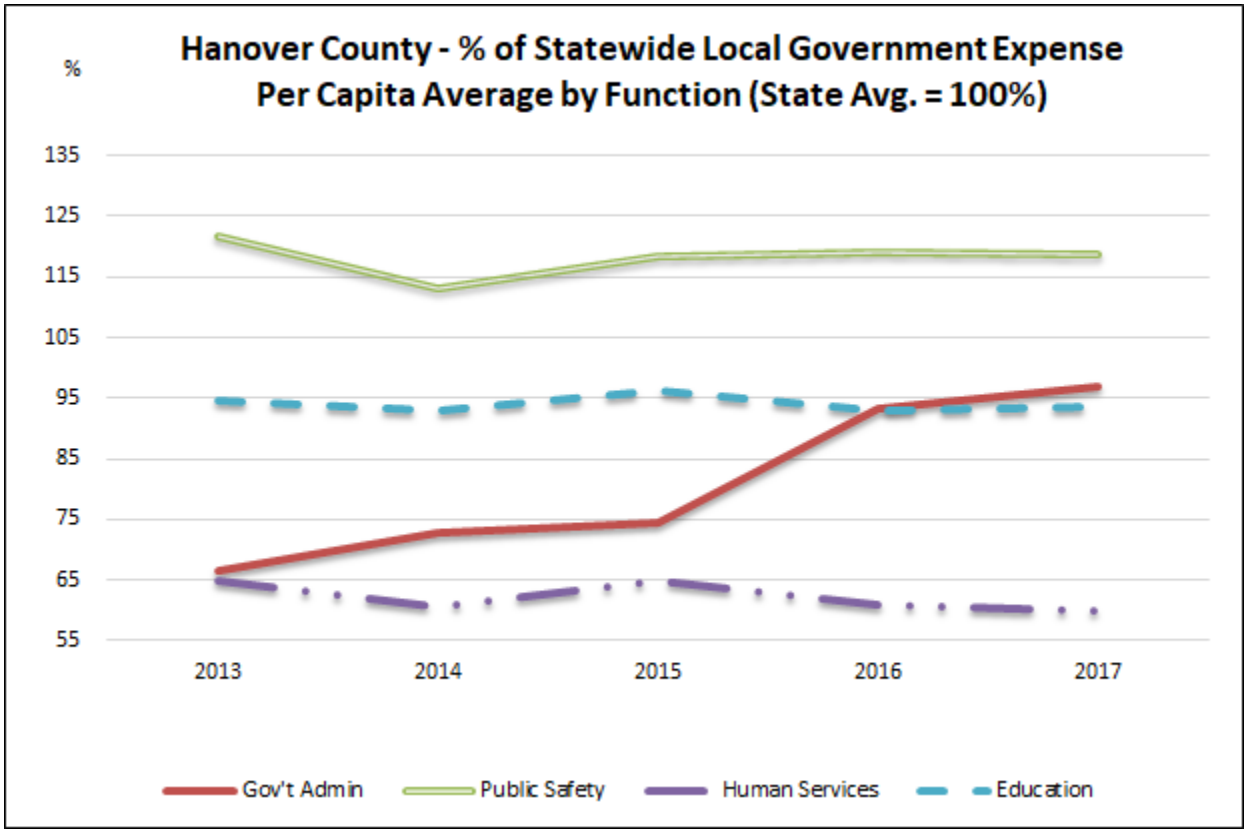
The County continues to experience revenue growth in the largest revenue categories of real property, personal property and sales tax collections. With projected reassessment and new construction increases, ongoing General Fund revenues are anticipated to increase by $13.4 million.

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 12th 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 statewide averages, with low tax rate jurisdictions assigned a lower stress as they would appear to have greater capacity to generate additional revenue. Hanover has the lowest regional real property tax rate of $0.81 per $100 of assessed value as compared to Henrico's $0.87, Chesterfield's $0.95 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 (6.3%) the statewide average, demonstrating the two Boards' commitment to quality education while maintaining efficient delivery of educational services. The Virginia Department of Education reports that Hanover County Public Schools had the 12th lowest cost per pupil in the State of Virginia in FY17 (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 Administration function is at 97.0% of the statewide average. We are also regionally comparative: Henrico – 151.8%, Chesterfield – 81.1%, City of Richmond – 226.6%, Spotsylvania – 83.1%, Stafford – 80.9% and Albemarle – 86.2%. The four areas shown below represent the Board's priorities – Public Safety, Education and Human Services – and the General Government Administration function discussed above. The County's Community Development function, while operating at 71.2% 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 the County's ability to retain 'Triple-AAA' bond status.



Five-Year General Fund Financial Plan
Fiscal Years 2020 through 2024

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. Each year, 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 adopted plan must be able to demonstrate what has occurred during the past year to make the item in question a funding priority over items already incorporated into 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 and 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 directs resources to priority service areas (e.g., staffing of Fire/EMS, sheriff patrols and education funding). Therefore, some service level enhancements are either staggered, phased-in or deferred as necessary.

The Five-Year General Fund Financial Plan represents the County's attempt to match future spending needs 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 and school allocations. Generally, the plan seeks to maintain or enhance all current budget guidelines and the Board's adopted initiatives.

FIVE-YEAR-OVERVIEW

Revenue Highlights

This five-year plan continues to forecast growth in our largest revenue sectors of real property and personal property with no increase in the tax rates. The ongoing revenue increase in the out-years is conservative at 3.3% on average annually. This includes growth in average annual Real Property assessments of 3.7%, Personal Property growth of 4.0% and Sales Tax at 5.0%.

Compensation

Compensation increases for both County and School employees include 3.0% budgeted in FY20 and 2.0% planned for the out-years. The Five-Year Plan also assumes health insurance increases for both the employer and employees for increases not mitigated by plan modifications.

Five-Year General Fund Financial Plan
Fiscal Years 2020 through 2024

School Operating and Capital Improvements

The General Fund's support for School Operations will increase 5.9% in FY20, and then increase 3.2% on average throughout the Five-Year General Fund Financial Plan. This budget maintains the County's commitment to growth in per pupil funding.

In addition to funding for School Operations, the School Capital Improvements Program is funded from the General Fund and long-term borrowing. New capital projects include improvements at existing indoor and outdoor facilities and replacement of an existing school. Annual payments on the previous debt funded projects amount to an additional $11 million in the Five-Year General Fund Financial Plan.

County Staffing

As a result of the revenue growth noted above, this Five-Year Plan has capacity for 25 new positions in the first year. Additional positions are planned in the remaining years, primarily in Public Safety. These position requests will be reviewed annually for need and financial capacity.

County Capital Improvements Program (CIP)

The County's CIP maintains consistent levels of funding for technology, Public Safety equipment and general facility improvements. The five-year outlook also includes a significant investment in Public Safety facilities, parks and a library as well as Public Works roads projects. The County is funding a $2.3 million replacement for the Fire Training Burn Building with existing revenue in FY20. Park enhancements and a replacement Library facility are planned to be funded with long-term borrowing within the County's well-established debt capacity policies.

Finally, roadway improvements are a large part of the FY20-FY24 CIP which includes $36.7 million over the five-year period. While the General Fund support is $1.0 million annually, State and Federal support is the primary source of funding at $26.9 million.

County of Hanover, Virginia
Five-Year General Fund Financial Plan
Fiscal Years 2020 through 2024

	FY20 Year 1	FY21 Year 2	FY22 Year 3	FY23 Year 4	FY24 Year 5
Revenues					
Ongoing Revenues	**257,198,090**	**265,513,800**	**274,392,400**	**283,650,300**	**293,214,000**
Charges for Services	8,448,444	8,648,300	8,840,300	9,001,000	9,164,900
Fines and Forfeitures	1,025,400	1,035,000	1,044,700	1,054,600	1,064,700
General Property Taxes	169,303,000	175,945,700	182,853,500	190,037,100	197,507,400
Intergovernmental	33,951,589	34,020,400	34,302,500	34,732,700	35,105,000
Miscellaneous	1,192,692	1,167,700	1,167,700	1,167,700	1,167,700
Other Local Taxes	36,368,000	37,651,400	38,996,300	40,321,400	41,707,700
Permits, Fees and Licenses	2,042,500	2,053,500	2,066,000	2,079,900	2,095,000
Recovered Costs	3,776,315	3,878,400	3,984,200	4,094,200	4,214,800
Use of Money & Property	1,090,150	1,113,400	1,137,200	1,161,700	1,186,800
Use of Planned Surpluses	**9,916,975**	**6,011,100**	**7,213,600**	**8,018,100**	**6,520,600**
Fund Balance Assign. - Capital	3,510,000	-	1,200,000	-	500,000
Fund Balance Assign. - Transportation	-	-	-	1,000,000	-
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	3,000,000	3,000,000	4,000,000	3,000,000
School Assignment	1,000,000	-	-	-	-
Other PYB	6,975	11,100	13,600	18,100	20,600
Revenues Total	**267,115,065**	**271,524,900**	**281,606,000**	**291,668,400**	**299,734,600**
Expenditures					
Salaries & Fringe Benefits	**92,934,892**	**97,920,805**	**102,571,335**	**107,010,287**	**110,375,574**
Operating	**37,206,569**	**37,995,187**	**39,591,411**	**40,885,019**	**42,834,119**
Capital Outlay	**3,200,620**	**3,042,229**	**3,200,839**	**3,183,410**	**2,951,465**
Debt Service Fund	**20,106,830**	**18,946,880**	**19,219,400**	**18,340,510**	**19,326,890**
County Debt Service	7,304,760	8,502,690	8,167,070	7,832,440	7,820,820
School Debt Service	12,772,770	10,418,490	11,026,530	10,482,270	11,479,470
Debt Service Other	29,300	25,700	25,800	25,800	26,600
County CIP	**7,558,000**	**7,506,200**	**7,689,160**	**8,540,200**	**7,883,000**
School Allocation Plan	**97,496,000**	**97,587,000**	**100,579,000**	**104,687,000**	**107,021,000**
School CIP	5,800,000	3,000,000	3,000,000	4,000,000	3,000,000
School Operating	91,696,000	94,587,000	97,579,000	100,687,000	104,021,000
Other Exp.	**8,612,154**	**8,526,599**	**8,754,855**	**9,021,974**	**9,342,552**
Airport Fund	459,444	129,500	105,602	114,300	168,380
Lewistown CDA	636,400	655,300	675,200	694,400	714,500
Pamunkey Regional Jail	5,616,310	5,784,799	5,958,343	6,137,093	6,321,206
Tax Relief	1,900,000	1,957,000	2,015,710	2,076,181	2,138,466
Expenditures Total	**267,115,065**	**271,524,900**	**281,606,000**	**291,668,400**	**299,734,600**

Community Development

	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures - by Department	**4,752,689**	**4,952,771**	**5,265,666**	**6.3%**
Community Support	1,669,770	1,641,965	1,830,753	11.5%
Economic Development	1,043,610	1,070,976	1,114,279	4.0%
Planning	1,856,203	2,044,366	2,096,030	2.5%
Soil & Water Conservation	99,910	102,907	105,994	3.0%
VA Cooperative Extension	83,196	92,557	118,610	28.1%
Expenditures - by Category	**4,752,689**	**4,952,771**	**5,265,666**	**6.3%**
Salaries & Fringe Benefits	2,185,765	2,302,628	2,412,186	4.8%
Operating	2,566,924	2,650,143	2,853,480	7.7%
Revenues	**4,752,689**	**4,952,771**	**5,265,666**	**6.3%**
General Fund Revenue	4,400,923	4,651,051	5,023,541	8.0%
Intergovernmental	5,500	-	-	----
Local Revenue	346,266	301,720	242,125	-19.8%
Generated Revenue Percent	**7.4%**	**6.1%**	**4.6%**	
General Fund Revenue Percent	**92.6%**	**93.9%**	**95.4%**	

	FY19 Budget	FY19 Amended	FY20 Budget	FTE Chg from FY19 Amended
Full-time Equivalents (FTE)	**25.0**	**25.0**	**25.0**	**-**
Full-time Positions	25.0	25.0	25.0	-

Community Support

DESCRIPTION

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

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**1,669,770**	**1,641,965**	**1,830,753**	**11.5%**
Operating	1,669,770	1,641,965	1,830,753	11.5%
Revenues	**1,669,770**	**1,641,965**	**1,830,753**	**11.5%**
General Fund Revenue	1,665,270	1,641,965	1,830,753	11.5%
Intergovernmental	4,500	-	-	----
Per capita cost of operating department	**$ 15.12**	**$ 14.66**	**$ 16.12**	
Generated Revenue Percent	**0.3%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**99.7%**	**100.0%**	**100.0%**	

BUDGET HIGHLIGHTS

- The budget continues support for 7 local and 14 regional organizations.
- Increases in support for the Greater Richmond Convention Center Authority and Richmond Region Tourism are based on increasing receipts from lodging and occupancy taxes.
- Increases in support for J. Sergeant Reynolds Community College and the Richmond Regional Planning District Commission (RRPDC) are based on population growth.

GOALS & OBJECTIVES

- Continue to honor regional and local funding agreements that recognize the County's share of participation.

Community Support

SERVICE LEVELS

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

	FY18 Actual	FY19 Budget	FY20 Budget
Local	**22,387**	**33,350**	**34,950**
Hanover Concert Band	-	500	550
Hanover County Council on Aging	500	500	550
Hanover Habitat for Humanity	2,637	12,500	13,000
Hanover Safe Place	10,000	10,000	10,000
Hanover Tavern Foundation	4,200	4,500	5,000
Historic Polegreen Church Foundation	850	850	850
Scotchtown	4,200	4,500	5,000
Regional	**1,647,383**	**1,608,615**	**1,795,803**
American Red Cross	5,250	5,500	5,500
Arts & Cultural Funding Consortium	16,000	12,000	12,500
Capital Region Workforce Partnership	5,000	7,500	6,000
FEEDMore	6,000	6,000	6,000
Gr. Richmond Convention Center Authority	1,168,624	1,120,000	1,270,000
Homeward	4,000	4,000	4,000
J. Sargeant Reynolds Community College	132,980	137,428	141,787
James River Advisory Council	-	1,000	1,000
Maymont Foundation	9,000	9,500	9,000
Metropolitan Richmond Sports Backers	6,500	7,000	7,500
Richmond Region Tourism	219,156	221,195	251,941
RRPDC	60,698	62,967	65,800
Science Museum of Virginia	7,525	7,525	7,525
Senior Connections	6,650	7,000	7,250
Grand Total	**1,669,770**	**1,641,965**	**1,830,753**

Community Support

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

Arts & Cultural Funding Consortium – Consolidates and provides funding for arts and cultural organizations in the Richmond metropolitan area. Direct services to County citizens include operational support for the Children's Museum of Richmond, the Richmond Symphony 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 – Hunger-relief organization comprised of programs including Meals on Wheels, the Central Virginia Food Bank, Community Kitchen, the Mobile Pantry and Kids Cafe. Provides meals and snacks to residents who are food-insecure (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 plays concerts throughout the year in Hanover and the greater Richmond metropolitan area.

Hanover County Council on Aging – Provides services for the senior population including a senior resources fair, Senior Law Day, 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 connections for these homes.

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 and theater performances through the Virginia Repertory Theatre.

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 the struggle for civil and religious freedom.

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

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.

James River Advisory Council – Serves as a forum for interests along the James River in central Virginia and communicates with public officials regarding issues and challenges facing the river and its resources.

Maymont Foundation – Funding from local governments facilitates the 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 – 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.

Richmond Region Tourism – Promotes the Richmond metropolitan 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 (RRPDC) – A regional planning agency formed to address mutual problems and develop solutions that benefit from intergovernmental cooperation. The major emphasis of the RRPDC is in the areas of transportation, local technical assistance and information services. The RRPDC represents the Counties of Hanover, Charles City, Chesterfield, Goochland, Henrico, New Kent and 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, which includes Hanover, under the jurisdiction of the Older Americans Act.

Economic Development

DESCRIPTION

Economic Development's mission is to increase the County's tax base and create new jobs for its citizens. The department provides services to companies that are considering a location in the County and assistance to its existing businesses, 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. 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 works to strengthen the Comprehensive Plan for the needs of the business community and serves as a resource to the Economic Development Authority (EDA).

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**1,043,610**	**1,070,976**	**1,114,279**	**4.0%**
Salaries & Fringe Benefits	474,504	516,081	555,713	7.7%
Operating	569,106	554,895	558,566	0.7%
Revenues	**1,043,610**	**1,070,976**	**1,114,279**	**4.0%**
General Fund Revenue	927,935	1,025,756	1,109,654	8.2%
Intergovernmental	1,000	-	-	----
Local Revenue	114,675	45,220	4,625	-89.8%
Per capita cost of operating department	**$ 9.45**	**$ 9.56**	**$ 9.81**	
Generated Revenue Percent	**11.1%**	**4.2%**	**0.4%**	
General Fund Revenue Percent	**88.9%**	**95.8%**	**99.6%**	

BUDGET HIGHLIGHTS

- Salaries & Fringe Benefits includes the countywide compensation adjustment as well as increases for filled positions that were vacant when budgeted at the minimum of the pay range for FY19.
- Operating includes an increase for studies/engineering services and site analysis and preparedness.

Economic Development

GOALS & OBJECTIVES

General

- 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
- 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
- Provide support to existing industries to help them grow and expand
- Respond to local business needs and serve as a business community liaison with the County

Encourage New Business

- Provide local entrepreneurs with guidance and resources for start-up ventures
- Provide training resources/information to small businesses and start-up ventures
- 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
- Be a strategic resource and facilitator to groups looking to develop sites within the County

SERVICE LEVELS	**FY18 Actual**	**FY19 Budget**	**FY19 Forecast**	**FY20 Budget**
Business prospects served	102	55	55	55
Information inquiries	120	120	120	120
Existing business visits	162	150	130	130

	2016 Actual	**2017 Actual**	**2018 Actual**	**2019 Projected**
Lodging Available (Hotel Rooms)[1]				
Town of Ashland	890	734[2]	736	827[3]
County (excluding town)	785[4]	887[4 5]	883	883

[1] *Source: Richmond Region Tourism Office*

[2] *Ashland Inn & Suites closed in 2017*

[3] *Tru Hotel by Hilton under construction in 2019*

[4] *Restated 2016-2017 for correct available rooms in Centerstone Inn Doswell*

[5] *Fairfield Inn & Suites – Lakeridge opened in 2017*

Economic Development

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**5.0**	**5.0**	**5.0**	**-**
Full-time Positions	**5.0**	**5.0**	**5.0**	**-**
DEPUTY DIRECTOR OF ECONOMIC DEV	1.0	1.0	1.0	-
DIRECTOR OF ECONOMIC DEVELOPMENT	1.0	1.0	1.0	-
EXISTING BUSINESS MANAGER	1.0	1.0	1.0	-
MARKETING MANAGER	1.0	1.0	1.0	-
OFFICE MANAGER	1.0	1.0	1.0	-

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 holds an annual Citizens' Planning Academy for citizens to learn more about the planning process.

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	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**1,856,203**	**2,044,366**	**2,096,030**	**2.5%**
Salaries & Fringe Benefits	1,711,261	1,786,547	1,856,473	3.9%
Operating	144,942	257,819	239,557	-7.1%
Revenues	**1,856,203**	**2,044,366**	**2,096,030**	**2.5%**
General Fund Revenue	1,626,656	1,794,366	1,861,030	3.7%
Local Revenue	229,547	250,000	235,000	-6.0%
Per capita cost of operating department	**$ 16.81**	**$ 18.25**	**$ 18.45**	
Generated Revenue Percent	**12.4%**	**12.2%**	**11.2%**	
General Fund Revenue Percent	**87.6%**	**87.8%**	**88.8%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase is the result of the countywide compensation adjustment.
- Software maintenance for the new community development system was fully budgeted under Planning in FY19. Costs for the system are shared with Building Inspections beginning in FY20, reducing Operating for this department.
- Operating also includes increased advertising costs and temporary services to supplement County staffing.
- Operating for the Historical Commission includes a project to install markers for the Nutshell Home. The Commission is also engaged in the CIP project to repurpose the Old Clerk Building for use as a historic museum.

Planning

GOALS & 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 statewide planning professional development organizations including the Virginia chapter of the American Planning Association and the Land Use Education Program
- Continue to engage citizens through community meetings, civic organizations and the Citizens' Planning Academy
- Provide for educational and training opportunities for staff
- Continue to engage and provide educational opportunities to the community development industry through staff/applicant review meetings and the quarterly development community meetings

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Zoning cases completed in estimated time	96%	99%	93%	99%
Development reviews completed on time	93%	99%	90%	99%
Respond to code violation reports within established time frame	98%	99%	95%	99%

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**20.0**	**20.0**	**20.0**	**-**
Full-time Positions	**20.0**	**20.0**	**20.0**	**-**
ADMINISTRATIVE ASSISTANT	3.0	3.0	3.0	-
BUSINESS AND OPERATIONS MANAGER	1.0	1.0	1.0	-
CODE COMPLIANCE OFFICER	3.0	3.0	3.0	-
DEPUTY DIRECTOR OF PLANNING	1.0	1.0	1.0	-
DIRECTOR OF PLANNING	1.0	1.0	1.0	-
PLANNER	7.0	7.0	7.0	-
PLANNING MANAGER	1.0	1.0	1.0	-
PLANNING TECHNICIAN	1.0	1.0	1.0	-
PRINCIPAL PLANNER	2.0	2.0	2.0	-

Soil & Water Conservation

DESCRIPTION

The Hanover-Caroline Soil & Water Conservation District (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 programs. The District administers the Virginia Best Management Practices (BMP) 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 6 member Board of Directors; of which 4 members are elected and 2 members are appointed by Virginia's Division of Soil and Water Conservation. The District maintains an office in Hanover and is staffed by 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	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**99,910**	**102,907**	**105,994**	**3.0%**
Operating	99,910	102,907	105,994	3.0%
Revenues	**99,910**	**102,907**	**105,994**	**3.0%**
General Fund Revenue	99,910	102,907	105,994	3.0%
Per capita cost of operating department	**$ 0.90**	**$ 0.92**	**$ 0.93**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	

BUDGET HIGHLIGHTS

- The budget reflects the County's share for participating in the SWCD, which serves residents in conservation planning, education and implementation.

GOALS & OBJECTIVES

- Continue to locally administer the Virginia BMP Cost-share and Tax Credit Program in order to provide cost-sharing assistance to local landowners and operators
- Provide Chesapeake Bay Preservation Act (CBPA) agricultural conservation planning to meet county ordinances
- Provide assistance to County landowners for soil and water quality conservation problems, including investigation of land conversions and complaint situations as referred by the county or citizens
- Administer the Virginia Conservation Assistance Program (VCAP) to assist citizens with installation of Urban Best Management Practices to reduce erosion and improve water quality using such practices as raingardens, turf to native conversions and rain-water harvesting
- Continue to provide innovative demonstration areas and cutting edge agricultural Best Management Practices through our Multi-species Cover Crop program that involves partnerships with the County, Virginia Tech, Extension, Natural Resources Conservation Service (NRCS) and the farming community

Soil & Water Conservation

- Provide assistance with Federal USDA Farm Bill Conservation Programs including design of Best Management Practices and total resource planning to local landowners and operators
- Continue to assist the County with the development and implementation of TMDLs (total maximum daily loads) and to ensure that the Chickahominy TMDL implementation plan is fulfilled
- Promote adult education outreach through educational workshops, agricultural field days, farm program meetings and presentations to local civic groups where many of the programs help to fulfill education of the County's MS4 (Municipal Separate Storm Sewer System) stormwater program
- Provide all Hanover County middle school students with a Meaningful Watershed Educational Experience (MWEE) as mandated by the 2014 Chesapeake Bay Agreement
- Provide K-12 Youth Conservation Education to students through outreach such as ag days, Envirothon, Conservation Camp, career days, Earth Days, tree planting projects and scholarships
- Manage fiscal and administrative operations of the District to comply with regulations and directives

VA Cooperative Extension

DESCRIPTION

The Hanover Unit of the Virginia Cooperative Extension is one of 108 Extension offices across the Commonwealth bringing the resources of the two Land Grant Universities of Virginia Tech and Virginia State to their local communities. Virginia 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	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**83,196**	**92,557**	**118,610**	**28.1%**
Operating	83,196	92,557	118,610	28.1%
Revenues	**83,196**	**92,557**	**118,610**	**28.1%**
General Fund Revenue	81,152	86,057	116,110	34.9%
Local Revenue	2,044	6,500	2,500	-61.5%
Per capita cost of operating department	**$ 0.75**	**$ 0.83**	**$ 1.04**	
Generated Revenue Percent	**2.5%**	**7.0%**	**2.1%**	
General Fund Revenue Percent	**97.5%**	**93.0%**	**97.9%**	

BUDGET HIGHLIGHTS

- Hanover has added $20,000 for identified staffing needs. These funds will be leveraged to receive increased support from Virginia Tech.
- Extension employees are employees of Virginia Tech, therefore, the County's support is in the form of an Operating expenditure.

GOALS & OBJECTIVES

- Continue to offer programs reflecting the interests, needs and demographics of current Hanover County residents and adapt to indicated trends utilizing resources of Virginia State University and Virginia Tech
- Enhance agribusiness profitability through programming including marketing, branding, farm fiscal management and best management practices
- Enhance efforts to ensure diversity in programming, volunteers, clients and stakeholders that reflect the needs of Hanover residents
- 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
- Support and advance the goals and objectives of the Hanover County Human Services Strategic Plan

VA Cooperative Extension

SERVICE LEVELS*	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Telephonic and electronic citizen contact	26,000	28,000	28,000	30,000
Newsletter and mailing citizen contact	500	800	500	500
Volunteer members	400	450	450	500
Volunteer contacts	35,000	35,500	35,500	36,000
Volunteer hours	40,000	40,000	40,000	42,000
4-H youth participants	1,850	1,900	1,900	1,800

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

General Government

	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures - by Department	**15,324,659**	**16,059,406**	**16,809,336**	**4.7%**
Assessor	1,054,799	1,147,392	1,303,960	13.6%
Board of Supervisors	567,863	584,085	618,364	5.9%
Commissioner of the Revenue	1,473,779	1,568,211	1,738,851	10.9%
County Administrator	1,276,574	1,314,807	1,372,558	4.4%
County Attorney	1,171,220	1,193,005	1,231,025	3.2%
Finance & Management Services	1,957,313	2,004,887	1,971,211	-1.7%
Human Resources	1,023,556	1,197,344	1,305,450	9.0%
Information Technology	4,551,956	4,630,317	4,689,820	1.3%
Internal Audit	280,445	314,111	338,319	7.7%
Registrar	448,939	494,187	548,716	11.0%
Treasurer	1,518,215	1,611,060	1,691,062	5.0%
Expenditures - by Category	**15,324,659**	**16,059,406**	**16,809,336**	**4.7%**
Salaries & Fringe Benefits	13,254,163	13,565,592	14,356,499	5.8%
Operating	2,042,484	2,415,014	2,334,657	-3.3%
Capital Outlay	28,012	78,800	118,180	50.0%
Revenues	**15,324,659**	**16,059,406**	**16,809,336**	**4.7%**
General Fund Revenue	14,338,566	15,375,406	15,877,436	3.3%
Intergovernmental	532,341	533,000	551,900	3.5%
Local Revenue	446,633	151,000	380,000	151.7%
Transfers In	7,119	-	-	----
Generated Revenue Percent	**6.4%**	**4.3%**	**5.5%**	
General Fund Revenue Percent	**93.6%**	**95.7%**	**94.5%**	

	FY19 Budget	FY19 Amended	FY20 Budget	FTE Chg from FY19 Amended
Full-time Equivalents (FTE)	**139.4**	**139.4**	**144.7**	**5.3**
Full-time Positions	134.0	134.0	140.0	6.0
Part-time Positions	5.4	5.4	4.7	(0.7)

Assessor

DESCRIPTION

The Assessor's Office appraises all real estate at fair market value for property tax purposes. The scope of the Assessor's authority and responsibilities is controlled by 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	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**1,054,799**	**1,147,392**	**1,303,960**	**13.6%**
Salaries & Fringe Benefits	1,003,560	1,028,261	1,131,410	10.0%
Operating	51,239	119,131	143,400	20.4%
Capital Outlay	-	-	29,150	----
Revenues	**1,054,799**	**1,147,392**	**1,303,960**	**13.6%**
General Fund Revenue	1,054,799	1,147,392	1,303,960	13.6%
Per capita cost of operating department	**$ 9.55**	**$ 10.24**	**$ 11.48**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase includes a new position in addition to the countywide compensation adjustment.
- The new full-time Real Estate Appraiser will handle commercial appraisals and provide a better distribution of the department's workload. Funding for educational training, dues and computer equipment related to this position is included in the Operating budget and an additional vehicle is included under Capital Outlay.
- Operating includes an $11,700 increase in software maintenance fees related to a new Computer Aided Mass Appraisal (CAMA) system.
- As a result of the conversion to a new CAMA system, FY20 includes one-time purchases of seven licenses for a field data collection system and two tablets for a field pilot program. This new field data collection system, in conjunction with the tablets, will reduce the manual workload completed during the appraisal process, including sketching directly onto the device versus uploading hand-drawn sketches and taking pictures with the tablet for direct upload versus uploading pictures from a camera.

GOALS & OBJECTIVES

- Continue to deliver quality customer service through dedicated, competent staff
- Continue to develop an office that conforms to the highest industry standards for the mass appraisal of real estate
- Maintain and enhance the Computer Aided Mass Appraisal (CAMA) system to further streamline and enhance functions of the Assessor's Office
- Fairly and equitably assess real estate in the county annually and provide accurate property information
- Appraise all new construction, additions and improvements in a timely manner
- Complete 100% of all assigned assessments effective for January 1

Assessor

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Real estate property assessed as of Jan. 1	100%	100%	100%	100%
Coefficient of Dispersion levels	5.3%	<10%	5.8%	<10%
Successful appeals as % of total assessed value	<1%	<1%	<1%	<1%
Board of Equalization adjustments as % of total assessed value	<0.5%	<0.5%	<0.5%	<0.5%
Sales to assessment ratios as % of total	94.8%	>90%	96.8%	>90%
Taxable parcels of land	47,069	48,000	47,743	48,000
Non-taxable parcels of land	924	1,000	1,011	1,050
New lots	414	750	457	500
Percent of appraisal staff with professional designations	50%	50%	50%	50%
Percent of appraisal staff with state license	90%	100%	90%	100%

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**12.0**	**12.0**	**13.0**	**1.0**
Full-time Positions	**12.0**	**12.0**	**13.0**	**1.0**
ADMINISTRATIVE ASSISTANT	1.0	1.0	1.0	-
APPRAISER SUPERVISOR	1.0	1.0	1.0	-
CUSTOMER SERVICE AGENT	1.0	1.0	1.0	-
DEPUTY DIRECTOR OF REAL ESTATE ASSESSMENTS	1.0	1.0	1.0	-
DIRECTOR OF REAL ESTATE ASSESSMENTS	1.0	1.0	1.0	-
REAL ESTATE APPRAISER	7.0	6.0	7.0	1.0
SYSTEMS ADMINISTRATOR	-	1.0	1.0	-

Board of Supervisors

DESCRIPTION

The Board of Supervisors is a seven-member body elected every 4 years by the citizens of Hanover County 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, Pamunkey Regional Library Board members, Planning Commissioners and 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	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**567,863**	**584,085**	**618,364**	**5.9%**
Salaries & Fringe Benefits	306,923	314,745	320,719	1.9%
Operating	256,980	269,340	297,645	10.5%
Capital Outlay	3,960	-	-	----
Revenues	**567,863**	**584,085**	**618,364**	**5.9%**
General Fund Revenue	567,834	584,085	618,364	5.9%
Local Revenue	29	-	-	----
Per capita cost of operating department	**$ 5.14**	**$ 5.22**	**$ 5.44**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase is due to the countywide compensation adjustment and a budgeted increase for the Board of Supervisors.
- Nearly half of the Operating category is for the annual independent audit of the County's financial statements. Audit results are reported to the Board.
- The Operating increase is due primarily to funding for the upcoming County 300th anniversary celebration.
- Continuation of the Citizen Survey program is included in the Five-Year General Fund Financial Plan on a 3-year cycle. The next survey is planned for FY21.

Board of Supervisors

GOALS & OBJECTIVES

- Achieve the goals of the County's Strategic Plan to best serve its citizens and businesses
- Provide excellent customer service and sound financial management
- Promote citizen independence and a high quality of life
- Provide an environment for life-long learning
- Create strategic business investment that enhances quality of life
- Be a safe community
- Have a vibrant community while preserving natural and cultural resources

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Adopt Budget, Capital Improvements Program and Five-Year General Fund Financial Plan	4/12/2017	4/11/2018	4/11/2018	4/10/2019

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**4.5**	**4.5**	**4.5**	**-**
Full-time Positions	**1.0**	**1.0**	**1.0**	**-**
EXECUTIVE ASSISTANT	1.0	1.0	1.0	-
Part-time Positions	**3.5**	**3.5**	**3.5**	**-**
BOARD OF SUPERVISORS	3.5	3.5	3.5	-

Commissioner of the Revenue

DESCRIPTION

The Commissioner of the Revenue is a Constitutional Officer elected every 4 years by the citizens of Hanover County.

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. 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 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, and merchants' capital.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**1,473,779**	**1,568,211**	**1,738,851**	**10.9%**
Salaries & Fringe Benefits	1,353,500	1,380,815	1,559,451	12.9%
Operating	118,327	187,396	179,400	-4.3%
Capital Outlay	1,952	-	-	----
Revenues	**1,473,779**	**1,568,211**	**1,738,851**	**10.9%**
General Fund Revenue	1,047,985	1,197,211	1,343,251	12.2%
Intergovernmental	255,883	255,000	265,600	4.2%
Local Revenue	169,911	116,000	130,000	12.1%
Per capita cost of operating department	**$ 13.35**	**$ 14.00**	**$ 15.31**	
Generated Revenue Percent	**28.9%**	**23.7%**	**22.8%**	
General Fund Revenue Percent	**71.1%**	**76.3%**	**77.2%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase includes new positions in addition to the countywide compensation adjustment.
- The new full-time Auditor will expand and improve tax filing enforcement and business tax filing compliance and accuracy.
- A non-benefited Tax Revenue Specialist position is being increased to 28 hours per week and converted to a part-time benefited position.
- The Operating decrease is due to lower than anticipated maintenance costs for the new assessment software system.

Commissioner of the Revenue

GOALS & 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 classes of personal property by December 31
- Monitor sales tax revenue monthly and prepare reports to track changes/trends
- Assess and administer local option taxes on a monthly basis

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Accounts in personal property file	95,209	94,340	96,065	96,930
Real estate transfers	3,881	4,150	4,000	4,100
Review of will disbursements	286	300	300	300
Land use applications	288	175	290	300
Land use parcels	3,540	3,600	3,600	3,615
Tax relief applications	1,515	1,540	1,540	1,565
Tax relief applications qualified	1,388	1,410	1,410	1,420
State income tax returns processed	4,937	5,300	5,000	5,100
Tax forms processed	1,220	1,450	1,400	1,450

ASSESSED VALUE OF TAXABLE PROPERTY* *(Calendar Year, Dollars in Millions)*	2015 Actual	2016 Actual	2017 Actual	2018 Actual
Real estate	$ 13,826.8	$ 14,289.8	$ 14,858.3	$ 15,542.7
Personal property	1,452.7	1,565.2	1,643.6	1,701.8
Machinery and tools	49.9	59.0	53.1	65.8
Merchants' capital	63.4	67.9	76.5	83.5
Public service corporations	600.0	624.3	634.4	645.1
Total	**$ 15,992.8**	**$ 16,606.2**	**$ 17,265.9**	**$ 18,038.9**

**Source: CAFR Schedule, p.170*

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Commissioner of the Revenue

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**19.0**	**19.0**	**20.7**	**1.7**
Full-time Positions	**19.0**	**19.0**	**20.0**	**1.0**
AUDITOR	1.0	1.0	2.0	1.0
CHIEF DEPUTY COMM OF THE REVENUE	1.0	1.0	1.0	-
COMMISSIONER OF THE REVENUE	1.0	1.0	1.0	-
REAL PROPERTY MANAGER	1.0	1.0	1.0	-
REVENUE DIVISION MANAGER	1.0	1.0	1.0	-
SYSTEMS ADMINISTRATOR	-	1.0	1.0	-
SYSTEMS ADMINISTRATOR - SENIOR	1.0	-	-	-
TAX REVENUE SPECIALIST	13.0	13.0	13.0	-
Part-time Positions	**-**	**-**	**0.7**	**0.7**
TAX REVENUE SPECIALIST	-	-	0.7	0.7

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 policies and procedures established by the Board of Supervisors. County Administration advises and evaluates department heads and other personnel consistent with community needs and in conformity with all laws, policies and direction provided by the Board. This office 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. It is also 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	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**1,276,574**	**1,314,807**	**1,372,558**	**4.4%**
Salaries & Fringe Benefits	1,202,376	1,227,743	1,289,693	5.0%
Operating	74,198	87,064	82,865	-4.8%
Revenues	**1,276,574**	**1,314,807**	**1,372,558**	**4.4%**
General Fund Revenue	1,276,574	1,314,807	1,372,558	4.4%
Per capita cost of operating department	**$ 11.56**	**$ 11.74**	**$ 12.08**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase includes transitioning a part-time position to full-time in addition to the countywide compensation adjustment.
- The Public Information Specialist is currently a benefited part-time employee. This budget increases the position from a 0.7 full-time equivalent (FTE) to a full-time position.
- The Operating decrease is due to the transfer of funding for an intern from operating to personnel and because a one-time computer purchase in FY19 is not needed in FY20.

GOALS & 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 and recommend balanced annual operating and capital budgets
- Formulate Board initiatives
- Ensure that citizens have access to open, timely and accurate information about County services and programs through quality email, print, social media and video products as well as the County's website.
- Build pride in the community by presenting an accurate, consistent and positive image of Hanover County as a great place to work, live and raise a family

County Administrator

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Size of budget (in millions)*	446.9	463.1	458.1	492.0
Total number of FTE (includes Schools)	3,642.4	3,684.8	3,690.5	3,736.5

** FY19 Forecast includes reappropriation from the prior year plus Board-approved mid-year additions.*

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**7.7**	**7.7**	**8.0**	**0.3**
Full-time Positions	**7.0**	**7.0**	**8.0**	**1.0**
COUNTY ADMINISTRATOR	1.0	1.0	1.0	-
DEPUTY COUNTY ADMINISTRATOR	3.0	3.0	3.0	-
EXECUTIVE ASSISTANT	2.0	2.0	2.0	-
PUBLIC INFORMATION OFFICER	1.0	1.0	1.0	-
PUBLIC INFORMATION SPECIALIST	-	-	1.0	1.0
Part-time Positions	**0.7**	**0.7**	**-**	**(0.7)**
PUBLIC INFORMATION SPECIALIST	0.7	0.7	-	(0.7)

County Attorney

DESCRIPTION

The County Attorney represents the County in all civil legal matters and provides 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 and drafts or reviews all deeds, leases, contracts, bonds and other legal documents.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**1,171,220**	**1,193,005**	**1,231,025**	**3.2%**
Salaries & Fringe Benefits	1,115,386	1,127,972	1,163,960	3.2%
Operating	55,834	65,033	67,065	3.1%
Revenues	**1,171,220**	**1,193,005**	**1,231,025**	**3.2%**
General Fund Revenue	1,171,220	1,193,005	1,231,025	3.2%
Per capita cost of operating department	**$ 10.61**	**$ 10.65**	**$ 10.84**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase is the result of the countywide compensation adjustment.
- The Operating category increase is due to slight increases in insurance, training and office furniture.

GOALS & OBJECTIVES

- Provide prompt and effective legal assistance to all County elected and appointed boards, Constitutional Officers and departments

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**8.0**	**8.0**	**8.0**	**-**
Full-time Positions	**8.0**	**8.0**	**8.0**	**-**
ASSISTANT COUNTY ATTORNEY	3.0	3.0	3.0	-
COUNTY ATTORNEY	1.0	1.0	1.0	-
DEPUTY COUNTY ATTORNEY	2.0	2.0	2.0	-
LEGAL ASSISTANT	2.0	2.0	2.0	-

Finance & Management Services

DESCRIPTION

Finance & Management Services is responsible for the financial management of the County. This includes establishing and maintaining effective controls over the County's financial activities, providing accurate financial information to County and School Board departments in a timely manner and coordinating the annual budget. The Accounting Division provides accounts payable, payroll and debt management support services and prepares the annual audited financial reports. The Budget Division facilitates the annual budget process and monitors budget compliance by departments and agencies throughout the year. The Purchasing Division serves as administrative agent in the procurement of all goods and services above a $5,000 unit cost and provides procurement card oversight and disposal of surplus property.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**1,957,313**	**2,004,887**	**1,971,211**	**-1.7%**
Salaries & Fringe Benefits	1,876,532	1,900,565	1,879,796	-1.1%
Operating	80,781	104,322	91,415	-12.4%
Revenues	**1,957,313**	**2,004,887**	**1,971,211**	**-1.7%**
General Fund Revenue	1,903,069	2,004,887	1,921,211	-4.2%
Local Revenue	54,244	-	50,000	----
Per capita cost of operating department	**$ 17.73**	**$ 17.90**	**$ 17.35**	
Generated Revenue Percent	**2.8%**	**0.0%**	**2.5%**	
General Fund Revenue Percent	**97.2%**	**100.0%**	**97.5%**	

BUDGET HIGHLIGHTS

- Total Salaries & Fringe Benefits decreases due to two vacant positions budgeted at the minimum of the pay range. This is partly offset by the countywide compensation adjustment for filled positions.
- The Operating decrease is the result of lower costs associated with professional services and software fees.

GOALS & OBJECTIVES

- Maintain AAA bond rating and high measures of fiscal responsibility
- Maintain and update long-term financial plans
- Maintain Debt Policy compliance ratios
- Receive Government Finance Officers Association (GFOA) awards for budget presentation and financial reporting.

Finance & Management Services

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Bond Rating	AAA	AAA	AAA	AAA
Budget transfers processed	705	475	750	775
Purchase orders issued	1,284	1,250	1,335	1,350
Payroll checks processed	123,667	118,000	127,675	128,000
Accounts payable checks issued	23,331	23,000	23,000	23,250
Journal entries processed	2,323	1,700	2,550	2,600

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**22.0**	**22.0**	**22.0**	**-**
Full-time Positions	**22.0**	**22.0**	**22.0**	**-**
ACCOUNTANT	2.0	2.0	2.0	-
ACCOUNTING DIVISION DIRECTOR	1.0	1.0	1.0	-
BUDGET DIVISION DIRECTOR	1.0	1.0	1.0	-
BUDGET/MANAGEMENT ANALYST	3.0	3.0	3.0	-
DIRECTOR OF FINANCE & MGMT SERVICES	1.0	1.0	1.0	-
FINANCIAL TECHNICIAN	5.0	5.0	5.0	-
PAYROLL ANALYST	3.0	3.0	3.0	-
PAYROLL MANAGER	1.0	1.0	1.0	-
PURCHASING DIVISION DIRECTOR	1.0	1.0	1.0	-
PURCHASING OFFICER	3.0	3.0	3.0	-
SYSTEMS ADMINISTRATOR	1.0	1.0	1.0	-

Human Resources

DESCRIPTION

Human Resources (HR) 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. The department serves as the coordinating office to ensure fair and consistent application of human resources policies in conformance with federal, state and local laws and regulations. To ensure competitiveness in the region, the department evaluates employee compensation and benefits programs among public and private sector peers.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**1,023,556**	**1,197,344**	**1,305,450**	**9.0%**
Salaries & Fringe Benefits	764,200	892,895	936,853	4.9%
Operating	259,356	303,949	368,597	21.3%
Capital Outlay	-	500	-	-100.0%
Revenues	**1,023,556**	**1,197,344**	**1,305,450**	**9.0%**
General Fund Revenue	1,022,693	1,197,344	1,305,450	9.0%
Local Revenue	863	-	-	----
Per capita cost of operating department	**$ 9.27**	**$ 10.69**	**$ 11.49**	
Generated Revenue Percent	**0.1%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**99.9%**	**100.0%**	**100.0%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase is the result of a countywide compensation adjustment.
- The Operating increase is primarily due to the transfer of website hosting fees for the HR/timekeeping system from Information Technology. This increase is partly offset by reductions to other software services.
- Operating includes additional temporary help service fees, funding for a larger United Way campaign and a reduction in computer equipment due to FY19 one-time funding no longer needed.
- Professional services includes one-time funding for a consultant related to employee retirement account analysis.

Human Resources

GOALS & OBJECTIVES

- Develop Human Resources 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
- Continue partnership with Information Technology and Payroll to add functionality to the human resources/payroll system to improve efficiencies and access to managers
- Coordinate with departments to ensure recruiting needs are met
- Partner with departments to maintain internal training programs that ensure development opportunities for all employees
- Manage regional compensation data to ensure comparable pay scales are up-to-date for benchmark purposes and internal data is reviewed for equity purposes
- Use the human resources/payroll system (and consultants as necessary) to ensure compliance with Affordable Care Act (ACA) reporting, the Fair Labor Standards Act (FLSA) and the Family and Medical Leave Act (FMLA)

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Applications received[1]	6,524	7,500	6,500	6,500
Positions filled[2]	293	325	300	300
Total full-time employees	1,107	1,150	1,150	1,175
Total part-time employees[3]	492	575	535	550
Pamunkey Regional Library employees	129	142	135	135
Pamunkey Regional Jail employees	127	137	128	130
Grievances per 1,000 employees	1	5	3	5
Number of training classes offered	54	80	50	60

[1] *Includes full-time and part-time positions*

[2] *FY18 Actual includes 39 Election Officials.*

[3] *FY18 Actual includes 61 seasonal recreation staff and 292 Officers of Election*

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**9.0**	**9.0**	**9.0**	**-**
Full-time Positions	**9.0**	**9.0**	**9.0**	**-**
ASSISTANT DIRECTOR OF HUMAN RESOURCES	1.0	1.0	1.0	-
DIRECTOR OF HUMAN RESOURCES	1.0	1.0	1.0	-
HUMAN RESOURCES ANALYST	2.0	2.0	2.0	-
HUMAN RESOURCES COORDINATOR	1.0	1.0	1.0	-
HUMAN RESOURCES COORDINATOR II	2.0	2.0	2.0	-
HUMAN RESOURCES GENERALIST	1.0	1.0	1.0	-
OFFICE MANAGER	1.0	1.0	1.0	-

Information Technology

DESCRIPTION

Information Technology (IT) provides business application management, personal computing, data center and network services for county departments and agencies. The department also provides support and leadership to help meet the system and technological needs of other departments while ensuring a 24/7 fully functioning computer and system environment with proper security, controls, archives and contingency plans. The Geographic Information System (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	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**4,551,956**	**4,630,317**	**4,689,820**	**1.3%**
Salaries & Fringe Benefits	3,793,057	3,837,640	4,086,317	6.5%
Operating	758,899	792,677	602,003	-24.1%
Capital Outlay	-	-	1,500	----
Revenues	**4,551,956**	**4,630,317**	**4,689,820**	**1.3%**
General Fund Revenue	4,544,837	4,630,317	4,689,820	1.3%
Transfers In	7,119	-	-	----
Per capita cost of operating department	**$ 41.23**	**$ 41.34**	**$ 41.28**	
Generated Revenue Percent	**0.2%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**99.8%**	**100.0%**	**100.0%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase includes one new position in addition to the countywide compensation adjustment.
- The new full-time IT Systems Engineer will provide additional application support on the public safety team. Funding related to this position includes educational training and computer equipment under Operating and a one-time purchase of furniture under Capital Outlay.
- The Operating decrease is due to the reallocation of department-specific software services to those departments. This includes website hosting for departments that have their own websites and the Emergency Communications E911 Master Street Address Guide (MSAG) database.
- Operating includes an increase in wireless telecommunications due to increased network bandwidth and service fees as well as increased funding for project support services.
- One-time funding is included in operating to replace the existing password software used countywide.

GOALS & OBJECTIVES

- Focus resources on priority investments
- Ensure a secure and reliable information system environment
- Provide quality customer service and support citizen and business access to County services
- Create partnerships to implement solutions and empower users to leverage technology
- Implement software applications that meet customer needs and establish an environment of innovation

Information Technology

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Personal computers and network stations	1,225	1,110	1,225	1,250
Printing devices (personal, network, copiers)	675	465	650	600
Rugged systems	204	215	215	225
Total network connected buildings	53	53	53	53
Supported servers & systems:				
iSeries (AS400) physical servers	2	2	2	-
iSeries (AS400) virtual server partitions	2	2	2	-
Windows server virtualization rate	88%	88%	88%	88%
IT services & applications supported	173	172	174	174
County website unique page views (mo. avg.)	92,121	130,000	130,000	130,000
GIS website hits - monthly average	799,557	400,000	850,000	850,000
GIS website visits - monthly average	28,687	28,000	29,000	29,000
Requests for Service:				
General application support	1,922	1,000	2,000	1,500
General server systems support	437	2,050	500	500
General desktop/device support	1,344	1,575	1,500	1,500
General network support	317	300	300	300
Ops & user support (passwords, account maintenance, etc.)	2,076	2,875	2,100	2,100
Data loss due to intrusions/viruses	No Loss	No Loss	1*	No Loss

**Credit Card data breach with 3rd party vendor*

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**35.0**	**35.0**	**36.0**	**1.0**
Full-time Positions	**35.0**	**35.0**	**36.0**	**1.0**
DIRECTOR OF INFORMATION TECHNOLOGY	1.0	1.0	1.0	-
GIS ANALYST	1.0	1.0	1.0	-
IT DIVISION DIRECTOR	2.0	2.0	2.0	-
IT PROJECT LEAD	1.0	1.0	1.0	-
IT PROJECT MANAGER	4.0	4.0	4.0	-
IT SERVICE DESK TECHNICIAN	1.0	1.0	1.0	-
IT SERVICE DESK TECHNICIAN - LEAD	1.0	1.0	1.0	-
IT SYSTEMS ENGINEER	23.0	23.0	24.0	1.0
OFFICE MANAGER	1.0	1.0	1.0	-

Internal Audit

DESCRIPTION

Internal Audit conducts performance, financial and compliance audits of County, School Board, Pamunkey Regional Library and Pamunkey Regional Jail activities. Audit results and recommendations are reported to the respective Boards, Finance Committee, Administration and agency. The internal auditors work closely with the Boards and Administration to ensure the County provides quality services 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. The department also maintains the County's Fraud, Waste and Abuse Hotline.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**280,445**	**314,111**	**338,319**	**7.7%**
Salaries & Fringe Benefits	269,267	279,531	323,295	15.7%
Operating	11,178	34,580	15,024	-56.6%
Revenues	**280,445**	**314,111**	**338,319**	**7.7%**
General Fund Revenue	280,445	314,111	338,319	7.7%
Per capita cost of operating department	**$ 2.54**	**$ 2.80**	**$ 2.98**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase includes the transition of a part-time position to full-time in addition to the countywide compensation adjustment.
- The Operating decrease is primarily due to annual savings beginning in FY20 because Internal Audit can now perform IT audits previously done through temporary help services.
- Operating includes the following one-time items: entity-wide ethics training and a triennial peer review.

GOALS & 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
- Perform audits in accordance with Generally Accepted Government Auditing Standards (GAGAS)
- Administer the Fraud, Waste & Abuse Hotline

Internal Audit

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Number of internal audits performed[1]	7	10	6	8
Average internal audit cycle (years)	9	9	9	9
Percent of audit universe audited to date[2]	90%	95%	95%	75%

[1] *Three of the audits on the FY19 plan were combined into one audit report, resulting in the lower number of reports. Scope of audits have expanded allowing for fewer audit reports*

[2] *FY20 audit universe is being reevaluated due to the significant number of system implementations.*

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**2.7**	**2.7**	**3.0**	**0.3**
Full-time Positions	**2.0**	**2.0**	**3.0**	**1.0**
DIRECTOR OF INTERNAL AUDIT	1.0	1.0	1.0	-
INTERNAL AUDITOR	1.0	1.0	2.0	1.0
Part-time Positions	**0.7**	**0.7**	**-**	**(0.7)**
INTERNAL AUDITOR	0.7	0.7	-	(0.7)

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 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 as well as over 250 election officials and voting machine custodians. The primary functions of the Registrar are to accept statewide voter registration applications and 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 elections to verify compliance with the law and verifies the results to the State Board of Elections.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**448,939**	**494,187**	**548,716**	**11.0%**
Salaries & Fringe Benefits	304,851	295,487	327,772	10.9%
Operating	121,988	120,400	133,414	10.8%
Capital Outlay	22,100	78,300	87,530	11.8%
Revenues	**448,939**	**494,187**	**548,716**	**11.0%**
General Fund Revenue	391,967	441,187	494,716	12.1%
Intergovernmental	53,752	53,000	54,000	1.9%
Local Revenue	3,220	-	-	----
Per capita cost of operating department	**$ 4.07**	**$ 4.41**	**$ 4.83**	
Generated Revenue Percent	**12.7%**	**10.7%**	**9.8%**	
General Fund Revenue Percent	**87.3%**	**89.3%**	**90.2%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase includes one new position, increased part-time non-benefited funding and the countywide compensation adjustment.
- The new full-time Assistant Registrar II, non-benefited seasonal help and 10 additional non-benefited Officers of Election will assist with election duties.
- Operating increases include costs associated with the new position, ballot printing costs no longer state funded and postage due to the growing number of absentee ballots.
- Capital Outlay continues to be an area of investment with the planned purchase of ballot optical scanners, electronic poll books and voting booths.

Registrar

GOALS & 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, and Virginia Electoral Board Association to monitor legislative and election law changes
- Support the vision and mission of the County's Administration through partnerships with the community and citizens

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Registered voters:				
Number of registered voters	79,118	79,000	80,000	80,000
Voting age population	80,518	81,000	81,370	81,370
Percent of population	75%	75%	75%	75%
Percent of eligible voters	98%	98%	98%	98%
Voter turnout:				
Number of voters	54,045	79,000	80,000	80,000
Percent of registered voters	68%	100%	100%	100%
Percent of eligible voters	67%	98%	98%	98%

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**3.0**	**3.0**	**4.0**	**1.0**
Full-time Positions	**3.0**	**3.0**	**4.0**	**1.0**
ASSISTANT REGISTRAR II	-	-	1.0	1.0
ASSISTANT REGISTRAR III	1.0	1.0	1.0	-
DEPUTY REGISTRAR	1.0	1.0	1.0	-
GENERAL REGISTRAR	1.0	1.0	1.0	-

Treasurer

DESCRIPTION

The Treasurer is a Constitutional Officer elected every 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 management of a delinquent collection program. The Treasurer is responsible for safeguarding receipts and managing the County's investment program and banking relationships.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**1,518,215**	**1,611,060**	**1,691,062**	**5.0%**
Salaries & Fringe Benefits	1,264,511	1,279,938	1,337,233	4.5%
Operating	253,704	331,122	353,829	6.9%
Revenues	**1,518,215**	**1,611,060**	**1,691,062**	**5.0%**
General Fund Revenue	1,077,143	1,351,060	1,258,762	-6.8%
Intergovernmental	222,706	225,000	232,300	3.2%
Local Revenue	218,366	35,000	200,000	471.4%
Per capita cost of operating department	**$ 13.75**	**$ 14.38**	**$ 14.89**	
Generated Revenue Percent	**29.1%**	**16.1%**	**25.6%**	
General Fund Revenue Percent	**70.9%**	**83.9%**	**74.4%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase is the result of the countywide compensation adjustment.
- Operating includes one-time funding of $41,000 for check deposit, lien and seizure software. The General Fund Five-Year Financial Plan includes additional one-time funding of various software modules.
- The increase in Operating is partly offset by a decrease in existing software services and the completion of one-time FY19 purchases of computer equipment

GOALS & OBJECTIVES

- Maintain core services
- Continue to provide excellent service to citizens, businesses and internal departments
- Prepare accurate and timely reconciliations (bank within 30 days, tax within 45 days)
- Maintain online tax inquiry and payment systems
- Maintain high collection rates

Treasurer

SERVICE LEVELS	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Actual
PROPERTY TAX LEVIES AND COLLECTIONS*				
General property taxes levied for Fiscal Year	144,003,614	147,705,971	157,129,677	164,152,649
Collected within the Fiscal Year of the levy:				
Amount	143,368,974	144,943,605	154,661,526	163,343,503
Percentage of levy	99.6%	98.1%	98.4%	99.5%
Collections in subsequent years	268,841	2,058,474	1,048,610	-
Total Collections to Date:				
Amount	143,637,815	147,002,079	155,710,136	163,343,503
Percentage of levy	99.7%	99.5%	99.1%	99.5%

**Source: CAFR Schedule, p. 173*

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FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**16.5**	**16.5**	**16.5**	**-**
Full-time Positions	**16.0**	**16.0**	**16.0**	**-**
ACCOUNTANT	1.0	1.0	1.0	-
ACCOUNTING SUPERVISOR	1.0	1.0	1.0	-
BUSINESS MANAGER	2.0	2.0	2.0	-
CHIEF DEPUTY TREASURER	1.0	1.0	1.0	-
CUSTOMER SERVICE AGENT	4.0	4.0	4.0	-
CUSTOMER SERVICE SUPERVISOR	1.0	1.0	1.0	-
FINANCIAL TECHNICIAN	1.0	1.0	1.0	-
REVENUE COLLECTION AGENT	3.0	3.0	3.0	-
SYSTEMS ADMINISTRATOR	1.0	1.0	1.0	-
TREASURER	1.0	1.0	1.0	-
Part-time Positions	**0.5**	**0.5**	**0.5**	**-**
CUSTOMER SERVICE AGENT	0.5	0.5	0.5	-

Human Services

	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures - by Department	**23,645,904**	**25,809,598**	**26,814,219**	**3.9%**
Children's Services Act	5,084,948	5,829,000	5,977,000	2.5%
Community Resources	370,608	415,881	442,152	6.3%
Community Services Board	10,612,803	11,276,308	11,660,588	3.4%
Health	584,000	619,177	653,504	5.5%
Social Services	5,248,922	5,854,232	6,180,975	5.6%
Tax Relief	1,744,623	1,815,000	1,900,000	4.7%
Expenditures - by Category	**23,645,904**	**25,809,598**	**26,814,219**	**3.9%**
Salaries & Fringe Benefits	13,644,859	14,376,743	15,129,124	5.2%
Operating	9,997,219	11,432,455	11,679,265	2.2%
Capital Outlay	3,826	400	5,830	1357.5%
Revenues	**23,645,904**	**25,809,598**	**26,814,219**	**3.9%**
General Fund Revenue	10,447,163	11,687,698	12,142,201	3.9%
Intergovernmental	9,940,054	10,823,600	10,816,829	-0.1%
Local Revenue	3,258,687	3,298,300	3,855,189	16.9%
Generated Revenue Percent	**55.8%**	**54.7%**	**54.7%**	
General Fund Revenue Percent	**44.2%**	**45.3%**	**45.3%**	

	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change FY19 to FY20
Full-time Equivalents (FTE)	**195.0**	**198.7**	**199.8**	**1.1**
Full-time Positions	185.0	190.0	190.0	-
Part-time Positions	10.0	8.7	9.8	1.1

Children's Services Act

DESCRIPTION

The Children's Services Act (CSA) is a State mandated program seeking 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 is to create a collaborative system of services and funding that is child-centered, family-focused and community-based. The statute requires the establishment of a Community Policy and Management Team (CPMT) appointed by the Board of Supervisors.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**5,084,948**	**5,829,000**	**5,977,000**	**2.5%**
Operating	5,084,948	5,829,000	5,977,000	2.5%
Revenues	**5,084,948**	**5,829,000**	**5,977,000**	**2.5%**
General Fund Revenue	2,180,758	2,518,700	2,582,060	2.5%
Intergovernmental	2,841,511	3,189,500	3,330,940	4.4%
Local Revenue	62,679	120,800	64,000	-47.0%
Per capita cost of operating department	**$ 46.06**	**$ 52.04**	**$ 52.61**	
Generated Revenue Percent	**57.1%**	**56.8%**	**56.8%**	
General Fund Revenue Percent	**42.9%**	**43.2%**	**43.2%**	

BUDGET HIGHLIGHTS

- The FY20 budget represents a 17.5% growth in CSA costs over a 2 year period. FY19 is projected to be below budget, smoothing the growth to something more equal in each of the 2 years.
- The General Fund as a funding source is projected to continue to represent just over 43% of the total annual costs.

GOALS & 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 reviews
- To recover CSA expenditures by actively pursuing reimbursements

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Total youth served	132	130	138	144
Youth in congregate care	35	22	40	35
Youth in private day	59	60	57	60
Youth served - community-based services	62	60	68	70
% of total cost - community-based services	17%	13%	14%	14%

Community Resources

DESCRIPTION

Community Resources promotes 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 the Court Appointed Special Advocate (CASA), Youth Services and Volunteer Services Programs. 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 (HYSC), 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	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**370,608**	**415,881**	**442,152**	**6.3%**
Salaries & Fringe Benefits	274,965	314,829	341,320	8.4%
Operating	95,643	100,652	100,832	0.2%
Capital Outlay	-	400	-	-100.0%
Revenues	**370,608**	**415,881**	**442,152**	**6.3%**
General Fund Revenue	292,259	337,881	366,152	8.4%
Local Revenue	8,349	8,000	6,000	-25.0%
Intergovernmental	70,000	70,000	70,000	0.0%
Per capita cost of operating department	**$ 3.36**	**$ 3.71**	**$ 3.89**	
Generated Revenue Percent	**21.1%**	**18.8%**	**17.2%**	
General Fund Revenue Percent	**78.9%**	**81.2%**	**82.8%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase is the result of turnover, filling a new position and the countywide compensation adjustment.
- Operating costs are flat and consistent with prior year actuals.
- Federal revenue from the Department of Criminal Justice Services (DCJS) is anticipated to continue in support of the CASA Program.

Community Resources

GOALS & OBJECTIVES

- Determine and implement strategies to meet the department's mission of mobilizing community resources to address community needs
- Continue to administer the CASA Program for abused and neglected children
- Promote youth service within the community through the HYSC, Global Youth Service Day (GYSD) and targeted engagement of youth groups within the county
- Provide and foster youth leadership and youth development opportunities throughout the county
- Identify existing services and programs as well as develop new resources and partnerships to best connect, engage and support older adults and caregivers along the continuum of independence and care
- Support countywide volunteer engagement and provide volunteer appreciation and recognition
- Provide information and referral to connect the public with needed human service resources

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Community Volunteer hours reported	382,349	400,000	303,774	310,000
Hanover-specific volunteer opportunities	60	70	75	80
Volunteer profiles for Hanover residents	2,774	3,150	3,148	3,175
HYSC projects	41	37	33	40
HYSC service hours	960	1,020	562	1,100
CASA volunteers	15	13	22	18
Children served through CASA	24	30	38	32
Information & referral contacts	1,041	1,100	800	950
Information & referral sources provided	1,712	1,430	1,000	1,000
Supervised Youth Leadership Opportunities:				
Youth Leaders	305	450	700	800
Hours Served	325	450	700	900
Senior Services:*				
Senior outreach/education contacts	-	-	260	350
Senior outreach/education events	-	-	5	12

**Services provided beginning in FY19.*

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**4.5**	**4.5**	**4.5**	**-**
Full-time Positions	**4.0**	**4.0**	**4.0**	**-**
ADMINISTRATIVE ASSISTANT	1.0	1.0	1.0	-
CASA VOLUNTEER COORDINATOR	1.0	1.0	1.0	-
COMMUNITY RESOURCES ADMINISTRATOR	1.0	1.0	1.0	-
YOUTH SERVICES SPECIALIST	1.0	1.0	1.0	-
Part-time Positions	**0.5**	**0.5**	**0.5**	**-**
SENIOR SERVICES SPECIALIST	0.5	0.5	0.5	-

Community Services Board

DESCRIPTION

The Community Services Board (CSB) mission is to partner with individuals to provide support and services in the areas of mental health, developmental disabilities and substance use disorders in their efforts to lead satisfying and productive lives in their communities. CSB provides a range of services in support of this mission and is licensed by the Virginia Department of Behavioral Health and Developmental Services and accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) International (an independent, non-profit accreditor of health and human services agencies). Services primarily fall under two areas: (1) Mental Health, Substance Use Disorders and Prevention Services and (2) Developmental Disabilities Services.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**10,612,803**	**11,276,308**	**11,660,588**	**3.4%**
Salaries & Fringe Benefits	9,454,573	10,095,984	10,377,374	2.8%
Operating	1,154,404	1,180,324	1,277,384	8.2%
Capital Outlay	3,826	-	5,830	----
Revenues	**10,612,803**	**11,276,308**	**11,660,588**	**3.4%**
General Fund Revenue	4,154,007	4,868,208	5,002,527	2.8%
Intergovernmental	3,301,853	3,267,100	2,903,777	-11.1%
Local Revenue	3,156,943	3,141,000	3,754,284	19.5%
Per capita cost of operating department	**$ 96.13**	**$ 100.68**	**$ 102.65**	
Generated Revenue Percent	**60.9%**	**56.8%**	**57.1%**	
General Fund Revenue Percent	**39.1%**	**43.2%**	**42.9%**	

BUDGET HIGHLIGHTS

- Salaries & Fringe Benefits includes a new part-time Psychiatrist position in addition to the countywide compensation adjustment. These increases are partially offset by savings from turnover.
- The increase to the Operating budget is due primarily to additional acute and primary care costs that are offset by equivalent revenue increases.
- Operating also includes increased educational training for CSB board members and the transfer of hosting costs for an opioid solutions website from Information Technology to the CSB.
- Revenues move from Intergovernmental to Local Revenue as a result of Medicaid expansion. The net increase is due primarily to Medicaid expansion.

GOALS & OBJECTIVES

- Provide high quality, efficient and effective services and programs to individuals served
- Implement mandated system changes to state programs and respond to emerging needs
- Maximize revenue
- Comply with regulatory requirements and performance standards
- Address staff retention by providing necessary training, education and support
- Utilize technology resources to support efficient and accessible client care

Community Services Board

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Mental health services:				
Acute psychiatric or inpatient services	19	15	25	20
Outpatient services	813	725	760	850
Assertive community treatment	69	75	75	75
Case management services	943	775	1,050	950
Rehabilitation	76	80	80	88
Supported employment	10	15	10	15
Developmental disabilities services:				
Case management services	226	215	240	225
Rehabilitation	36	30	32	35
Supported employment (individual & group)	86	75	85	85
Supportive residential services	37	35	35	35
Substance abuse services:				
Outpatient services	256	225	230	300
Case management services	518	400	425	525
Intensive residential services	18	20	25	20
Emergency services:				
Emergency services	789	675	850	800
Consumer monitoring	297	240	350	300
Assessment and evaluation services	1,171	1,000	1,250	1,100

Community Services Board

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**134.2**	**134.2**	**134.8**	**0.6**
Full-time Positions	**126.0**	**126.0**	**126.0**	**-**
ACCOUNTANT	1.0	1.0	1.0	-
ADMINISTRATIVE ASSISTANT	10.0	9.0	9.0	-
CASE MANAGER	22.0	22.0	22.0	-
CLINICAL SUPERVISOR	8.0	8.0	8.0	-
CLINICIAN	30.0	30.0	30.0	-
CUSTOMER SERVICE MANAGER	1.0	1.0	1.0	-
DIVISION DIRECTOR BEHAV HEALTH WELL	1.0	1.0	1.0	-
DIVISION DIRECTOR BUSINESS OPERATIONS	1.0	1.0	1.0	-
DIVISION DIRECTOR DEVELOPMENTAL DISAB	1.0	1.0	1.0	-
EXECUTIVE DIRECTOR OF CSB	1.0	1.0	1.0	-
FINANCIAL TECHNICIAN	1.0	1.0	1.0	-
OUTREACH AND INTAKE SPECIALIST	1.0	1.0	1.0	-
PEER RECOVERY SPECIALIST	2.0	2.0	2.0	-
PREVENTION SPECIALIST	1.0	1.0	1.0	-
PROGRAM COORDINATOR I	4.0	4.0	4.0	-
PROGRAM COORDINATOR II	5.0	4.0	4.0	-
PSYCHIATRIC NURSE	2.0	2.0	2.0	-
PSYCHIATRIC NURSE SUPERVISOR	1.0	1.0	1.0	-
PSYCHIATRIST	2.0	2.0	2.0	-
QUALITY ASSURANCE COORDINATOR	1.0	1.0	1.0	-
QUALITY ASSURANCE MANAGER	-	1.0	1.0	-
QUALITY ASSURANCE SPECIALIST	-	1.0	1.0	-
REIMBURSEMENT MANAGER	1.0	1.0	1.0	-
SUPPORTS COORDINATION SUPERVISOR	2.0	2.0	2.0	-
SYSTEMS ADMINISTRATOR	-	1.0	1.0	-
SYSTEMS ADMINISTRATOR - SENIOR	1.0	-	-	-
TRAINING SPECIALIST	22.0	22.0	22.0	-
TRAINING SPECIALIST SUPERVISOR	3.0	3.0	3.0	-
TRANSPORTATION SUPERVISOR	1.0	1.0	1.0	-
Part-time Positions	**8.2**	**8.2**	**8.8**	**0.6**
ADMINISTRATIVE ASSISTANT	1.6	1.6	1.6	-
CASE MANAGER	0.5	0.5	0.5	-
CLINICIAN	0.7	0.7	0.7	-
PREVENTION SPECIALIST	1.2	1.2	1.2	-
PSYCHIATRIST	-	-	0.6	0.6
TRAINING SPECIALIST	4.2	4.2	4.2	-

Health

DESCRIPTION

The Hanover County Health Department is part of the Virginia Department of Health's (VDH) Chickahominy Health District. The District encompasses the Counties of Charles City, Goochland, Hanover and New Kent. Funding is predominantly through a cooperative agreement with VDH in which Hanover pays 45% of the allotted general funds designated to the Health District'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	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**584,000**	**619,177**	**653,504**	**5.5%**
Operating	584,000	619,177	653,504	5.5%
Revenues	**584,000**	**619,177**	**653,504**	**5.5%**
General Fund Revenue	584,000	619,177	653,504	5.5%
Per capita cost of operating department	**$ 5.29**	**$ 5.53**	**$ 5.75**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	

BUDGET HIGHLIGHTS

- The County share of the Health Department's budget funds staff at Hanover locations.
- The increase in the local contribution represents the County's portion of projected state mandated salary and benefit increases.
- Health Department employees are not County employees. Support for the Health Department is an Operating expenditure for the County.

GOALS & OBJECTIVES

- Expand Population Health program and initiatives; the major focus for FY20 will be opioid response.
- Publish the 2018-2022 Community Health Improvement Plan.
- Ensure food safety through restaurant inspections and food worker education.
- Ensure safe drinking water and septic systems.
- 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 sexually transmitted infection (STI) clinics.
- Enhance the public's image of the health department through excellent customer service.
- Promote community health improvement through public education and outreach efforts.
- Protect the community through emergency preparedness & response activities, e.g., reviewing & practicing emergency plans, and participating in at least one large-scale emergency exercise annually.

Health

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Communicable disease investigations*	338	290	424	400
Family planning visits	530	550	536	560
Maternity visits	253	250	394	410
Nursing home screenings	160	160	144	150
Women, Infants, and Children (WIC) participation (number of clients)	649	630	551	580
WIC client visits	2,597	2,520	2,844	2,990
Immunization visits	284	350	532	560
Sexually transmitted infection visits	309	300	314	330
Tuberculosis (TB) assessments	473	220	418	440
Rabies incidents	238	250	260	265
Human animal-bite victims (rabies advice)	165	200	175	175
Rabies post-exposure prophylaxis (PEP) given	4	3	4	5
Total sewage/onsite applications	415	300	375	400
Well applications	304	260	295	300
Restaurant inspection visits	1,049	990	1,000	1,000
Temporary event inspections	57	70	40	45

**Includes reportable diseases of public health significance but excludes outbreaks, tuberculosis (TB) and sexually transmitted diseases (STDs).*

Social Services

DESCRIPTION

Social Services provides an array of services and benefit programs to County citizens. Benefit Programs include Medicaid, Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF). Social Services programs include child and adult protection, foster care, employment and child day care. 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	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**5,248,922**	**5,854,232**	**6,180,975**	**5.6%**
Salaries & Fringe Benefits	3,915,321	3,965,930	4,410,430	11.2%
Operating	1,333,601	1,888,302	1,770,545	-6.2%
Revenues	**5,248,922**	**5,854,232**	**6,180,975**	**5.6%**
General Fund Revenue	1,491,516	1,528,732	1,637,958	7.1%
Intergovernmental	3,726,690	4,297,000	4,512,112	5.0%
Local Revenue	30,716	28,500	30,905	8.4%
Per capita cost of operating department	**$ 47.54**	**$ 52.27**	**$ 54.41**	
Generated Revenue Percent	**71.6%**	**73.9%**	**73.5%**	
General Fund Revenue Percent	**28.4%**	**26.1%**	**26.5%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase is the result of additional positions as well as the countywide compensation adjustment.
- New positions totaling 3.7 FTE were added in FY19 as a budget amendment in response to the Medicaid expansion program.
- FY20 includes the addition of a part-time benefited Customer Service Agent in the Benefit Programs Division that will also support the additional workload accompanying Medicaid expansion.
- The Operating budget decreases due to a reduction in budgeted state and federal programs to better align them with past actual data.

Social Services

GOALS & OBJECTIVES

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

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Continuous quality improvement & customer				
Eligibility application processing compliance (SNAP, TANF only)	97%	99%	99%	99%
Lobby traffic (Ashland, Bell Creek)	16,731	17,781	17,781	17,781
New benefit program recipients	560	549	588	588
Abuse cases:				
Child protection investigations/ assessment	203	198	221	221
Adult protection investigations/cases	236	252	252	252
Public assistance recipients:				
SNAP	6,844	8,095	8,095	8,095
Medicaid	10,243	10,840	10,840	10,840
TANF	424	526	526	526
Energy assistance	3,813	3,250	3,813	3,813
Child welfare recipients:				
Child day care	269	282	269	269
Foster care	29	25	32	35
Foster care prevention	12	9	12	12
Adult services recipients	129	149	149	149

Social Services

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**56.3**	**60.0**	**60.5**	**0.5**
Full-time Positions	**55.0**	**60.0**	**60.0**	**-**
ADMINISTRATIVE ASSISTANT	2.0	2.0	2.0	-
ADMINISTRATIVE MANAGER	-	1.0	1.0	-
ASSISTANT DIRECTOR OF SOCIAL SERVICES	1.0	1.0	1.0	-
BENEFIT PROGRAMS SPECIALIST	20.0	22.0	22.0	-
BENEFIT PROGRAMS SUPERVISOR	3.0	3.0	3.0	-
BUDGET/MANAGEMENT ANALYST	1.0	1.0	1.0	-
CHILDREN'S SERVICES ACT COORDINATOR	1.0	1.0	1.0	-
CUSTOMER SERVICE AGENT	3.0	6.0	6.0	-
DIRECTOR OF SOCIAL SERVICES	1.0	1.0	1.0	-
FAMILY SERVICES SPECIALIST	14.0	14.0	14.0	-
FAMILY SERVICES SUPERVISOR	3.0	3.0	3.0	-
FINANCIAL TECHNICIAN	1.0	1.0	1.0	-
FRAUD INVESTIGATOR	1.0	1.0	1.0	-
OFFICE MANAGER	1.0	-	-	-
PROGRAM COORDINATOR II	1.0	1.0	1.0	-
QUALITY ASSURANCE COORDINATOR	1.0	1.0	1.0	-
SYSTEMS ADMINISTRATOR	-	1.0	1.0	-
SYSTEMS ADMINISTRATOR - SENIOR	1.0	-	-	-
Part-time Positions	**1.3**	**-**	**0.5**	**0.5**
CUSTOMER SERVICE AGENT	1.3	-	0.5	0.5

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 taxes on the value of the house and up to 10 acres of land. Currently, the County maximum income level is $50,000 and maximum net worth is $200,000 (excluding the value of the house and up to 10 acres of land). An application or renewal affidavit is required to be submitted to the Commissioner of the Revenue each year.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**1,744,623**	**1,815,000**	**1,900,000**	**4.7%**
Operating	1,744,623	1,815,000	1,900,000	4.7%
Revenues	**1,744,623**	**1,815,000**	**1,900,000**	**4.7%**
General Fund Revenue	1,744,623	1,815,000	1,900,000	4.7%
Per capita cost of operating department	**$ 15.80**	**$ 16.21**	**$ 16.73**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	

BUDGET HIGHLIGHTS

- The budget is based on projected growth of the value of property in the program and the number of participants that qualify.

GOALS & OBJECTIVES

- Continue to support elderly and disabled members of the community with tax relief.

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Tax relief applications	1,515	1,540	1,540	1,565
Tax relief applications qualified	1,388	1,410	1,410	1,420

** Administered by the Commissioner of the Revenue.*

Judicial Administration

	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures - by Department	**6,187,282**	**6,606,004**	**7,107,197**	**7.6%**
Clerk of the Circuit Court	1,405,263	1,449,150	1,545,021	6.6%
Commonwealth's Attorney	1,852,774	1,974,707	2,120,100	7.4%
Court Services	2,520,885	2,746,080	2,948,451	7.4%
Circuit Court	286,101	315,586	348,207	10.3%
General District Court	103,557	93,806	118,815	26.7%
Juvenile & Domestic Relations Court	16,740	23,400	23,230	-0.7%
Magistrate	1,962	3,275	3,373	3.0%
Expenditures - by Category	**6,187,282**	**6,606,004**	**7,107,197**	**7.6%**
Salaries & Fringe Benefits	5,317,882	5,692,018	6,115,218	7.4%
Operating	582,892	639,926	715,439	11.8%
Capital Outlay	286,508	274,060	276,540	0.9%
Revenues	**6,187,282**	**6,606,004**	**7,107,197**	**7.6%**
General Fund Revenue	4,187,733	4,568,044	5,034,197	10.2%
Intergovernmental	1,684,693	1,704,260	1,762,100	3.4%
Local Revenue	314,856	313,700	310,900	-0.9%
Use of Planned Surpluses	-	20,000	-	-100.0%
Generated Revenue Percent	**32.3%**	**30.9%**	**29.2%**	
General Fund Revenue Percent	**67.7%**	**69.1%**	**70.8%**	

	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change FY19 to FY20
Full-time Equivalents (FTE)	**72.0**	**72.0**	**74.0**	**2.0**
Full-time Positions	72.0	72.0	74.0	2.0

Clerk of the Circuit Court

DESCRIPTION

The Clerk of the Circuit Court is a Constitutional Officer elected every 8 years by the citizens of Hanover County.

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 admits wills to probate, qualifies executors and administrators and maintains 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 criminal court orders.

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

The Clerk's Office also performs 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.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**1,405,263**	**1,449,150**	**1,545,021**	**6.6%**
Salaries & Fringe Benefits	1,252,329	1,290,010	1,364,039	5.7%
Operating	152,934	159,140	180,982	13.7%
Revenues	**1,405,263**	**1,449,150**	**1,545,021**	**6.6%**
General Fund Revenue	666,496	708,890	777,421	9.7%
Intergovernmental	617,536	626,260	649,600	3.7%
Local Revenue	121,231	114,000	118,000	3.5%
Per capita cost of operating department	**$ 12.73**	**$ 12.94**	**$ 13.60**	
Generated Revenue Percent	**52.6%**	**51.1%**	**49.7%**	
General Fund Revenue Percent	**47.4%**	**48.9%**	**50.3%**	

BUDGET HIGHLIGHTS

- In addition to the countywide compensation adjustment, Salaries & Fringe Benefits includes increases related to replacing a Deputy Clerk with a Legal Affairs Manager.
- The increase to the Operating budget is due primarily to increased Technology Trust Fund spending that is offset by equivalent Intergovernmental revenue.

Clerk of the Circuit Court

GOALS & OBJECTIVES

- Expand electronic recording of land records to include most common document types
- Verify and correct the images of deed books converted to digital format
- Routine destruction of evidence as permitted by law
- Complete paper to digital conversion of marriage licenses and chancery order books

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Land records recorded	15,996	16,500	15,000	16,000
Wills probated/fiduciaries qualified/lists of	411	420	405	420
Marriage licenses issued	623	620	620	620
Notary publics qualified	456	440	450	450
Judgments docketed, assigned and released	5,889	5,400	5,893	5,900
Criminal cases	3,044	2,750	2,874	2,939
Civil cases	2,083	1,790	2,016	2,025
Concealed weapon permits issued	2,345	1,700	1,791	1,800
Restitution payments issued	1,928	1,800	1,923	1,925
Fictitious name certificates filed	415	400	400	400

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**17.0**	**17.0**	**17.0**	**-**
Full-time Positions	**17.0**	**17.0**	**17.0**	**-**
CHIEF DEPUTY CIRCUIT COURT	1.0	1.0	1.0	-
CLERK OF THE CIRCUIT COURT	1.0	1.0	1.0	-
DEPUTY CLERK	12.0	12.0	11.0	(1.0)
DEPUTY CLERK SUPERVISOR	2.0	2.0	2.0	-
LEGAL AFFAIRS MANAGER	-	-	1.0	1.0
SYSTEMS ADMINISTRATOR	1.0	1.0	1.0	-

Commonwealth's Attorney

DESCRIPTION

The Commonwealth's Attorney is a Constitutional Officer elected every 4 years by the citizens of Hanover County. 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	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**1,852,774**	**1,974,707**	**2,120,100**	**7.4%**
Salaries & Fringe Benefits	1,745,893	1,876,492	2,011,976	7.2%
Operating	100,302	98,215	108,124	10.1%
Capital Outlay	6,579	-	-	----
Revenues	**1,852,774**	**1,974,707**	**2,120,100**	**7.4%**
General Fund Revenue	772,301	896,707	1,007,600	12.4%
Local Revenue	13,316	-	-	----
Intergovernmental	1,067,157	1,078,000	1,112,500	3.2%
Per capita cost of operating department	**$ 16.78**	**$ 17.63**	**$ 18.66**	
Generated Revenue Percent	**58.3%**	**54.6%**	**52.5%**	
General Fund Revenue Percent	**41.7%**	**45.4%**	**47.5%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase is the result of a new position and the countywide compensation adjustment.
- Operating costs for the new full-time Legal Assistant includes the one-time purchase of computer equipment and software as well as ongoing educational training and supplies.
- Operating also includes increases to printing and office supplies due to an increased case load with more cases being certified to Circuit Court.

GOALS & 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, citizen 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

Commonwealth's Attorney

- Use allotted funding, technology and programs 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 with law enforcement agencies
- Prosecute defendants with suspended sentences who did not obey conditions of suspended sentences
- Advise and confer with magistrates
- Draft and review search warrants

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Population served per attorney	12,167	11,200	11,200	11,360
Law enforcement served per attorney*	41	38	38	39

** Includes county and other agencies serving Hanover.*

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**20.0**	**20.0**	**21.0**	**1.0**
Full-time Positions	**20.0**	**20.0**	**21.0**	**1.0**
ASSISTANT COMMONWEALTH'S ATTY	8.0	8.0	8.0	-
CHIEF DEPUTY COMMONWEALTH'S ATTY	1.0	1.0	1.0	-
COMMONWEALTH'S ATTORNEY	1.0	1.0	1.0	-
LEGAL ASSISTANT	6.0	6.0	7.0	1.0
OFFICE MANAGER	1.0	1.0	1.0	-
VICTIM WITNESS PROGRAM ASST DIR	2.0	2.0	2.0	-
VICTIM WITNESS PROGRAM DIRECTOR	1.0	1.0	1.0	-

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 Circuit Court, General District Court and Juvenile & Domestic Relations Court. Court Services helps ensure security and maintains order of courtrooms prior to and during all court sessions. It also 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 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 persons remanded by the court for mental health evaluation.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**2,520,885**	**2,746,080**	**2,948,451**	**7.4%**
Salaries & Fringe Benefits	2,072,061	2,273,189	2,467,917	8.6%
Operating	168,895	198,831	231,994	16.7%
Capital Outlay	279,929	274,060	248,540	-9.3%
Revenues	**2,520,885**	**2,746,080**	**2,948,451**	**7.4%**
General Fund Revenue	2,366,991	2,568,580	2,780,951	8.3%
Local Revenue	153,894	177,500	167,500	-5.6%
Per capita cost of operating department	**$ 22.83**	**$ 24.52**	**$ 25.95**	
Generated Revenue Percent	**6.1%**	**6.5%**	**5.7%**	
General Fund Revenue Percent	**93.9%**	**93.5%**	**94.3%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase is the result of a new position, additional overtime (partly offset by a reduction in part-time non-benefited support) and the countywide compensation adjustment.
- Insurance for public safety personnel under the Line of Duty Act (LODA) causes a larger increase to Salaries & Fringe Benefits.
- Funding related to the new Court Bailiff position includes one-time Operating and Capital Outlay to fully equip the new position as well as ongoing costs including fuel and supplies.
- Operating also includes an increase to educational training and continuing growth in fuel usage.
- Capital Outlay also includes regular replacement of public safety vehicles and mobile computers.

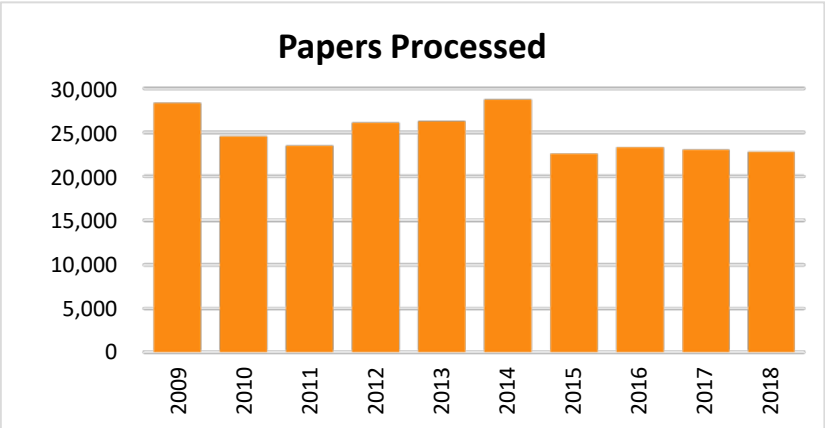
GOALS & OBJECTIVES

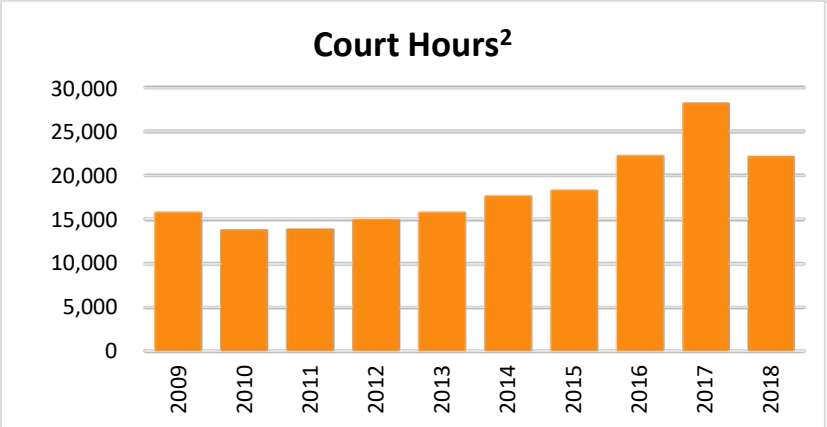
- Maintain a safe and secure environment in the County's Courts
- Facilitate the expeditious service of civil papers
- Conduct secure prisoner transports to and from Court appearances
- Ensure fiscally responsible stewardship

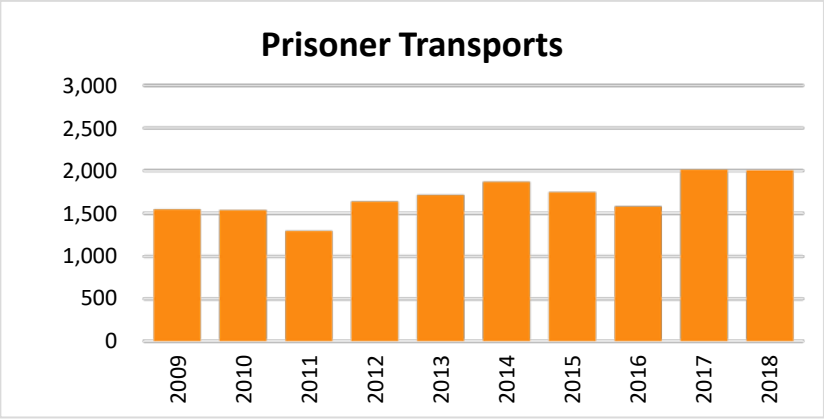
Court Services

SERVICE LEVELS[1]

Each General District Court case uses 3 deputies, each Juvenile & Domestic Relations Court case uses 2 deputies and each Circuit Court case uses 3 deputies.







[1] *Service levels reported per calendar year*

[2] *New Central Control position added in FY17 (4.1K hours)*

Court Services

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**31.0**	**31.0**	**32.0**	**1.0**
Full-time Positions	**31.0**	**31.0**	**32.0**	**1.0**
ADMINISTRATIVE ASSISTANT	1.0	1.0	1.0	-
CAPTAIN - COURT SERVICES	1.0	1.0	1.0	-
COURT BAILIFF	25.0	25.0	26.0	1.0
LIEUTENANT - COURT SERVICES	1.0	1.0	1.0	-
SERGEANT - COURT SERVICES	3.0	3.0	3.0	-

Courts

DESCRIPTION

Hanover County is served by a Circuit Court, General District Court, Juvenile & Domestic Relations Court and Magistrate. These 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.

The **Circuit Court** is a trial court of general jurisdiction, which has authority to try both civil and criminal cases. The circuit court also handles family matters, including divorce. The Circuit Court has appellate jurisdiction over the General District Court and Juvenile & Domestic Relations Court. The Circuit Court appoints jury commissioners, grand jurors, special policemen, Board of Zoning Appeals, Electoral Board, Courthouse Committee, Commissioner of Chancery, Marriage Commissioners and others as provided by the Code of Virginia. The Circuit Court also maintains a publically-available law library.

The **General District Court** hears civil cases involving amounts in controversy up to $25,000, and conducts trials for traffic infractions and misdemeanor offenses.

The **Juvenile & Domestic Relations Court** hears cases involving children and families

The **Magistrate** conducts probable cause hearings on complaints of criminal conduct brought by Sheriff's Deputies and citizens of the County to determine 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.

Circuit Court

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**286,101**	**315,586**	**348,207**	**10.3%**
Salaries & Fringe Benefits	247,599	252,327	271,286	7.5%
Operating	38,502	63,259	48,921	-22.7%
Capital Outlay	-	-	28,000	----
Revenues	**286,101**	**315,586**	**348,207**	**10.3%**
General Fund Revenue	259,686	273,386	322,807	18.1%
Local Revenue	26,415	22,200	25,400	14.4%
Use of Planned Surpluses	-	20,000	-	-100.0%
Per capita cost of operating department	**$ 2.59**	**$ 2.82**	**$ 3.07**	
Generated Revenue Percent	**9.2%**	**13.4%**	**7.3%**	
General Fund Revenue Percent	**90.8%**	**86.6%**	**92.7%**	

Courts

General District Court

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**103,557**	**93,806**	**118,815**	**26.7%**
Operating	103,557	93,806	118,815	26.7%
Revenues	**103,557**	**93,806**	**118,815**	**26.7%**
General Fund Revenue	103,557	93,806	118,815	26.7%
Per capita cost of operating department	**$ 0.94**	**$ 0.84**	**$ 1.05**	
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	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**16,740**	**23,400**	**23,230**	**-0.7%**
Operating	16,740	23,400	23,230	-0.7%
Revenues	**16,740**	**23,400**	**23,230**	**-0.7%**
General Fund Revenue	16,740	23,400	23,230	-0.7%
Per capita cost of operating department	**$ 0.15**	**$ 0.21**	**$ 0.20**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	

Magistrate

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**1,962**	**3,275**	**3,373**	**3.0%**
Operating	1,962	3,275	3,373	3.0%
Revenues	**1,962**	**3,275**	**3,373**	**3.0%**
General Fund Revenue	1,962	3,275	3,373	3.0%
Per capita cost of operating department	**$ 0.02**	**$ 0.03**	**$ 0.03**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	

Courts

General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**

BUDGET HIGHLIGHTS

- Staffing for the Circuit Court includes County employees. Salaries & Benefits for the Circuit Court includes the countywide compensation adjustment.
- Circuit Court Operating decreases following the use of one-time funding in FY19. Capital Outlay includes one-time funding in FY20 for court video system upgrades.
- General District Court Operating includes a 39% increase in court-appointed attorney fees.
- Juvenile & Domestic Relations Court Operating decreases slightly from savings on copier maintenance.
- Magistrate Operating reflects minor increases for office supplies and equipment.

GOALS & OBJECTIVES

- Maintain file of drug offenders with suspended licenses
- Maintain collections percentage at 75%
- Set up receivables for cases within 24 hours
- Send out payment request notices within two days of court
- Review Quarterly Court Ordered Restitution

SERVICE LEVELS*	2018 Actual	2019 Budget	2019 Forecast	2020 Budget
Circuit Court:				
Cases filed	7,775	9,000	8,978	10,181
General District Court:				
Caseload	28,790	33,000	33,000	35,000
Juvenile & Domestic Relations Court:				
Caseload	16,740	12,500	20,000	23,230
Magistrate:				
Bail Hearings	5,594	4,130	6,216	6,907
Bonds	2,203	4,216	2,448	2,720
Criminal Processes	4,255	5,309	5,599	7,367
Emergency Protective Orders	504	635	681	896
Search Warrants	555	564	760	1,041
Temporary Detention Orders	257	263	352	482

** Service levels reported per calendar year.*

FTE SUMMARY - CIRCUIT COURT	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**4.0**	**4.0**	**4.0**	**-**
Full-time Positions	**4.0**	**4.0**	**4.0**	**-**
ADMINISTRATIVE ASSISTANT	1.0	1.0	1.0	-
JUDICIAL OPERATIONS COORDINATOR	1.0	1.0	1.0	-
LAW CLERK	2.0	2.0	2.0	-

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 those funds. The Lewistown Community Development Authority (CDA) receives the transfer of its generated revenue. For further information on transfers to other funds, refer to each fund's applicable section of this budget document. In addition, reserves for unexpected budgetary needs are included in this area in compliance with the financial policies adopted by the Board of Supervisors.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**111,676,958**	**121,267,351**	**128,385,321**	**5.9%**
Salaries & Fringe Benefits	**683,400**	**140,000**	**159,862**	**14.2%**
Personnel Category Adjustment	683,400	140,000	159,862	14.2%
Operating	**-**	**1,778,706**	**1,968,785**	**10.7%**
Reserve for Contingencies	-	1,203,706	1,268,785	5.4%
Reserve for Revenue Transfers	-	575,000	700,000	21.7%
Transfers Out	**110,993,558**	**119,348,645**	**126,256,674**	**5.8%**
Transfer to Airport CIP	-	-	411,000	----
Transfer to Airport Fund	71,018	52,029	48,444	-6.9%
Transfer to CIP Assignments	2,200,000	600,000	1,110,000	85.0%
Transfer to CIP County	5,966,373	6,989,000	6,448,000	-7.7%
Transfer to CIP Schools	2,400,000	5,000,000	5,800,000	16.0%
Transfer to Debt Service	-	-	29,300	----
Transfer to Debt Svc County	6,113,980	6,478,881	7,304,760	12.7%
Transfer to Debt Svc Schools	13,065,540	13,038,735	12,772,770	-2.0%
Transfer to Lewistown CDA	594,064	574,000	636,400	10.9%
Transfer to Schools Operating	80,582,583	86,616,000	91,696,000	5.9%
Revenues	**111,676,958**	**121,267,351**	**128,385,321**	**5.9%**
General Fund Revenue	**111,676,958**	**120,692,351**	**127,685,321**	**5.8%**
Local Revenue	**-**	**575,000**	**700,000**	**21.7%**
Reserve for Revenue Transfers	-	575,000	700,000	21.7%

BUDGET HIGHLIGHTS

- Per the Board's Finance and Management Services Policies, Reserve for Contingencies is appropriated at an amount equal to at least 0.5% of the General Fund budget, net of capital improvements transfers. The budgeted amount ensures that this policy is adhered to throughout the Five-Year Plan.
- Reserve for Revenue Transfers increases the budget available for future grants, donations and insurance recoveries received that are not known at the time of budget adoption.
- Personnel Category Adjustment includes funding to address compensation items not identifiable to the department level at the time of budget adoption. Such items include salary compression and performance incentives.

Nondepartmental

GOALS & OBJECTIVES

- Provide necessary operating and capital funding from the General Fund as approved by the Board of Supervisors
- Maintain reserves in compliance with financial policies to ensure unexpected budgetary needs are satisfied
- Comply with all debt payment schedules and covenants contained in debt agreements

Parks, Recreation & Cultural

	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures - by Department	**6,151,976**	**6,473,639**	**6,794,731**	**5.0%**
Pamunkey Regional Library	2,717,556	2,765,714	2,941,000	6.3%
Parks & Recreation	3,434,420	3,707,925	3,853,731	3.9%
Expenditures - by Category	**6,151,976**	**6,473,639**	**6,794,731**	**5.0%**
Salaries & Fringe Benefits	2,228,797	2,324,449	2,430,664	4.6%
Operating	3,784,448	4,048,490	4,238,067	4.7%
Capital Outlay	138,731	100,700	126,000	25.1%
Revenues	**6,151,976**	**6,473,639**	**6,794,731**	**5.0%**
General Fund Revenue	5,813,991	5,781,741	6,045,851	4.6%
Local Revenue	337,985	691,898	746,880	7.9%
Use of Planned Surpluses	-	-	2,000	----
Generated Revenue Percent	**5.5%**	**10.7%**	**11.0%**	
General Fund Revenue Percent	**94.5%**	**89.3%**	**89.0%**	

	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change FY19 to FY20
Full-time Equivalents (FTE)	**31.1**	**31.1**	**31.1**	**-**
Full-time Positions	30.0	30.0	30.0	-
Part-time Positions	1.1	1.1	1.1	-

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 Boards 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 items from any system branch for free, reserve a meeting room, connect on the wireless network for free, use a high-speed computer or join a summer reading program.

As part of this regional library system, the County had nearly 480,000 items circulated in the Hanover libraries in 2018. Six branch libraries are located in the County:

- **Richard S. Gillis, Jr. Ashland Branch Library** with 42,700 volumes and a circulation of 100,000 in 2018.
- **Atlee Branch Library** with 31,300 volumes and a circulation of 132,300 in 2018. Technical Services is also located in the building. Construction of a new, larger facility was funded in the FY19 Capital Improvements Program (CIP). The new facility is expected to open in summer 2020.
- **Hanover Branch Library** with 13,500 volumes and a circulation of 34,500 in 2018. The Library's administrative headquarters are also located in the building.
- **Mechanicsville Branch Library** with 36,300 volumes and a circulation of 153,200 in 2018.
- **Lois Wickham Jones/Montpelier Branch Library** with 13,900 volumes and a circulation of 33,400 in 2018. Funding for a new Montpelier Park Library/Community Center is included is included in the CIP section of this budget. The new facility is expected to open in 2021.
- **Cochrane Rockville Branch Library** with 15,300 volumes and a circulation of 26,500 in 2018.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**2,717,556**	**2,765,714**	**2,941,000**	**6.3%**
Operating	2,717,556	2,765,714	2,941,000	6.3%
Revenues	**2,717,556**	**2,765,714**	**2,941,000**	**6.3%**
General Fund Revenue	2,717,556	2,765,714	2,941,000	6.3%
Per capita cost of operating department	**$ 24.62**	**$ 24.69**	**$ 25.89**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	

Pamunkey Regional Library

BUDGET HIGHLIGHTS

- County support for the regional library system includes direct costs for Hanover library branches as well as a portion of shared services that benefit branches in all participating counties.
- Library employees are not County employees. Support for the Library is an Operating expenditure for the County.
- The increase includes funding for a compensation adjustment that mirrors the County's compensation adjustment.
- The increase also includes additional funding to operate the larger Atlee Branch Library expected to open in summer 2020.

GOALS & 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
- Expand destination usage to deepen and strengthen customer relationships

SERVICE LEVELS*	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Active cardholders	65,405	71,000	64,405	65,000
Attendance at library programs	48,368	44,000	48,368	49,000
Internet workstations – hours used	106,354	110,215	106,354	107,000
References questions answered	397,956	381,000	397,956	398,000
Average number of daily website hits	691	625	691	690
Library visits	537,362	560,000	537,362	535,000

** System-wide service levels*

Parks & Recreation

DESCRIPTION

Parks & Recreation maintains parkland throughout Hanover County, with beautiful trails, historic landmarks, athletic fields, relaxing shelters as well as safe accessible playgrounds. The Department boasts a wide range of yearlong events and programs for all ages and interests. 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.

Its mission is to promote, advocate and provide the highest quality park and recreational 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 & 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 & Recreation Advisory Commission serves as a liaison between the citizens and the Board of Supervisors.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**3,434,420**	**3,707,925**	**3,853,731**	**3.9%**
Salaries & Fringe Benefits	2,228,797	2,324,449	2,430,664	4.6%
Operating	1,066,892	1,282,776	1,297,067	1.1%
Capital Outlay	138,731	100,700	126,000	25.1%
Revenues	**3,434,420**	**3,707,925**	**3,853,731**	**3.9%**
General Fund Revenue	3,096,435	3,016,027	3,104,851	2.9%
Local Revenue	337,985	691,898	746,880	7.9%
Use of Planned Surpluses	-	-	2,000	----
Per capita cost of operating department	**$ 31.11**	**$ 33.11**	**$ 33.92**	
Generated Revenue Percent	**9.8%**	**18.7%**	**19.4%**	
General Fund Revenue Percent	**90.2%**	**81.3%**	**80.6%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase includes the countywide compensation adjustment.
- The Department includes a number of revenue supported programs. The budget includes increased revenues and expenditures for Youth Summer Programs. The Department is also assuming full responsibility for the annual Hanover Tomato Festival.
- Capital Outlay annual amounts vary as equipment and projects are purchased or completed. Notable items in FY20 include renovations to the Pole Green Community Center and donor-supported improvements to the Lake Hanover Nature Area.

Parks & Recreation

GOALS & 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
- Continue to pursue park improvements and expansions, as 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 the Department's special events to include adding sponsors, improving logistics and growing attendance at events such as Hanover Tomato Festival, Taylor's SpookieFUN Fests, Bubble Soccer Tournament, Polar Pickleball, K-9 Hero's/Pooch Pursuit, and Taylor's Safety Town
- Identify and complete land acquisition for future Eastern Hanover Park
- Continue working on design, permitting and construction of Montpelier Park Community Center/Library project
- Continue growing Hanover's Sports Tourism brand through continued excellence in facility management and providing additional services to tournament/special event organizers

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 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	100%	100%	100%	100%
% of time sites are mowed within 10 working days (March 15 - November 1)	92%	98%	95%	98%
Park visitation total (millions)	1.53	1.50	1.55	1.50

Parks & Recreation

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**31.1**	**31.1**	**31.1**	**-**
Full-time Positions	**30.0**	**30.0**	**30.0**	**-**
ADMINISTRATIVE ASSISTANT	1.0	1.0	1.0	-
ADMINISTRATIVE MANAGER	-	1.0	1.0	-
CUSTOMER SERVICE AGENT	1.0	1.0	1.0	-
DEPUTY DIRECTOR OF PARKS & REC	1.0	1.0	1.0	-
DIRECTOR OF PARKS & RECREATION	1.0	1.0	1.0	-
FACILITIES COORDINATOR	1.0	1.0	1.0	-
GROUNDSKEEPER	10.0	11.0	11.0	-
GROUNDSKEEPER SUPERVISOR	4.0	3.0	3.0	-
MAINTENANCE SERVICE TECHNICIAN	1.0	1.0	1.0	-
MAINTENANCE SUPERVISOR	1.0	1.0	1.0	-
OFFICE MANAGER	1.0	-	-	-
RECREATION COORDINATOR	4.0	4.0	4.0	-
RECREATION PROGRAM ASSISTANT	2.0	2.0	2.0	-
RECREATION PROGRAM DIRECTOR	1.0	1.0	1.0	-
TRADES SUPERVISOR	1.0	1.0	1.0	-
Part-time Positions	**1.1**	**1.1**	**1.1**	**-**
ACCOUNT CLERK	0.5	0.5	0.5	-
GROUNDSKEEPER	0.6	0.6	0.6	-

Public Safety

	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures - by Department	**58,383,176**	**60,074,518**	**64,437,089**	**7.3%**
Animal Control	987,732	1,106,605	1,134,302	2.5%
Building Inspections	1,522,825	1,562,750	1,686,142	7.9%
Community Corrections	493,347	528,638	587,793	11.2%
Emergency Communications	5,259,541	5,745,931	6,110,737	6.3%
Fire-EMS	19,260,484	20,054,120	21,896,303	9.2%
Juvenile Court Services	531,402	548,380	553,416	0.9%
Pamunkey Regional Jail	6,047,099	5,343,000	5,616,310	5.1%
Sheriff	24,280,746	25,185,094	26,852,086	6.6%
Expenditures - by Category	**58,383,176**	**60,074,518**	**64,437,089**	**7.3%**
Salaries & Fringe Benefits	41,198,251	42,692,432	45,838,533	7.4%
Operating	14,773,329	14,975,486	16,074,616	7.3%
Capital Outlay	2,411,596	2,406,600	2,523,940	4.9%
Revenues	**58,383,176**	**60,074,518**	**64,437,089**	**7.3%**
General Fund Revenue	47,116,818	49,874,907	54,222,929	8.7%
Intergovernmental	6,073,113	5,304,411	5,360,760	1.1%
Local Revenue	5,115,441	4,895,200	4,853,400	-0.9%
Transfers In	77,804	-	-	----
Generated Revenue Percent	**19.3%**	**17.0%**	**15.9%**	
General Fund Revenue Percent	**80.7%**	**83.0%**	**84.1%**	

	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change FY19 to FY20
Full-time Equivalents (FTE)	**537.1**	**539.1**	**554.5**	**15.4**
Full-time Positions	534.0	536.0	552.0	16.0
Part-time Positions	3.1	3.1	2.5	(0.6)

Animal Control

DESCRIPTION

Animal Control provides for the public safety and health of the community by enforcing both county and state animal laws. Animal Control directly assists 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 animals within the County. Services at the Animal Control facility include: coordinating information for missing animals, placement of homeless animals, specialized care and security of impounded animals, assisting citizens and visitors with animal-related problems, quarantine and preparation for testing of animals involved with possible exposure to rabies and collection of fees associated with departmental functions. This facility does not euthanize healthy, adoptable animals.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**987,732**	**1,106,605**	**1,134,302**	**2.5%**
Salaries & Fringe Benefits	760,513	808,049	837,501	3.6%
Operating	212,374	259,956	272,301	4.7%
Capital Outlay	14,845	38,600	24,500	-36.5%
Revenues	**987,732**	**1,106,605**	**1,134,302**	**2.5%**
General Fund Revenue	862,266	986,005	1,052,902	6.8%
Intergovernmental	3,118	2,500	2,500	0.0%
Local Revenue	122,348	118,100	78,900	-33.2%
Per capita cost of operating department	**$ 8.95**	**$ 9.88**	**$ 9.99**	
Generated Revenue Percent	**12.7%**	**10.9%**	**7.2%**	
General Fund Revenue Percent	**87.3%**	**89.1%**	**92.8%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase is the result of the countywide compensation adjustment.
- Operating includes funding for animal shelter / animal control software that maintains security and hardware standards recommended by Information Technology.
- Capital Outlay includes one-time facility and equipment upgrades as well as an ongoing replacement schedule for mobile computers for field officers.

GOALS & OBJECTIVES

- Decrease overall response time for calls of service for field operations
- Increase technology standards with the department in cooperation with Emergency Communications
- Improve facility and field service customer satisfaction through education
- Improve paperless data record keeping through the Virginia Department of Agricultural and Consumer Services
- Provide staff training to better educate the public and maintain good customer service
- Participate in community outreach and adoption events

Animal Control

SERVICE LEVELS*	2018 Actual	2019 Budget	2019 Forecast	2020 Budget
Total incidents	7,034	9,000	7,500	8,000
Animals handled	2,258	3,000	2,300	2,500
Animals redeemed to owner or placed	1,345	1,800	1,400	1,800
Animal attack reports	291	350	300	325
Positive rabies exposure reports	12	20	10	15
Summons/warrants issued	160	350	200	250
Lost and found reports	717	1,200	700	1,200

** Service levels reported per calendar year.*

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**14.0**	**14.0**	**14.0**	**-**
Full-time Positions	**14.0**	**14.0**	**14.0**	**-**
ADMINISTRATIVE ASSISTANT	1.0	1.0	1.0	-
ANIMAL CONTROL FIELD SUPERVISOR	1.0	1.0	1.0	-
ANIMAL CONTROL OFFICER	6.0	6.0	6.0	-
ANIMAL CONTROL OFFICER - CHIEF	1.0	1.0	1.0	-
ANIMAL FACILITY SUPERVISOR	1.0	1.0	1.0	-
KENNEL ATTENDANT	4.0	4.0	4.0	-

Building Inspections

DESCRIPTION

Building Inspections enforces 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.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**1,522,825**	**1,562,750**	**1,686,142**	**7.9%**
Salaries & Fringe Benefits	1,406,613	1,433,847	1,512,933	5.5%
Operating	95,372	121,903	173,209	42.1%
Capital Outlay	20,840	7,000	-	-100.0%
Revenues	**1,522,825**	**1,562,750**	**1,686,142**	**7.9%**
General Fund Revenue	222,446	177,750	370,142	108.2%
Local Revenue	1,300,379	1,385,000	1,316,000	-5.0%
Per capita cost of operating department	**$ 13.79**	**$ 13.95**	**$ 14.84**	
Generated Revenue Percent	**85.4%**	**88.6%**	**78.0%**	
General Fund Revenue Percent	**14.6%**	**11.4%**	**22.0%**	

BUDGET HIGHLIGHTS

- In addition to the countywide compensation adjustment, Salaries & Fringe Benefits includes increases related to turnover.
- The Operating increase is due primarily to software maintenance for the new community development system.
- Operating includes one-time funding for printers. The General Fund Five-Year Financial Plan includes future one-time funding for a code book update.
- The decrease in Capital Outlay is due to FY19 one-time funding of a large document scanner.

GOALS & 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 10 days and commercial applications within 20 days
- Continue to focus on customer service and new technology to better serve the needs of the community

Building Inspections

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Commercial plan reviews:				
Plans reviewed	554	514	531	575
Average days to review	8	10	10	20
Pre-application plan reviews:				
Plans reviewed	5	6	2	10
Average days to review	27	30	30	30
Residential plan reviews:				
Plans reviewed	1,436	1,517	1,722	1,600
Average days to review	3	5	5	5
Inspections per day	152	145	145	145
Inspections per inspector	21	18	16	16
Days from requested to completed inspectior	1	1	1	1

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**19.0**	**19.0**	**19.0**	**-**
Full-time Positions	**18.0**	**18.0**	**18.0**	**-**
ADMINISTRATIVE ASSISTANT	1.0	1.0	1.0	-
ASSISTANT CHIEF BUILDING OFFICIAL	1.0	1.0	1.0	-
BUILDING INSPECTOR	8.0	8.0	8.0	-
BUSINESS MANAGER	1.0	1.0	1.0	-
CHIEF BUILDING OFFICIAL	1.0	1.0	1.0	-
CUSTOMER SERVICE AGENT	2.0	-	-	-
PERMIT TECHNICIAN	-	2.0	2.0	-
PLAN EXAMINER	1.0	1.0	1.0	-
PLAN REVIEW TECHNICIAN	3.0	3.0	3.0	-
Part-time Positions	**1.0**	**1.0**	**1.0**	**-**
CUSTOMER SERVICE AGENT	1.0	-	-	-
PERMIT TECHNICIAN	-	1.0	1.0	-

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. Community Corrections is required to provide pre-trial services to those deemed necessary by the Court.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**493,347**	**528,638**	**587,793**	**11.2%**
Salaries & Fringe Benefits	460,257	498,419	556,439	11.6%
Operating	33,090	30,219	31,354	3.8%
Revenues	**493,347**	**528,638**	**587,793**	**11.2%**
General Fund Revenue	80,919	120,738	171,793	42.3%
Intergovernmental	348,412	348,400	350,000	0.5%
Local Revenue	64,016	59,500	66,000	10.9%
Per capita cost of operating department	**$ 4.47**	**$ 4.72**	**$ 5.17**	
Generated Revenue Percent	**83.6%**	**77.2%**	**70.8%**	
General Fund Revenue Percent	**16.4%**	**22.8%**	**29.2%**	

BUDGET HIGHLIGHTS

- In addition to the countywide compensation adjustment, Salaries & Fringe Benefits includes an increase resulting from the conversion of a Pre-Trial Investigator from part-time to full-time.

GOALS & OBJECTIVES

- Protect the community by providing effective supervision to offenders and defendants
- Provide the local courts with an alternative to incarceration
- Offer a variety of resources and services to assist with treatment needs
- Provide to the Hanover Circuit Court a program managed by a multidisciplinary team that responds to the treatment needs of participants identified as high risk/high need.
- Offer a drug court program that seeks to integrate evidence-based substance abuse treatment, mandatory drug testing, sanctions and incentives, and transitional services.

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Community Corrections placements	562	641	641	705
Pretrial services placements	804	825	825	908
Adult Drug Court participants	7	7	1	20

Community Corrections

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**7.6**	**7.6**	**8.0**	**0.4**
Full-time Positions	**7.0**	**7.0**	**8.0**	**1.0**
ADMINISTRATIVE ASSISTANT	1.0	1.0	1.0	-
DIRECTOR OF COMMUNITY CORRECTIONS	1.0	1.0	1.0	-
PRE-TRIAL INVESTIGATOR	1.0	1.0	2.0	1.0
PRE-TRIAL INVESTIGATOR - SENIOR	1.0	1.0	1.0	-
PROBATION OFFICER	3.0	3.0	3.0	-
Part-time Positions	**0.6**	**0.6**	**-**	**(0.6)**
PRE-TRIAL INVESTIGATOR	0.6	0.6	-	(0.6)

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 and other support activities are provided to citizens and 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, text to 911, a computer aided dispatch (CAD) system, CAD mapping, a digital recording system and interoperable communications systems.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**5,259,541**	**5,745,931**	**6,110,737**	**6.3%**
Salaries & Fringe Benefits	3,398,599	3,651,880	3,916,221	7.2%
Operating	1,860,942	2,094,051	2,194,016	4.8%
Capital Outlay	-	-	500	----
Revenues	**5,259,541**	**5,745,931**	**6,110,737**	**6.3%**
General Fund Revenue	4,490,699	5,007,931	5,342,737	6.7%
Intergovernmental	368,783	320,000	350,000	9.4%
Local Revenue	400,059	418,000	418,000	0.0%
Per capita cost of operating department	**$ 47.64**	**$ 51.30**	**$ 53.79**	
Generated Revenue Percent	**14.6%**	**12.8%**	**12.6%**	
General Fund Revenue Percent	**85.4%**	**87.2%**	**87.4%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase is the result of two new positions and the countywide compensation adjustment.
- The new positions are a Communications Officer and Radio Technician Supervisor. Both were planned for in the General Fund Five-Year Financial Plan.
- The Operating increase includes text to 911 enhancements.
- In addition to the investments noted above, a Public Safety Software upgrade is included in the Capital Improvements Program.

GOALS & OBJECTIVES

- Answer 99% of all incoming 911 calls in 10 seconds or less (3 rings or less)
- Dispatch 80% of all Fire, EMS, Animal Control and law enforcement priority 1 calls in 90 seconds or less from call entry
- Maintain a 90% employee retention rate and a core group of well-trained, experienced communications officers, supervisors, managers and administrators
- Maintain a 90% customer satisfaction rate by ensuring the department provides required services to citizens and user agencies in a timely, efficient, effective and professional manner
- Maintain a 90% accuracy rate when handling emergency medical dispatch related calls

Emergency Communications

- 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 operational 95% of the time to ensure 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
- Continue to research, evaluate and pursue equipment, technology, facilities, services and systems that will enhance emergency communications operations and provide communications officers and field personnel with the tools and technology needed to perform duties in a safe, efficient and timely manner
- Continue to increase the skills, knowledge and service levels of communications officers, supervisors, managers and administrative staff

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Wireless 911 calls received	30,100	30,000	31,000	31,000
Wire line 911 calls received	8,471	10,000	8,500	8,500
Non-911 telephone calls received	171,939	125,000	172,000	172,000
Public safety incidents received	75,079	75,000	75,500	75,500
Number of dispatch consoles	12	12	12	12
Number of call taker consoles	12	12	12	12

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**51.5**	**51.5**	**53.5**	**2.0**
Full-time Positions	**51.0**	**51.0**	**53.0**	**2.0**
ADMINISTRATIVE ASSISTANT	1.0	1.0	1.0	-
COMMUNICATIONS CENTER MANAGER	1.0	1.0	1.0	-
COMMUNICATIONS OFFICER	35.0	35.0	36.0	1.0
COMMUNICATIONS SENIOR SUPERVISOR	5.0	5.0	5.0	-
COMMUNICATIONS SUPERVISOR	3.0	3.0	3.0	-
COMMUNICATIONS SYSTEMS MANAGER	1.0	1.0	1.0	-
DEPUTY DIRECTOR OF EMERGENCY COMM	1.0	1.0	1.0	-
DIRECTOR OF EMER COMMUNICATIONS	1.0	1.0	1.0	-
IT SYSTEMS ENGINEER	1.0	1.0	1.0	-
RADIO TECHNICIAN	2.0	2.0	2.0	-
RADIO TECHNICIAN SUPERVISOR	-	-	1.0	1.0
Part-time Positions	**0.5**	**0.5**	**0.5**	**-**
COMMUNICATIONS OFFICER	0.5	0.5	0.5	-

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 has 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. Fire-EMS staff participate in 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 fire academies for career staff and volunteer members that include over 300 hours of basic training to become entry-level firefighters. Advanced emergency medical services (EMS) education is provided for volunteers in the stations, through Hanover County Public Schools and in conjunction with J. Sargeant Reynolds Community College.

Services are provided out of 16 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).

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**19,260,484**	**20,054,120**	**21,896,303**	**9.2%**
Salaries & Fringe Benefits	15,312,886	15,971,941	17,349,807	8.6%
Operating	3,425,082	3,851,619	4,251,256	10.4%
Capital Outlay	522,516	230,560	295,240	28.1%
Revenues	**19,260,484**	**20,054,120**	**21,896,303**	**9.2%**
General Fund Revenue	14,760,087	16,300,209	18,149,243	11.3%
Intergovernmental	1,366,884	997,311	920,060	-7.7%
Local Revenue	3,055,709	2,756,600	2,827,000	2.6%
Transfers In	77,804	-	-	----
Per capita cost of operating department	**$ 174.46**	**$ 179.05**	**$ 192.75**	
Generated Revenue Percent	**23.4%**	**18.7%**	**17.1%**	
General Fund Revenue Percent	**76.6%**	**81.3%**	**82.9%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase is the result of eight new positions and the countywide compensation adjustment.
- Two of the new positions were approved as mid-year additions to the FY19 budget. Six additional positions are being added in FY20. These positions will allow for additional staffing of the Ashland station.
- Insurance for public safety personnel under the Line of Duty Act (LODA) causes a larger increase to Salaries & Fringe Benefits.
- Thermal Imaging Cameras are being replaced for all of the "first-out" vehicles ($102,000).
- In addition to the amounts shown above, the County has made a significant investment in Fire-EMS capital projects including the replacement of the Fire Training Burn Building.

Fire-EMS

GOALS & 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
- 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
- Maintain a patient condition rate of "improved" or "same" 90% or greater upon delivery at the hospital

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Respond to 80% of Priority 1 calls in less than 9 minutes	80.0%	80.0%	79.0%	80.0%
Respond to 80% of Priority 2 calls in less than 13 minutes	90.5%	90.0%	90.0%	90.0%
Respond to 80% of Priority 3 calls in less than 16 minutes	85.2%	85.0%	86.0%	85.0%
Respond to 80% of urban fire calls in less than 9 minutes	83.1%	82.0%	83.0%	82.0%

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**197.0**	**199.0**	**205.0**	**6.0**
Full-time Positions	**197.0**	**199.0**	**205.0**	**6.0**
ADMINISTRATIVE ASSISTANT	4.0	4.0	4.0	-
ASSISTANT CHIEF - FIRE & EMS	3.0	3.0	3.0	-
BATTALION CHIEF	10.0	10.0	10.0	-
BUSINESS MANAGER	1.0	1.0	1.0	-
CAPTAIN - FIRE & EMS	3.0	3.0	3.0	-
CHIEF OF FIRE & EMS	1.0	1.0	1.0	-
FIREFIGHTER MEDIC	133.0	134.0	138.0	4.0
HUMAN RESOURCES ANALYST	1.0	1.0	1.0	-
IT SYSTEMS ENGINEER	1.0	1.0	1.0	-
LIEUTENANT - FIRE & EMS	39.0	40.0	42.0	2.0
VOLUNTEER MEMBERSHIP COORDINATOR	1.0	1.0	1.0	-

Juvenile Court Services

DESCRIPTION

The Juvenile Court Services Unit (JCSU) provides intake, probation, case management, psychological services and social investigations for youth and families. The intake officer has the authority, based on the Code of Virginia, to divert relatively minor cases and first offenders (Child in Need of Service, Child in Need of Supervision and Delinquent) from the court system to programs and services operated by the JCSU or outside the department. The intake officer also processes 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 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. The time period is dependent on the juvenile's adjustment and compliance with court-ordered requirements. Programs provided to juveniles and parents include electronic monitoring, supervision plan services and community service work. The JCSU funds intensive in-home counseling services for probationers and their families when appropriate.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**531,402**	**548,380**	**553,416**	**0.9%**
Salaries & Fringe Benefits	220,343	221,025	245,082	10.9%
Operating	311,059	327,355	308,334	-5.8%
Revenues	**531,402**	**548,380**	**553,416**	**0.9%**
General Fund Revenue	450,159	467,180	472,216	1.1%
Intergovernmental	81,243	81,200	81,200	0.0%
Per capita cost of operating department	**$ 4.81**	**$ 4.90**	**$ 4.87**	
Generated Revenue Percent	**15.3%**	**14.8%**	**14.7%**	
General Fund Revenue Percent	**84.7%**	**85.2%**	**85.3%**	

BUDGET HIGHLIGHTS

- In addition to the countywide compensation adjustment, the increase in Salaries & Fringe Benefits includes added hours from part-time non-benefited youth supervisors to support early intervention programs (EIP).
- More than 80% of the Operating budget is the cost to house juvenile offenders placed at the Merrimac Juvenile Detention Center. This amount varies annually based on a five-year history. Costs decrease for FY20 but are anticipated to increase in FY21.
- The remainder of the Operating budget includes a reduction in Contractual Services to reflect historical use of outside services.

Juvenile Court Services

GOALS & OBJECTIVES

- Continue to provide an alternative to secure detention through the Electronic Incarceration Program
- Continue to provide intensive supervision and coordination for the 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
- Consistently practice the principals of effective community supervision
- Increase utilization of incentives directly linked to achieving established goals with juveniles under supervision

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Program participation:				
Community service	125	150	150	150
Truancy project	38	50	50	50
Juvenile drug court	6	10	9	10
Community surveillance	35	50	40	40
Number of electronic monitoring cases	55	50	50	50
Total caseload (delinquent & domestic)	1,911	1,800	1,800	1,800
Total delinquent	413	455	455	455
Total diverted	150	150	150	150

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**3.0**	**3.0**	**3.0**	**-**
Full-time Positions	**3.0**	**3.0**	**3.0**	**-**
COURT SERVICES PROGRAM COORDINATOR	1.0	1.0	1.0	-
COURT SERVICES SR INTENSIVE PROB OFC	1.0	1.0	1.0	-
COURT SERVICES YOUTH SUPERVISOR	1.0	1.0	1.0	-

Pamunkey Regional Jail

DESCRIPTION

The Pamunkey Regional Jail Authority operates a regional jail for the Counties of Hanover and Caroline and the Town of Ashland. The Jail began operations in 1998. The facility contains 519 beds consisting of 451 general-purpose beds, a 24 bed work-release center, a 6 bed infirmary and 38 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	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**6,047,099**	**5,343,000**	**5,616,310**	**5.1%**
Operating	6,047,099	5,343,000	5,616,310	5.1%
Revenues	**6,047,099**	**5,343,000**	**5,616,310**	**5.1%**
General Fund Revenue	6,047,099	5,343,000	5,616,310	5.1%
Per capita cost of operating department	**$ 54.77**	**$ 47.71**	**$ 49.44**	
Generated Revenue Percent	**0.0%**	**0.0%**	**0.0%**	
General Fund Revenue Percent	**100.0%**	**100.0%**	**100.0%**	

BUDGET HIGHLIGHTS

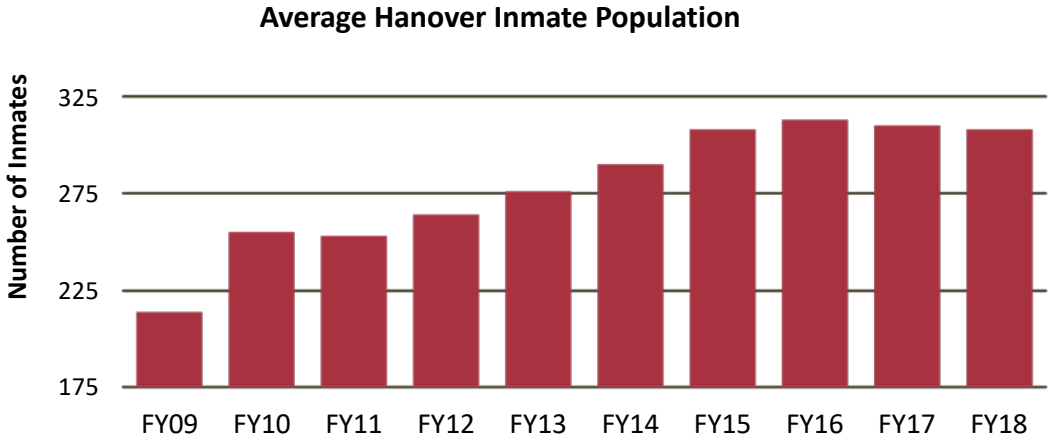
- The budget reflects the per diem cost ($52.16 per day) to house inmates as part of the County's participation in the Pamunkey Regional Jail Authority. This represents a $5.69 increase over FY19.
- Jail employees are not County employees. Support for the Jail is an Operating expenditure for the County.

GOALS & OBJECTIVES

- Continue to enhance relationship with 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
- Maintain revenue from federal contract bed rentals and continue to pursue other possible contract bed rentals
- Maintain American Correctional Association accreditation and Department of Corrections certification through staff development while adhering to facility policies and procedures

Pamunkey Regional Jail

SERVICE LEVELS



Sheriff

DESCRIPTION

Law enforcement in the County is provided by the Sheriff's Office. The Sheriff is a Constitutional Officer elected every 4 years by the citizens of Hanover County. The Sheriff's Office is divided into three sections: Administrative Operations, Investigative Operations and Uniform Patrol Operations (including school resource officers). 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. Each unit includes specialized teams that provide service to the County, including the Traffic Safety Unit, K-9 Unit, High Risk Entry Team, Crisis Negotiation Team, Search and Rescue Team 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 department in the Judicial Administration functional area.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**24,280,746**	**25,185,094**	**26,852,086**	**6.6%**
Salaries & Fringe Benefits	19,639,040	20,107,271	21,420,550	6.5%
Operating	2,788,311	2,947,383	3,227,836	9.5%
Capital Outlay	1,853,395	2,130,440	2,203,700	3.4%
Revenues	**24,280,746**	**25,185,094**	**26,852,086**	**6.6%**
General Fund Revenue	20,203,143	21,472,094	23,047,586	7.3%
Local Revenue	172,930	158,000	147,500	-6.6%
Intergovernmental	3,904,673	3,555,000	3,657,000	2.9%
Per capita cost of operating department	**$ 219.93**	**$ 224.87**	**$ 236.37**	
Generated Revenue Percent	**16.8%**	**14.7%**	**14.2%**	
General Fund Revenue Percent	**83.2%**	**85.3%**	**85.8%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase is the result of 7 new positions and the countywide compensation adjustment. The new positions include additional school coverage.
- Insurance for public safety personnel under the Line of Duty Act (LODA) causes a larger increase to Salaries & Fringe Benefits.
- Funding related to the new positions includes one-time Operating and Capital Outlay to fully equip the new officers as well as ongoing costs including maintenance, training and supplies.
- Operating also includes an increase to educational training and continuing growth in fuel usage.
- Capital Outlay includes regular replacement of public safety vehicles and equipment, such as tactical vests and mobile computers.

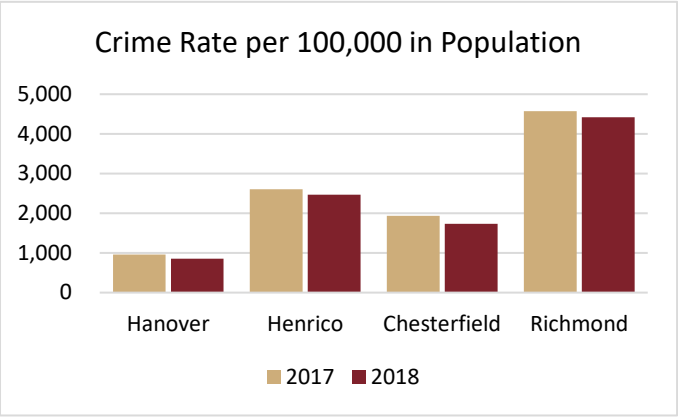
Sheriff

GOALS & 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
- Ensure fiscally responsible stewardship

SERVICE LEVELS*	2018 Actual	2019 Budget	2019 Forecast	2020 Budget
Total responses	65,896	65,500	66,000	67,500
Avg. response time Priority 1 calls (min.)	9.1	9.0	9.0	9.0
Number of sworn officers per 10k people	20.0	20.2	20.2	20.5

	2016		2017		2018	
	Crimes	Clearance	Crimes	Clearance	Crimes	Clearance
Murder	4	4	3	3	2	2
Rape	6	8	20	18	14	14
Robbery	9	6	7	6	9	10
Aggr. Assault	43	38	42	36	66	58
Burglary	65	46	43	32	45	29
Larceny	886	449	893	402	764	359
Auto Theft	50	23	37	23	31	20
Arson	7	5	2	1	3	3
TOTAL	**1,070**	**579**	**1,047**	**521**	**934**	**495**



** Service levels reported per calendar year.*

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**245.0**	**245.0**	**252.0**	**7.0**
Full-time Positions	**244.0**	**244.0**	**251.0**	**7.0**
ADMINISTRATIVE ASSISTANT	15.0	13.0	13.0	-
CAPTAIN - SHERIFF	4.0	5.0	5.0	-
CRIME ANALYST	-	2.0	2.0	-
DEPUTY SHERIFF	175.0	172.0	179.0	7.0
EXECUTIVE ASSISTANT	1.0	1.0	1.0	-
IT SYSTEMS ENGINEER	1.0	1.0	1.0	-
LIEUTENANT - SHERIFF	11.0	13.0	13.0	-
LIEUTENANT COLONEL	1.0	1.0	1.0	-
MAJOR	3.0	3.0	3.0	-
OFFICE MANAGER	1.0	1.0	1.0	-
SCHOOL RESOURCE OFFICER	9.0	9.0	9.0	-
SERGEANT - SHERIFF	22.0	22.0	22.0	-
SHERIFF	1.0	1.0	1.0	-
Part-time Positions	**1.0**	**1.0**	**1.0**	**-**
ACCOUNT CLERK	0.5	0.5	0.5	-
SUPPORT SERVICES COORDINATOR	0.5	0.5	0.5	-

Public Works

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures - by Department	**11,089,437**	**11,143,245**	**11,501,506**	**3.2%**
General Services	4,429,126	4,645,876	4,797,205	3.3%
Public Works	1,847,520	1,928,479	1,924,597	-0.2%
Public Works Operations	4,812,791	4,568,890	4,779,704	4.6%
Expenditures - by Category	**11,089,437**	**11,143,245**	**11,501,506**	**3.2%**
Salaries & Fringe Benefits	6,100,405	6,280,670	6,492,806	3.4%
Operating	4,700,490	4,701,935	4,858,570	3.3%
Capital Outlay	288,542	160,640	150,130	-6.5%
Revenues	**11,089,437**	**11,143,245**	**11,501,506**	**3.2%**
General Fund Revenue	8,606,673	9,668,312	9,811,441	1.5%
Intergovernmental	17,887	18,000	18,000	0.0%
Local Revenue	2,464,877	1,456,024	1,667,090	14.5%
Use of Planned Surpluses	-	909	4,975	447.3%
Generated Revenue Percent	**22.4%**	**13.2%**	**14.7%**	
General Fund Revenue Percent	**77.6%**	**86.8%**	**85.3%**	

	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change FY19 to FY20
Full-time Equivalents (FTE)	**86.6**	**86.6**	**87.6**	**1.0**
Full-time Positions	85.0	85.0	86.0	1.0
Part-time Positions	1.6	1.6	1.6	-

General Services

DESCRIPTION

General Services provides support services in the following areas:

- **Facilities** is responsible for property management, maintenance and renovation of all non-school, County-owned facilities. This includes preventive maintenance, in-house repairs, alterations of the buildings and related systems and project management services for capital improvement projects. 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 determining compliance with Federal Occupational Safety and Health Administration (OSHA) requirements. This division helps administer the County's Vehicle Safety Policy and assists departments with application of the provisions of the Hanover safety manual. This division coordinates claims processing services for County and School insurance policies.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**4,429,126**	**4,645,876**	**4,797,205**	**3.3%**
Salaries & Fringe Benefits	2,420,300	2,458,689	2,616,456	6.4%
Operating	1,904,477	2,158,867	2,176,749	0.8%
Capital Outlay	104,349	28,320	4,000	-85.9%
Revenues	**4,429,126**	**4,645,876**	**4,797,205**	**3.3%**
General Fund Revenue	4,417,522	4,642,376	4,793,705	3.3%
Local Revenue	11,604	3,500	3,500	0.0%
Per capita cost of operating department	**$ 40.12**	**$ 41.48**	**$ 42.23**	
Generated Revenue Percent	**0.3%**	**0.1%**	**0.1%**	
General Fund Revenue Percent	**99.7%**	**99.9%**	**99.9%**	

BUDGET HIGHLIGHTS

- In addition to the countywide compensation adjustment, the increase in Salaries & Fringe Benefits includes a new position in the Fleet division.
- The new full-time Automotive Technician will primarily serve as a school bus technician. Funding related to this position includes a one-time purchase of equipment as well as ongoing Operating costs.
- Operating includes the addition of a new maintenance contract for the Courthouse security system and a reduction for electrical services.
- Capital Outlay annual amounts vary as equipment and projects are purchased or completed. FY20 includes equipment to service air conditioning for the Fleet building.

General Services

GOALS & OBJECTIVES

- Respond to all facility emergency calls in 3 hours or less
- Complete facilities preventive work requests within 5 days of issue
- Maintain County and School vehicles in a safe and cost effective manner
- Assist customers with fleet needs and promote effective fleet management through best management practices
- Improve safety and reduce losses by providing safety training and increasing safety awareness through the use of departmental safety teams and coordinators
- Provide risk management services for County and School departments and employees through ensuring appropriate insurance coverage and risk mitigation strategies

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Vehicles maintained:				
School buses	309	305	309	305
Public safety	465	465	470	475
Other	380	380	380	385
Special purpose equipment	80	80	80	80
Total	**1,234**	**1,230**	**1,239**	**1,245**
Square feet maintained	732,674	732,674	732,674	732,674
Safety audits performed	75	75	75	75

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**33.0**	**33.0**	**34.0**	**1.0**
Full-time Positions	**33.0**	**33.0**	**34.0**	**1.0**
ADMINISTRATIVE ASSISTANT	1.0	1.0	1.0	-
ADMINISTRATIVE MANAGER	1.0	1.0	1.0	-
AUTOMOTIVE SERVICES COORDINATOR	1.0	1.0	1.0	-
AUTOMOTIVE SERVICES WORKER	1.0	1.0	1.0	-
AUTOMOTIVE TECHNICIAN	12.0	12.0	13.0	1.0
CUSTOMER SERVICE AGENT	1.0	1.0	1.0	-
DEPUTY DIRECTOR OF GENERAL SERVICES	1.0	1.0	1.0	-
DIRECTOR OF GENERAL SERVICES	1.0	1.0	1.0	-
FACILITIES SERVICE COORDINATOR	1.0	1.0	1.0	-
FACILITIES TECHNICIAN	5.0	5.0	5.0	-
FACILITIES TECHNICIAN SENIOR SUPERVISOR	1.0	1.0	1.0	-
FACILITIES TECHNICIAN SUPERVISOR	1.0	1.0	1.0	-
FLEET MANAGER	1.0	1.0	1.0	-
FLEET OPERATIONS MANAGER	1.0	1.0	1.0	-
PARTS EXPEDITER	1.0	1.0	1.0	-
SAFETY AND RISK MANAGER	1.0	1.0	1.0	-
SAFETY SPECIALIST	1.0	1.0	1.0	-
TELECOMMUNICATIONS TECHNICIAN	1.0	1.0	1.0	-

Public Works

DESCRIPTION

Public Works' responsibilities include administration of the State-mandated Chesapeake Bay, 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 managed by VDOT and manages the planning, design and construction of County road projects.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**1,847,520**	**1,928,479**	**1,924,597**	**-0.2%**
Salaries & Fringe Benefits	1,685,617	1,733,248	1,712,669	-1.2%
Operating	161,903	195,231	211,928	8.6%
Revenues	**1,847,520**	**1,928,479**	**1,924,597**	**-0.2%**
General Fund Revenue	1,423,831	1,644,479	1,636,297	-0.5%
Local Revenue	423,689	284,000	288,300	1.5%
Per capita cost of operating department	**$ 16.73**	**$ 17.22**	**$ 16.94**	
Generated Revenue Percent	**22.9%**	**14.7%**	**15.0%**	
General Fund Revenue Percent	**77.1%**	**85.3%**	**85.0%**	

BUDGET HIGHLIGHTS

- The decrease in Salaries & Fringe Benefits is related to three vacant positions budgeted at the minimum of the pay range and a reduction in part-time non-benefited salaries. These reductions are partially offset by the countywide compensation adjustment.
- The increase in Operating is primarily due to an additional $10,000 for regulatory compliance services.
- Operating includes a reduction in software services and an increase in wireless telecommunications related to the new community development system.
- Steam piping repairs for the Cannery is included as one-time Operating funding.
- A 2% increase in Erosion & Sediment Inspection Fees is expected to generate additional local revenue.

GOALS & 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 4 days
- Review 100% of construction plans within 3 weeks of receipt from the Planning Department
- Respond to 100% of all drainage complaints within 10 days
- Operate the Cannery to meet citizen needs

Public Works

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Erosion control and utility plans submitted	36	30	33	30
Site plan reviews	90	175	100	150
Subdivision construction plan reviews	55	60	60	60
Subdivision plat reviews	49	50	50	50
Drainage complaints	149	175	175	175
Septic tank pump-out letters sent	3,773	3,500	3,600	3,600
Cannery items processed (cans and jars)	2,113	3,000	2,000	2,000
Cannery patrons	50	50	50	50
Building permits submitted:				
Residential	532	575	525	525
Commercial	107	200	127	127

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**18.0**	**18.0**	**18.0**	**-**
Full-time Positions	**17.0**	**17.0**	**17.0**	**-**
ACCOUNT CLERK	1.0	1.0	1.0	-
ADMINISTRATIVE ASSISTANT	1.0	1.0	1.0	-
BUSINESS AND OPERATIONS MANAGER	1.0	1.0	1.0	-
CIVIL ENGINEER	5.0	5.0	5.0	-
CONSTRUCTION COORDINATOR	3.0	3.0	3.0	-
DEPUTY DIRECTOR OF PUBLIC WORKS	1.0	1.0	1.0	-
DIRECTOR OF PUBLIC WORKS	1.0	1.0	1.0	-
ENGINEERING MANAGER	1.0	1.0	1.0	-
ENVIRONMENTAL COMPLIANCE MGR	1.0	1.0	1.0	-
OFFICE MANAGER	1.0	1.0	1.0	-
TRAFFIC ENGINEER	1.0	1.0	1.0	-
Part-time Positions	**1.0**	**1.0**	**1.0**	**-**
CAPITAL PROJECTS SPECIALIST	0.5	0.5	0.5	-
CIVIL ENGINEER	0.5	0.5	0.5	-

Public Works Operations

DESCRIPTION

Public Works Operations provides solid waste disposal and recycling for Hanover citizens. The County has manned convenience centers that accept solid waste and numerous recyclables. Yard waste, leaves and grass are collected at select convenience centers. The department 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. For participating subdivisions, the Recycling Service Districts facilitate the curbside recycling service for plastic and glass bottles, metal cans and paper.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**4,812,791**	**4,568,890**	**4,779,704**	**4.6%**
Salaries & Fringe Benefits	1,994,488	2,088,733	2,163,681	3.6%
Operating	2,634,110	2,347,837	2,469,893	5.2%
Capital Outlay	184,193	132,320	146,130	10.4%
Revenues	**4,812,791**	**4,568,890**	**4,779,704**	**4.6%**
General Fund Revenue	2,765,320	3,381,457	3,381,439	0.0%
Intergovernmental	17,887	18,000	18,000	0.0%
Local Revenue	2,029,584	1,168,524	1,375,290	17.7%
Use of Planned Surpluses	-	909	4,975	447.3%
Per capita cost of operating department	**$ 43.59**	**$ 40.79**	**$ 42.07**	
Generated Revenue Percent	**42.5%**	**26.0%**	**29.3%**	
General Fund Revenue Percent	**57.5%**	**74.0%**	**70.7%**	

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase due to the countywide compensation adjustment is slightly offset by a Customer Service Agent being reclassified to a Solid Waste Equipment Operator in FY19.
- An increase in anticipated contract tonnage will result in an increase in both transfer station hauling contract expenditures and related revenue.
- Capital Outlay is comprised of one-time funding for replacing compactor systems, roll-off containers, a vertical baler and a dump truck. The General Fund Five-Year Financial Plan includes future one-time funding for replacing compactor systems and roll-off containers.
- The increase in the Recycling District's contractual services is offset by an increase in the Recycling District's tax rate from $24.30 to $28.00 annually per residential lot as well as use of restricted fund balance.

GOALS & 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
- Maintain litter and special waste programs within resources

Public Works Operations

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Municipal Solid Waste (MSW) tonnage received at convenience centers:				
Private	39,854	21,314	41,384	24,473
Public	25,424	27,540	25,650	26,605
MSW pulls from convenience centers	2,732	2,700	2,750	2,750
Tons recycled	10,791	12,500	11,500	11,500
Drainage maintenance requests	250	300	275	275
Service calls for street signs	164	200	200	200

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**35.6**	**35.6**	**35.6**	**-**
Full-time Positions	**35.0**	**35.0**	**35.0**	**-**
CHIEF OF OPERATIONS & MAINTENANCE	1.0	1.0	1.0	-
CUSTOMER SERVICE AGENT	1.0	-	-	-
SOLID WASTE EQUIP OPERATOR	11.0	12.0	12.0	-
SOLID WASTE OPERATOR	19.0	19.0	19.0	-
WASTE COLLECTION SUPERINTENDENT	1.0	1.0	1.0	-
WASTE DISPOSAL ASSISTANT SUPERINTENDENT	1.0	1.0	1.0	-
WASTE DISPOSAL SUPERINTENDENT	1.0	1.0	1.0	-
Part-time Positions	**0.6**	**0.6**	**0.6**	**-**
SOLID WASTE OPERATOR	0.6	0.6	0.6	-

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Other Funds

	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures - by Fund	**274,847,972**	**290,875,292**	**307,205,464**	**5.6%**
Debt Service Fund	**21,254,386**	**20,097,966**	**20,455,380**	**1.8%**
Enterprise Funds	**28,934,609**	**34,705,513**	**35,442,684**	**2.1%**
Airport Fund	239,380	376,219	381,644	1.4%
Public Utilities Fund	28,695,229	34,329,294	35,061,040	2.1%
Fiduciary Funds	**1,850,644**	**1,809,900**	**2,149,643**	**18.8%**
Bell Creek CDA Fund	151,544	160,000	160,000	0.0%
Lewistown CDA Fund	1,699,100	1,649,900	1,989,643	20.6%
Internal Service Fund	**37,549,667**	**41,249,425**	**47,456,700**	**15.0%**
Self-Insurance Fund	37,549,667	41,249,425	47,456,700	15.0%
School Funds	**185,099,681**	**192,947,093**	**201,612,497**	**4.5%**
Food Services Fund	6,564,986	7,643,615	7,419,458	-2.9%
Schools Operating Fund	178,534,695	185,303,478	194,193,039	4.8%
Special Revenue Fund	**158,985**	**65,395**	**88,560**	**35.4%**
Economic Development Authority	158,985	65,395	88,560	35.4%
Revenues	**278,716,848**	**290,875,292**	**307,205,464**	**5.6%**
Intergovernmental	98,278,168	99,055,875	102,660,280	3.6%
Local Revenue	78,418,911	77,560,322	84,869,070	9.4%
Long-term Debt	1,592,584	327,500	96,000	-70.7%
Transfers In	100,427,185	106,759,645	112,487,674	5.4%
Use of Planned Surpluses	-	7,171,950	7,092,440	-1.1%
Generated Revenue Percent	**64.0%**	**63.3%**	**63.4%**	
General Fund Revenue Percent	**36.0%**	**36.7%**	**36.6%**	

	FY19 Budget	FY19 Amended	FY20 Budget	FTE Chg from FY19 Amended
Full-time Equivalents (FTE)	**2,598.6**	**2,598.6**	**2,619.8**	**21.2**
Full-time Positions	2,451.0	2,451.0	2,471.0	20.0
Part-time Positions	147.6	147.6	148.8	1.2

The above summary excludes the Airport CIP and Public Utilities CIP Funds. Budget summaries for CIP funds are available in the CIP section of this document.

Debt Service Fund

DESCRIPTION

Debt service is the cost of paying principal and interest on borrowed money. The County borrows money through financing mechanisms that 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 revenues generated by the system for which the bonds were issued (revenue bonds) may be issued in any amount without a public referendum.

The process of debt funding begins with the Five-Year Capital Improvements Program (CIP). The Board of Supervisors approves the source of funding for all projects in the CIP, including debt-funded projects using bond proceeds. The five-year plan for issuance of debt is designed to minimize fluctuations of annual debt service requirements and maintain compliance with debt ratio policies.

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 Service.

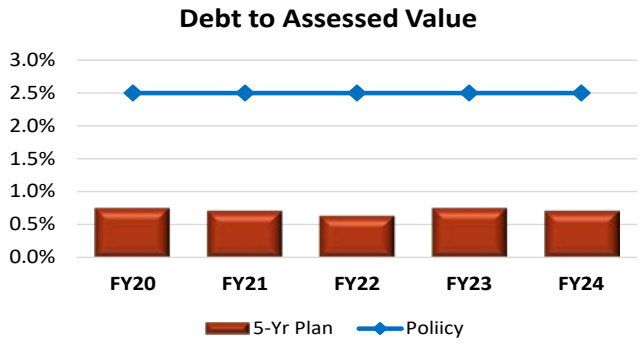
As of June 30, 2018, the County had total bonded debt outstanding of $148.3 million.

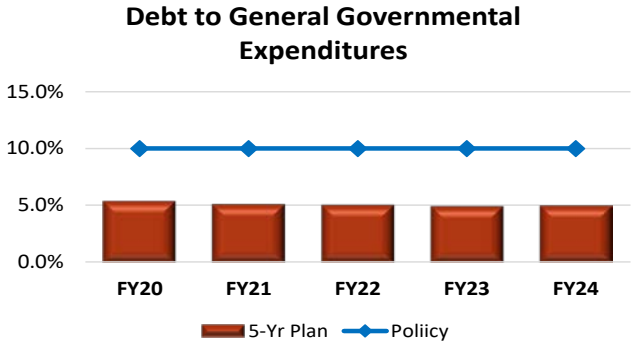
BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**21,254,386**	**20,097,966**	**20,455,380**	**1.8%**
Operating	**16,415**	**27,698**	**29,300**	**5.8%**
Debt Service	**21,237,971**	**20,070,268**	**20,426,080**	**1.8%**
Interest	6,703,675	6,335,433	6,509,260	2.7%
Issuance Costs	99,255	327,500	96,000	-70.7%
Pmt Refund Debt Escrow Agent	1,489,323	-	-	----
Principal	12,945,718	13,407,335	13,820,820	3.1%
Revenues	**21,161,587**	**20,097,966**	**20,455,380**	**1.8%**
Intergovernmental	**254,477**	**252,850**	**252,550**	**-0.1%**
Fed BABs Debt Service	254,477	252,850	252,550	-0.1%
Local Revenue	**135,006**	**-**	**-**	**----**
Investment Income	135,006	-	-	----
Long-term Debt	**1,592,584**	**327,500**	**96,000**	**-70.7%**
Transfers In	**19,179,520**	**19,517,616**	**20,106,830**	**3.0%**
Transfer from General Fund	19,179,520	19,517,616	20,106,830	3.0%
Generated Revenue Percent	**9.4%**	**2.9%**	**1.7%**	
General Fund Revenue Percent	**90.6%**	**97.1%**	**98.3%**	

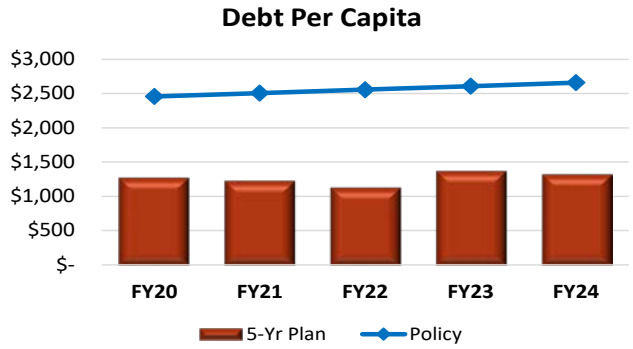
Debt Service Fund

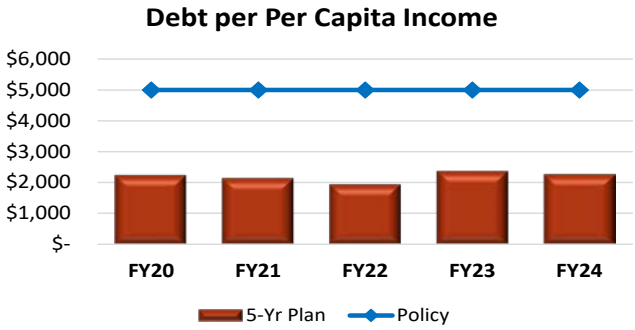
DEBT RATIO POLICIES

The Commonwealth of Virginia does not impose a legal limit on the amount of long-term indebtedness the County can incur or have outstanding. The Board of Supervisors, however, has imposed the following limits in the County's debt policy: debt per capita ($2,500 as of June 30, 2019 and growing by 2% annually); debt to assessed value (2.5%); debt service to general (non-capital) governmental expenditures (10%); and debt per capita income ($5,000). The following graphs illustrate the County's actual and projected compliance with the debt policy:









Airport Fund

DESCRIPTION

The Hanover County Airport is a 260 acre facility strategically located between Ashland and Richmond, easily accessible to Interstates 95 and 295 for multimodal transportation. The airport is a reliever airport within the Richmond metropolitan service area and serves small-engine and multi-engine aircraft, as well as light business jets. 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 that they represent. Services at the facility include flight instruction, aircraft fueling, aircraft charters, aircraft sales, repairs, rentals and aircraft storage.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**239,380**	**376,219**	**381,644**	**1.4%**
Salaries & Fringe Benefits	**109,170**	**111,712**	**116,077**	**3.9%**
Operating	**73,522**	**122,829**	**124,007**	**1.0%**
Debt Service	**55,688**	**141,678**	**141,560**	**-0.1%**
Interest	55,688	51,146	46,370	-9.3%
Principal	-	90,532	95,190	5.1%
Transfers Out	**1,000**	**-**	**-**	**----**
Transfer to Airport CIP	1,000	-	-	----
Revenues	**297,162**	**376,219**	**381,644**	**1.4%**
Intergovernmental	**4,761**	**-**	**-**	**----**
Categorical State Aid	4,761	-	-	----
Local Revenue	**221,383**	**274,190**	**283,200**	**3.3%**
Rental Income	193,483	199,290	205,300	3.0%
Rental Rev Tower Lease	27,900	24,900	27,900	12.0%
Reserve for Revenue Transfers	-	50,000	50,000	0.0%
Transfers In	**71,018**	**52,029**	**48,444**	**-6.9%**
Transfer from General Fund	71,018	52,029	48,444	-6.9%
Use of Planned Surpluses	**-**	**50,000**	**50,000**	**0.0%**
Generated Revenue Percent	**76.1%**	**86.2%**	**87.3%**	
General Fund Revenue Percent	**23.9%**	**13.8%**	**12.7%**	

Budget Summary excludes the Airport CIP Fund. Airport CIP Fund information, including project details, is available in the CIP section of this document.

BUDGET HIGHLIGHTS

- The Salaries & Fringe Benefits increase is the result of a countywide compensation adjustment.
- The increase in operating is primarily due to an increase in electrical services.

Airport Fund

GOALS & OBJECTIVES

- Maximize grant recovery on eligible projects
- Maintain 60 day turnaround time between invoice and revenue recovery for all grants and capital projects
- Successful and timely completion of capital improvements projects

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Number of based aircraft	125	125	125	125
Aircraft hangar spaces	54	54	54	54
Aircraft tie down spaces*	55	92	92	92
Corporate hangars (square feet)	20,100	39,800	20,100	32,100
Gallons of fuel sold	273,491	280,000	260,000	280,000

**Increase beginning in FY19 due to East Side project.*

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**1.0**	**1.0**	**1.0**	**-**
Full-time Positions	1.0	1.0	1.0	-

Public Utilities Fund

DESCRIPTION

The County's Department of Public Utilities (DPU) owns, operates and maintains public water and wastewater systems in the Suburban Service Area, Town of Ashland, Hanover Courthouse Area and five rural residential subdivisions (collectively, the "System"). Extensions of the System are made in support of and in compliance with the County's and Town of Ashland's Comprehensive Plans.

The Public Utilities Fund is a self-supporting enterprise fund whereby the operations and capital expenditures are funded with revenues generated from customer user fees and one-time capacity fees paid 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 Public Utilities Fund reimburses the County's General Fund for direct services provided to support the department, such as procurement, finance, information technology, human resources and legal. Although DPU is a part of the County government and thus tax exempt, it also pays a service assessment charge to the General Fund in lieu of taxes for indirect public safety services. The Board of Supervisors establishes and revises both water and wastewater rates and fees and adopts the annual operating and Capital Improvements Program (CIP) budgets.

DPU develops its overall operations, maintenance and capital construction plans for the System to ensure operational reliability, adequate capacity and regulatory compliance. 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. DPU operates the System with County personnel and maintains the System with both County and private contractor personnel. DPU 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.

Mission

The department's mission 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

DPU's water system consists of 8 potable water wells, 1 active surface water treatment plant, 6 water pumping stations and 7 storage facilities. Additional water supplies are provided by long-term contracts with the City of Richmond and Henrico County. Rural systems owned and operated by the Department include Georgetown, Dianne Ridge, Oak Hill Estates, Strawhorn, Sinclair Manor and Hanover Courthouse.

The County's wastewater system consists of 4 wastewater treatment plants and 39 wastewater pumping stations. A portion of the wastewater generated in the Suburban Service Area is pumped to Henrico County for treatment under a long-term contract.

Public Utilities Fund

WATER SUPPLY CONTRACTS

The County has purchased water from Henrico County since 1974. In 1995 the County negotiated a new agreement with Henrico County to purchase up to 0.775 million gallons per day (MGD). The contract continues until it is terminated by either the County Manager of Henrico or the County Administrator of Hanover, upon giving the other party 10 years written notice.

In 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 15 years written notice (such notice may not be given earlier than July 1, 2020), or the County Administrator by giving 10 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. In 1995, Hanover and Henrico entered a new wastewater agreement, which provides for long-term wastewater treatment services by Henrico. The contract continues until it is terminated by mutual agreement. The contract provides for the treatment of 5.4 MGD, 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.

RATES, FEES AND CHARGES

The principal sources of revenue for the Public Utilities Fund are user fees and capacity fees. Utility customers are generally billed on a bi-monthly basis. Some commercial customers are billed monthly. The user fee is comprised of a base charge based on meter size, levied regardless of usage, and a commodity charge that is typically based on 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 Fund

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**28,695,229**	**34,329,294**	**35,061,040**	**2.1%**
Salaries & Fringe Benefits	**6,506,226**	**6,805,835**	**6,972,999**	**2.5%**
Operating	**9,530,612**	**11,164,032**	**12,129,045**	**8.6%**
Capital Outlay	**764,199**	**1,325,147**	**999,014**	**-24.6%**
Debt Service	**3,002,421**	**2,383,254**	**1,745,195**	**-26.8%**
Transfers Out	**8,891,771**	**12,651,026**	**13,214,787**	**4.5%**
Revenues	**32,951,284**	**34,329,294**	**35,061,040**	**2.1%**
Intergovernmental	**70,533**	**-**	**-**	**----**
Categorical Federal Aid	70,533	-	-	----
Local Revenue	**32,880,751**	**29,465,600**	**29,618,600**	**0.5%**
Charges for Services	24,726,472	23,878,100	24,436,100	2.3%
Miscellaneous	7,398,782	4,995,000	4,475,000	-10.4%
Permits Fees & Licenses	549,715	360,000	475,000	31.9%
Recovered Costs	91,902	82,500	82,500	0.0%
Use of Money & Property	113,880	150,000	150,000	0.0%
Use of Planned Surpluses	**-**	**4,863,694**	**5,442,440**	**11.9%**
Generated Revenue Percent	**100.0%**	**100.0%**	**100.0%**	
General Fund Revenue Percent	**0.0%**	**0.0%**	**0.0%**	

Budget Summary excludes the Public Utilities CIP Fund. Public Utilities CIP Fund information, including project details, is available in the CIP section of this document.

GOALS & 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
- Continue implementing the Capital Improvements Program, meeting customer capacity needs in support of the County's Comprehensive Plan and economic development

SERVICE LEVELS	FY18 Actual	FY19 Budget	FY19 Forecast	FY20 Budget
Water customers	21,328	21,820	21,750	22,120
Wastewater customers	20,761	21,255	21,180	21,550
Customer calls	56,521	60,477	60,477	64,711
Plans reviewed	308	385	350	350
Water distributed (MGD)	8.21	8.95	8.91	9.00
Wastewater collected (MGD)	6.35	5.89	7.65	7.73
Miles of water line maintained	436	440	440	445
Miles of sewer line maintained	398	404	402	406

Public Utilities 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, 2018:

	Water Usage*	Water Revenue	% of Total Revenue
Tyson Food	281,239	$ 710,585	4.9%
Kings Dominion	221,510	596,222	4.1%
Doswell Limited Partnership	106,669	303,659	2.1%
Hanover Medical Park	49,590	195,732	1.3%
Randolph-Macon College	38,943	213,662	1.5%
Covenant Woods	23,179	109,365	0.8%
Aqua Virginia	20,737	94,685	0.7%
Bear Island Paper Company, L.P.	13,314	46,189	0.3%
Hanover Crossing, LLC	9,578	49,621	0.3%
Hanover Manufacturing	9,102	37,747	0.3%
Total	**773,861**	**2,357,467**	**16.1%**

The ten largest water customers together represent 16.1% of total water operating and non-operating revenues, with the largest customer representing 4.9% 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, 2018:

	Wastewater Usage*	Wastewater Revenue	% of Total Revenue
Kings Dominion	67,316	$ 331,330	2.1%
Hanover Medical Park	46,338	258,708	1.7%
Randolph-Macon College	31,222	193,914	1.2%
Covenant Woods	16,616	94,223	0.6%
Hanover Crossing, LLC	9,578	57,971	0.4%
Hanover Manufacturing	9,102	48,879	0.3%
Mill Trace	7,468	50,185	0.3%
United Property Associates	6,941	47,033	0.3%
Hampton Inn	6,903	38,708	0.3%
Cold Harbor, LLC	6,815	43,345	0.3%
Total	**208,299**	**1,164,296**	**7.4%**

The ten largest wastewater customers together represent 7.4% of total wastewater operating and non-operating revenues with the largest customer representing 2.1% 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*

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**94.0**	**94.0**	**95.0**	**1.0**
Full-time Positions	94.0	94.0	95.0	1.0

Bell Creek CDA Fund

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 provides 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, stormwater 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 residential, retail, commercial and light industrial properties within the authority to repay the bonds.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**151,544**	**160,000**	**160,000**	**0.0%**
Operating	**151,544**	**160,000**	**160,000**	**0.0%**
Revenues	**149,516**	**160,000**	**160,000**	**0.0%**
Local Revenue	**149,516**	**160,000**	**160,000**	**0.0%**
Recovered Costs	149,516	160,000	160,000	0.0%
Generated Revenue Percent	**100.0%**	**100.0%**	**100.0%**	
General Fund Revenue Percent	**0.0%**	**0.0%**	**0.0%**	

Lewistown CDA Fund

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 (*The Shops at Winding Brook*) 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. A portion of the CDA was rezoned in 2018 to allow residential development.

The Lewistown Commerce Center 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 bonds will be payable from (1) a Special Real Property Tax on taxable real and leasehold property within the District, (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 and, if necessary, (3) Special Assessments imposed and collected by the County at the request of the Authority on taxable real property within the District.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**1,699,100**	**1,649,900**	**1,989,643**	**20.6%**
Operating	**1,699,100**	**1,649,900**	**1,989,643**	**20.6%**
Revenues	**1,716,189**	**1,649,900**	**1,989,643**	**20.6%**
Local Revenue	**1,122,125**	**1,075,900**	**1,353,243**	**25.8%**
Recovered Costs	1,122,125	1,075,900	1,353,243	25.8%
Transfers In	**594,064**	**574,000**	**636,400**	**10.9%**
Generated Revenue Percent	**65.4%**	**65.2%**	**68.0%**	
General Fund Revenue Percent	**34.6%**	**34.8%**	**32.0%**	

Self-Insurance Fund

DESCRIPTION

The Self-Insurance Fund provides for fiscal management of health insurance costs, as well as a clinic and wellness program. The Self-Insurance Fund includes the County, Schools, Pamunkey Regional Library and the Pamunkey Regional Jail entities. The employer's share of health insurance costs and retiree healthcare liability costs are budgeted in departmental budgets, while this internal service fund accounts for the payment of claims, receives employee health insurance deductions and provides adequate reserves to mitigate increases in claims beyond those anticipated. The revenue for the fund comes primarily from employer contributions and employee deductions that are set with the intent to recover all costs. Each employee has a deduction based on the level of coverage selected in the program.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**37,549,667**	**41,249,425**	**47,456,700**	**15.0%**
Salaries & Fringe Benefits	**558,012**	**1,218,250**	**1,671,318**	**37.2%**
Operating	**36,991,655**	**40,031,175**	**45,785,382**	**14.4%**
Revenues	**37,254,386**	**41,249,425**	**47,456,700**	**15.0%**
Local Revenue	**37,254,386**	**38,991,169**	**45,856,700**	**17.6%**
COBRA	256,839	-	-	----
Health Ins Fees - Employee	9,235,941	11,477,000	13,868,000	20.8%
Health Ins Fees Employer	26,494,468	27,123,169	31,758,700	17.1%
Investment Income	51,302	50,000	50,000	0.0%
OPEB Fees Employer	225,177	-	-	----
Recovered Costs	44,292	341,000	180,000	-47.2%
Retirees	946,367	-	-	----
Use of Planned Surpluses	**-**	**2,258,256**	**1,600,000**	**-29.1%**
Generated Revenue Percent	**100.0%**	**100.0%**	**100.0%**	
General Fund Revenue Percent	**0.0%**	**0.0%**	**0.0%**	

BUDGET HIGHLIGHTS

- The increase is driven by a projected 15% increase in claims including both pharmacy and medical costs.

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**1.0**	**1.0**	**1.0**	**-**
Full-time Positions	1.0	1.0	1.0	-

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. In FY18, the high schools began participating in the National School Breakfast and Lunch Program. Prior to FY18, the high schools had a free and reduced lunch program run by Hanover County Public Schools. An a la carte food service program is also available at the high schools.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**6,564,986**	**7,643,615**	**7,419,458**	**-2.9%**
Salaries & Fringe Benefits	**3,316,778**	**3,658,770**	**3,705,943**	**1.3%**
Operating	**3,214,208**	**3,934,845**	**3,663,515**	**-6.9%**
Capital Outlay	**34,000**	**50,000**	**50,000**	**0.0%**
Revenues	**6,593,258**	**7,643,615**	**7,419,458**	**-2.9%**
Intergovernmental	**2,232,128**	**2,324,547**	**2,609,226**	**12.2%**
Categorical Federal Aid	2,176,470	2,279,832	2,534,000	11.1%
Categorical State Aid	55,658	44,715	75,226	68.2%
Local Revenue	**4,361,130**	**5,319,068**	**4,810,232**	**-9.6%**
Charges for Services	4,303,539	5,094,068	4,580,232	-10.1%
Miscellaneous	56,512	225,000	230,000	2.2%
Use of Money & Property	1,079	-	-	----
Generated Revenue Percent	**100.0%**	**100.0%**	**100.0%**	
General Fund Revenue Percent	**0.0%**	**0.0%**	**0.0%**	

FTE SUMMARY	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**129.7**	**129.7**	**129.7**	**-**
Full-time Positions	121.0	121.0	121.0	-
Part-time Positions	8.7	8.7	8.7	-

Schools Operating Fund

DESCRIPTION

Hanover County Public Schools currently operates 3 separate funds: the Schools Operating Fund, Food Services Fund and School 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://hcps.us/.

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 the Superintendent of Schools.

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.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**178,534,695**	**185,303,478**	**194,193,039**	**4.8%**
Salaries & Fringe Benefits	**159,506,646**	**164,655,083**	**172,146,226**	**4.5%**
Operating	**17,234,883**	**18,891,202**	**20,269,413**	**7.3%**
Capital Outlay	**1,793,166**	**1,757,193**	**1,777,400**	**1.1%**
Revenues	**178,428,079**	**185,303,478**	**194,193,039**	**4.8%**
Intergovernmental	**95,716,269**	**96,478,478**	**99,798,504**	**3.4%**
Categorical Federal Aid	6,653,770	6,819,715	7,002,960	2.7%
Categorical State Aid	20,122,473	20,827,238	22,268,993	6.9%
Non-Categorical State Aid	68,940,026	68,831,525	70,526,551	2.5%
Local Revenue	**2,129,227**	**2,209,000**	**2,698,535**	**22.2%**
Charges for Services	874,482	867,000	879,735	1.5%
Miscellaneous	671,845	999,000	1,388,800	39.0%
Recovered Costs	397,644	343,000	430,000	25.4%
Use of Money & Property	185,256	-	-	----
Transfers In	**80,582,583**	**86,616,000**	**91,696,000**	**5.9%**

Generated Revenue Percent	**54.8%**	**53.3%**	**52.8%**
General Fund Revenue Percent	**45.2%**	**46.7%**	**47.2%**

Schools Operating Fund

BUDGET HIGHLIGHTS

- The 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 students.
- The significant highlight for this budget is a 3% pay increase for all employees.

GOALS & OBJECTIVES

- 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

FTE SUMMARY

	FY19 Budget	FY19 Amended	FY20 Budget	FTE Change from FY19 Amended
Full-time Equivalents (FTE)	**2,372.9**	**2,372.9**	**2,393.1**	**20.2**
Full-time Positions	2,234.0	2,234.0	2,253.0	19.0
Part-time Positions	138.9	138.9	140.1	1.2

Schools Operating Fund

REVENUE DETAIL	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Charges for Services	**818,182**	**867,000**	**879,735**	**1.5%**
Drivers Ed Fees	**107,000**	**140,000**	**113,735**	**-18.8%**
Student Parking Fees	**94,980**	**100,000**	**95,000**	**-5.0%**
Tuition Payments	**616,202**	**627,000**	**671,000**	**7.0%**
Intergovernmental	**95,716,272**	**96,478,478**	**99,798,504**	**3.4%**
Categorical Federal Aid	**6,653,771**	**6,819,715**	**7,002,960**	**2.7%**
Adult Education	50,310	139,500	139,500	0.0%
Carl Perkins Grant	148,607	147,000	147,000	0.0%
Head Start	671,615	980,000	980,000	0.0%
Infants & Toddlers - Federal	100,414	120,000	120,000	0.0%
JROTC	207,546	200,000	215,000	7.5%
Medicaid Reimbursement	791,476	630,400	655,400	4.0%
Other Federal Funds	14,091	12,605	13,000	3.1%
Preschool Grants	63,966	76,650	80,000	4.4%
Title I	1,165,903	1,000,000	1,100,000	10.0%
Title II	311,148	275,500	265,000	-3.8%
Title III Subgrant	29,187	28,060	28,060	0.0%
Title VI-B Flow Thru	3,099,508	3,210,000	3,260,000	1.6%
Sales Tax	**18,107,773**	**19,000,000**	**19,600,000**	**3.2%**
State Aid	**70,954,728**	**70,658,763**	**73,195,544**	**3.6%**
At-Risk	231,363	231,121	263,318	13.9%
Basic Aid	45,805,361	46,716,876	45,403,977	-2.8%
Career and Technical	123,023	76,815	102,376	33.3%
Compensation Supplement	444,695	-	2,686,900	----
Early Reading Intervention	154,883	142,383	179,365	26.0%
English as a Second Language	156,552	172,687	164,500	-4.7%
Foster Home Children	187,583	199,923	162,213	-18.9%
Fringe Benefits	9,230,565	8,889,260	8,791,786	-1.1%
General Adult Education	2,452	9,450	9,450	0.0%
Gifted and Talented-SOQ	483,170	486,816	470,303	-3.4%
Homebound Instruction	62,417	60,721	64,479	6.2%
Incentive Funds	2,761,821	2,646,388	3,507,935	32.6%
K-3 Class Size Reduction	288,090	317,215	315,392	-0.6%
Other Lottery Funds	-	32,469	31,211	-3.9%
Other Non-Categorical State Aid	1,280,237	1,543,788	2,086,246	35.1%
Remedial Summer School	834,344	770,062	725,439	-5.8%
SOL Algebra Readiness	84,944	84,371	82,412	-2.3%
Special Ed - Jail Program	37,645	39,236	23,253	-40.7%
Special Education-SOQ	6,988,206	6,484,389	6,392,281	-1.4%
Textbook	1,105,051	980,350	966,425	-1.4%
Virginia PreSchool Initiative	189,024	200,000	200,000	0.0%
Vocational Education - SOQ	503,302	574,443	566,283	-1.4%
Miscellaneous Revenue	**883,321**	**999,000**	**1,388,800**	**39.0%**
Recovered Costs	**427,722**	**343,000**	**430,000**	**25.4%**
Miscellaneous Refunds	**398,019**	**310,000**	**400,000**	**29.0%**
Payments - Other Agencies	**29,703**	**33,000**	**30,000**	**-9.1%**
Transfers from General Fund	**80,582,583**	**86,616,000**	**91,696,000**	**5.9%**
Grand Total	**178,428,080**	**185,303,478**	**194,193,039**	**4.8%**

Economic Development Authority

DESCRIPTION

The Economic Development Authority (EDA) (formerly the Industrial Development Authority) 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 consists of 7 members appointed from each magisterial district in the County.

The EDA is empowered to acquire, own, lease and dispose of properties, including properties 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 from inducement resolutions approved by the EDA. 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.

BUDGET SUMMARY	FY18 Actual	FY19 Budget	FY20 Budget	% Change FY19 to FY20
Expenditures	**158,985**	**65,395**	**88,560**	**35.4%**
Operating	**158,985**	**65,395**	**88,560**	**35.4%**
Revenues	**165,387**	**65,395**	**88,560**	**35.4%**
Local Revenue	**165,387**	**65,395**	**88,560**	**35.4%**
Permits Fees & Licenses	165,387	65,395	88,560	35.4%
Generated Revenue Percent	**100.0%**	**100.0%**	**100.0%**	
General Fund Revenue Percent	**0.0%**	**0.0%**	**0.0%**	

BUDGET HIGHLIGHTS

- The budget is based on the estimated volume of outstanding debt. One debt issuance was repaid in full and one new debt issuance issued in FY19 for a net increase to Local Revenue. The accompanying change in expenditures increases reimbursement to the Economic Development Department in the General Fund, which offsets costs associated with managing the EDA.

GOALS & OBJECTIVES

- 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

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Capital Improvements Program

PURPOSE

The Capital Improvements Program (CIP) is the County's plan for investing in facilities, large-scale equipment and vehicles over the next five years. The CIP includes capital and capital-related expenditures and a plan to fund those expenditures. The following guidelines established in the County's Finance and Management Services 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 multiple departments that are generally:
    a. Managed by a single department or agency; or,
    b. More than $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 and life cycle costs, 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 CIP is used to assess the County's existing condition and identify needs that 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. Departments request individual projects based on their needs assessments. The County Administrator works with the Budget Division and County Administrator's senior staff to review and recommend projects based on an assessment of community needs and financial resources available. The Planning Commission reviews CIP projects related to the Comprehensive Plan and provides input to the Board of Supervisors. The Board of Supervisors conducts a public hearing and acts on the recommendations of the proposed budget.

FUNDING SOURCES

The Five-Year CIP forecasts the anticipated expenditures, timetable 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 budget process. The CIP has three direct impacts on the operating budget:

1. Projects funded with General Fund resources must be evaluated and prioritized with other competing needs for use of resources for that year;
2. Projects 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 impact life cycle costs from implementation, such as staffing and maintenance costs.

Typical CIP funding sources utilized by the County include, but are not limited to:

Fund Balance Assignment (FBA): Funds transferred from the General Fund that were classified as 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: Money borrowed through financing mechanisms, such as bonds. The payment of principal and interest on borrowed money is through the Debt Service Fund.

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.

Public Utilities: Revenue generated by the Department of Public Utilities and used for capital projects.

State and Federal Aid: Payments from state and federal governments to support projects promoted by state and federal agencies.

Capital Improvements Program

PROJECT PAGES

Each CIP project page contains the following information:

Functional Area: The functional area is a group of related departments aimed at accomplishing a major service or regulatory program for which a government 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 with oversight responsibility for the project. If applicable, other departments will provide assistance to ensure that the capital improvement meets all specifications, laws and budgetary controls.

For School and Airport improvements, the fund name is listed. Public Utilities includes three categories under Department for purposes of distinguishing project areas: PU CIP Water, PU CIP Sewer and PU CIP Other.

Project Type: CIP projects fall under one of the following categories: Construction, Equipment, Facility Improvements, Land Acquisition, Reserve, Roads & Public Works, Technology, Utility Infrastructure, Utility Service Agreement or Vehicles.

Location: The physical location (building, complex, etc.) of the capital improvement. Projects will reflect "Countywide" as a location if the capital improvement is not physically set or maintained in one location.

Project Description: A brief description addressing the need for the project and providing 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.

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: When the project is anticipated to be completed. If construction of a capital improvement is required, the estimated starting and ending dates are noted.

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 salaries & benefits, operating and/or capital outlay. Operating impacts to the General Fund are reflected in the Five-Year General Fund Financial Plan. Debt service impacts are shown in the Five-Year General Fund Financial Plan and the Debt Service Fund section of the budget. Any reduced expenditures or increased revenues are noted, if applicable.

Funding Sources: Funding sources are categorized by revenue type and are shown by plan year as well as in total.

Funding Uses: Funding uses are categorized by the type of expenditure(s) and are shown by plan year as well as in total.

Years: For reference, the fiscal years in the Five-Year CIP are as follows: Year 1 represents FY20; Year 2 represents FY21; Year 3 represents FY22; Year 4 represents FY23; and Year 5 represents FY24.

Capital Improvements Program

SAMPLE CAPITAL IMPROVEMENT PROJECT

Capital Improvements Program **Public Safety**

Digital Evidence Server

DEPARTMENT
Sheriff

PROJECT TYPE
Technology

LOCATION
Vaughan-Bradley Building

PROJECT DESCRIPTION
Purchase and install a large digital evidence server in the Vaughan-Bradley building. Digital evidence is currently stored on CDs. This new server will be backed up so data will not be lost. The hardware design is expandable, which will allow for additional storage as the department grows.

USEFUL LIFE
10 to 15 years or as needed

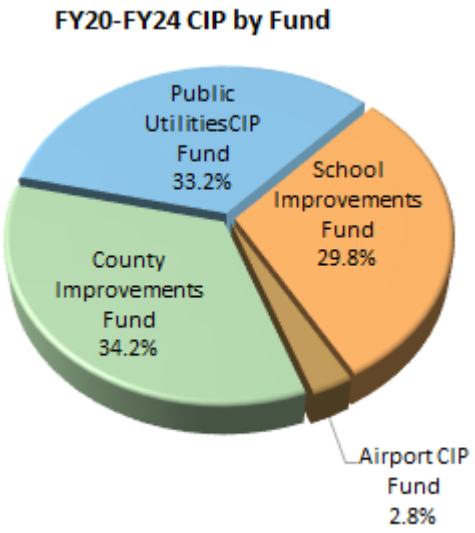
TIMETABLE
Purchase and installation in early FY20 (Year 1).

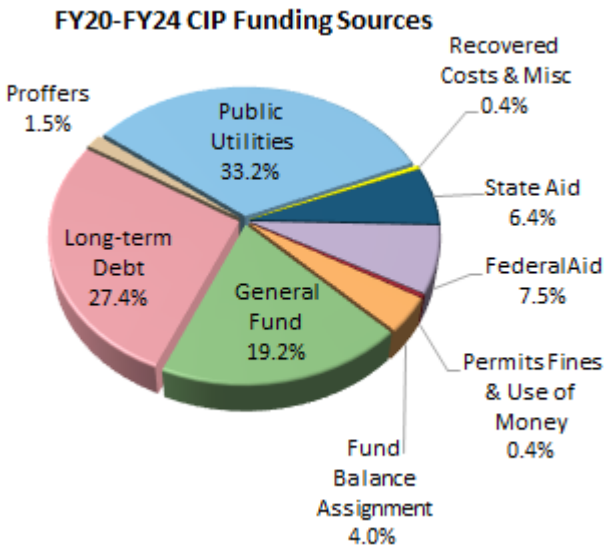
OPERATING IMPACT
Recurring maintenance contract beginning in FY21.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**60,000**	**-**	**-**	**-**	**-**	**60,000**
Transfer from General Fund	60,000	-	-	-	-	60,000
Funding Uses	**60,000**	**-**	**-**	**-**	**-**	**60,000**
Information System Equip Addtl	60,000	-	-	-	-	60,000
Operating Impact	**-**	**5,000**	**5,000**	**5,000**	**5,000**	**20,000**
Maintenance Service Contracts	-	5,000	5,000	5,000	5,000	20,000

Capital Improvements Program At a Glance

FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM: ALL FUNDS ($262,509,723)

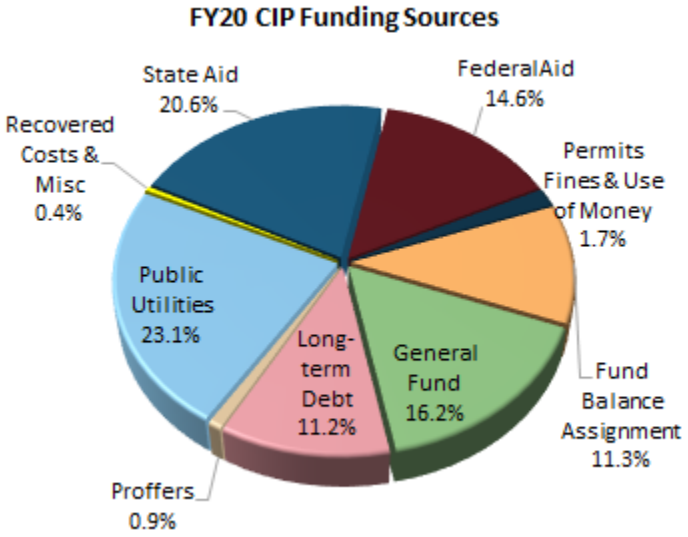




FY20 CIP PROJECTS: ALL FUNDS ($57,170,157)

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 FY20 – Year 1 of the five-year plan.

Functional Area	FY20 (Millions)
Public Works	21.6
Public Utilities	13.2
Parks, Recreation & Cultural	6.4
Education	5.8
Public Safety	5.7
Airport	2.6
General Government	1.7
Nondepartmental	0.2
Total (In Millions)	**$57.2**



	Yr 1 Budget	Yr 2 Budget	Yr 3 Budget	Yr 4 Budget	Yr 5 Budget	Total 5-Yr Budget
Airport	**2,615,000**	**2,950,000**	**1,200,120**	**300,000**	**264,000**	**7,329,120**
Airport CIP	**2,615,000**	**2,950,000**	**1,200,120**	**300,000**	**264,000**	**7,329,120**
Fuel Tank Replacement	-	-	-	-	264,000	264,000
Land Acquisition	160,000	-	1,050,120	-	-	1,210,120
Obstruction Removal	400,000	-	-	-	-	400,000
Safety Improvements	55,000	2,950,000	150,000	300,000	-	3,455,000
Terminal Building	2,000,000	-	-	-	-	2,000,000
Education	**5,800,000**	**13,000,000**	**7,000,000**	**46,525,000**	**6,000,000**	**78,325,000**
School CIP	**5,800,000**	**13,000,000**	**7,000,000**	**46,525,000**	**6,000,000**	**78,325,000**
Auditorium Renovations	-	250,000	-	700,000	-	950,000
Bathroom Renovations	-	505,000	-	900,000	-	1,405,000
Gymnasium Repairs	-	175,000	-	675,000	-	850,000
HVAC Repairs & Upgrades	-	5,775,000	-	950,000	-	6,725,000
Kitchen Renovations	-	280,000	-	75,000	-	355,000
Painting	200,000	400,000	85,000	100,000	159,562	944,562
Roof Repairs & Replacements	220,000	765,000	100,000	538,000	200,000	1,823,000
Safety & Security	-	1,005,000	-	1,185,000	-	2,190,000
School Building Upgrades	-	325,000	-	620,000	-	945,000
School Buses	800,000	1,000,000	1,200,000	1,500,000	1,500,000	6,000,000
School Grounds Upgrades	-	1,320,000	-	1,045,000	-	2,365,000
School Renovation	-	-	4,000,000	36,000,000	-	40,000,000
School Site	-	-	-	-	3,000,000	3,000,000
Technology Enhancements	4,580,000	1,200,000	1,615,000	2,237,000	1,140,438	10,772,438
General Government	**1,695,000**	**1,840,000**	**1,840,000**	**2,980,000**	**1,820,000**	**10,175,000**
Information Technology	**1,695,000**	**1,840,000**	**1,840,000**	**2,980,000**	**1,820,000**	**10,175,000**
Computer Replacement Program	150,000	190,000	165,000	165,000	175,000	845,000
Courts Security Detention Center Upgrade	-	-	-	600,000	-	600,000
Data Center Upgrades	-	75,000	-	75,000	-	150,000
Enterprise Licenses	660,000	675,000	700,000	710,000	720,000	3,465,000
Human Resource System	-	-	-	430,000	-	430,000
Storage Area Network	150,000	175,000	175,000	175,000	200,000	875,000
Tax Parcel & Assessment Website Enhancements	110,000	-	-	-	-	110,000
Technology Infrastructure	625,000	725,000	800,000	825,000	725,000	3,700,000
Human Services	**-**	**-**	**-**	**-**	**500,000**	**500,000**
Community Services Board	**-**	**-**	**-**	**-**	**500,000**	**500,000**
RAFT House Project	-	-	-	-	500,000	500,000
Judicial Administration	**-**	**310,000**	**-**	**-**	**-**	**310,000**
Clerk of the Circuit Court	**-**	**310,000**	**-**	**-**	**-**	**310,000**
Land Records Management System	-	310,000	-	-	-	310,000
Nondepartmental	**200,000**	**200,000**	**200,000**	**200,000**	**200,000**	**1,000,000**
Nondepartmental	**200,000**	**200,000**	**200,000**	**200,000**	**200,000**	**1,000,000**
Reserve for Revenue	200,000	200,000	200,000	200,000	200,000	1,000,000
Parks, Recreation & Cultural	**6,400,000**	**-**	**50,000**	**463,000**	**6,000,000**	**12,913,000**
Parks & Recreation	**6,400,000**	**-**	**50,000**	**463,000**	**6,000,000**	**12,913,000**
Park Enhancements	-	-	50,000	385,000	-	435,000
Park/Cultural Development	6,400,000	-	-	-	6,000,000	12,400,000
Skid Steer	-	-	-	78,000	-	78,000

	Yr 1 Budget	Yr 2 Budget	Yr 3 Budget	Yr 4 Budget	Yr 5 Budget	Total 5-Yr Budget
Public Safety	**5,678,000**	**3,093,000**	**3,493,000**	**1,903,000**	**2,018,000**	**16,185,000**
Emergency Communications	**200,000**	**-**	**-**	**-**	**-**	**200,000**
Public Safety Software Upgrade	200,000	-	-	-	-	200,000
Fire-EMS	**5,368,000**	**2,893,000**	**3,493,000**	**1,903,000**	**2,018,000**	**15,675,000**
Air Pack System	1,000,000	-	-	-	-	1,000,000
Ambulance Replacement	618,000	618,000	618,000	618,000	618,000	3,090,000
Diesel Exhaust Removal System	-	-	-	135,000	-	135,000
Fire Engine & Heavy Rescue Replacement	1,500,000	1,675,000	1,275,000	1,150,000	900,000	6,500,000
Fire Training Burn Building	2,250,000	-	-	-	-	2,250,000
New Fire Station Laurel #17	-	-	-	-	500,000	500,000
Station Alerting System Upgrade	-	600,000	1,600,000	-	-	2,200,000
Sheriff	**110,000**	**200,000**	**-**	**-**	**-**	**310,000**
Digital Evidence Server	60,000	-	-	-	-	60,000
Evidence Room Expansion	50,000	-	-	-	-	50,000
Firing Range Lead Removal	-	100,000	-	-	-	100,000
Firing Range Target System	-	100,000	-	-	-	100,000
Public Utilities	**13,214,787**	**24,810,923**	**22,267,447**	**19,968,504**	**6,764,002**	**87,025,663**
PU CIP Other	**338,000**	**146,000**	**592,000**	**1,340,000**	**310,000**	**2,726,000**
Asset Management System	-	-	250,000	-	-	250,000
Bruce Center New Bay	-	-	-	960,000	-	960,000
Maintenance Equipment Replacement	60,000	-	71,000	115,000	-	246,000
Maintenance Vehicle Replacement	278,000	146,000	271,000	265,000	310,000	1,270,000
PU CIP Sewer	**9,094,000**	**9,503,000**	**9,395,000**	**7,029,000**	**2,567,000**	**37,588,000**
Ashland Sewerline Rehabilitation	-	-	200,000	800,000	-	1,000,000
AWWTP Clarifier Isolation Valves Repl	98,000	-	-	-	-	98,000
AWWTP Clarifiers Concrete Repair	140,000	-	-	-	-	140,000
AWWTP EQ Basin Centrifugal Blowers Repl	-	-	-	-	654,000	654,000
AWWTP EQ Basin Pumps Repl	-	-	-	-	372,000	372,000
AWWTP Motor Control Center Equip Rehab	-	-	108,000	-	-	108,000
AWWTP Orbal Gate and Control Valve Repl	-	221,000	-	-	-	221,000
AWWTP Recycle PS Rehab	-	-	98,000	-	-	98,000
AWWTP Solids Handling Improvements	-	146,000	-	-	-	146,000
AWWTP Step Screen & Wash Press	-	474,000	-	-	-	474,000
AWWTP Switch Gear Repl	81,000	-	-	-	-	81,000
Burnside Farms/Summer Walk Sewer Repl	413,000	1,405,000	-	-	-	1,818,000
BWWPS Asphalt Replacement	-	77,000	-	-	-	77,000
BWWPS Improvements	850,000	-	-	-	-	850,000
BWWPS Pump Replacement	-	-	-	137,000	140,000	277,000
CHSTP Generator & Auto Transfer Switch Repl	183,000	-	-	-	-	183,000
Courthouse WWPS & Force Main	-	-	-	5,305,000	-	5,305,000
Doswell Offload WWPS #2 & Force Main	-	7,000,000	-	-	-	7,000,000
DWWTP Belt Press Replacement	-	-	553,000	-	-	553,000
DWWTP Influent VFDs Replacement	-	-	-	-	171,000	171,000
DWWTP RAS Pump Replacement	-	-	72,000	-	-	72,000
Hanover Industrial Airpark Sewerline Rehab	-	-	-	-	200,000	200,000
Lee-Davis WWPS Grinder Replacement	-	-	225,000	-	-	225,000
Lee-Davis WWPS Upgrade	-	-	-	-	103,000	103,000
Mechanicsville Sewer Rehabilitation	800,000	-	-	-	-	800,000
Mechumps Creek WWPS Force Main & Pump	3,850,000	-	-	-	-	3,850,000

	Yr 1 Budget	Yr 2 Budget	Yr 3 Budget	Yr 4 Budget	Yr 5 Budget	Total 5-Yr Budget
Middle Chickahominy WWPS Upgrade	-	100,000	1,000,000	-	-	1,100,000
Shelton Pointe Force Main Upgrade	1,622,000	-	6,866,000	-	-	8,488,000
Shelton Pointe WWPS Spare Pump	101,000	-	-	-	-	101,000
Shelton Pointe WWPS Upgrade	-	-	-	787,000	-	787,000
Slaydens Creek WWPS Grinder Replacement	-	-	-	-	84,000	84,000
Sledd Run WWPS Generator Installation	-	80,000	-	-	-	80,000
Snead Street WWPS Generator Replacement	-	-	-	-	78,000	78,000
Stony Run Phases 7 & 8	-	-	-	-	765,000	765,000
TWWTP Improvements	886,000	-	-	-	-	886,000
TWWTP PLC 5 Replacement	70,000	-	-	-	-	70,000
TWWTP Scrubber Overhaul	-	-	273,000	-	-	273,000
PU CIP Water	**3,782,787**	**15,161,923**	**12,280,447**	**11,599,504**	**3,887,002**	**46,711,663**
Air Park Water Tank Rehabilitation	-	153,000	795,000	-	-	948,000
Ashcake Road W/L Improvements	-	-	-	478,000	-	478,000
Atlee Road W/L Replacement	-	-	-	1,064,000	-	1,064,000
Cold Harbor Road W/L Improvements	-	-	202,000	905,000	-	1,107,000
Cold Harbor Road W/L Replacement	-	-	-	657,000	-	657,000
Creighton Road WST Recoating & Rehab	-	264,000	500,000	-	-	764,000
Doswell WST & Pump St Generator Repl	98,000	-	-	-	-	98,000
DWTP Backwash Tank Rehab	180,000	-	-	-	-	180,000
DWTP Generator Fuel Tank & Day Tank Repl	103,000	-	-	-	-	103,000
DWTP Lagoon Rehabilitation	-	-	-	709,000	-	709,000
DWTP Raw Water Pumphouse Rehabilitation	-	-	-	-	735,500	735,500
DWTP to Railroad Crossing Waterline	-	1,620,000	-	-	-	1,620,000
Georgetown Electrical	-	-	-	58,000	-	58,000
Hanover-Richmond Joint Cap Contract	2,473,787	5,543,923	8,692,447	6,968,504	1,012,502	24,691,163
Harris Court WST Rehabilitation	65,000	-	393,000	-	-	458,000
Henry Clay Road Valve	53,000	-	-	-	-	53,000
Hill Carter WST & Pump Station	600,000	6,500,000	-	-	-	7,100,000
I-95 Waterline Crossing at Long Road	150,000	742,000	-	-	-	892,000
Jackson Avenue WST Demolition	-	80,000	-	-	-	80,000
Kings Dominion Entrance Rd W/L Repl	-	-	818,000	-	-	818,000
Pamunkey Regional Jail Waterline	-	-	-	-	1,443,000	1,443,000
Pleasant Street WST & PS Generator Repl	-	-	-	201,000	-	201,000
Pleasant Street WST Rehabilitation	-	76,000	-	111,000	-	187,000
Pole Green Road Western W/L Improvements	-	-	-	258,000	594,000	852,000
Quarles Rd WST Rehabilitation	-	23,000	-	190,000	-	213,000
Route 1 Waterline Improvements	-	160,000	320,000	-	-	480,000
Sinclair Manor Well Replacement	-	-	-	-	102,000	102,000
Sliding Hill Road Utility Betterment	60,000	-	-	-	-	60,000
Stonewall Parkway W/L Replacement	-	-	560,000	-	-	560,000
Public Works	**21,567,370**	**5,493,200**	**7,302,080**	**9,208,200**	**5,176,090**	**48,746,940**
General Services	**1,940,000**	**765,000**	**605,000**	**540,000**	**545,000**	**4,395,000**
Admin Building Center Roof Replacement	-	-	150,000	-	-	150,000
CSB Day Health Roof Replacement	60,000	-	-	-	-	60,000
Fire-EMS Generator Replacement	60,000	-	60,000	-	60,000	180,000
Fleet & Facilities Software Systems Repl	-	-	-	200,000	-	200,000
Fleet Air Compressor Replacement	-	70,000	-	-	-	70,000
Fleet Garage Floor Top-Coat	-	300,000	-	-	-	300,000
General Vehicle Replacement	320,000	330,000	340,000	340,000	350,000	1,680,000
Human Services Complex Boiler Replacement	-	-	55,000	-	-	55,000
Museum Development	500,000	-	-	-	-	500,000

	Yr 1 Budget	Yr 2 Budget	Yr 3 Budget	Yr 4 Budget	Yr 5 Budget	Total 5-Yr Budget
Parks & Rec Window Replacement	-	65,000	-	-	-	65,000
Vaughan-Bradley Roof Replacement	-	-	-	-	135,000	135,000
Wickham Renovations	1,000,000	-	-	-	-	1,000,000
Public Works	**19,567,370**	**4,580,000**	**6,495,920**	**8,514,000**	**4,231,090**	**43,388,380**
Rdwy Impr Atlee Station Widening	-	1,500,000	1,000,000	1,000,000	-	3,500,000
Rdwy Impr Creighton/Cold Harbor Roundabout	1,273,500	-	-	-	-	1,273,500
Rdwy Impr Pole Green Widening	7,393,000	1,000,000	1,000,000	1,321,000	1,322,000	12,036,000
Rdwy Impr Sliding Hill	7,025,690	-	-	-	-	7,025,690
Rdwy Impr US Rt 360 / Lee Davis Rd	2,144,000	1,180,000	3,299,000	5,193,000	-	11,816,000
Reserve for Future Roadway Improvements	1,000,000	-	-	-	-	1,000,000
Stormwater Program	731,180	900,000	1,196,920	1,000,000	2,909,090	6,737,190
Public Works Operations	**60,000**	**148,200**	**201,160**	**154,200**	**400,000**	**963,560**
Solid Waste Equipment Replacement	60,000	148,200	201,160	154,200	400,000	963,560
Grand Total	**57,170,157**	**51,697,123**	**43,352,647**	**81,547,704**	**28,742,092**	**262,509,723**

Total 5-Yr Budget	Federal Aid	Fund Balance Assignment	General Fund	Long-term Debt	Permits Fines & Use of Money	Proffers	Public Utilities	Recovered Costs & Misc	State Aid	Grand Total
Airport	**3,960,108**	**104,000**	**693,882**	**-**	**-**	**-**	**-**	**-**	**2,571,130**	**7,329,120**
Airport CIP	**3,960,108**	**104,000**	**693,882**	**-**	**-**	**-**	**-**	**-**	**2,571,130**	**7,329,120**
Fuel Tank Replacement	-	64,000	112,880	-	-	-	-	-	87,120	264,000
Land Acquisition	945,108	32,000	21,002	-	-	-	-	-	212,010	1,210,120
Obstruction Removal	360,000	8,000	-	-	-	-	-	-	32,000	400,000
Safety Improvements	2,655,000	-	160,000	-	-	-	-	-	640,000	3,455,000
Terminal Building	-	-	400,000	-	-	-	-	-	1,600,000	2,000,000
Education	**-**	**3,400,000**	**15,400,000**	**59,525,000**	**-**	**-**	**-**	**-**	**-**	**78,325,000**
School CIP	**-**	**3,400,000**	**15,400,000**	**59,525,000**	**-**	**-**	**-**	**-**	**-**	**78,325,000**
Auditorium Renovations	-	-	-	950,000	-	-	-	-	-	950,000
Bathroom Renovations	-	-	-	1,405,000	-	-	-	-	-	1,405,000
Gymnasium Repairs	-	-	-	850,000	-	-	-	-	-	850,000
HVAC Repairs & Upgrades	-	-	-	6,725,000	-	-	-	-	-	6,725,000
Kitchen Renovations	-	-	-	355,000	-	-	-	-	-	355,000
Painting	-	-	944,562	-	-	-	-	-	-	944,562
Roof Repairs & Replacements	-	-	1,083,000	740,000	-	-	-	-	-	1,823,000
Safety & Security	-	-	-	2,190,000	-	-	-	-	-	2,190,000
School Building Upgrades	-	-	-	945,000	-	-	-	-	-	945,000
School Buses	-	-	6,000,000	-	-	-	-	-	-	6,000,000
School Grounds Upgrades	-	-	-	2,365,000	-	-	-	-	-	2,365,000
School Renovation	-	-	-	40,000,000	-	-	-	-	-	40,000,000
School Site	-	-	-	3,000,000	-	-	-	-	-	3,000,000
Technology Enhancements	-	3,400,000	7,372,438	-	-	-	-	-	-	10,772,438
General Government	**-**	**110,000**	**10,065,000**	**-**	**-**	**-**	**-**	**-**	**-**	**10,175,000**
Information Technology	**-**	**110,000**	**10,065,000**	**-**	**-**	**-**	**-**	**-**	**-**	**10,175,000**
Computer Replacement Program	-	-	845,000	-	-	-	-	-	-	845,000
Courts Security Detention Center Upgrade	-	-	600,000	-	-	-	-	-	-	600,000
Data Center Upgrades	-	-	150,000	-	-	-	-	-	-	150,000
Enterprise Licenses	-	-	3,465,000	-	-	-	-	-	-	3,465,000
Human Resource System	-	-	430,000	-	-	-	-	-	-	430,000
Storage Area Network	-	-	875,000	-	-	-	-	-	-	875,000
Tax Parcel & Assessment Website Enhancements	-	110,000	-	-	-	-	-	-	-	110,000
Technology Infrastructure	-	-	3,700,000	-	-	-	-	-	-	3,700,000

Total 5-Yr Budget	Federal Aid	Fund Balance Assignment	General Fund	Long-term Debt	Permits Fines & Use of Money	Proffers	Public Utilities	Recovered Costs & Misc	State Aid	Grand Total
Human Services	**-**	**500,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**500,000**
Community Services Board	**-**	**500,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**500,000**
RAFT House Project	-	500,000	-	-	-	-	-	-	-	500,000
Judicial Administration	**-**	**-**	**210,000**	**-**	**-**	**-**	**-**	**100,000**	**-**	**310,000**
Clerk of the Circuit Court	**-**	**-**	**210,000**	**-**	**-**	**-**	**-**	**100,000**	**-**	**310,000**
Land Records Management System	-	-	210,000	-	-	-	-	100,000	-	310,000
Nondepartmental	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**1,000,000**	**-**	**1,000,000**
Nondepartmental	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**1,000,000**	**-**	**1,000,000**
Reserve for Revenue	-	-	-	-	-	-	-	1,000,000	-	1,000,000
Parks, Recreation & Cultural	**-**	**-**	**513,000**	**11,400,000**	**1,000,000**	**-**	**-**	**-**	**-**	**12,913,000**
Parks & Recreation	**-**	**-**	**513,000**	**11,400,000**	**1,000,000**	**-**	**-**	**-**	**-**	**12,913,000**
Park Enhancements	-	-	435,000	-	-	-	-	-	-	435,000
Park/Cultural Development	-	-	-	11,400,000	1,000,000	-	-	-	-	12,400,000
Skid Steer	-	-	78,000	-	-	-	-	-	-	78,000
Public Safety	**-**	**3,950,000**	**12,235,000**	**-**	**-**	**-**	**-**	**-**	**-**	**16,185,000**
Emergency Communications	**-**	**100,000**	**100,000**	**-**	**-**	**-**	**-**	**-**	**-**	**200,000**
Public Safety Software Upgrade	-	100,000	100,000	-	-	-	-	-	-	200,000
Fire-EMS	**-**	**3,850,000**	**11,825,000**	**-**	**-**	**-**	**-**	**-**	**-**	**15,675,000**
Air Pack System	-	400,000	600,000	-	-	-	-	-	-	1,000,000
Ambulance Replacement	-	-	3,090,000	-	-	-	-	-	-	3,090,000
Diesel Exhaust Removal System	-	-	135,000	-	-	-	-	-	-	135,000
Fire Engine & Heavy Rescue Replacement	-	-	6,500,000	-	-	-	-	-	-	6,500,000
Fire Training Burn Building	-	2,250,000	-	-	-	-	-	-	-	2,250,000
New Fire Station Laurel #17	-	-	500,000	-	-	-	-	-	-	500,000
Station Alerting System Upgrade	-	1,200,000	1,000,000	-	-	-	-	-	-	2,200,000
Sheriff	**-**	**-**	**310,000**	**-**	**-**	**-**	**-**	**-**	**-**	**310,000**
Digital Evidence Server	-	-	60,000	-	-	-	-	-	-	60,000
Evidence Room Expansion	-	-	50,000	-	-	-	-	-	-	50,000
Firing Range Lead Removal	-	-	100,000	-	-	-	-	-	-	100,000
Firing Range Target System	-	-	100,000	-	-	-	-	-	-	100,000

Total 5-Yr Budget	Federal Aid	Fund Balance Assignment	General Fund	Long-term Debt	Permits Fines & Use of Money	Proffers	Public Utilities	Recovered Costs & Misc	State Aid	Grand Total
Public Utilities	**-**	**-**	**-**	**-**	**-**	**-**	**87,025,663**	**-**	**-**	**87,025,663**
PU CIP Other	**-**	**-**	**-**	**-**	**-**	**-**	**2,726,000**	**-**	**-**	**2,726,000**
PU CIP Sewer	**-**	**-**	**-**	**-**	**-**	**-**	**37,588,000**	**-**	**-**	**37,588,000**
PU CIP Water	**-**	**-**	**-**	**-**	**-**	**-**	**46,711,663**	**-**	**-**	**46,711,663**
Public Works	**15,852,200**	**2,362,510**	**11,343,560**	**1,000,000**	**-**	**4,000,000**	**-**	**-**	**14,188,670**	**48,746,940**
General Services	**15,000**	**-**	**3,380,000**	**1,000,000**	**-**	**-**	**-**	**-**	**-**	**4,395,000**
Admin Building Center Roof Replacement	-	-	150,000	-	-	-	-	-	-	150,000
CSB Day Health Roof Replacement	-	-	60,000	-	-	-	-	-	-	60,000
Fire-EMS Generator Replacement	-	-	180,000	-	-	-	-	-	-	180,000
Fleet & Facilities Software Systems Repl	-	-	200,000	-	-	-	-	-	-	200,000
Fleet Air Compressor Replacement	-	-	70,000	-	-	-	-	-	-	70,000
Fleet Garage Floor Top-Coat	-	-	300,000	-	-	-	-	-	-	300,000
General Vehicle Replacement	-	-	1,680,000	-	-	-	-	-	-	1,680,000
Human Services Complex Boiler Replacement	-	-	55,000	-	-	-	-	-	-	55,000
Museum Development	15,000	-	485,000	-	-	-	-	-	-	500,000
Parks & Rec Window Replacement	-	-	65,000	-	-	-	-	-	-	65,000
Vaughan-Bradley Roof Replacement	-	-	135,000	-	-	-	-	-	-	135,000
Wickham Renovations	-	-	-	1,000,000	-	-	-	-	-	1,000,000
Public Works	**15,837,200**	**2,362,510**	**7,000,000**	**-**	**-**	**4,000,000**	**-**	**-**	**14,188,670**	**43,388,380**
Rdwy Impr Atlee Station Widening	-	-	-	-	-	3,500,000	-	-	-	3,500,000
Rdwy Impr Creighton/Cold Harbor Roundabout	1,018,800	-	-	-	-	-	-	-	254,700	1,273,500
Rdwy Impr Pole Green Widening	4,800,000	-	4,750,000	-	-	-	-	-	2,486,000	12,036,000
Rdwy Impr Sliding Hill	-	-	-	-	-	-	-	-	7,025,690	7,025,690
Rdwy Impr US Rt 360 / Lee Davis Rd	10,018,400	1,000,000	-	-	-	-	-	-	797,600	11,816,000
Reserve for Future Roadway Improvements	-	-	-	-	-	500,000	-	-	500,000	1,000,000
Stormwater Program	-	1,362,510	2,250,000	-	-	-	-	-	3,124,680	6,737,190
Public Works Operations	**-**	**-**	**963,560**	**-**	**-**	**-**	**-**	**-**	**-**	**963,560**
Solid Waste Equipment Replacement	-	-	963,560	-	-	-	-	-	-	963,560
Grand Total	**19,812,308**	**10,426,510**	**50,460,442**	**71,925,000**	**1,000,000**	**4,000,000**	**87,025,663**	**1,100,000**	**16,759,800**	**262,509,723**

Summary by Functional Area	Yr 1 Budget	Yr 2 Budget	Yr 3 Budget	Yr 4 Budget	Yr 5 Budget	Total 5-Yr Budget
Airport CIP Fund	**2,615,000**	**2,950,000**	**1,200,120**	**300,000**	**264,000**	**7,329,120**
County Improvements Fund	**35,540,370**	**10,936,200**	**12,885,080**	**14,754,200**	**15,714,090**	**89,829,940**
General Government	1,695,000	1,840,000	1,840,000	2,980,000	1,820,000	10,175,000
Human Services	-	-	-	-	500,000	500,000
Judicial Administration	-	310,000	-	-	-	310,000
Nondepartmental	200,000	200,000	200,000	200,000	200,000	1,000,000
Parks, Recreation & Cultural	6,400,000	-	50,000	463,000	6,000,000	12,913,000
Public Safety	5,678,000	3,093,000	3,493,000	1,903,000	2,018,000	16,185,000
Public Works	21,567,370	5,493,200	7,302,080	9,208,200	5,176,090	48,746,940
Public Utilities CIP Fund	**13,214,787**	**24,810,923**	**22,267,447**	**19,968,504**	**6,764,002**	**87,025,663**
School Improvements Fund	**5,800,000**	**13,000,000**	**7,000,000**	**46,525,000**	**6,000,000**	**78,325,000**
Grand Total	**57,170,157**	**51,697,123**	**43,352,647**	**81,547,704**	**28,742,092**	**262,509,723**

Project Type by Fund	Yr 1 Budget	Yr 2 Budget	Yr 3 Budget	Yr 4 Budget	Yr 5 Budget	Total 5-Yr Budget
Airport CIP Fund	**2,615,000**	**2,950,000**	**1,200,120**	**300,000**	**264,000**	**7,329,120**
Equipment	-	-	-	-	264,000	264,000
Facility Improvements	2,455,000	2,950,000	150,000	300,000	-	5,855,000
Land Acquisition	160,000	-	1,050,120	-	-	1,210,120
County Improvements Fund	**35,540,370**	**10,936,200**	**12,885,080**	**14,754,200**	**15,714,090**	**89,829,940**
Construction	-	-	50,000	385,000	500,000	935,000
Equipment	1,060,000	818,200	1,801,160	367,200	400,000	4,446,560
Facility Improvements	10,320,000	565,000	265,000	-	6,695,000	17,845,000
Reserve	200,000	200,000	200,000	200,000	200,000	1,000,000
Roads & Public Works	19,567,370	4,580,000	6,495,920	8,514,000	4,231,090	43,388,380
Technology	1,955,000	2,150,000	1,840,000	3,180,000	1,820,000	10,945,000
Vehicles	2,438,000	2,623,000	2,233,000	2,108,000	1,868,000	11,270,000
Public Utilities CIP Fund	**13,214,787**	**24,810,923**	**22,267,447**	**19,968,504**	**6,764,002**	**87,025,663**
Equipment	408,000	146,000	342,000	380,000	310,000	1,586,000
Technology	-	-	250,000	-	-	250,000
Utility Infrastructure	10,333,000	19,121,000	12,983,000	12,620,000	5,441,500	60,498,500
Utility Service Agreement	2,473,787	5,543,923	8,692,447	6,968,504	1,012,502	24,691,163
School Improvements Fund	**5,800,000**	**13,000,000**	**7,000,000**	**46,525,000**	**6,000,000**	**78,325,000**
Construction	-	-	4,000,000	36,000,000	-	40,000,000
Equipment	800,000	2,005,000	1,200,000	2,685,000	1,500,000	8,190,000
Facility Improvements	420,000	9,795,000	185,000	5,603,000	359,562	16,362,562
Land Acquisition	-	-	-	-	3,000,000	3,000,000
Technology	4,580,000	1,200,000	1,615,000	2,237,000	1,140,438	10,772,438
Grand Total	**57,170,157**	**51,697,123**	**43,352,647**	**81,547,704**	**28,742,092**	**262,509,723**

Summary of Funding Sources	Yr 1 Budget	Yr 2 Budget	Yr 3 Budget	Yr 4 Budget	Yr 5 Budget	Total 5-Yr Budget
Funding Sources	**57,170,157**	**51,697,123**	**43,352,647**	**81,547,704**	**28,742,092**	**262,509,723**
Intergovernmental	20,130,780	4,521,000	4,948,118	5,254,000	1,718,210	36,572,108
Local Revenue	1,700,000	1,800,000	1,200,000	1,200,000	200,000	6,100,000
Long-term Debt	6,400,000	10,000,000	4,000,000	42,525,000	9,000,000	71,925,000
Transfers In	26,983,787	35,376,123	33,007,609	32,568,704	17,759,882	145,696,105
Use of Planned Surpluses	1,955,590	-	196,920	-	64,000	2,216,510
Grand Total	**57,170,157**	**51,697,123**	**43,352,647**	**81,547,704**	**28,742,092**	**262,509,723**

Funding Sources by Fund	Yr 1 Budget	Yr 2 Budget	Yr 3 Budget	Yr 4 Budget	Yr 5 Budget	Total 5-Yr Budget
Airport CIP Fund	**2,615,000**	**2,950,000**	**1,200,120**	**300,000**	**264,000**	**7,329,120**
General Fund	411,000	59,000	51,002	60,000	112,880	693,882
Intergovernmental	2,164,000	2,891,000	1,149,118	240,000	87,120	6,531,238
Prior Years Balance	40,000	-	-	-	64,000	104,000
County Improvements Fund	**35,540,370**	**10,936,200**	**12,885,080**	**14,754,200**	**15,714,090**	**89,829,940**
FBA CIP Stormwater PYB	165,590	-	196,920	-	-	362,510
General Fund	6,448,000	7,256,200	6,239,160	7,540,200	6,883,000	34,366,560
Intergovernmental	17,966,780	1,630,000	3,799,000	5,014,000	1,631,090	30,040,870
Local Revenue	1,200,000	300,000	200,000	200,000	200,000	2,100,000
Long-term Debt	6,400,000	-	-	-	6,000,000	12,400,000
Proffers	500,000	1,500,000	1,000,000	1,000,000	-	4,000,000
Transfer fr GF FBA Stormwater	-	250,000	250,000	-	500,000	1,000,000
Transfer from GF - FBA Capital	1,110,000	-	1,200,000	-	500,000	2,810,000
Transfer GF FBA Transportation	-	-	-	1,000,000	-	1,000,000
Use of Fund Balance	1,750,000	-	-	-	-	1,750,000
Public Utilities CIP Fund	**13,214,787**	**24,810,923**	**22,267,447**	**19,968,504**	**6,764,002**	**87,025,663**
School Improvements Fund	**5,800,000**	**13,000,000**	**7,000,000**	**46,525,000**	**6,000,000**	**78,325,000**
General Fund	2,400,000	3,000,000	3,000,000	4,000,000	3,000,000	15,400,000
Long-term Debt	-	10,000,000	4,000,000	42,525,000	3,000,000	59,525,000
Transfer fr GF - FBA Education	1,000,000	-	-	-	-	1,000,000
Transfer from GF - FBA Capital	2,400,000	-	-	-	-	2,400,000
Grand Total	**57,170,157**	**51,697,123**	**43,352,647**	**81,547,704**	**28,742,092**	**262,509,723**

Funding Analysis of County & School Capital Projects	Yr 1 Budget	Yr 2 Budget	Yr 3 Budget	Yr 4 Budget	Yr 5 Budget	Total 5-Year Budget
Total Debt Funding	**15.5%**	**41.8%**	**20.1%**	**69.4%**	**41.4%**	**42.8%**
Total Non-Debt Funding	**84.5%**	**58.2%**	**79.9%**	**30.6%**	**58.6%**	**57.2%**
General Fund Support	21.4%	42.8%	46.5%	18.8%	45.5%	29.6%
Support from Other Sources	63.1%	15.4%	33.4%	11.8%	13.0%	27.6%

CIP Operating Impact

	Yr 1 Budget	Yr 2 Budget	Yr 3 Budget	Yr 4 Budget	Yr 5 Budget	Total 5-Yr Budget
Airport CIP Fund	**-**	**7,000**	**7,000**	**7,000**	**9,000**	**30,000**
Fuel Tank Replacement	**-**	**-**	**-**	**-**	**2,000**	**2,000**
Obstruction Removal	**-**	**2,000**	**2,000**	**2,000**	**2,000**	**8,000**
Terminal Building	**-**	**5,000**	**5,000**	**5,000**	**5,000**	**20,000**
County Improvements Fund	**-**	**69,100**	**349,736**	**352,236**	**443,086**	**1,214,158**
Digital Evidence Server	**-**	**5,000**	**5,000**	**5,000**	**5,000**	**20,000**
Firing Range Target System	**-**	**-**	**5,000**	**5,000**	**5,000**	**15,000**
Fleet & Facilities Software Systems Repl	**-**	**-**	**-**	**-**	**5,000**	**5,000**
Human Resource System	**-**	**-**	**-**	**-**	**100,000**	**100,000**
Land Records Management System	**-**	**-**	**50,000**	**50,000**	**50,000**	**150,000**
Museum Development	**-**	**44,100**	**44,100**	**44,100**	**44,100**	**176,400**
Park Enhancements	**-**	**-**	**-**	**2,800**	**5,650**	**8,450**
Park/Cultural Development						
Salaries & Fringe Benefits	-	-	80,686	80,686	80,686	242,058
Capital Outlay	-	-	20,000	20,000	-	40,000
Operating	-	-	124,950	124,650	127,650	377,250
Public Safety Software Upgrade	**-**	**20,000**	**20,000**	**20,000**	**20,000**	**80,000**
Public Utilities CIP Fund	**-**	**-**	**89,200**	**125,700**	**143,700**	**358,600**
Asset Management System	**-**	**-**	**-**	**30,000**	**30,000**	**60,000**
Bruce Center New Bay						
Capital Outlay	-	-	-	-	5,000	5,000
Doswell Offload WWPS #2 & Force Main	**-**	**-**	**50,000**	**50,000**	**50,000**	**150,000**
Hill Carter WST & Pump Station	**-**	**-**	**30,000**	**30,000**	**30,000**	**90,000**
I-95 Waterline Crossing at Long Road	**-**	**-**	**200**	**200**	**200**	**600**
Maintenance Vehicle Replacement	**-**	**-**	**-**	**1,500**	**1,500**	**3,000**
Mechumps Creek WWPS Force Main & Pump	**-**	**-**	**4,000**	**4,000**	**4,000**	**12,000**
Middle Chickahominy WWPS Upgrade	**-**	**-**	**-**	**5,000**	**5,000**	**10,000**
Shelton Pointe Force Main Upgrade	**-**	**-**	**-**	**-**	**8,000**	**8,000**
Shelton Pointe WWPS Upgrade	**-**	**-**	**-**	**-**	**5,000**	**5,000**
Sledd Run WWPS Generator Installation	**-**	**-**	**5,000**	**5,000**	**5,000**	**15,000**
School Improvements Fund	**908,445**	**1,093,215**	**1,193,280**	**1,217,140**	**1,241,480**	**5,653,560**
Technology Enhancements						
Salaries & Fringe Benefits	908,445	1,093,215	1,193,280	1,217,140	1,241,480	5,653,560
Grand Total	**908,445**	**1,169,315**	**1,639,216**	**1,702,076**	**1,837,266**	**7,256,318**

All financial impacts noted above are under the operating category unless otherwise specified in the table.

Operating impacts to the General Fund are reflected in the Five-Year General Fund Financial Plan. Debt service impacts are not detailed under this table but are included in the Five-Year General Fund Financial Plan and the Debt Service Fund section of the Budget document.

Project Locations

The following are specific locations referenced within the project pages of the Airport CIP and County Improvements Fund, including the corresponding address and departments located at each building, as applicable. Projects that serve multiple locations are generally identified in the project pages as "Countywide" or by the type of facility impacted, such as such as Fire/EMS stations and solid waste convenience centers.

CSB Day Health Building	7179 Stonewall Parkway, Mechanicsville, VA 23111
Fleet Building	11375 N. Lakeridge Parkway, Ashland, VA 23005
General Services	
Hanover County Airport	11152 Airpark Road, Ashland, VA 23005
Harman-Taylor Fire/EMS Training Center	13038 Winston Road, Ashland, VA 23005
Sheriff's Firing Range	7532 Courtland Farm Road, Hanover, VA 23069

Courthouse Complex

Administration Building	7516 County Complex Road, Hanover, VA 23069
Board of Supervisors meeting room, Building Inspections, County Administrator, County Attorney, Planning, Public Utilities, Public Works	
Courthouse	7530 County Complex Road, Hanover, VA 23069
Circuit Court, Clerk of the Circuit Court, Commonwealth's Attorney, General District Court, Juvenile & Domestic Relations Court, Juvenile Court Services	
Emergency Communications Center	7501 Library Drive, Hanover, VA 23069
Old Clerk Building	7496 County Complex Road, Hanover, VA 23069
Vaughan-Bradley Building	7522 County Complex Road, Hanover, VA 23069
Sheriff	
Wickham Building	7497 County Complex Road, Hanover, VA 23069
Human Resources, Information Technology, Registrar	

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

Parks & Recreation Maintenance Facility	12454 Taylor Complex Lane, Ashland, VA 23005

Airport CIP Fund Summary

FY20-FY24 Funding Sources by Project Type

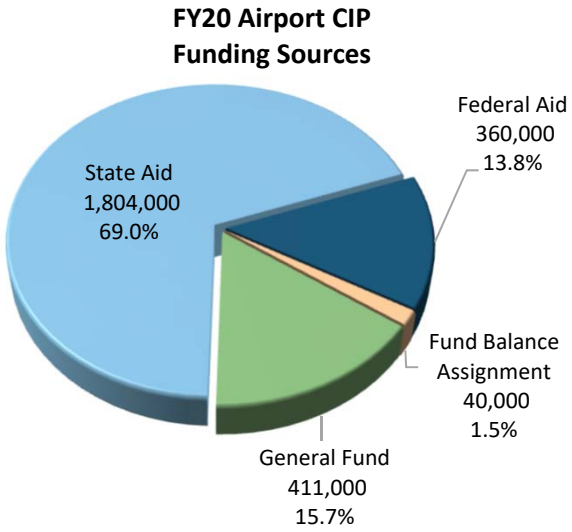
	Equipment	Facility Improvements	Land Acquisition	Total
Categorical State Aid	87,120	2,272,000	212,010	2,571,130
Fed Aviation Administration	-	3,015,000	945,108	3,960,108
Prior Years Balance	64,000	8,000	32,000	104,000
Transfer from General Fund	112,880	560,000	21,002	693,882
Total	**264,000**	**5,855,000**	**1,210,120**	**7,329,120**

FY20-FY24 Projects Funded by the General Fund

	Equipment	Facility Improvements	Land Acquisition	Total
Fuel Tank Replacement	112,880	-	-	112,880
Land Acquisition	-	-	21,002	21,002
Safety Improvements	-	160,000	-	160,000
Terminal Building	-	400,000	-	400,000
Total	**112,880**	**560,000**	**21,002**	**693,882**

FY20 Projects by Project Type

Row Labels	Year 1
Facility Improvements	**2,455,000**
Obstruction Removal	400,000
Safety Improvements	55,000
Terminal Building	2,000,000
Land Acquisition	**160,000**
Grand Total	**2,615,000**



Fuel Tank Replacement

DEPARTMENT
Airport CIP

PROJECT TYPE
Equipment

LOCATION
Hanover County Airport

PROJECT DESCRIPTION
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 FY24 (Year 5).

OPERATING IMPACT
Recurring maintenance service contract for tank inspections beginning in FY24.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**-**	**264,000**	**264,000**
Categorical State Aid	-	-	-	-	87,120	87,120
Prior Years Balance	-	-	-	-	64,000	64,000
Transfer from General Fund	-	-	-	-	112,880	112,880
Funding Uses	**-**	**-**	**-**	**-**	**264,000**	**264,000**
Machinery & Equipment Repl	-	-	-	-	264,000	264,000
Operating Impact	**-**	**-**	**-**	**-**	**2,000**	**2,000**
Maintenance Service Contracts	-	-	-	-	2,000	2,000

Land Acquisition

DEPARTMENT
Airport CIP

PROJECT TYPE
Land Acquisition

LOCATION
Hanover County Airport

PROJECT DESCRIPTION
The Airport Master Plan identifies the need to purchase 58 acres of land and avigation easements to the north 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 the east side expansion project. 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 FY20 (Year 1) and in FY22.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**160,000**	**-**	**1,050,120**	**-**	**-**	**1,210,120**
Categorical State Aid	128,000	-	84,010	-	-	212,010
Fed Aviation Administration	-	-	945,108	-	-	945,108
Prior Years Balance	32,000	-	-	-	-	32,000
Transfer from General Fund	-	-	21,002	-	-	21,002
Funding Uses	**160,000**	**-**	**1,050,120**	**-**	**-**	**1,210,120**
Land Purch & Development Addtl	160,000	-	1,050,120	-	-	1,210,120

Obstruction Removal

DEPARTMENT
Airport CIP

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 includes acquiring avigation easements to permit removal of tree obstructions which have grown into the airspace surfaces. The project also includes design and construction costs associated with the physical removal of tree obstructions.

USEFUL LIFE
N/A

TIMETABLE
Project to be completed in FY20 (Year 1).

OPERATING IMPACT
Recurring costs beginning in FY21 for additional brush cutting of newly cleared areas to prevent regrowth of trees.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**400,000**	**-**	**-**	**-**	**-**	**400,000**
Categorical State Aid	32,000	-	-	-	-	32,000
Fed Aviation Administration	360,000	-	-	-	-	360,000
Prior Years Balance	8,000	-	-	-	-	8,000
Funding Uses	**400,000**	**-**	**-**	**-**	**-**	**400,000**
Alt to Facility or Office	400,000	-	-	-	-	400,000
Operating Impact	**-**	**2,000**	**2,000**	**2,000**	**2,000**	**8,000**
Repair & Maintenance Services	-	2,000	2,000	2,000	2,000	8,000

Safety Improvements

DEPARTMENT
Airport CIP

PROJECT TYPE
Facility Improvements

LOCATION
Hanover County Airport

PROJECT DESCRIPTION
Airport safety improvements include terminal roof replacement in FY20 (Year 1), resurfacing the runway with mill in FY21, overlaying of the original ramp apron in FY22 and installing omni-directional approach lighting for Runway 16 in FY23. Resufacing is needed to replace aging asphalt to maintain the usability of the runway. The last runway resurface was performed in 1993 and has exceeded its useful life. This project also includes new runway striping, increase to runway lighting elevations and modernization of the runway electrical system.

USEFUL LIFE
20 years

TIMETABLE
Construction in FY20, FY21, FY22 & FY23.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**55,000**	**2,950,000**	**150,000**	**300,000**	**-**	**3,455,000**
Categorical State Aid	44,000	236,000	120,000	240,000	-	640,000
Fed Aviation Administration	-	2,655,000	-	-	-	2,655,000
Transfer from General Fund	11,000	59,000	30,000	60,000	-	160,000
Funding Uses	**55,000**	**2,950,000**	**150,000**	**300,000**	**-**	**3,455,000**
Alt to Facility or Office	55,000	2,950,000	150,000	300,000	-	3,455,000

Terminal Building

DEPARTMENT
Airport CIP

PROJECT TYPE
Facility Improvements

LOCATION
Hanover County Airport

PROJECT DESCRIPTION
The Airport 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 Virginia Department of Aviation (DOAV) at 100%. If grant funding is requested, approval by the DOAV is required prior to construction.

USEFUL LIFE
N/A

TIMETABLE
Construction in FY21 (Year 2).

OPERATING IMPACT
Increased utilities costs beginning in FY21.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**2,000,000**	**-**	**-**	**-**	**-**	**2,000,000**
Categorical State Aid	1,600,000	-	-	-	-	1,600,000
Transfer from General Fund	400,000	-	-	-	-	400,000
Funding Uses	**2,000,000**	**-**	**-**	**-**	**-**	**2,000,000**
Construction	2,000,000	-	-	-	-	2,000,000
Operating Impact	**-**	**5,000**	**5,000**	**5,000**	**5,000**	**20,000**
Electrical Services	-	2,000	2,000	2,000	2,000	8,000
Water & Sewer Services	-	3,000	3,000	3,000	3,000	12,000

County Improvements Fund Summary

FY20-FY24 Funding Sources by Project Type

	Construction	Equipment	Facility Improvements	Reserve	Roads & Public Works	Technology	Vehicles	Total
Intergovernmental	**-**	**-**	**15,000**	**-**	**30,025,870**	**-**	**-**	**30,040,870**
Categorical Federal Aid	-	-	15,000	-	-	-	-	15,000
Categorical State Aid	-	-	-	-	3,124,680	-	-	3,124,680
Fed FHWA Grant	-	-	-	-	15,837,200	-	-	15,837,200
State VDOT	-	-	-	-	11,063,990	-	-	11,063,990
Local Revenue	**-**	**-**	**1,000,000**	**1,000,000**	**4,000,000**	**100,000**	**-**	**6,100,000**
Miscellaneous Revenue	-	-	-	-	-	100,000	-	100,000
Reserve for Revenue Transfers	-	-	-	1,000,000	-	-	-	1,000,000
Sale of Property	-	-	1,000,000	-	-	-	-	1,000,000
Traffic Contribution	-	-	-	-	4,000,000	-	-	4,000,000
Long-term Debt	**-**	**-**	**12,400,000**	**-**	**-**	**-**	**-**	**12,400,000**
Bond Proceeds	-	-	12,400,000	-	-	-	-	12,400,000
Transfers In	**935,000**	**4,446,560**	**2,680,000**	**-**	**9,000,000**	**10,845,000**	**11,270,000**	**39,176,560**
Transfer fr GF FBA Stormwater	-	-	-	-	1,000,000	-	-	1,000,000
Transfer from General Fund	935,000	2,846,560	1,680,000	-	7,000,000	10,635,000	11,270,000	34,366,560
Transfer from GF - FBA Capital	-	1,600,000	1,000,000	-	-	210,000	-	2,810,000
Transfer GF FBA Transportation	-	-	-	-	1,000,000	-	-	1,000,000
Use of Planned Surpluses	**-**	**-**	**1,750,000**	**-**	**362,510**	**-**	**-**	**2,112,510**
FBA CIP Stormwater PYB	-	-	-	-	362,510	-	-	362,510
Use of Fund Balance	-	-	1,750,000	-	-	-	-	1,750,000
Total	**935,000**	**4,446,560**	**17,845,000**	**1,000,000**	**43,388,380**	**10,945,000**	**11,270,000**	**89,829,940**

FY20-FY24 Functional Areas by Project Type

	Construction	Equipment	Facility Improvements	Reserve	Roads & Public Works	Technology	Vehicles	Total
General Government	-	-	-	-	-	10,175,000	-	10,175,000
Human Services	-	-	500,000	-	-	-	-	500,000
Judicial Administration	-	-	-	-	-	310,000	-	310,000
Nondepartmental	-	-	-	1,000,000	-	-	-	1,000,000
Parks, Recreation & Cultural	435,000	78,000	12,400,000	-	-	-	-	12,913,000
Public Safety	500,000	3,335,000	2,500,000	-	-	260,000	9,590,000	16,185,000
Public Works	-	1,033,560	2,445,000	-	43,388,380	200,000	1,680,000	48,746,940
Total	**935,000**	**4,446,560**	**17,845,000**	**1,000,000**	**43,388,380**	**10,945,000**	**11,270,000**	**89,829,940**

Computer Replacement Program

DEPARTMENT
Information Technology

PROJECT TYPE
Technology

LOCATION
Countywide

PROJECT DESCRIPTION
This program replaces computers when they are no longer functioning in an efficient manner. 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. 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 mobile device computers or any computers in Public Utilities or the Pamunkey Regional Jail.

USEFUL LIFE
The target replacement schedule is 5 years, with some specific models replaced on a more aggressive schedule. Communication dispatch computers used for E911 services are replaced every 3 years.

TIMETABLE
Annual replacement of computers.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**150,000**	**190,000**	**165,000**	**165,000**	**175,000**	**845,000**
Transfer from General Fund	150,000	190,000	165,000	165,000	175,000	845,000
Funding Uses	**150,000**	**190,000**	**165,000**	**165,000**	**175,000**	**845,000**
Computer Equip Cyclical Repl	150,000	190,000	165,000	165,000	175,000	845,000

Courts Security Detention Center Upgrade

DEPARTMENT
Information Technology

PROJECT TYPE
Technology

LOCATION
Courthouse

PROJECT DESCRIPTION
The new courthouse includes a security detention center in the basement. This detention center is a secure location for the transition of individuals from jail to the court room. A highly customized system operates the detention center as well as associated cameras, elevators and door locks. The system will be substantially replaced when it nears end of life. This project funds replacement of the system, which includes the software system, security for the detention area, cameras, door locks, servers, monitors and network equipment.

USEFUL LIFE
5 to 7 years

TIMETABLE
Implementation will take 18 to 24 months.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**600,000**	**-**	**600,000**
Transfer from General Fund	-	-	-	600,000	-	600,000
Funding Uses	**-**	**-**	**-**	**600,000**	**-**	**600,000**
Information System Equip Addtl	-	-	-	600,000	-	600,000

Data Center Upgrades

DEPARTMENT
Information Technology

PROJECT TYPE
Technology

LOCATION
Countywide

PROJECT DESCRIPTION
This project provides required maintenance and enhancements of the data centers to ensure continuity of technology operations by ensuring that existing cooling and uninterruptable power supply (UPS) systems continue to operate properly with regular maintenance and upgrades. Funding is 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. Project has a phased approach designed to minimize time that system components may be offline.

USEFUL LIFE
5 years for UPS batteries and major components of the cooling system. 3 to 5 years for major components of the UPS such as capacitors and filtering circuits.

TIMETABLE
Enhancements and maintenance will take place in FY21 (Year 2) & FY23.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**75,000**	**-**	**75,000**	**-**	**150,000**
Transfer from General Fund	-	75,000	-	75,000	-	150,000
Funding Uses	**-**	**75,000**	**-**	**75,000**	**-**	**150,000**
Information System Equip Addtl	-	75,000	-	75,000	-	150,000

Enterprise Licenses

DEPARTMENT
Information Technology

PROJECT TYPE
Technology

LOCATION
Countywide

PROJECT DESCRIPTION
The County utilizes enterprise software license agreements to keep and maintain systems with up-to-date software that provide users and customers extended functionality, corrections for known issues and key security upgrades. Licenses do not have to be purchased with new computers and the management of licenses are simplified and efficient. This project provides funding for software licensing and product access for all County computers, as well as operating systems for servers, computers and other devices. Funds are also included for SQL Server database instances. The enterprise agreement is renegotiated with the vendor every 3 years. The escalation of these support fees is to move to a hybrid cloud on-premise environment.

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

TIMETABLE
Purchase of licenses and services in 3 year periods.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**660,000**	**675,000**	**700,000**	**710,000**	**720,000**	**3,465,000**
Transfer from General Fund	660,000	675,000	700,000	710,000	720,000	3,465,000
Funding Uses	**660,000**	**675,000**	**700,000**	**710,000**	**720,000**	**3,465,000**
Software Services	660,000	675,000	700,000	710,000	720,000	3,465,000

Human Resource System

DEPARTMENT
Information Technology

PROJECT TYPE
Technology

LOCATION
Countywide

PROJECT DESCRIPTION
In January 2017, the County and Schools implemented a new software for human resources data management, time management and payroll processing. This project will expand on those capabilities for implementation of a system which will allow better scheduling and time tracking for public safety in accordance with federal and state law. Funds are included for application software, hardware and contractor implementation costs.

USEFUL LIFE
10 years

TIMETABLE
Implementation in FY23 (Year 4).

OPERATING IMPACT
Recurring software maintenance beginning in FY24.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**430,000**	**-**	**430,000**
Transfer from General Fund	-	-	-	430,000	-	430,000
Funding Uses	**-**	**-**	**-**	**430,000**	**-**	**430,000**
Software Services	-	-	-	430,000	-	430,000
Operating Impact	**-**	**-**	**-**	**-**	**100,000**	**100,000**
Software Services	-	-	-	-	100,000	100,000

Storage Area Network

DEPARTMENT
Information Technology

PROJECT TYPE
Technology

LOCATION
Countywide

PROJECT DESCRIPTION
The existing Storage Area Network (SAN) is a combination of appliances, software and equipment that provides storage. The SAN allows multiple system access, which provides more efficient and effective storage than traditional server storage. The SAN 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. Funding includes data storage growth as well as system warranties.

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

TIMETABLE
System capacity will be enhanced and upgraded as data storage needs arise.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**150,000**	**175,000**	**175,000**	**175,000**	**200,000**	**875,000**
Transfer from General Fund	150,000	175,000	175,000	175,000	200,000	875,000
Funding Uses	**150,000**	**175,000**	**175,000**	**175,000**	**200,000**	**875,000**
Small Capital Outlay	150,000	175,000	175,000	175,000	200,000	875,000

Tax Parcel & Assessment Website Enhancements

DEPARTMENT
Information Technology

PROJECT TYPE
Technology

LOCATION
Wickham Building

PROJECT DESCRIPTION
The tax parcel is the basis of the County's real estate tax record system. 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 comprise the parcel, it is imperative that parcels be as accurate as possible.

The current assessment data is hosted or located on the County's GIS site. It has limited data due to constraints within the GIS software and no ability to search for property sales within the system. This project includes funding for an updated and developed website that allows customers to see and access more data.

USEFUL LIFE
N/A

TIMETABLE
12 months for implementation; to be completed in FY20 (Year 1).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**110,000**	**-**	**-**	**-**	**-**	**110,000**
Transfer from GF - FBA Capital	110,000	-	-	-	-	110,000
Funding Uses	**110,000**	**-**	**-**	**-**	**-**	**110,000**
Software Services	110,000	-	-	-	-	110,000

Technology Infrastructure

DEPARTMENT
Information Technology

PROJECT TYPE
Technology

LOCATION
Countywide

PROJECT DESCRIPTION
Maintain and enhance the County's technology infrastructure. This includes the County's network, Windows server, and SQL database infrastructure, as well as the County's security & network protection methods and back-up solutions. Project costs include equipment, software licenses and their warranty coverage. These upgrades are required as shifts in technology occur and to provide current support and warranty coverage as well as system enhancements. These funds ensure the continuity of operations for all technology services within the County. This project includes all hardware to operate infrastructure in all County locations.

USEFUL LIFE
Varies based upon the product

TIMETABLE
Annual purchases for enhancements to major systems and infrastructure.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**625,000**	**725,000**	**800,000**	**825,000**	**725,000**	**3,700,000**
Transfer from General Fund	625,000	725,000	800,000	825,000	725,000	3,700,000
Funding Uses	**625,000**	**725,000**	**800,000**	**825,000**	**725,000**	**3,700,000**
Information System Equip Addtl	625,000	725,000	800,000	825,000	725,000	3,700,000

RAFT House Project

DEPARTMENT
Community Services Board

PROJECT TYPE
Facility Improvements

LOCATION
To be determined

PROJECT DESCRIPTION
Provide a facility for the RAFT (Recovery Acceptance Friendship Teamwork) House program that meets the needs of the Community Services Board (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. FY24 (Year 5) includes Phase I of the project. Additional costs are anticipated in FY25, outside the scope of the five-year plan.

USEFUL LIFE
20+ years

TIMETABLE
Establish new building requirements and research potential sites in FY23; Purchase land or an existing building and begin construction or remodeling in FY24.

OPERATING IMPACT
Transition from lease to ownership costs will occur outside the scope of the five-year plan.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**-**	**500,000**	**500,000**
Transfer from GF - FBA Capital	-	-	-	-	500,000	500,000
Funding Uses	**-**	**-**	**-**	**-**	**500,000**	**500,000**
Construction	-	-	-	-	250,000	250,000
Land Purch & Development Addtl	-	-	-	-	250,000	250,000

Land Records Management System

DEPARTMENT
Clerk of the Circuit Court

PROJECT TYPE
Technology

LOCATION
Courthouse

PROJECT DESCRIPTION
Replace the current Land Records Management System. This system stores and enables access to public records including land records, court orders, wills, fiduciary accounts and marriage licenses. It also provides secure remote access to land records for paid subscribers and government employees. The current system has been in use since 2002. Project funding includes hardware and software needed to operate the new system. The new system will operate parallel to current system throughout FY22 (Year 3).

USEFUL LIFE
10 years

TIMETABLE
Release RFP in FY20; Issue contract & purchase hardware in FY21; Go-live in early FY22.

OPERATING IMPACT
Recurring software maintenance beginning in FY22.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**310,000**	**-**	**-**	**-**	**310,000**
Miscellaneous Revenue	-	100,000	-	-	-	100,000
Transfer from General Fund	-	210,000	-	-	-	210,000
Funding Uses	**-**	**310,000**	**-**	**-**	**-**	**310,000**
Information System Equip Repl	-	20,000	-	-	-	20,000
Software Services	-	290,000	-	-	-	290,000
Operating Impact	**-**	**-**	**50,000**	**50,000**	**50,000**	**150,000**
Software Services	-	-	50,000	50,000	50,000	150,000

Park/Cultural Development

DEPARTMENT
Parks & Recreation

PROJECT TYPE
Facility Improvements

LOCATION
Countywide

PROJECT DESCRIPTION
This project includes continued funding for the acquisition and development of Parks, Libraries and Community Centers to serve the citizens of Hanover County. The current five-year plan includes a combined Library/Community Center in Montpelier to replace the current facility and the development of new district parks in eastern and western Hanover. Locations for the new parks have not been identified.

The Montpelier Park Library/Community Center involves the engineering and construction of a projected 12,000 square foot structure, expanding the footprint from the current facility.

Amenities and infrastructure for newly developed parks will vary by location but commonly include shelters, multi-purpose fields, trails, playgrounds and support structures such as a maintenance shop. All of the described projects were identified within the Parks & Recreation Facilities Master Plan approved by the Board of Supervisors in 2010.

USEFUL LIFE
30 to 50 years for community centers; 50+ years for parks

TIMETABLE
Montpelier Park Library/Community Center anticipated to open in FY22 (Year 3). Development of the Eastern and Western Parks in FY24.

OPERATING IMPACT
One-time purchases of new equipment plus ongoing additional Park & Library staff, utilities and maintenance for the Montpelier Park Library/Community Center beginning in FY22.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**6,400,000**	**-**	**-**	**-**	**6,000,000**	**12,400,000**
Bond Proceeds	5,400,000	-	-	-	6,000,000	11,400,000
Sale of Property	1,000,000	-	-	-	-	1,000,000
Funding Uses	**6,400,000**	**-**	**-**	**-**	**6,000,000**	**12,400,000**
Construction	5,400,000	-	-	-	-	5,400,000
Land Purch & Development Addtl	1,000,000	-	-	-	6,000,000	7,000,000
Operating Impact	**-**	**-**	**225,636**	**225,336**	**208,336**	**659,308**

Park/Cultural Development
Summary by Park

LOCATION	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Eastern Park	**1,000,000**	**-**	**-**	**-**	**3,900,000**	**4,900,000**
Land Purch & Development Addtl	1,000,000	-	-	-	3,900,000	4,900,000
Montpelier Park Library & Community Center	**5,400,000**	**-**	**-**	**-**	**-**	**5,400,000**
Construction	5,400,000	-	-	-	-	5,400,000
Western Park	**-**	**-**	**-**	**-**	**2,100,000**	**2,100,000**
Land Purch & Development Addtl	-	-	-	-	2,100,000	2,100,000
TOTAL	**6,400,000**	**-**	**-**	**-**	**6,000,000**	**12,400,000**

Park Enhancements

DEPARTMENT
Parks & Recreation

PROJECT TYPE
Construction

LOCATION
Various

PROJECT DESCRIPTION
This project provides continued funding for enhancements to current parks. The five-year plan includes:
• Athletic Field Lighting for Courthouse Park and Pole Green Park. The installation of lights on Courthouse Park multi-purpose field #3 will allow for 30% more field use for spring and fall season athletic field rentals. Improved lighting on Pole Green Park multi-purpose field #3 will bring light levels to a point where tournament soccer and lacrosse could be played on this field. Upgraded lighting will also be more efficient. Existing lights were installed in 2000.
• This project funds hard courts at a park to be identified. Pickleball courts will be installed at Pole Green Park using FY19 funding.
• Shelter/Performance Platform for Pole Green Park. This will fund construction of a larger picnic shelter/performance platform for rental to the public and for special events/small concerts.

USEFUL LIFE
20+ years

TIMETABLE
Construction in FY22 & FY23.

OPERATING IMPACT
Athletic Field Lighting - Electrical and repair & maintenance services beginning in FY24 (Year 5).
Hard Courts - Electrical and repair & maintenance services as well as supplies beginning in FY24 (Year 5).
Shelter/Performance Platform - Electrical and repair & maintenance services beginning in FY23 (Year 4).

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**50,000**	**385,000**	**-**	**435,000**
Transfer from General Fund	-	-	50,000	385,000	-	435,000
Funding Uses	**-**	**-**	**50,000**	**385,000**	**-**	**435,000**
Alterations to Grounds	-	-	50,000	385,000	-	435,000
Operating Impact	**-**	**-**	**-**	**2,800**	**5,650**	**8,450**
Electrical Services	-	-	-	300	1,400	1,700
Repair & Maintenance Services	-	-	-	2,500	4,000	6,500
Supplies Repair & Maint	-	-	-	-	250	250

Park Enhancements
Summary by Type

Project	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Athletic Field Lighting	**-**	**-**	**-**	**275,000**	**-**	**275,000**
Courthouse Park	-	-	-	150,000	-	150,000
Pole Green Park	-	-	-	125,000	-	125,000
Hard Courts	**-**	**-**	**-**	**110,000**	**-**	**110,000**
Location To Be Determined	-	-	-	110,000	-	110,000
Shelters/Performance Platforms	**-**	**-**	**50,000**	**-**	**-**	**50,000**
Pole Green Park	-	-	50,000	-	-	50,000
TOTAL	**-**	**-**	**50,000**	**385,000**	**-**	**435,000**

Skid Steer

DEPARTMENT
Parks & Recreation

PROJECT TYPE
Equipment

LOCATION
Countywide

PROJECT DESCRIPTION
Purchase a skid steer with attachments to replace the current backhoe that has exceeded its useful life and requires frequent repairs. This equipment is used for large repairs and projects on park and school grounds. Skid steer attachments expand capabilities beyond the current backhoe. Planned attachments include: loader, shovel, snow plow, drill, flail mower and excavator.

USEFUL LIFE
25+ years

TIMETABLE
Purchase in FY23 (Year 4).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**78,000**	**-**	**78,000**
Transfer from General Fund	-	-	-	78,000	-	78,000
Funding Uses	**-**	**-**	**-**	**78,000**	**-**	**78,000**
Construction Veh & Equip Addtl	-	-	-	78,000	-	78,000

Public Safety Software Upgrade

DEPARTMENT
Emergency Communications

PROJECT TYPE
Technology

LOCATION
Emergency Communications Center

PROJECT DESCRIPTION
The County implemented new Computer Aided Dispatch (CAD), Law Enforcement Management System and Mobile CAD/Field Reporting in 2015. The system vendor is upgrading that software solution. This new software version will be a major technology upgrade for public safety agencies. Funding is to implement the upgraded version of Mobile CAD and Mobile Field Reporting modules, which will improve both the end user functionality and the IT administration of the modules. This project also includes acquisition of a network persistence software solution that will eliminate the problem of network disconnects resulting in issues experienced by field units. This project will impact the Sheriff, Fire-EMS, Commonwealth's Attorney and Emergency Communications departments.

USEFUL LIFE
Major software upgrades necessary every 5 to 7 years

TIMETABLE
Acquisition by September 2019; Implementation between October 2019 and June 2020.

OPERATING IMPACT
Recurring software licenses and maintenance beginning in FY21 (Year 2).

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**200,000**	**-**	**-**	**-**	**-**	**200,000**
Transfer from General Fund	100,000	-	-	-	-	100,000
Transfer from GF - FBA Capital	100,000	-	-	-	-	100,000
Funding Uses	**200,000**	**-**	**-**	**-**	**-**	**200,000**
Software Services	200,000	-	-	-	-	200,000
Operating Impact	**-**	**20,000**	**20,000**	**20,000**	**20,000**	**80,000**
Software Services	-	20,000	20,000	20,000	20,000	80,000

Air Pack System

DEPARTMENT
Fire-EMS

PROJECT TYPE
Equipment

LOCATION
Fire/EMS Stations

PROJECT DESCRIPTION
This is the last year of a two year project to replace all air bottles with new 45-minute bottle technology. This is the same technology used by our regional partners.

USEFUL LIFE
15 years

TIMETABLE
Purchase air packs in FY20 (Year 1).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**1,000,000**	**-**	**-**	**-**	**-**	**1,000,000**
Transfer from General Fund	600,000	-	-	-	-	600,000
Transfer from GF - FBA Capital	400,000	-	-	-	-	400,000
Funding Uses	**1,000,000**	**-**	**-**	**-**	**-**	**1,000,000**
Machinery & Equipment Repl	1,000,000	-	-	-	-	1,000,000

Ambulance Replacement

DEPARTMENT
Fire-EMS

PROJECT TYPE
Vehicles

LOCATION
Fire/EMS Stations

PROJECT DESCRIPTION
The County currently operates 22 ambulances from 16 stations. This project will replace ambulances based on estimated maintenance costs, mileage and age. All ambulances will be outfitted to advanced life support standards. This plan also incorporates the replacement of 1 quick response vehicle per year.

USEFUL LIFE
10 years

TIMETABLE
Annual purchase of 2 ambulances & 1 quick response vehicle .

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**618,000**	**618,000**	**618,000**	**618,000**	**618,000**	**3,090,000**
Transfer from General Fund	618,000	618,000	618,000	618,000	618,000	3,090,000
Funding Uses	**618,000**	**618,000**	**618,000**	**618,000**	**618,000**	**3,090,000**
Fire Trucks & Ambulances Repl	618,000	618,000	618,000	618,000	618,000	3,090,000

Diesel Exhaust Removal System

DEPARTMENT
Fire-EMS

PROJECT TYPE
Equipment

LOCATION
Fire/EMS Stations

PROJECT DESCRIPTION
Install an apparatus-mounted, direct-source capture diesel exhaust filtering system on 15 units of apparatus. This exhaust removal system works automatically to protect firefighter and EMS personnel from the dangers of breathing diesel exhaust. This system is intended to minimize the exposure to known carcinogens and particulates that cause lung cancer. The product will meet and exceed OSHA, CAL-OSHA, NIOSH and NFPA requirements.

USEFUL LIFE
Varies based upon the vehicle: ambulances, engines & first response units - 10 years; ladder trucks & heavy rescue trucks - 15 years; tankers - 20 years

TIMETABLE
Installation in FY23 (Year 4)

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**135,000**	**-**	**135,000**
Transfer from General Fund	-	-	-	135,000	-	135,000
Funding Uses	**-**	**-**	**-**	**135,000**	**-**	**135,000**
Motor Vehicle & Equip Addtl	-	-	-	135,000	-	135,000

Fire Engine & Heavy Rescue Replacement

DEPARTMENT
Fire-EMS

PROJECT TYPE
Vehicles

LOCATION
Fire/EMS Stations

PROJECT DESCRIPTION
The County operates a Fire apparatus fleet of 20 engines, 9 tankers, 3 ladder trucks, 4 heavy rescue units, an air utility vehicle with trailer, brush trucks, first response units and a mobile command unit. The engines in this rotation are the first-line engines for fire and medical response from 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 6 firefighters to emergency scenes.

USEFUL LIFE
Varies based upon the vehicle: command vehicles – 4 years; Fire Marshal vehicles – 7 years; engines - 20 years; ladder trucks and heavy rescue units - 15 years; tankers - 20 years; brush trucks - 20 years

TIMETABLE
Annual purchases in accordance with the 20-year apparatus replacement plan.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**1,500,000**	**1,675,000**	**1,275,000**	**1,150,000**	**900,000**	**6,500,000**
Transfer from General Fund	1,500,000	1,675,000	1,275,000	1,150,000	900,000	6,500,000
Funding Uses	**1,500,000**	**1,675,000**	**1,275,000**	**1,150,000**	**900,000**	**6,500,000**
Fire Trucks & Ambulances Repl	1,500,000	1,675,000	1,275,000	1,150,000	900,000	6,500,000

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, which later became known as a poor choice for burn building construction because high temperatures cause the concrete to separate at the internal rebar. In 2000, the building was inspected and the department decided to use a new 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 project will fund construction of a replacement building, which is essential to basic firefighting training. This replacement burn building will consist of mostly gas props, which create a safer environment and decrease building wear. 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
Construction in FY20 (Year 1).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**2,250,000**	**-**	**-**	**-**	**-**	**2,250,000**
Transfer from GF - FBA Capital	500,000	-	-	-	-	500,000
Use of Fund Balance	1,750,000	-	-	-	-	1,750,000
Funding Uses	**2,250,000**	**-**	**-**	**-**	**-**	**2,250,000**
Construction	2,250,000	-	-	-	-	2,250,000

New Fire Station Laurel #17

DEPARTMENT
Fire-EMS

PROJECT TYPE
Construction

LOCATION
Laurel Meadows area

PROJECT DESCRIPTION
Conduct design and engineering services for a new, 17th fire station in the area of the Pole Green and Lee Davis corridor. Current data shows an increased service demand in this area consistent with local growth. Additional costs to build, staff and equip the station are planned for FY25 and later, outside the scope of the five-year plan.

USEFUL LIFE
50 Years

TIMETABLE
Design and engineering in FY24 (Year 5).

OPERATING IMPACT
Costs to operate the new station will occur outside the scope of the five-year plan.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**-**	**500,000**	**500,000**
Transfer from General Fund	-	-	-	-	500,000	500,000
Funding Uses	**-**	**-**	**-**	**-**	**500,000**	**500,000**
Professional Services	-	-	-	-	500,000	500,000

Station Alerting System Upgrade

DEPARTMENT
Fire-EMS

PROJECT TYPE
Equipment

LOCATION
Fire/EMS Stations

PROJECT DESCRIPTION
The station alerting system is the first step in a series of cascading events that allow Fire/EMS to meet its primary mission. The current station alerting system utilizes 1950's technology. The new technology implemented in modern activation systems utilizes "soft" alerting through the volume of speakers and the gradual illumination of bedroom lighting. There is evidence in the region that a more advanced alerting system will help reduce response times by shortening the time it takes for tones to commence and end. This reduction of out-of-station time has a significant correlation to both fire and EMS incident outcomes. The new station alerting system will enable the department to be better prepared for future technology needs, and most importantly will improve the health and safety of Fire/EMS personnel.

USEFUL LIFE
20 years

TIMETABLE
Installation in FY21 (Year 2) and FY22.

OPERATING IMPACT
Additional net costs are anticipated but not yet quantified. Costs will vary based on final specifications for the upgraded system.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**600,000**	**1,600,000**	**-**	**-**	**2,200,000**
Transfer from General Fund	-	600,000	400,000	-	-	1,000,000
Transfer from GF - FBA Capital	-	-	1,200,000	-	-	1,200,000
Funding Uses	**-**	**600,000**	**1,600,000**	**-**	**-**	**2,200,000**
Communications Equipment	-	600,000	1,600,000	-	-	2,200,000
Addtl						

Digital Evidence Server

DEPARTMENT
Sheriff

PROJECT TYPE
Technology

LOCATION
Vaughan-Bradley Building

PROJECT DESCRIPTION
Purchase and install a large digital evidence server in the Vaughan-Bradley building. Digital evidence is currently stored on CDs. This new server will be backed up so data will not be lost. The hardware design is expandable, which will allow for additional storage as the department grows.

USEFUL LIFE
10 to 15 years or as needed

TIMETABLE
Purchase and installation in early FY20 (Year 1).

OPERATING IMPACT
Recurring maintenance contract beginning in FY21.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**60,000**	**-**	**-**	**-**	**-**	**60,000**
Transfer from General Fund	60,000	-	-	-	-	60,000
Funding Uses	**60,000**	**-**	**-**	**-**	**-**	**60,000**
Information System Equip Addtl	60,000	-	-	-	-	60,000
Operating Impact	**-**	**5,000**	**5,000**	**5,000**	**5,000**	**20,000**
Maintenance Service Contracts	-	5,000	5,000	5,000	5,000	20,000

Evidence Room Expansion

DEPARTMENT
Sheriff

PROJECT TYPE
Facility Improvements

LOCATION
Vaughan-Bradley Building

PROJECT DESCRIPTION
Expand the evidence room into an adjacent space. Although items are destroyed at a reasonable pace, the facility will reach capacity in the near future. This project will expand the security system into this room, install a new cage for drugs and valuables and install a new shelving system in the existing space. Funding received in FY19 was used to expand the caged area into previously occupied storage space, make additional infrastructure changes to lighting, remove the old metal cage and remodel the front counter. The second part of this funding will add rolling file storage racks throughout the room.

USEFUL LIFE
20 years

TIMETABLE
Project to be completed in FY20 (Year 1).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**50,000**	**-**	**-**	**-**	**-**	**50,000**
Transfer from General Fund	50,000	-	-	-	-	50,000
Funding Uses	**50,000**	**-**	**-**	**-**	**-**	**50,000**
Alt to Facility or Office	50,000	-	-	-	-	50,000

Firing Range Lead Removal

DEPARTMENT
Sheriff

PROJECT TYPE
Facility Improvements

LOCATION
Sheriff's Firing Range

PROJECT DESCRIPTION
Perform lead removal from the Sheriff's Firing Range. Lead removal is an EPA Best Practice for outdoor firing ranges and should be done every 10 to 12 years. This process will prevent the Sheriff's Firing Range from becoming a hazardous environment.

USEFUL LIFE
10 to 12 years

TIMETABLE
Project to be completed in FY21 (Year 2) in coordination with the Firing Range Target System project.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**100,000**	**-**	**-**	**-**	**100,000**
Transfer from General Fund	-	100,000	-	-	-	100,000
Funding Uses	**-**	**100,000**	**-**	**-**	**-**	**100,000**
Alterations to Grounds	-	100,000	-	-	-	100,000

Firing Range Target System

DEPARTMENT
Sheriff

PROJECT TYPE
Facility Improvements

LOCATION
Sheriff's Firing Range

PROJECT DESCRIPTION
Upgrade the Sheriff's Firing Range target system. The current target system is 20 years old and has reached its end-of-life. Repairs continue to support the equipment in place but parts are becoming difficult to find. The new target system will be a state-of-the-art electric system rather than a pneumatic-based system, which has become obsolete.

USEFUL LIFE
15 to 20 years

TIMETABLE
Project to be completed in FY21 (Year 2) in coordination with the Firing Range Lead Removal project.

OPERATING IMPACT
Increased recurring maintenance contract beginning in FY22.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**100,000**	**-**	**-**	**-**	**100,000**
Transfer from General Fund	-	100,000	-	-	-	100,000
Funding Uses	**-**	**100,000**	**-**	**-**	**-**	**100,000**
Alterations to Grounds	-	100,000	-	-	-	100,000
Operating Impact	**-**	**-**	**5,000**	**5,000**	**5,000**	**15,000**
Maintenance Service Contracts	-	-	5,000	5,000	5,000	15,000

Admin Building Center Roof Replacement

DEPARTMENT
General Services

PROJECT TYPE
Facility Improvements

LOCATION
Administration Building

PROJECT DESCRIPTION
Replace the center section of the Administration Building's roof. The current roof is reaching the end of its useful life. This is the largest section of the building's roof. Separate repairs have and will continue to be done on smaller sections to keep roof maintenance up to date.

USEFUL LIFE
20 years

TIMETABLE
Project to be completed in FY22 (Year 3).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**150,000**	**-**	**-**	**150,000**
Transfer from General Fund	-	-	150,000	-	-	150,000
Funding Uses	**-**	**-**	**150,000**	**-**	**-**	**150,000**
Alt to Facility or Office	-	-	150,000	-	-	150,000

CSB Day Health Roof Replacement

DEPARTMENT
General Services

PROJECT TYPE
Facility Improvements

LOCATION
CSB Day Health Building

PROJECT DESCRIPTION
Replace the roof of the Community Services Board (CSB) Day Health building. The current roof is reaching the end of its useful life. Further repairs to prevent or stop leaks would not be cost effective, except for temporary measures until replacement can be completed.

USEFUL LIFE
20 years

TIMETABLE
Project to be completed in FY20 (Year 1).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**60,000**	**-**	**-**	**-**	**-**	**60,000**
Transfer from General Fund	60,000	-	-	-	-	60,000
Funding Uses	**60,000**	**-**	**-**	**-**	**-**	**60,000**
Alt to Facility or Office	60,000	-	-	-	-	60,000

Fleet Air Compressor Replacement

DEPARTMENT
General Services

PROJECT TYPE
Equipment

LOCATION
Fleet Building

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

USEFUL LIFE
15 to 20 years

TIMETABLE
Project to be completed in FY21 (Year 2).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**70,000**	**-**	**-**	**-**	**70,000**
Transfer from General Fund	-	70,000	-	-	-	70,000
Funding Uses	**-**	**70,000**	**-**	**-**	**-**	**70,000**
Machinery & Equipment Repl	-	70,000	-	-	-	70,000

Fleet & Facilities Software Systems Repl

DEPARTMENT
General Services

PROJECT TYPE
Technology

LOCATION
Countywide

PROJECT DESCRIPTION
Replace the current Fleet and Facilities software systems. The existing Fleet software systems have been in use since 1996. The current Facilities software system has been in use for more than 10 years and lacks user-friendly reporting and data collection features. The selected replacement system(s) will be web-based with enhanced reporting capabilities and more user-friendly.

USEFUL LIFE
10 years

TIMETABLE
Project to be completed in FY23 (Year 4).

OPERATING IMPACT
Recurring software maintenance beginning in FY24.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**200,000**	**-**	**200,000**
Transfer from General Fund	-	-	-	200,000	-	200,000
Funding Uses	**-**	**-**	**-**	**200,000**	**-**	**200,000**
Software Services	-	-	-	200,000	-	200,000
Operating Impact	**-**	**-**	**-**	**-**	**5,000**	**5,000**
Software Services	-	-	-	-	5,000	5,000

Fleet Garage Floor Top-Coat

DEPARTMENT
General Services

PROJECT TYPE
Facility Improvements

LOCATION
Fleet Building

PROJECT DESCRIPTION
Provide top-coat application to the concrete floor in all bay areas to protect and extend the working life of the Fleet garage floor. Dropped tools, spills and the weight of vehicles combine to destroy, split and crack the concrete surface over time.

USEFUL LIFE
10 to 15 years

TIMETABLE
Project to be completed in FY21 (Year 2).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**300,000**	**-**	**-**	**-**	**300,000**
Transfer from General Fund	-	300,000	-	-	-	300,000
Funding Uses	**-**	**300,000**	**-**	**-**	**-**	**300,000**
Alt to Facility or Office	-	300,000	-	-	-	300,000

Fire-EMS Generator Replacement

DEPARTMENT
General Services

PROJECT TYPE
Facility Improvements

LOCATION
Fire/EMS Stations

PROJECT DESCRIPTION
Replace and upgrade existing aging generators at fire stations. Existing generators are sized only for partial facility power. Stations now house crews 24 hours a day and need full operational capacity during power outages. Upgraded generators will meet these needs.

USEFUL LIFE
20 years

TIMETABLE
Replacement of one station generator every other year.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**60,000**	**-**	**60,000**	**-**	**60,000**	**180,000**
Transfer from General Fund	60,000	-	60,000	-	60,000	180,000
Funding Uses	**60,000**	**-**	**60,000**	**-**	**60,000**	**180,000**
Building Accessory Equip Repl	60,000	-	60,000	-	60,000	180,000

General Vehicle Replacement

DEPARTMENT
General Services

PROJECT TYPE
Vehicles

LOCATION
Countywide

PROJECT DESCRIPTION
Replace vehicles as required to maintain the County's fleet. This project will replace vehicles based on factors including estimated maintenance costs, mileage and age.

USEFUL LIFE
Varies based upon the vehicle. Most vehicles are 7 to 10 years.

TIMETABLE
Annual purchase of vehicles.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**320,000**	**330,000**	**340,000**	**340,000**	**350,000**	**1,680,000**
Transfer from General Fund	320,000	330,000	340,000	340,000	350,000	1,680,000
Funding Uses	**320,000**	**330,000**	**340,000**	**340,000**	**350,000**	**1,680,000**
Motor Vehicle & Equipment Repl	320,000	330,000	340,000	340,000	350,000	1,680,000

Human Services Complex Boiler Replacement

DEPARTMENT
General Services

PROJECT TYPE
Facility Improvements

LOCATION
Human Services Complex

PROJECT DESCRIPTION
Replace the boiler in the Human Services Complex. The current boiler has been re-tubed once and is reaching the end of its useful life.

USEFUL LIFE
20 years

TIMETABLE
Project to be completed in FY22 (Year 3).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**55,000**	**-**	**-**	**55,000**
Transfer from General Fund	-	-	55,000	-	-	55,000
Funding Uses	**-**	**-**	**55,000**	**-**	**-**	**55,000**
Building Accessory Equip Repl	-	-	55,000	-	-	55,000

Museum Development

DEPARTMENT
General Services

PROJECT TYPE
Facility Improvements

LOCATION
Old Clerk Building

PROJECT DESCRIPTION
Conduct basic renovations and updates to repurpose the Old Clerk Building into a shell concept for use as a historic museum. Funding includes a historic structure report in cooperation with the Historical Commission. The operating impact includes ongoing professional services to contract for a curator. The Old Clerk Building was vacated in August 2018 when Finance & Management Services moved to the newly renovated Chenault-Weems Building.

USEFUL LIFE
25 years

TIMETABLE
Design approval in June 2019; begin construction in July 2019

OPERATING IMPACT
Recurring professional services related to running the museum as well as utilities, maintenance, custodial and insurance costs, beginning in FY21 (Year 2).

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**500,000**	**-**	**-**	**-**	**-**	**500,000**
Categorical Federal Aid	15,000	-	-	-	-	15,000
Transfer from General Fund	485,000	-	-	-	-	485,000
Funding Uses	**500,000**	**-**	**-**	**-**	**-**	**500,000**
Alt to Facility or Office	470,000	-	-	-	-	470,000
Professional Services	30,000	-	-	-	-	30,000
Operating Impact	**-**	**44,100**	**44,100**	**44,100**	**44,100**	**176,400**

Parks & Rec Window Replacement

DEPARTMENT
General Services

PROJECT TYPE
Facility Improvements

LOCATION
Parks & Recreation Maintenance Facility

PROJECT DESCRIPTION
Replace original, single-pane windows installed in 1974 with energy-efficient windows. Current windows are in poor condition and difficult to operate.

USEFUL LIFE
25 years

TIMETABLE
Project to be completed in FY21 (Year 2).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**65,000**	**-**	**-**	**-**	**65,000**
Transfer from General Fund	-	65,000	-	-	-	65,000
Funding Uses	**-**	**65,000**	**-**	**-**	**-**	**65,000**
Alt to Facility or Office	-	65,000	-	-	-	65,000

Vaughan-Bradley Roof Replacement

DEPARTMENT
General Services

PROJECT TYPE
Facility Improvements

LOCATION
Vaughan-Bradley Building

PROJECT DESCRIPTION
Replace the roof of the Vaughan-Bradley Building. The current 20-year old ballasted roof system has received repairs in areas of heavy traffic due to communication and HVAC equipment installation. The replacement roof will be the same type of Ethylene Propylene Diene Monomer material. Roof gutters will also be relined with EPDM as part of the total roof replacement.

USEFUL LIFE
20 years

TIMETABLE
Project to be completed in FY24 (Year 5).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**-**	**135,000**	**135,000**
Transfer from General Fund	-	-	-	-	135,000	135,000
Funding Uses	**-**	**-**	**-**	**-**	**135,000**	**135,000**
Alt to Facility or Office	-	-	-	-	135,000	135,000

Wickham Renovations

DEPARTMENT
General Services

PROJECT TYPE
Facility Improvements

LOCATION
Wickham Building

PROJECT DESCRIPTION
Perform total renovation of the multi-story front section of the Wickham Building. The work will Include HVAC, plumbing, electrical, mechanical and layout renovations to bring this section of the building up to current standards. Removations will make updated office, equipment and meeting spaces available for County use as part of ongoing space adjustments within the Courthouse Complex.

USEFUL LIFE
25 years

TIMETABLE
Design approval in February 2020; award contract in June 2020; begin construction in August 2020; project completion by August 2021.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**1,000,000**	**-**	**-**	**-**	**-**	**1,000,000**
Bond Proceeds	1,000,000	-	-	-	-	1,000,000
Funding Uses	**1,000,000**	**-**	**-**	**-**	**-**	**1,000,000**
Alt to Facility or Office	1,000,000	-	-	-	-	1,000,000

Reserve for Future Roadway Improvements

DEPARTMENT
Public Works

PROJECT TYPE
Roads & Public Works

LOCATION
Various

PROJECT DESCRIPTION
Hanover County relies heavily on state and federal funding to address its transportation needs. Over time, funding allocated from these sources has shifted from formula-based to merit-based processes, such as the Commonwealth's SMART SCALE, which prioritize state funds for state transportation priorities. This has resulted in greater uncertainty in terms of funding, making local budget planning more speculative. Staff continue to pursue funding for projects based on the Board's adopted Transportation Policy. The County maintains a candidate project list that prioritizes projected road needs and is annually reviewed and updated by the Roads Committee. Funding in the first year of the CIP is detailed by project, whereas the out-years are estimates of potential grants which will be identified over time. The CIP only lists projects receiving new funding. For a list of previously-funded projects, consult the Quarterly Road Project Status Report provided to the Board of Supervisors.

- Sliding Hill Widening – Widen from 2 to 4 lanes from Atlee Station Rd to New Ashcake Rd.
- Pole Green Widening – Widen from 2 to 4 lane divided section.
- Atlee Station Widening Phase I – Widen from 2 to 4 lanes from Warren Avenue to Kings Charter Dr.
- 360 - Lee Davis Intersection – Widen Route 360 to 8 lanes and expand the intersection at Lee Davis.
- Creighton/Cold Harbor Roundabout – Convert existing signalized intersection to a roundabout.
- Roadway Contingencies – A contingency fund to enable receipt of state funding for secondary roads or other sources that can be used to fund minor adjustments in project budgets.

USEFUL LIFE
N/A

TIMETABLE
Continuous improvements beginning in FY20 (Year 1).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**18,836,190**	**3,680,000**	**5,299,000**	**7,514,000**	**1,322,000**	**36,651,190**
Fed FHWA Grant	7,962,800	1,180,000	2,888,000	3,806,400	-	15,837,200
State VDOT	9,623,390	-	411,000	707,600	322,000	11,063,990
Traffic Contribution	500,000	1,500,000	1,000,000	1,000,000	-	4,000,000
Transfer from General Fun	750,000	1,000,000	1,000,000	1,000,000	1,000,000	4,750,000
Transfer GF FBA Transport	-	-	-	1,000,000	-	1,000,000
Funding Uses	**18,836,190**	**3,680,000**	**5,299,000**	**7,514,000**	**1,322,000**	**36,651,190**
Roadway Mgmt Projects	18,836,190	3,680,000	5,299,000	7,514,000	1,322,000	36,651,190

FY20 Roadway Project Summary

The table below shows all of the projects slated for funding with FY20 (Year 1) funds.

	Prior Exp.	Remaining Allocation	FY20	Future Funding	Additional Funding *	Total
Sliding Hill Widening	**1,330,488**	**3,066,513**	**7,025,690**	**-**		**11,422,691**
Categorical Federal Aid	385,598	14,402	-	-		400,000
Categorical State Aid	520,645	1,976,356	7,025,690	-		9,522,691
General Fund	51,388	948,612	-	-		1,000,000
Proffers	372,857	127,143	-	-		500,000
Pole Green Widening	**-**	**1,970,000**	**7,393,000**	**4,643,000**	**5,994,000**	**20,000,000**
Categorical Federal Aid	-	576,000	4,800,000	-		5,376,000
Categorical State Aid	-	144,000	1,843,000	643,000		2,630,000
General Fund	-	750,000	750,000	4,000,000		5,500,000
Proffers	-	500,000	-	-		500,000
Atlee Stn Widening Phase I	**-**	**3,000,000**	**-**	**3,500,000**	**25,029,000**	**31,529,000**
Categorical State Aid	-	1,500,000	-	-		1,500,000
Proffers	-	1,500,000	-	3,500,000		5,000,000
360 - Lee Davis Intersection	**1,199,457**	**6,358,027**	**2,144,000**	**14,481,017**		**24,182,501**
Categorical Federal Aid	668,038	3,167,683	2,144,000	12,384,279		18,364,000
Categorical State Aid	531,419	2,962,843	-	1,096,738		4,591,000
General Fund	-	227,500	-	-		227,500
Use of Fund Balance	-	-	-	1,000,000		1,000,000
Creighton/Cold Harbor Roundabout	**1,754,446**	**4,744,054**	**1,273,500**	**-**		**7,772,000**
Categorical Federal Aid	1,403,557	3,795,243	1,018,800	-		6,217,600
Categorical State Aid	350,889	948,811	254,700	-		1,554,400
Roadway Contingencies	**-**	**-**	**1,000,000**	**-**		**1,000,000**
Categorical State Aid	-	-	500,000	-		500,000
Proffers	-	-	500,000	-		500,000

Total FY20	**18,836,190**
Categorical Federal Aid	7,962,800
Categorical State Aid	9,623,390
General Fund	750,000
Proffers	500,000
Use of Fund Balance	-

** Additional Funding reflects amounts that are required to complete the project as designed but for which funding sources have not yet been identified.*

Stormwater Program

DEPARTMENT
Public Works

PROJECT TYPE
Roads & Public Works

LOCATION
Countywide for MS4 Permit Compliance; Suburban Service Area for nutrient reductions.

PROJECT DESCRIPTION
This program includes projects for nutrient reductions as well as projects that assist the County in meeting the requirements of the State's Municipal Separate Storm Sewer System (MS4) General Permit. Stream restorations, stormwater pond upgrades and other nutrient reducing projects will be completed through FY20 (Year 1) to protect the environment, solve local erosion problems and meet the Chesapeake Bay Total Maximum Daily Load (TMDL) stormwater requirements. As a condition of the County's MS4 permit, the County is required to reduce pollutants from previously developed lands. A special condition in the MS4 permit requires the County to develop and implement a Chesapeake Bay TMDL action plan to reduce pollutants discharged from the County's public storm sewer system. The State requires localities to address 35% of the required reduction in the second 5-year permit cycle (FY19-FY23) and the remaining 60% reductions in the third 5-year cycle (FY24-FY28). This portion of the Stormwater Program includes funding through grant and matching Stormwater Local Assistance Funding (SLAF). Project locations are reviewed and initiated based on nutrient reductions and cost efficiency in conjunction with community benefit. This project includes modifying and upgrading stormwater facilities to reduce sediment, phosphorus and nitrogen. Funding from the General Fund is to address projected needs in the second permit cycle and beyond.

USEFUL LIFE
N/A

TIMETABLE
Nutrient reduction projects completed annually.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**731,180**	**900,000**	**1,196,920**	**1,000,000**	**2,909,090**	**6,737,190**
Categorical State Aid	365,590	450,000	500,000	500,000	1,309,090	3,124,680
FBA CIP Stormwater PYB	165,590	-	196,920	-	-	362,510
Transfer fr GF FBA Stormwater	-	250,000	250,000	-	500,000	1,000,000
Transfer from General Fund	200,000	200,000	250,000	500,000	1,100,000	2,250,000
Funding Uses	**731,180**	**900,000**	**1,196,920**	**1,000,000**	**2,909,090**	**6,737,190**
Stormwater Management Projects	731,180	900,000	1,196,920	1,000,000	2,909,090	6,737,190

Solid Waste Equipment Replacement

DEPARTMENT
Public Works Operations

PROJECT TYPE
Equipment

LOCATION
Convenience Centers & County Transfer Station

PROJECT DESCRIPTION
Purchase replacement equipment to handle solid waste at the County solid waste convenience centers, transfer station and waste-to-compost. This 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 based upon the equipment: Hooklift Truck - 15 Years, Wheeled Loader - 20 Years, Road Tractor - 25 Years, Roll-off Trailer - 30 Years, Scales - 40 Years

TIMETABLE
FY20 (Year 1) - Roll off Trailer; FY21 - Road Tractor; FY22 - Scales and Hooklift Truck; FY23 - Hooklift Truck; FY24 - Hooklift Truck and Wheeled Loader.

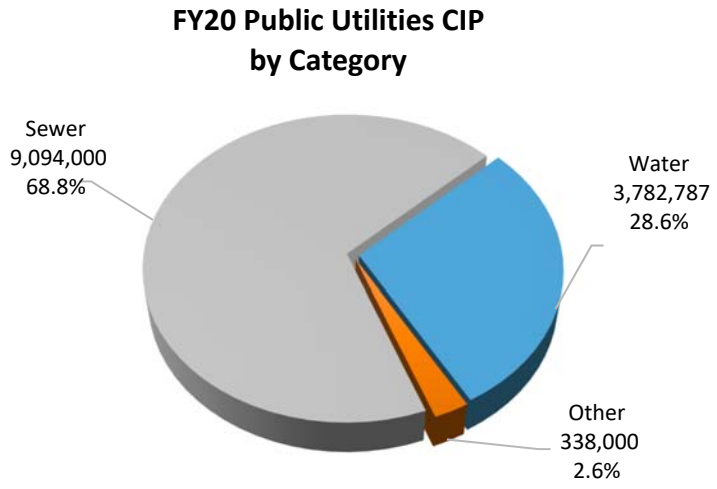
OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**60,000**	**148,200**	**201,160**	**154,200**	**400,000**	**963,560**
Transfer from General Fund	60,000	148,200	201,160	154,200	400,000	963,560
Funding Uses	**60,000**	**148,200**	**201,160**	**154,200**	**400,000**	**963,560**
Machinery & Equipment Repl	60,000	148,200	201,160	154,200	400,000	963,560

Public Utilities CIP Fund Summary

FY20-FY24 Category by Project Type

	Equipment	Technology	Utility Infrastructure	Utility Service Agreement	Total
PU CIP Other	1,516,000	250,000	960,000	-	2,726,000
PU CIP Sewer	70,000	-	37,518,000	-	37,588,000
PU CIP Water	-	-	22,020,500	24,691,163	46,711,663
Total	**1,586,000**	**250,000**	**60,498,500**	**24,691,163**	**87,025,663**



Asset Management System

DEPARTMENT
PU CIP Other

PROJECT TYPE
Technology

LOCATION
N/A

PROJECT DESCRIPTION
This project is the purchase of an asset management system to assist Public Utilities with activities related to the management, planning and budgeting of maintenance activities for its water distribution system and wastewater collection system.

USEFUL LIFE
20 years

TIMETABLE
Purchase system in FY22 (Year 3).

OPERATING IMPACT
Recurring maintenance costs beginning in FY23.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**250,000**	**-**	**-**	**250,000**
Transfer from Public Utilities	-	-	250,000	-	-	250,000
Funding Uses	**-**	**-**	**250,000**	**-**	**-**	**250,000**
Information System Equip Addtl	-	-	250,000	-	-	250,000
Operating Impact	**-**	**-**	**-**	**30,000**	**30,000**	**60,000**
Maintenance Service Contracts	-	-	-	30,000	30,000	60,000

Bruce Center New Bay

DEPARTMENT
PU CIP Other

PROJECT TYPE
Utility Infrastructure

LOCATION
James T. Bruce Operations Center

PROJECT DESCRIPTION
This project is for the construction of additional bays for vehicle and equipment storage at the Bruce Operations Center.

USEFUL LIFE
40 years

TIMETABLE
Design and construction in FY23 (Year 4).

OPERATING IMPACT
Recurring facility costs beginning in FY24.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**960,000**	**-**	**960,000**
Transfer from Public Utilities	-	-	-	960,000	-	960,000
Funding Uses	**-**	**-**	**-**	**960,000**	**-**	**960,000**
Construction	-	-	-	864,000	-	864,000
Professional Services	-	-	-	96,000	-	96,000
Operating Impact	**-**	**-**	**-**	**-**	**5,000**	**5,000**
Alt to Facility or Office	-	-	-	-	5,000	5,000

Maintenance Equipment Replacement

DEPARTMENT
PU CIP Other

PROJECT TYPE
Equipment

LOCATION
James T. Bruce Operations Center

PROJECT DESCRIPTION
Purchase of maintenance equipment. FY20 (Year 1) - replace lab discreet analyzer; FY22 - new portable 6" bypass pump; FY23 - new sewer easement CCTV system.

USEFUL LIFE
10 to 20 years

TIMETABLE
Equipment purchase in FY20, FY22 & FY23.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**60,000**	**-**	**71,000**	**115,000**	**-**	**246,000**
Transfer from Public Utilities	60,000	-	71,000	115,000	-	246,000
Funding Uses	**60,000**	**-**	**71,000**	**115,000**	**-**	**246,000**
Machinery & Equipment Addtl	-	-	71,000	115,000	-	186,000
Machinery & Equipment Repl	60,000	-	-	-	-	60,000

Maintenance Vehicle Replacement

DEPARTMENT
PU CIP Other

PROJECT TYPE
Equipment

LOCATION
Countywide

PROJECT DESCRIPTION
Purchase of maintenance vehicles. FY20 (Year 1) - replace vac trailer; FY21 - replace backhoe; FY22 - replace dump truck ($180k) & new mini excavator & trailer ($91k); FY23 - new utility body truck ($65k), replace construction utility body diesel truck ($120k) & replace utility body truck ($80k); FY24 - replace crane truck.

USEFUL LIFE
10 years

TIMETABLE
Annual purchase of vehicles.

OPERATING IMPACT
Recurring vehicle maintenance costs beginning in FY23.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**278,000**	**146,000**	**271,000**	**265,000**	**310,000**	**1,270,000**
Transfer from Public Utilities	278,000	146,000	271,000	265,000	310,000	1,270,000
Funding Uses	**278,000**	**146,000**	**271,000**	**265,000**	**310,000**	**1,270,000**
Machinery & Equipment Addtl	-	-	91,000	65,000	-	156,000
Machinery & Equipment Repl	278,000	146,000	180,000	200,000	310,000	1,114,000
Operating Impact	**-**	**-**	**-**	**1,500**	**1,500**	**3,000**
Supplies Veh & Pwr Equip Fleet	-	-	-	1,500	1,500	3,000

Ashland Sewerline Rehabilitation

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

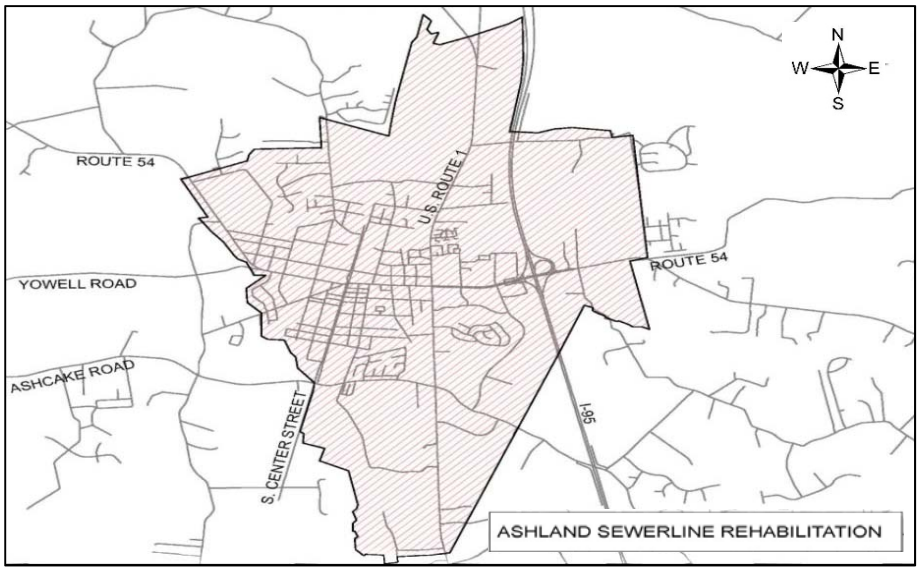
LOCATION
Town of Ashland and areas in the County near Ashland

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 FY22 (Year 3); construction FY23.

OPERATING IMPACT
Increased operational costs are not anticipated.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**200,000**	**800,000**	**-**	**1,000,000**
Transfer from Public Utilities	-	-	200,000	800,000	-	1,000,000
Funding Uses	**-**	**-**	**200,000**	**800,000**	**-**	**1,000,000**
Professional Services	-	-	200,000	-	-	200,000
Utilities Infrastruct Improve	-	-	-	800,000	-	800,000

AWWTP Clarifier Isolation Valves Repl

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Ashland Wastewater Treatment Plant

PROJECT DESCRIPTION
This project provides for the replacement of both clarifier isolation valves. The valves are difficult to open/close because of age and do not seal tightly.

USEFUL LIFE
30 years

TIMETABLE
Design and construction in FY20 (Year 1).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**98,000**	**-**	**-**	**-**	**-**	**98,000**
Transfer from Public Utilities	98,000	-	-	-	-	98,000
Funding Uses	**98,000**	**-**	**-**	**-**	**-**	**98,000**
Professional Services	15,000	-	-	-	-	15,000
Utilities Infrastruct Improve	83,000	-	-	-	-	83,000

AWWTP Clarifiers Concrete Repair

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Ashland Wastewater Treatment Plant

PROJECT DESCRIPTION
This project will make repairs to both clarifiers to correct existing leaks from the clarifier troughs.

USEFUL LIFE
30 years

TIMETABLE
Design and construction in FY20 (Year 1).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**140,000**	**-**	**-**	**-**	**-**	**140,000**
Transfer from Public Utilities	140,000	-	-	-	-	140,000
Funding Uses	**140,000**	**-**	**-**	**-**	**-**	**140,000**
Professional Services	20,000	-	-	-	-	20,000
Utilities Infrastruct Improve	120,000	-	-	-	-	120,000

AWWTP EQ Basin Centrifugal Blowers Repl

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Ashland Wastewater Treatment Plant

PROJECT DESCRIPTION
This project provides for the replacement of the centrifugal blowers which will have reached the end of their useful life.

USEFUL LIFE
20 years

TIMETABLE
Design and construction in FY24 (Year 5).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**-**	**654,000**	**654,000**
Transfer from Public Utilities	-	-	-	-	654,000	654,000
Funding Uses	**-**	**-**	**-**	**-**	**654,000**	**654,000**
Professional Services	-	-	-	-	46,000	46,000
Utilities Infrastruct Improve	-	-	-	-	608,000	608,000

AWWTP EQ Basin Pumps Repl

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Ashland Wastewater Treatment Plant

PROJECT DESCRIPTION
This project provides for the replacement of the equalization basin pumps. The pumps were installed in 1992 and have reached the end of their useful life.

USEFUL LIFE
20 years

TIMETABLE
Design and construction in FY24 (Year 5).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**-**	**372,000**	**372,000**
Transfer from Public Utilities	-	-	-	-	372,000	372,000
Funding Uses	**-**	**-**	**-**	**-**	**372,000**	**372,000**
Professional Services	-	-	-	-	49,000	49,000
Utilities Infrastruct Improve	-	-	-	-	323,000	323,000

AWWTP Motor Control Center Equip Rehab

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Ashland Wastewater Treatment Plant

PROJECT DESCRIPTION
This project includes the replacement of all motor control center components in the blower building as they have reached the end of their useful life.

USEFUL LIFE
30 years

TIMETABLE
Design and construction in FY22 (Year 3).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**108,000**	**-**	**-**	**108,000**
Transfer from Public Utilities	-	-	108,000	-	-	108,000
Funding Uses	**-**	**-**	**108,000**	**-**	**-**	**108,000**
Professional Services	-	-	15,000	-	-	15,000
Utilities Infrastruct Improve	-	-	93,000	-	-	93,000

AWWTP Orbal Gate and Control Valve Repl

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Ashland Wastewater Treatment Plant

PROJECT DESCRIPTION
This project provides for the replacement of the submerged control gate with a water level control weir and will include removing the existing weir structure.

USEFUL LIFE
30 years

TIMETABLE
Design and construction in FY21 (Year 2).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**221,000**	**-**	**-**	**-**	**221,000**
Transfer from Public Utilities	-	221,000	-	-	-	221,000
Funding Uses	**-**	**221,000**	**-**	**-**	**-**	**221,000**
Professional Services	-	29,000	-	-	-	29,000
Utilities Infrastruct Improve	-	192,000	-	-	-	192,000

AWWTP Recycle PS Rehab

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Ashland Wastewater Treatment Plant

PROJECT DESCRIPTION
This project provides for the replacement of two pumps, rail system and other equipment which has reached the end of its useful life.

USEFUL LIFE
20 years

TIMETABLE
Design and construction in FY22 (Year 3).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**98,000**	**-**	**-**	**98,000**
Transfer from Public Utilities	-	-	98,000	-	-	98,000
Funding Uses	**-**	**-**	**98,000**	**-**	**-**	**98,000**
Professional Services	-	-	17,000	-	-	17,000
Utilities Infrastruct Improve	-	-	81,000	-	-	81,000

AWWTP Solids Handling Improvements

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Ashland Wastewater Treatment Plant

PROJECT DESCRIPTION
This project provides for the replacement of the motorized winch as well as control upgrades.

USEFUL LIFE
20 years

TIMETABLE
Design and construction in FY21 (Year 2).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**146,000**	**-**	**-**	**-**	**146,000**
Transfer from Public Utilities	-	146,000	-	-	-	146,000
Funding Uses	**-**	**146,000**	**-**	**-**	**-**	**146,000**
Professional Services	-	29,000	-	-	-	29,000
Utilities Infrastruct Improve	-	117,000	-	-	-	117,000

AWWTP Step Screen & Wash Press

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Ashland Wastewater Treatment Plant

PROJECT DESCRIPTION
This project includes the replacement of the auger system with a more effective step screen/wash press and auger system. The existing auger system has reached the end of its useful life.

USEFUL LIFE
20 years

TIMETABLE
Design and construction in FY21 (Year 2).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**474,000**	**-**	**-**	**-**	**474,000**
Transfer from Public Utilities	-	474,000	-	-	-	474,000
Funding Uses	**-**	**474,000**	**-**	**-**	**-**	**474,000**
Professional Services	-	62,000	-	-	-	62,000
Utilities Infrastruct Improve	-	412,000	-	-	-	412,000

AWWTP Switch Gear Repl

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

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
30 years

TIMETABLE
Design and construction in FY20 (Year 1).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**81,000**	**-**	**-**	**-**	**-**	**81,000**
Transfer from Public Utilities	81,000	-	-	-	-	81,000
Funding Uses	**81,000**	**-**	**-**	**-**	**-**	**81,000**
Professional Services	10,000	-	-	-	-	10,000
Utilities Infrastruct Improve	71,000	-	-	-	-	71,000

Burnside Farms/Summer Walk Sewer Repl

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

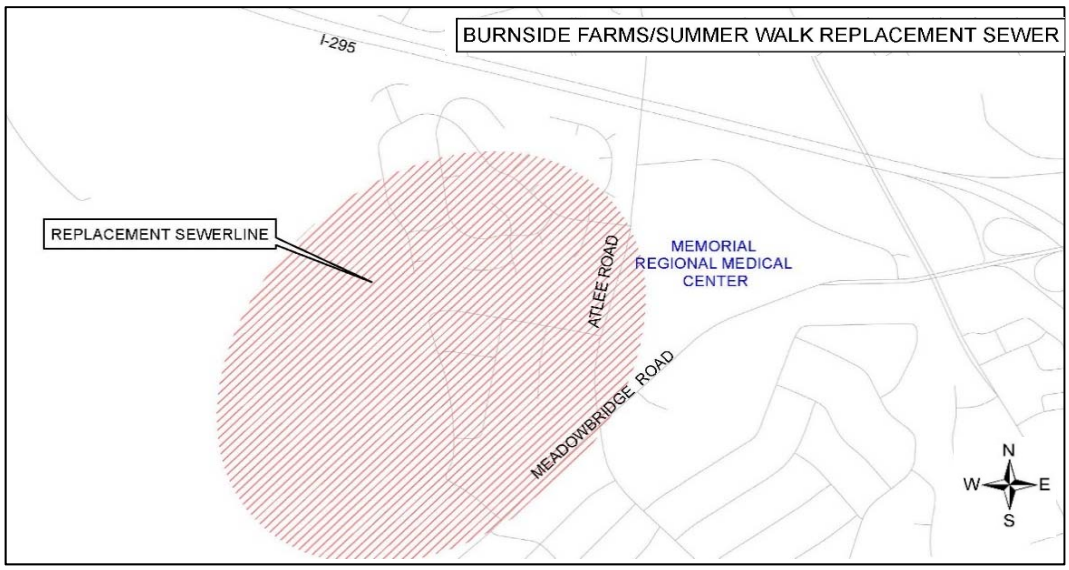
LOCATION
Burnside Farms and Summer Walk Subdivisions

PROJECT DESCRIPTION
This project provides for the design, easement acquisition and construction to replace 6,000' of existing 8" and 10" sanitary sewer with a new 12" sanitary sewer through the Burnside Farms and Summer Walk subdivisions to provide capacity for growth in the vicinity of Memorial Regional Medical Center.

USEFUL LIFE
50 years

TIMETABLE
Design and easement acquisition in FY20 (Year 1); construction in FY21.

OPERATING IMPACT
Increased operational costs are not anticipated.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**413,000**	**1,405,000**	**-**	**-**	**-**	**1,818,000**
Transfer from Public Utilities	413,000	1,405,000	-	-	-	1,818,000
Funding Uses	**413,000**	**1,405,000**	**-**	**-**	**-**	**1,818,000**
Land Purch & Development Addtl	165,000	-	-	-	-	165,000
Professional Services	248,000	-	-	-	-	248,000
Utilities Infrastruct Construc	-	1,405,000	-	-	-	1,405,000

BWWPS Asphalt Replacement

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Beaverdam Wastewater Pump Station

PROJECT DESCRIPTION
The 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 (Year 2).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**77,000**	**-**	**-**	**-**	**77,000**
Transfer from Public Utilities	-	77,000	-	-	-	77,000
Funding Uses	**-**	**77,000**	**-**	**-**	**-**	**77,000**
Utilities Infrastruct Improve	-	77,000	-	-	-	77,000

BWWPS Improvements

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Beaverdam Wastewater Pump Station

PROJECT DESCRIPTION
This project includes the replacement of the two influent grinders, the pump variable frequency drives (VFDs) and other electrical equipment. The project also provides funding for the installation of a pump removal crane system and other improvements.

USEFUL LIFE
20 years

TIMETABLE
Construction in FY20 (Year 1).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**850,000**	**-**	**-**	**-**	**-**	**850,000**
Transfer from Public Utilities	850,000	-	-	-	-	850,000
Funding Uses	**850,000**	**-**	**-**	**-**	**-**	**850,000**
Utilities Infrastruct Improve	850,000	-	-	-	-	850,000

BWWPS Pump Replacement

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Beaverdam Wastewater Pump Station

PROJECT DESCRIPTION
This project provides for the replacement of the station's pumps, as they have reached the end of their useful life.

USEFUL LIFE
20 years

TIMETABLE
Construction in FY23 (Year 4) & FY24.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**137,000**	**140,000**	**277,000**
Transfer from Public Utilities	-	-	-	137,000	140,000	277,000
Funding Uses	**-**	**-**	**-**	**137,000**	**140,000**	**277,000**
Utilities Infrastruct Improve	-	-	-	137,000	140,000	277,000

CHSTP Generator & Auto Transfer Switch Repl

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

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 existing generator was installed in 1998.

USEFUL LIFE
20 years

TIMETABLE
Construction in FY20 (Year 1).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**183,000**	**-**	**-**	**-**	**-**	**183,000**
Transfer from Public Utilities	183,000	-	-	-	-	183,000
Funding Uses	**183,000**	**-**	**-**	**-**	**-**	**183,000**
Utilities Infrastruct Improve	183,000	-	-	-	-	183,000

Courthouse WWPS & Force Main

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

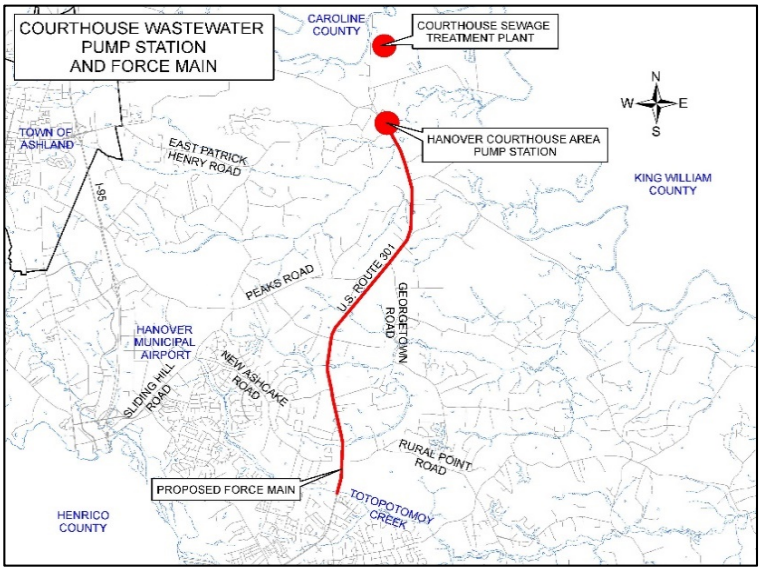
LOCATION
Wastewater pump station near Courthouse Area Pump Station along Route 301. Force main is from this pump station to the interceptor sewer located at Totopotomoy Creek

PROJECT DESCRIPTION
This project is for the design, land, easement acquisition and construction of a new wastewater pump station with an ultimate capacity of 8-12 million gallons per day (MGD) and approximately 37,000' of 24" force main. It also includes the abandonment of the existing Hanover Courthouse Sewage Treatment Plant. This project is part of a series of projects that will increase sewage capacity to the planned business area through which Hickory Hill Road passes and the Doswell area.

USEFUL LIFE
5 to 50 years

TIMETABLE
Design and easement acquisition in FY23 (Year 4).

OPERATING IMPACT
Recurring costs of $50,000 beginning in FY26 occur outside the scope of the five-year plan.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**5,305,000**	**-**	**5,305,000**
Transfer from Public Utilities	-	-	-	5,305,000	-	5,305,000
Funding Uses	**-**	**-**	**-**	**5,305,000**	**-**	**5,305,000**
Land Purch & Development Addtl	-	-	-	3,395,000	-	3,395,000
Professional Services	-	-	-	1,910,000	-	1,910,000

Doswell Offload WWPS #2 & Force Main

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

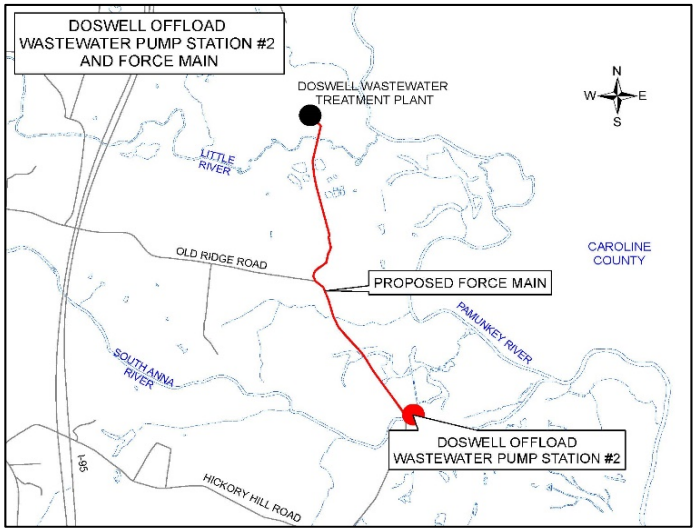
LOCATION
Wastewater pump station near Old Ridge Road in the vicinity of the South Anna River

PROJECT DESCRIPTION
This project is for the construction a new wastewater pump station with an ultimate capacity of 8-12 million gallons per day (MGD) and approximately 13,000' of 12" force main. The pump station will initially pump to the Doswell Wastewater Treatment Plant. In the future, the station will be modified and it will pump to the Totopotomoy Wastewater Treatment Plant. This pump station will serve the planned business area through which Hickory Hill Road passes. The initial project will provide average sewer capacity of approximately 0.25 MGD.

USEFUL LIFE
5 to 50 years

TIMETABLE
Construction in FY21 (Year 2).

OPERATING IMPACT
Recurring maintenance costs beginning in FY22.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**7,000,000**	**-**	**-**	**-**	**7,000,000**
Transfer from Public Utilities	-	7,000,000	-	-	-	7,000,000
Funding Uses	**-**	**7,000,000**	**-**	**-**	**-**	**7,000,000**
Utilities Infrastruct Construc	-	7,000,000	-	-	-	7,000,000
Operating Impact	**-**	**-**	**50,000**	**50,000**	**50,000**	**150,000**
Repair & Maintenance Services	-	-	50,000	50,000	50,000	150,000

DWWTP Belt Press Replacement

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Doswell Wastewater Treatment Plant

PROJECT DESCRIPTION
This project is for the replacement of the belt press as it will have reached the end of its useful life (installed in 1995).

USEFUL LIFE
20 years

TIMETABLE
Construction in FY22 (Year 3).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**553,000**	**-**	**-**	**553,000**
Transfer from Public Utilities	-	-	553,000	-	-	553,000
Funding Uses	**-**	**-**	**553,000**	**-**	**-**	**553,000**
Utilities Infrastruct Improve	-	-	553,000	-	-	553,000

DWWTP Influent VFDs Replacement

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Doswell Wastewater Treatment Plant

PROJECT DESCRIPTION
This project includes the replacement of the influent variable frequency drives (VFDs). The existing influent VFDs were installed in 2009 and have reached the end of their useful life.

USEFUL LIFE
10 years

TIMETABLE
Design and construction in FY24 (Year 5).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**-**	**171,000**	**171,000**
Transfer from Public Utilities	-	-	-	-	171,000	171,000
Funding Uses	**-**	**-**	**-**	**-**	**171,000**	**171,000**
Professional Services	-	-	-	-	22,000	22,000
Utilities Infrastruct Improve	-	-	-	-	149,000	149,000

DWWTP RAS Pump Replacement

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Doswell Wastewater Treatment Plant

PROJECT DESCRIPTION
This project includes the replacement of the return activated sludge pumps as they will have reached the end of their useful life.

USEFUL LIFE
20 years

TIMETABLE
Construction in FY22 (Year 3).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**72,000**	**-**	**-**	**72,000**
Transfer from Public Utilities	-	-	72,000	-	-	72,000
Funding Uses	**-**	**-**	**72,000**	**-**	**-**	**72,000**
Utilities Infrastruct Improve	-	-	72,000	-	-	72,000

Hanover Industrial Airpark Sewerline Rehab

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

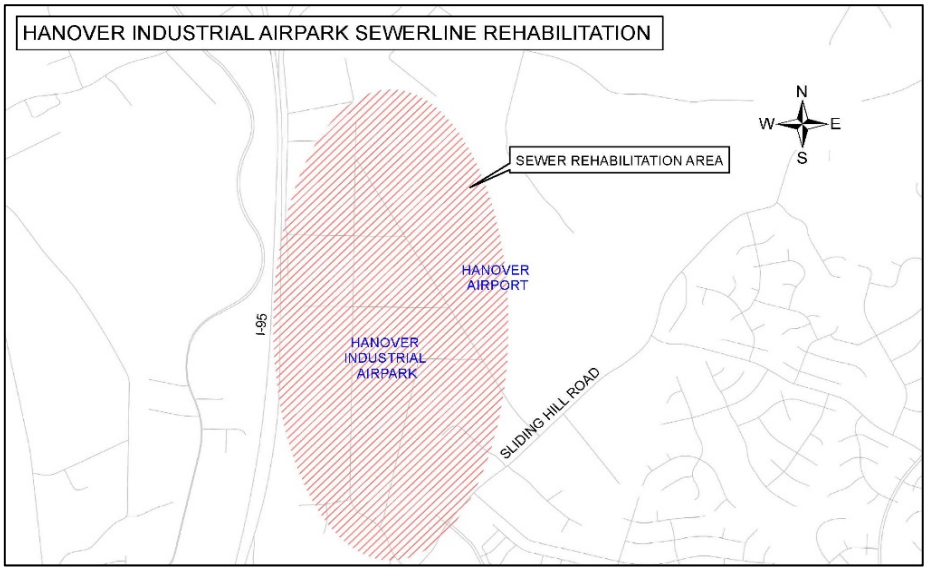
LOCATION
Hanover Industrial Airpark

PROJECT DESCRIPTION
This project provides for sewerline rehabilitation within the Airpark Pump Station drainage basin. It 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 FY24 (Year 5).

OPERATING IMPACT
Increased operational costs are not anticipated.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**-**	**200,000**	**200,000**
Transfer from Public Utilities	-	-	-	-	200,000	200,000
Funding Uses	**-**	**-**	**-**	**-**	**200,000**	**200,000**
Professional Services	-	-	-	-	200,000	200,000

Lee-Davis WWPS Grinder Replacement

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Lee Davis Road Wastewater Pump Station

PROJECT DESCRIPTION
This project includes the replacement of the grinder. The existing grinder was installed in 2002 and will have reached the end of its useful life.

USEFUL LIFE
20 years

TIMETABLE
Construction in FY22 (Year 3).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**225,000**	**-**	**-**	**225,000**
Transfer from Public Utilities	-	-	225,000	-	-	225,000
Funding Uses	**-**	**-**	**225,000**	**-**	**-**	**225,000**
Utilities Infrastruct Improve	-	-	225,000	-	-	225,000

Lee-Davis WWPS Upgrade

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Lee Davis Road Wastewater Pump Station

PROJECT DESCRIPTION
This project upgrades the capacity of the pump station from approximately 2 million gallons per day (MGD) to approximately 5 MGD.

USEFUL LIFE
5 to 20 years

TIMETABLE
Design in FY24 (Year 5).

OPERATING IMPACT
Recurring costs of $5,000 beginning in FY26 occur outside the scope of the five-year plan.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**-**	**103,000**	**103,000**
Transfer from Public Utilities	-	-	-	-	103,000	103,000
Funding Uses	**-**	**-**	**-**	**-**	**103,000**	**103,000**
Professional Services	-	-	-	-	103,000	103,000

Mechanicsville Sewer Rehabilitation

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

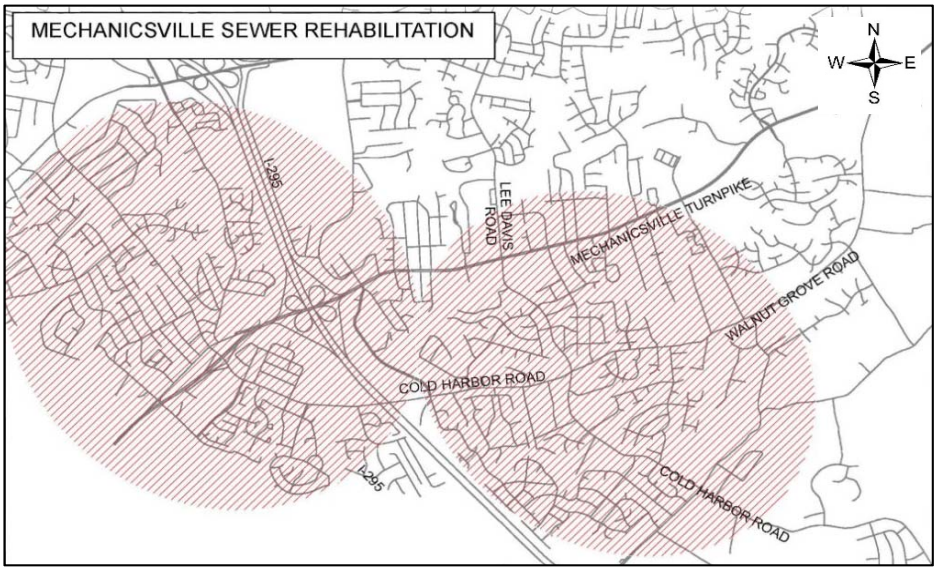
LOCATION
Mechanicsville

PROJECT DESCRIPTION
This project provides for sewerline rehabilitation within the Mechanicsville area. It 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
Construction in FY20 (Year 1).

OPERATING IMPACT
Increased operational costs are not anticipated.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**800,000**	**-**	**-**	**-**	**-**	**800,000**
Transfer from Public Utilities	800,000	-	-	-	-	800,000
Funding Uses	**800,000**	**-**	**-**	**-**	**-**	**800,000**
Utilities Infrastruct Improve	800,000	-	-	-	-	800,000

Mechumps Creek WWPS Force Main & Pump

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

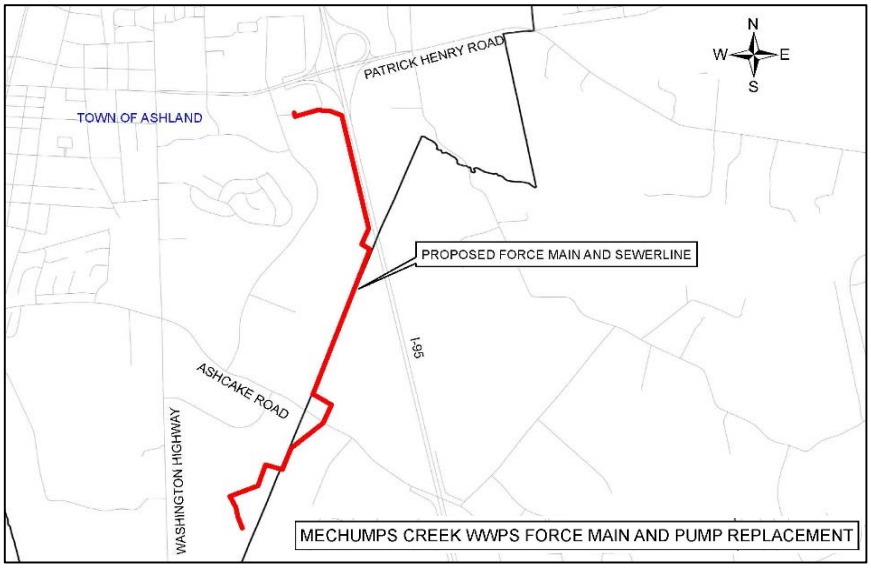
LOCATION
New force main is from Mechumps Creek Wastewater Pump Station to the existing Lickinghole Creek Trunk Sewer

PROJECT DESCRIPTION
This project provides for the construction of approximately 7,500' of 12" force main, 3,000' of 15" gravity sewer, and 750' of 18" gravity sewer from the existing Mechumps Creek Wastewater Pump Station to the Lickinghole Creek Trunk Sewer. This project will allow wastewater to be diverted from the Ashland WWTP to the Totopotomoy WWTP. This project also provides for the replacement of the two dry pit submersible wastewater pumps and other miscellaneous improvements at the wastewater pump station.

USEFUL LIFE
5 to 50 years

TIMETABLE
Construction in FY20 (Year 1).

OPERATING IMPACT
Recurring maintenance costs beginning in FY22.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**3,850,000**	**-**	**-**	**-**	**-**	**3,850,000**
Transfer from Public Utilities	3,850,000	-	-	-	-	3,850,000
Funding Uses	**3,850,000**	**-**	**-**	**-**	**-**	**3,850,000**
Utilities Infrastruct Construc	3,850,000	-	-	-	-	3,850,000
Operating Impact	**-**	**-**	**4,000**	**4,000**	**4,000**	**12,000**
Repair & Maintenance Services	-	-	4,000	4,000	4,000	12,000

Middle Chickahominy WWPS Upgrade

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Middle Chickahominy Wastewater Pump Station

PROJECT DESCRIPTION
This project provides for the design and construction of improvements to the Middle Chickahominy Wastewater Pump Station to increase capacity to approximately 5.9 million gallons per day (MGD).

USEFUL LIFE
5 to 20 years

TIMETABLE
Design in FY21 (Year 2); construction in FY22.

OPERATING IMPACT
Recurring maintenance costs beginning in FY23.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**100,000**	**1,000,000**	**-**	**-**	**1,100,000**
Transfer from Public Utilities	-	100,000	1,000,000	-	-	1,100,000
Funding Uses	**-**	**100,000**	**1,000,000**	**-**	**-**	**1,100,000**
Professional Services	-	100,000	-	-	-	100,000
Utilities Infrastruct Construc	-	-	1,000,000	-	-	1,000,000
Operating Impact	**-**	**-**	**-**	**5,000**	**5,000**	**10,000**
Repair & Maintenance Services	-	-	-	5,000	5,000	10,000

Shelton Pointe Force Main Upgrade

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

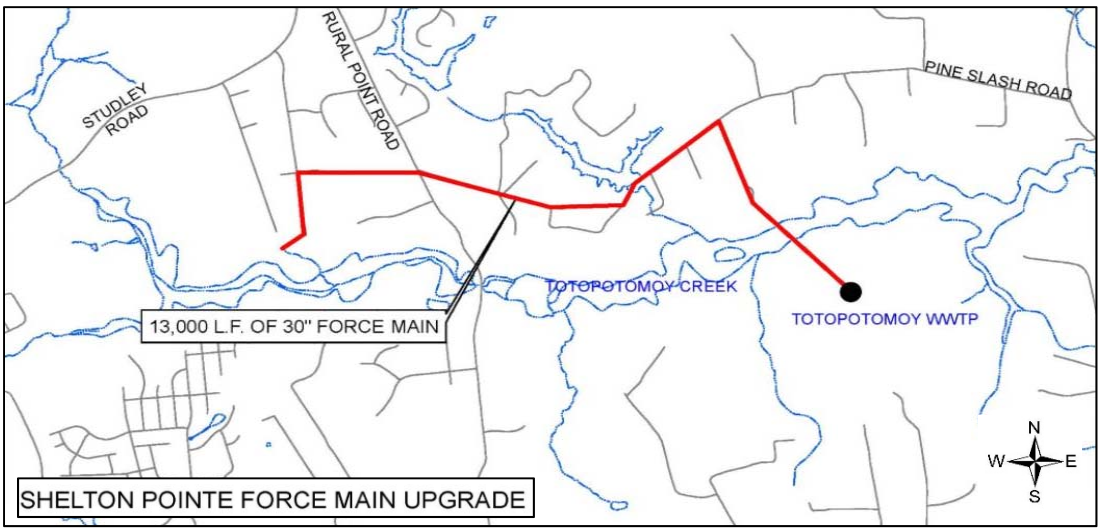
LOCATION
Shelton Pointe Force Main (FMP S66)

PROJECT DESCRIPTION
This project provides for the design, easement acquisition and 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 Wastewater Pump Station to be conveyed to the Totopotomoy Wastewater Treatment Plant.

USEFUL LIFE
50 years

TIMETABLE
Design and easement acquisition in FY20 (Year 1); construction in FY22.

OPERATING IMPACT
Recurring maintenance costs beginning in FY24.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**1,622,000**	**-**	**6,866,000**	**-**	**-**	**8,488,000**
Transfer from Public Utilities	1,622,000	-	6,866,000	-	-	8,488,000
Funding Uses	**1,622,000**	**-**	**6,866,000**	**-**	**-**	**8,488,000**
Land Purch & Development Addtl	649,000	-	-	-	-	649,000
Professional Services	973,000	-	-	-	-	973,000
Utilities Infrastruct Construc	-	-	6,866,000	-	-	6,866,000
Operating Impact	**-**	**-**	**-**	**-**	**8,000**	**8,000**
Repair & Maintenance Services	-	-	-	-	8,000	8,000

Shelton Pointe WWPS Spare Pump

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Shelton Pointe Wastewater Pump Station

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

USEFUL LIFE
20 years

TIMETABLE
Construction in FY20 (Year 1).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**101,000**	**-**	**-**	**-**	**-**	**101,000**
Transfer from Public Utilities	101,000	-	-	-	-	101,000
Funding Uses	**101,000**	**-**	**-**	**-**	**-**	**101,000**
Utilities Infrastruct Improve	101,000	-	-	-	-	101,000

Shelton Pointe WWPS Upgrade

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Shelton Pointe Wastewater Pump Station

PROJECT DESCRIPTION
This project upgrades the capacity of the pump station from approximately 5 million gallons per day (MGD) to approximately 12 MGD.

USEFUL LIFE
5 to 20 years

TIMETABLE
Design and construction in FY23 (Year 4).

OPERATING IMPACT
Recurring maintenance costs beginning in FY24.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**787,000**	**-**	**787,000**
Transfer from Public Utilities	-	-	-	787,000	-	787,000
Funding Uses	**-**	**-**	**-**	**787,000**	**-**	**787,000**
Professional Services	-	-	-	80,000	-	80,000
Utilities Infrastruct Construc	-	-	-	707,000	-	707,000
Operating Impact	**-**	**-**	**-**	**-**	**5,000**	**5,000**
Repair & Maintenance Services	-	-	-	-	5,000	5,000

Slaydens Creek WWPS Grinder Replacement

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Slaydens Creek Wastewater Pump Station

PROJECT DESCRIPTION
This project provides for the replacement of the grinder. The existing grinder was installed in 2010 and will have reached the end of its useful life.

USEFUL LIFE
20 years

TIMETABLE
Design and construction in FY24 (Year 5).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**-**	**84,000**	**84,000**
Transfer from Public Utilities	-	-	-	-	84,000	84,000
Funding Uses	**-**	**-**	**-**	**-**	**84,000**	**84,000**
Professional Services	-	-	-	-	18,000	18,000
Utilities Infrastruct Improve	-	-	-	-	66,000	66,000

Sledd Run WWPS Generator Installation

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Sledd Run #1 Wastewater Pump Station

PROJECT DESCRIPTION
This project includes the purchase and installation of a new backup generator. This station has limited storage capacity, making it susceptible to overflows. The generator will provide backup power, which will improve reliability.

USEFUL LIFE
20 years

TIMETABLE
Construction in FY21 (Year 2).

OPERATING IMPACT
Recurring maintenance costs beginning in FY22.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**80,000**	**-**	**-**	**-**	**80,000**
Transfer from Public Utilities	-	80,000	-	-	-	80,000
Funding Uses	**-**	**80,000**	**-**	**-**	**-**	**80,000**
Utilities Infrastruct Improve	-	80,000	-	-	-	80,000
Operating Impact	**-**	**-**	**5,000**	**5,000**	**5,000**	**15,000**
Repair & Maintenance Services	-	-	5,000	5,000	5,000	15,000

Snead Street WWPS Generator Replacement

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Snead Street Wastewater Pump Station

PROJECT DESCRIPTION
This project provides for the replacement of the backup generator. The existing backup generator was installed in 1992 and will have reached the end of its useful life.

USEFUL LIFE
20 years

TIMETABLE
Design and construction in FY24 (Year 5).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**-**	**78,000**	**78,000**
Transfer from Public Utilities	-	-	-	-	78,000	78,000
Funding Uses	**-**	**-**	**-**	**-**	**78,000**	**78,000**
Professional Services	-	-	-	-	10,000	10,000
Utilities Infrastruct Improve	-	-	-	-	68,000	68,000

Stony Run Phases 7 & 8

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

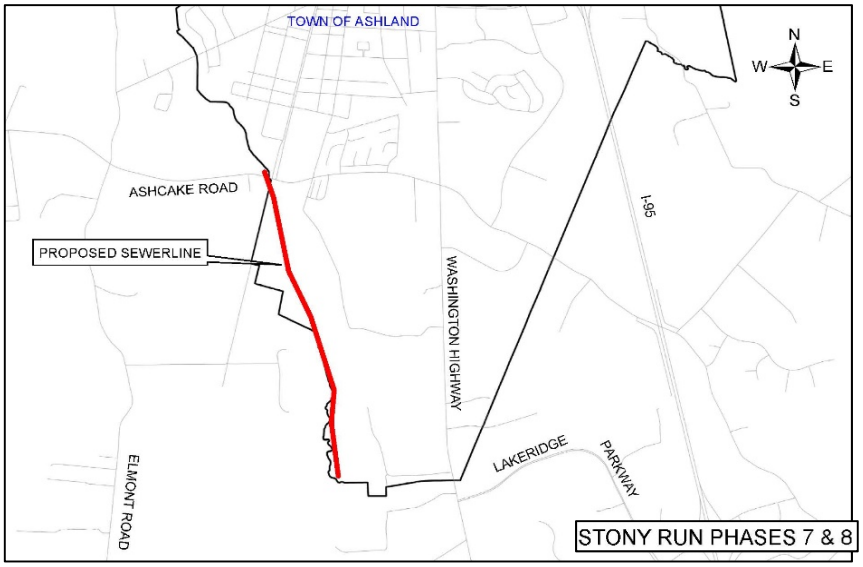
LOCATION
Town of Ashland Limits to the South Center Street Wastewater Pump Station (FMP S25 & S26)

PROJECT DESCRIPTION
This project provides for the design, easement acquisition and construction of 7,550' of 24" and 12" sanitary sewer from the Town of Ashland limits to the South Center Street Pump Station.

USEFUL LIFE
50 years

TIMETABLE
Design and easement acquisition in FY24 (Year 5).

OPERATING IMPACT
Recurring costs of $3,000 beginning in FY28 occur outside the scope of the five-year plan.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**-**	**765,000**	**765,000**
Transfer from Public Utilities	-	-	-	-	765,000	765,000
Funding Uses	**-**	**-**	**-**	**-**	**765,000**	**765,000**
Land Purch & Development Addtl	-	-	-	-	306,000	306,000
Professional Services	-	-	-	-	459,000	459,000

TWWTP Improvements

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Totopotomoy Wastewater Treatment Plant

PROJECT DESCRIPTION
This project includes 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
20 years

TIMETABLE
Construction in FY20 (Year 1).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**886,000**	**-**	**-**	**-**	**-**	**886,000**
Transfer from Public Utilities	886,000	-	-	-	-	886,000
Funding Uses	**886,000**	**-**	**-**	**-**	**-**	**886,000**
Utilities Infrastruct Improve	886,000	-	-	-	-	886,000

TWWTP PLC 5 Replacement

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Equipment

LOCATION
Totopotomoy Wastewater Treatment Plant

PROJECT DESCRIPTION
This project includes the replacement of Programmable Logic Controller (PLC) 5.

USEFUL LIFE
10 years

TIMETABLE
Construction in FY20 (Year 1).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**70,000**	**-**	**-**	**-**	**-**	**70,000**
Transfer from Public Utilities	70,000	-	-	-	-	70,000
Funding Uses	**70,000**	**-**	**-**	**-**	**-**	**70,000**
Utilities Infrastruct Improve	70,000	-	-	-	-	70,000

TWWTP Scrubber Overhaul

DEPARTMENT
PU CIP Sewer

PROJECT TYPE
Utility Infrastructure

LOCATION
Totopotomoy Wastewater Treatment Plant

PROJECT DESCRIPTION
This project includes an overhaul of the plant scrubber and associated equipment, along with blower/motor replacement.

USEFUL LIFE
20 years

TIMETABLE
Design and construction in FY22 (Year 3).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**273,000**	**-**	**-**	**273,000**
Transfer from Public Utilities	-	-	273,000	-	-	273,000
Funding Uses	**-**	**-**	**273,000**	**-**	**-**	**273,000**
Professional Services	-	-	17,000	-	-	17,000
Utilities Infrastruct Improve	-	-	256,000	-	-	256,000

Air Park Water Tank Rehabilitation

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

LOCATION
Air Park Water Storage Tank and Pump Station

PROJECT DESCRIPTION
This project provides for the rehabilitation of the Air Park Water Storage Tank.

USEFUL LIFE
20 years

TIMETABLE
Design in FY21 (Year 2); construction in FY22.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**153,000**	**795,000**	**-**	**-**	**948,000**
Transfer from Public Utilities	-	153,000	795,000	-	-	948,000
Funding Uses	**-**	**153,000**	**795,000**	**-**	**-**	**948,000**
Professional Services	-	153,000	-	-	-	153,000
Utilities Infrastruct Improve	-	-	795,000	-	-	795,000

Ashcake Road W/L Improvements

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

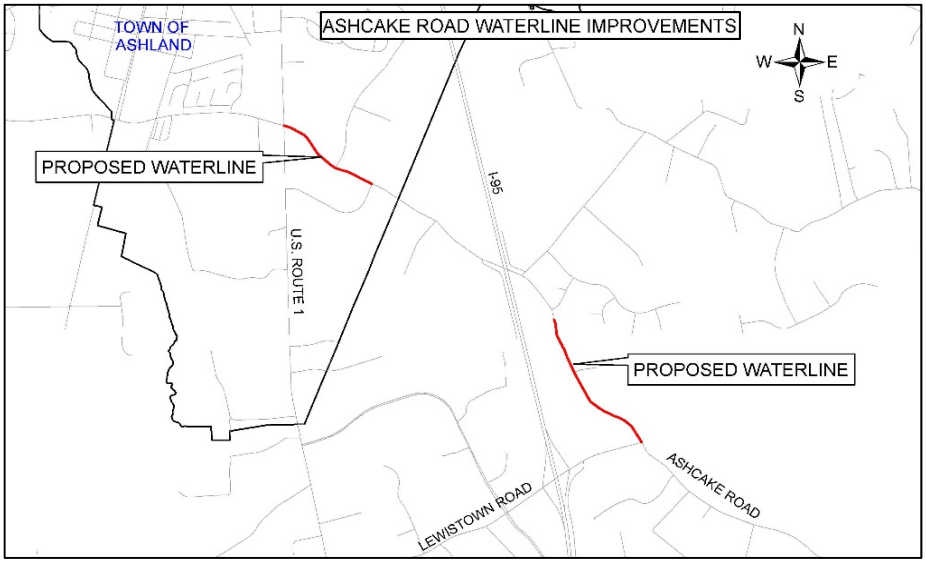
LOCATION
Route 1 to Dow Gil Rd; Heathpond Rd to Lewistown Rd (FMP W38 Modified)

PROJECT DESCRIPTION
This project provides for the design, easement acquisition and construction of approximately 2,600' of 20" waterline from Route 1 to Dow Gil Road and approximately 4,000' of 20" waterline from the vicinity of Heathpond Road to Lewistown Road. This project provides increased transmission capacity from the planned Airport East Tank and Pump Station.

USEFUL LIFE
50 years

TIMETABLE
Design and easement acquisition in FY23 (Year 4).

OPERATING IMPACT
Increased operational costs are not anticipated.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**478,000**	**-**	**478,000**
Transfer from Public Utilities	-	-	-	478,000	-	478,000
Funding Uses	**-**	**-**	**-**	**478,000**	**-**	**478,000**
Land Purch & Development Addtl	-	-	-	191,000	-	191,000
Professional Services	-	-	-	287,000	-	287,000

Atlee Road W/L Replacement

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

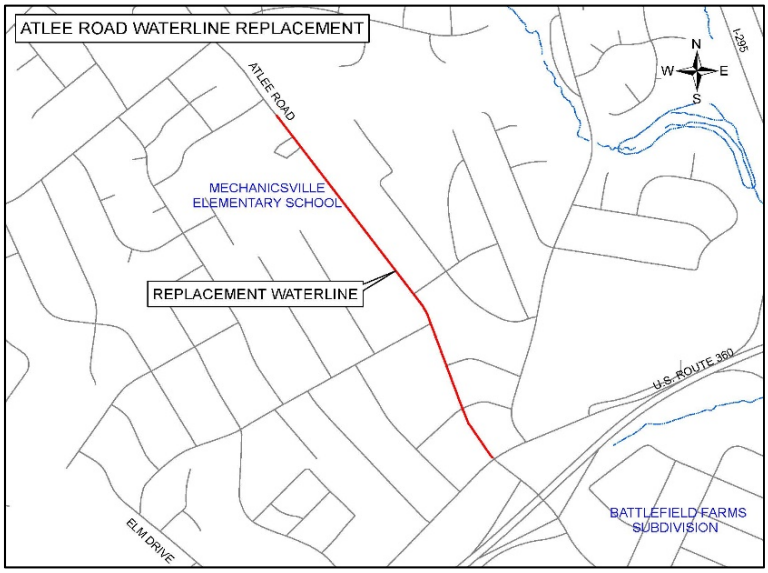
LOCATION
Atlee Road starting near Mechanicsville Elementary School and ending near Mechanicsville Turnpike intersection

PROJECT DESCRIPTION
This project provides for the replacement of approximately 3,700' of existing 12" waterline. The existing waterline is reaching the end of its useful life.

USEFUL LIFE
50 years

TIMETABLE
Design, easement acquisition and construction in FY23 (Year 4).

OPERATING IMPACT
Increased operational costs are not anticipated.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**1,064,000**	**-**	**1,064,000**
Transfer from Public Utilities	-	-	-	1,064,000	-	1,064,000
Funding Uses	**-**	**-**	**-**	**1,064,000**	**-**	**1,064,000**
Land Purch & Development Addtl	-	-	-	70,000	-	70,000
Professional Services	-	-	-	102,000	-	102,000
Utilities Infrastruct Improve	-	-	-	892,000	-	892,000

Cold Harbor Road W/L Improvements

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

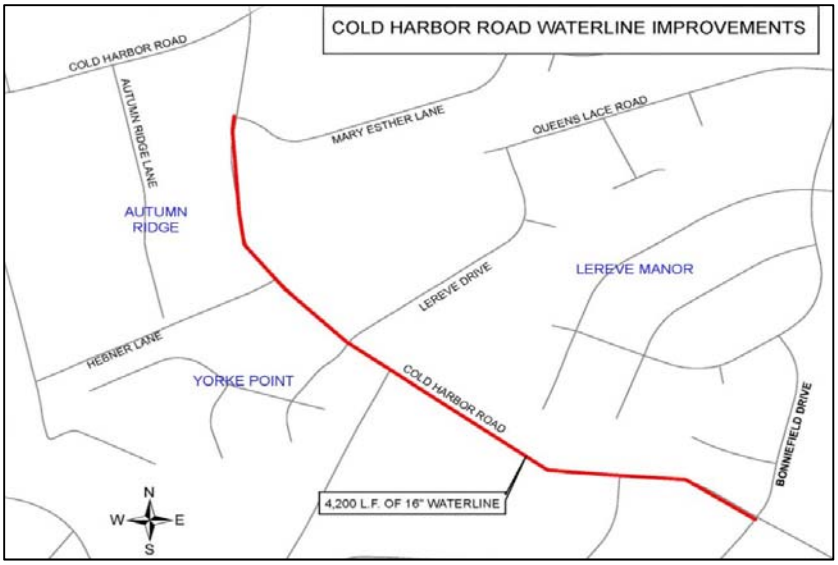
LOCATION
Along Cold Harbor Road from Mary Esther Lane to Bonniefield Drive

PROJECT DESCRIPTION
This project provides for the design, easement acquisition and construction of 4,200' of 16" waterline along Cold Harbor Road from Mary Esther Lane to Bonniefield Drive.

USEFUL LIFE
50 years

TIMETABLE
Design and easement acquisition in FY22 (Year 3); construction in FY23.

OPERATING IMPACT
Increased operational costs are not anticipated.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**202,000**	**905,000**	**-**	**1,107,000**
Transfer from Public Utilities	-	-	202,000	905,000	-	1,107,000
Funding Uses	**-**	**-**	**202,000**	**905,000**	**-**	**1,107,000**
Land Purch & Development Addtl	-	-	80,000	-	-	80,000
Professional Services	-	-	122,000	-	-	122,000
Utilities Infrastruct Construc	-	-	-	905,000	-	905,000

Cold Harbor Road W/L Replacement

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

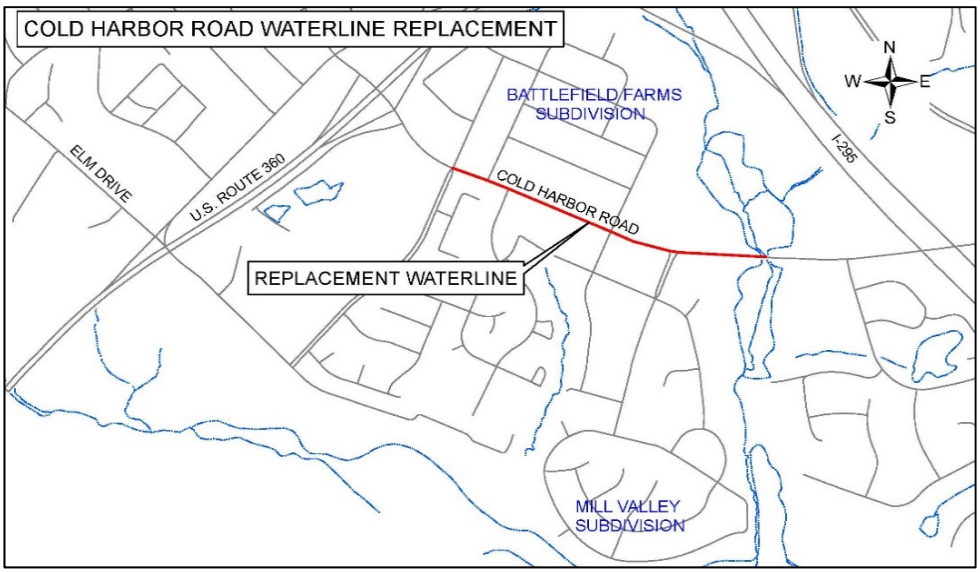
LOCATION
Cold Harbor Road starting near intersection with Stonewall Drive and ending near crossing of Beaverdam Creek

PROJECT DESCRIPTION
This project provides for the replacement of approximately 3,200' of existing 12" waterline. The existing waterline is reaching the end of its useful life.

USEFUL LIFE
50 years

TIMETABLE
Design, easement acquisition and construction in FY23 (Year 4).

OPERATING IMPACT
Increased operational costs are not anticipated.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**657,000**	**-**	**657,000**
Transfer from Public Utilities	-	-	-	657,000	-	657,000
Funding Uses	**-**	**-**	**-**	**657,000**	**-**	**657,000**
Land Purch & Development Addtl	-	-	-	5,000	-	5,000
Professional Services	-	-	-	65,000	-	65,000
Utilities Infrastruct Improve	-	-	-	587,000	-	587,000

Creighton Road WST Recoating & Rehab

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

LOCATION
Creighton Road Water Storage Tank

PROJECT DESCRIPTION
This project provides for the rehabilitation of the Creighton Road Water Storage Tank.

USEFUL LIFE
20 years

TIMETABLE
Design in FY21 (Year 2); construction in FY22.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**264,000**	**500,000**	**-**	**-**	**764,000**
Transfer from Public Utilities	-	264,000	500,000	-	-	764,000
Funding Uses	**-**	**264,000**	**500,000**	**-**	**-**	**764,000**
Professional Services	-	264,000	-	-	-	264,000
Utilities Infrastruct Improve	-	-	500,000	-	-	500,000

Doswell WST & Pump St Generator Repl

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

LOCATION
Doswell Water Storage Tank and Pump Station

PROJECT DESCRIPTION
This project includes the replacement of the 125kW generator and automatic transfer switch. The existing unit was installed in 1976 and will be at the end of its useful life.

USEFUL LIFE
20 years

TIMETABLE
Construction in FY20 (Year 1).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**98,000**	**-**	**-**	**-**	**-**	**98,000**
Transfer from Public Utilities	98,000	-	-	-	-	98,000
Funding Uses	**98,000**	**-**	**-**	**-**	**-**	**98,000**
Utilities Infrastruct Improve	98,000	-	-	-	-	98,000

DWTP Backwash Tank Rehab

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

LOCATION
Doswell Water Treatment Plant

PROJECT DESCRIPTION
This project is the rehabilitation of the Doswell Water Treatment Plant Backwash Tank.

USEFUL LIFE
20 years

TIMETABLE
Construction in FY20 (Year 1).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**180,000**	**-**	**-**	**-**	**-**	**180,000**
Transfer from Public Utilities	180,000	-	-	-	-	180,000
Funding Uses	**180,000**	**-**	**-**	**-**	**-**	**180,000**
Utilities Infrastruct Improve	180,000	-	-	-	-	180,000

DWTP Generator Fuel Tank & Day Tank Repl

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

LOCATION
Doswell Water Treatment Plant

PROJECT DESCRIPTION
This project provides for the replacement of the main plant generator fuel tank and day tank. The existing main plant generator fuel tank was installed in 1974 and the existing day tank was installed in 1991.

USEFUL LIFE
20 years

TIMETABLE
Design and construction in FY20 (Year 1).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**103,000**	**-**	**-**	**-**	**-**	**103,000**
Transfer from Public Utilities	103,000	-	-	-	-	103,000
Funding Uses	**103,000**	**-**	**-**	**-**	**-**	**103,000**
Professional Services	21,000	-	-	-	-	21,000
Utilities Infrastruct Improve	82,000	-	-	-	-	82,000

DWTP Lagoon Rehabilitation

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

LOCATION
Doswell Water Treatment Plant

PROJECT DESCRIPTION
This project includes the rehabilitation of the two existing water sludge lagoons and the purchase of related equipment to allow sludge to be removed.

USEFUL LIFE
30 years

TIMETABLE
Design and construction in FY23 (Year 4).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**709,000**	**-**	**709,000**
Transfer from Public Utilities	-	-	-	709,000	-	709,000
Funding Uses	**-**	**-**	**-**	**709,000**	**-**	**709,000**
Professional Services	-	-	-	92,000	-	92,000
Utilities Infrastruct Improve	-	-	-	617,000	-	617,000

DWTP Raw Water Pumphouse Rehabilitation

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

LOCATION
Doswell Water Treatment Plant

PROJECT DESCRIPTION
This project provides for the replacement of the raw water pumphouse power cables, waterline and variable frequency drives (VFDs)/controls.

USEFUL LIFE
10 to 50 years

TIMETABLE
Design and construction in FY24 (Year 5).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**-**	**735,500**	**735,500**
Transfer from Public Utilities	-	-	-	-	735,500	735,500
Funding Uses	**-**	**-**	**-**	**-**	**735,500**	**735,500**
Professional Services	-	-	-	-	118,000	118,000
Utilities Infrastruct Improve	-	-	-	-	617,500	617,500

DWTP to Railroad Crossing Waterline

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

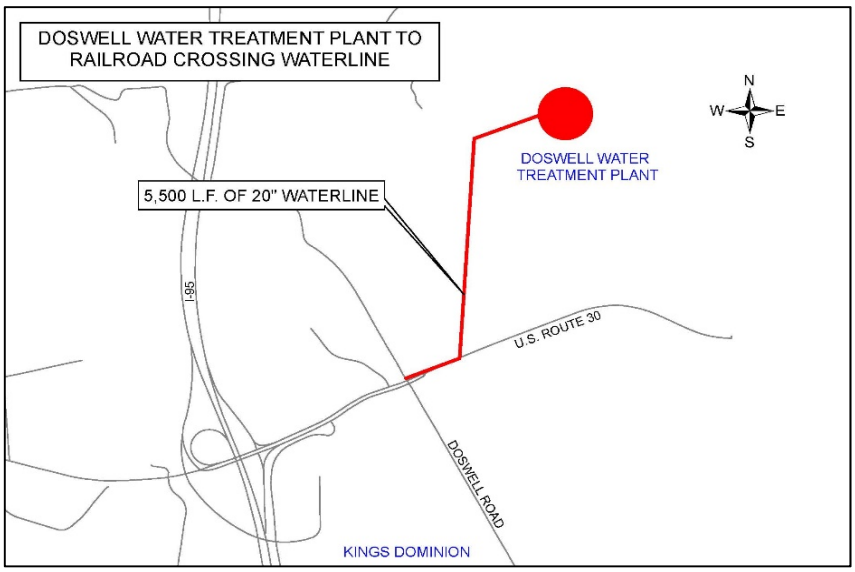
LOCATION
Doswell Water Treatment Plant to Route 30 Railroad Crossing

PROJECT DESCRIPTION
This project provides for the 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. This project also includes the overlay of the parking lot at the plant and the replacement of isolation valves in the parking lot.

USEFUL LIFE
50 years

TIMETABLE
Design, easement acquisition and construction in FY21 (Year 2).

OPERATING IMPACT
Increased operational costs are not anticipated.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**1,620,000**	**-**	**-**	**-**	**1,620,000**
Transfer from Public Utilities	-	1,620,000	-	-	-	1,620,000
Funding Uses	**-**	**1,620,000**	**-**	**-**	**-**	**1,620,000**
Land Purch & Development Addtl	-	10,000	-	-	-	10,000
Professional Services	-	175,000	-	-	-	175,000
Utilities Infrastruct Improve	-	1,435,000	-	-	-	1,435,000

Georgetown Electrical

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

LOCATION
Georgetown Well House

PROJECT DESCRIPTION
This project includes the replacement of existing pump control equipment and associated electrical gear.

USEFUL LIFE
10 years

TIMETABLE
Construction in FY23 (Year 4).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**58,000**	**-**	**58,000**
Transfer from Public Utilities	-	-	-	58,000	-	58,000
Funding Uses	**-**	**-**	**-**	**58,000**	**-**	**58,000**
Utilities Infrastruct Improve	-	-	-	58,000	-	58,000

Hanover-Richmond Joint Cap Contract

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Service Agreement

LOCATION
City of Richmond

PROJECT DESCRIPTION
This project provides for improvements to the City of Richmond's water system to support Hanover County's water supply.

USEFUL LIFE
N/A

TIMETABLE
Improvements completed annually.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**2,473,787**	**5,543,923**	**8,692,447**	**6,968,504**	**1,012,502**	**24,691,163**
Transfer from Public Utilities	2,473,787	5,543,923	8,692,447	6,968,504	1,012,502	24,691,163
Funding Uses	**2,473,787**	**5,543,923**	**8,692,447**	**6,968,504**	**1,012,502**	**24,691,163**
Utilities Infrastruct Improve	2,473,787	5,543,923	8,692,447	6,968,504	1,012,502	24,691,163

Harris Court WST Rehabilitation

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

LOCATION
Harris Court Water Storage Tank and Pump Station

PROJECT DESCRIPTION
This project provides for the rehabilitation of the Harris Court Water Storage Tank.

USEFUL LIFE
20 years

TIMETABLE
Design in FY20 (Year 1); construction in FY22.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**65,000**	**-**	**393,000**	**-**	**-**	**458,000**
Transfer from Public Utilities	65,000	-	393,000	-	-	458,000
Funding Uses	**65,000**	**-**	**393,000**	**-**	**-**	**458,000**
Professional Services	65,000	-	-	-	-	65,000
Utilities Infrastruct Improve	-	-	393,000	-	-	393,000

Henry Clay Road Valve

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

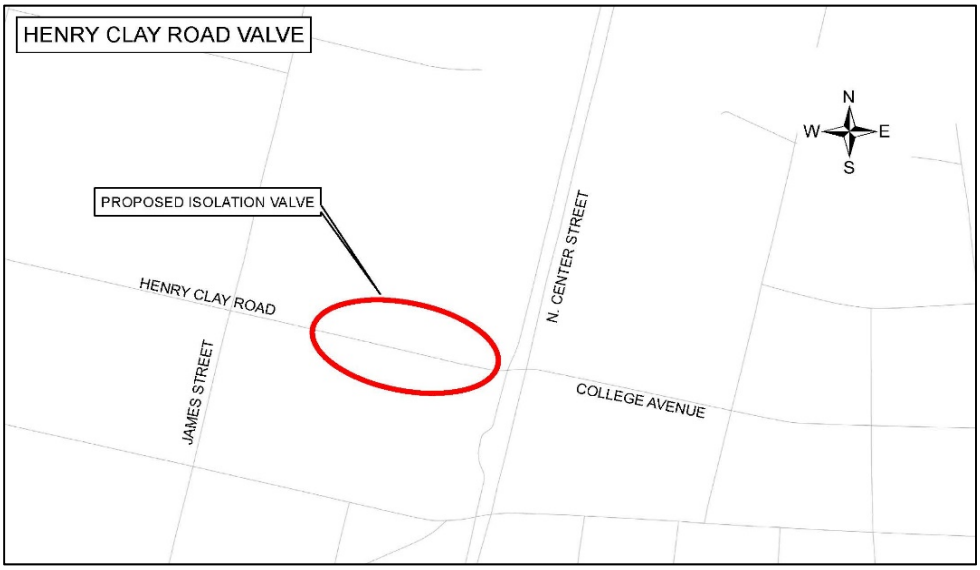
LOCATION
Town of Ashland

PROJECT DESCRIPTION
This project provides for the installation of a new isolation valve in the Town of Ashland 16" main waterline. The existing isolation valve has reached the end of its useful life.

USEFUL LIFE
50 years

TIMETABLE
Construction in FY20 (Year 1).

OPERATING IMPACT
Increased operational costs are not anticipated.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**53,000**	**-**	**-**	**-**	**-**	**53,000**
Transfer from Public Utilities	53,000	-	-	-	-	53,000
Funding Uses	**53,000**	**-**	**-**	**-**	**-**	**53,000**
Utilities Infrastruct Improve	53,000	-	-	-	-	53,000

Hill Carter WST & Pump Station

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

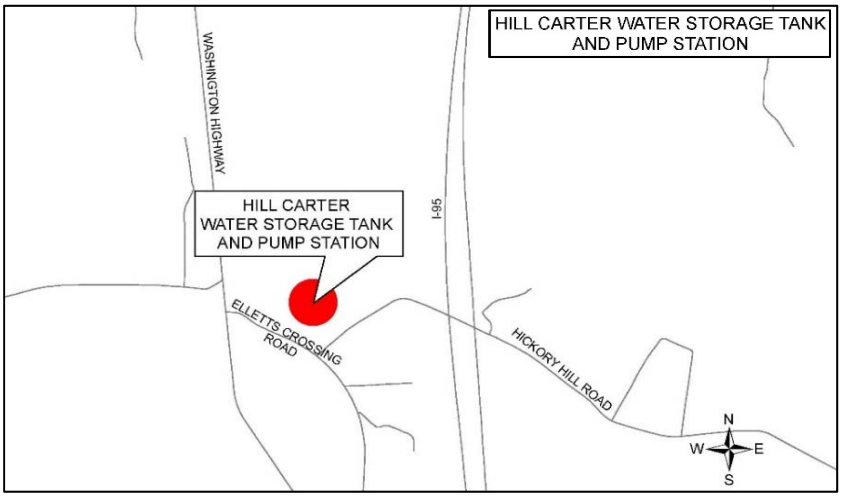
LOCATION
Near intersection of Elletts Crossing Road and Hickory Hill Road

PROJECT DESCRIPTION
This project provides for construction of a water pump station with an initial capacity of 7 to 10 million gallons per day (MGD), associated tankage with approximately 1.5 million gallons storage, and miscellaneous waterline improvements to connect this new facility to an existing 16" waterline in the area. This project will serve the planned business area east of Elletts Crossing Road that Hickory Hill Road traverses and will allow water to be moved south from the Doswell pressure zone to the Ashland pressure zone. In the near term, this project will allow water that was previously used by Bear Island Paper to be utilized by other customers.

USEFUL LIFE
5 to 50 years

TIMETABLE
Design in FY20 (Year 1); construction in FY21.

OPERATING IMPACT
Recurring maintenance costs beginning in FY22.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**600,000**	**6,500,000**	**-**	**-**	**-**	**7,100,000**
Transfer from Public Utilities	600,000	6,500,000	-	-	-	7,100,000
Funding Uses	**600,000**	**6,500,000**	**-**	**-**	**-**	**7,100,000**
Professional Services	600,000	-	-	-	-	600,000
Utilities Infrastruct Construc	-	6,500,000	-	-	-	6,500,000
Operating Impact	**-**	**-**	**30,000**	**30,000**	**30,000**	**90,000**
Repair & Maintenance Services	-	-	30,000	30,000	30,000	90,000

I-95 Waterline Crossing at Long Road

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

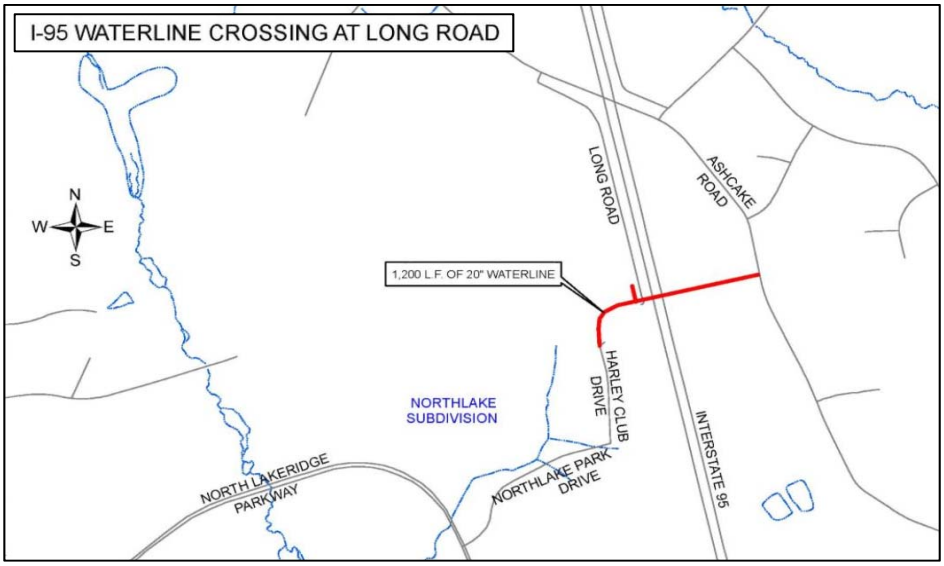
LOCATION
Ashcake Road to Harley Club Drive in the Northlake Development (FMP W38 Modified)

PROJECT DESCRIPTION
This project provides for the design, easement acquisition and 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 FY20 (Year 1); construction in FY21.

OPERATING IMPACT
Recurring maintenance costs beginning in FY22.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**150,000**	**742,000**	**-**	**-**	**-**	**892,000**
Transfer from Public Utilities	150,000	742,000	-	-	-	892,000
Funding Uses	**150,000**	**742,000**	**-**	**-**	**-**	**892,000**
Land Purch & Development Addtl	20,000	-	-	-	-	20,000
Professional Services	130,000	-	-	-	-	130,000
Utilities Infrastruct Construc	-	742,000	-	-	-	742,000
Operating Impact	**-**	**-**	**200**	**200**	**200**	**600**
Repair & Maintenance Services	-	-	200	200	200	600

Jackson Avenue WST Demolition

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

LOCATION
Jackson Avenue Water Storage Tank

PROJECT DESCRIPTION
This project provides for the demolition of the Jackson Avenue Water Storage Tank. This tank needs significant investment to remain in service in the future. This tank is of limited value due to improvements that have been made since it was constructed.

USEFUL LIFE
N/A

TIMETABLE
Design and construction in FY21 (Year 2).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**80,000**	**-**	**-**	**-**	**80,000**
Transfer from Public Utilities	-	80,000	-	-	-	80,000
Funding Uses	**-**	**80,000**	**-**	**-**	**-**	**80,000**
Professional Services	-	27,000	-	-	-	27,000
Utilities Infrastruct Improve	-	53,000	-	-	-	53,000

Kings Dominion Entrance Rd W/L Repl

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

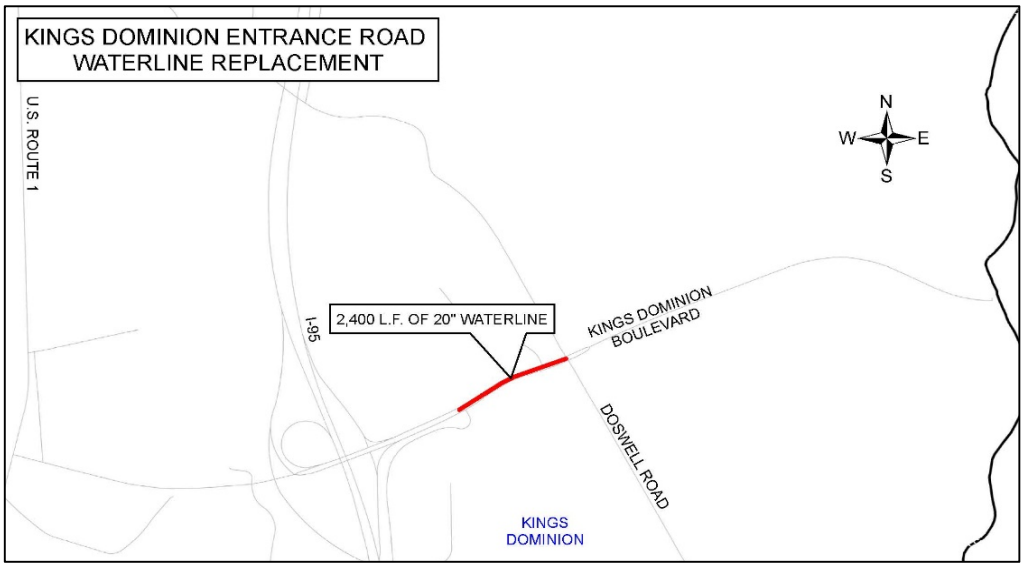
LOCATION
Route 30 between Kings Dominion Entrance Road and Railroad Crossing

PROJECT DESCRIPTION
This project provides for the design, easement acquisition and construction of a new 2,400' parallel 20" water main along Route 30 from the railroad crossing to the Kings Dominion entrance road to provide redundancy for the existing 18" water main.

USEFUL LIFE
50 years

TIMETABLE
Design, easement acquisition and construction in FY22 (Year 3).

OPERATING IMPACT
Increased operational costs are not anticipated.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**818,000**	**-**	**-**	**818,000**
Transfer from Public Utilities	-	-	818,000	-	-	818,000
Funding Uses	**-**	**-**	**818,000**	**-**	**-**	**818,000**
Land Purch & Development Addtl	-	-	28,000	-	-	28,000
Professional Services	-	-	82,000	-	-	82,000
Utilities Infrastruct Improve	-	-	708,000	-	-	708,000

Pamunkey Regional Jail Waterline

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

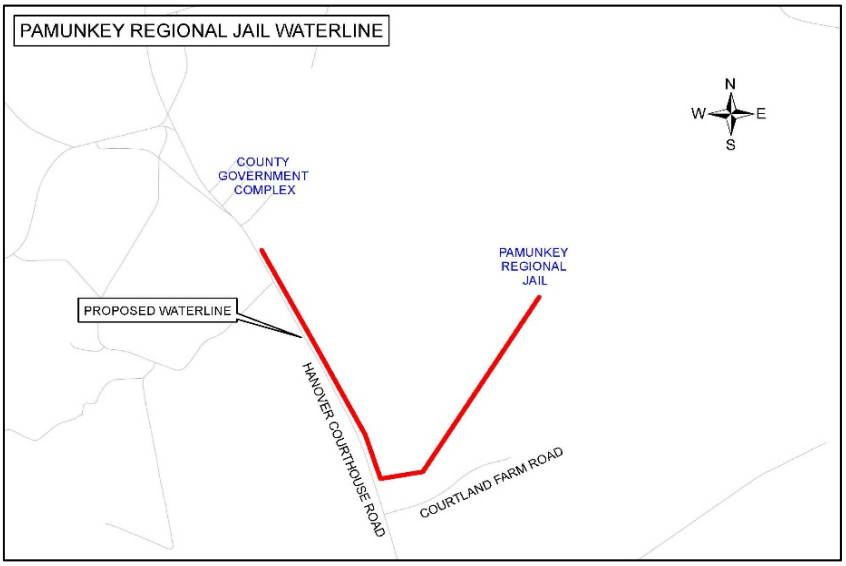
LOCATION
Between the Pamunkey Regional Jail and the County Government Courthouse Complex

PROJECT DESCRIPTION
This project provides for the design, easement acquisition and construction of a second 12" waterline from the Pamunkey Regional Jail to the County Government Courthouse Complex. The new 7,000' waterline will provide redundancy for a critical waterline and will follow Courtland Farm Road and Route 301.

USEFUL LIFE
50 years

TIMETABLE
Design, easement acquisition and construction in FY24 (Year 5).

OPERATING IMPACT
Increased operational costs are not anticipated.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**-**	**1,443,000**	**1,443,000**
Transfer from Public Utilities	-	-	-	-	1,443,000	1,443,000
Funding Uses	**-**	**-**	**-**	**-**	**1,443,000**	**1,443,000**
Land Purch & Development Addtl	-	-	-	-	17,000	17,000
Professional Services	-	-	-	-	238,000	238,000
Utilities Infrastruct Improve	-	-	-	-	1,188,000	1,188,000

Pleasant Street WST & PS Generator Repl

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

LOCATION
Pleasant Street Water Storage Tank and Pump Station

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

USEFUL LIFE
20 years

TIMETABLE
Construction in FY23 (Year 4).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**201,000**	**-**	**201,000**
Transfer from Public Utilities	-	-	-	201,000	-	201,000
Funding Uses	**-**	**-**	**-**	**201,000**	**-**	**201,000**
Utilities Infrastruct Improve	-	-	-	201,000	-	201,000

Pleasant Street WST Rehabilitation

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

LOCATION
Pleasant Street Water Storage Tank and Pump Station

PROJECT DESCRIPTION
This project provides for the rehabilitation of the Pleasant Street Water Storage Tank.

USEFUL LIFE
20 years

TIMETABLE
Design in FY21 (Year 2); construction in FY23.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**76,000**	**-**	**111,000**	**-**	**187,000**
Transfer from Public Utilities	-	76,000	-	111,000	-	187,000
Funding Uses	**-**	**76,000**	**-**	**111,000**	**-**	**187,000**
Professional Services	-	76,000	-	-	-	76,000
Utilities Infrastruct Improve	-	-	-	111,000	-	111,000

Pole Green Road Western W/L Improvements

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

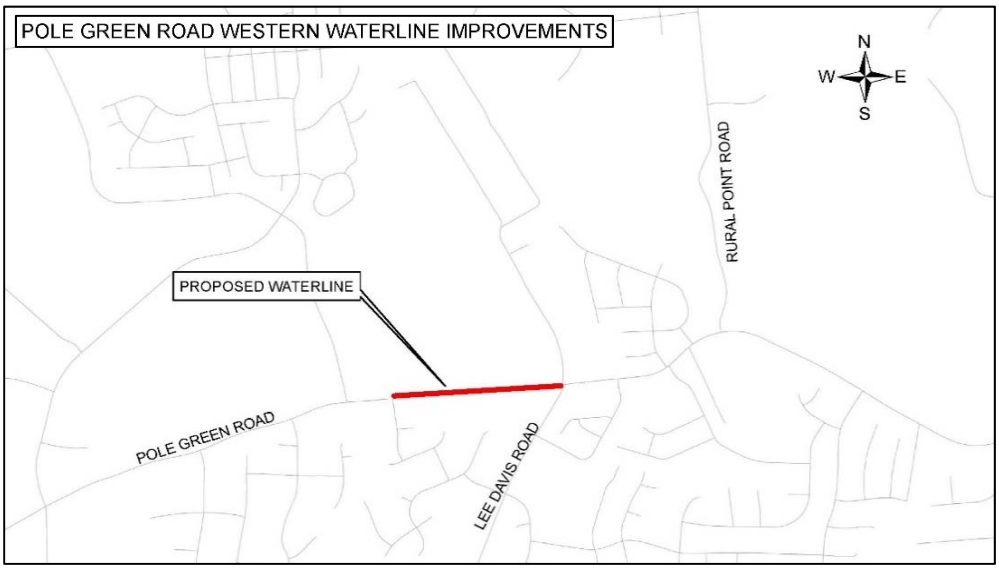
LOCATION
Pole Green Road from Colemanden Drive to Lee Davis Road

PROJECT DESCRIPTION
This project provides for the design, easement acquisition and construction of 2,000' of 16" waterline along Pole Green Road from Colemanden Drive to Lee Davis Road. The waterline will be constructed as part of the road improvement project planned for Pole Green Road.

USEFUL LIFE
50 years

TIMETABLE
Design and easement acquisition in FY23 (Year 4); construction in FY24.

OPERATING IMPACT
Increased operational costs are not anticipated.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**258,000**	**594,000**	**852,000**
Transfer from Public Utilities	-	-	-	258,000	594,000	852,000
Funding Uses	**-**	**-**	**-**	**258,000**	**594,000**	**852,000**
Land Purch & Development Addtl	-	-	-	142,000	-	142,000
Professional Services	-	-	-	116,000	-	116,000
Utilities Infrastruct Construc	-	-	-	-	594,000	594,000

Quarles Rd WST Rehabilitation

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

LOCATION
Quarles Road Water Storage Tank and Pump Station

PROJECT DESCRIPTION
This project provides for the rehabilitation of the Quarles Road Water Storage Tank.

USEFUL LIFE
20 years

TIMETABLE
Design in FY21 (Year 2); construction in FY23.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**23,000**	**-**	**190,000**	**-**	**213,000**
Transfer from Public Utilities	-	23,000	-	190,000	-	213,000
Funding Uses	**-**	**23,000**	**-**	**190,000**	**-**	**213,000**
Professional Services	-	23,000	-	-	-	23,000
Utilities Infrastruct Improve	-	-	-	190,000	-	190,000

Route 1 Waterline Improvements

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

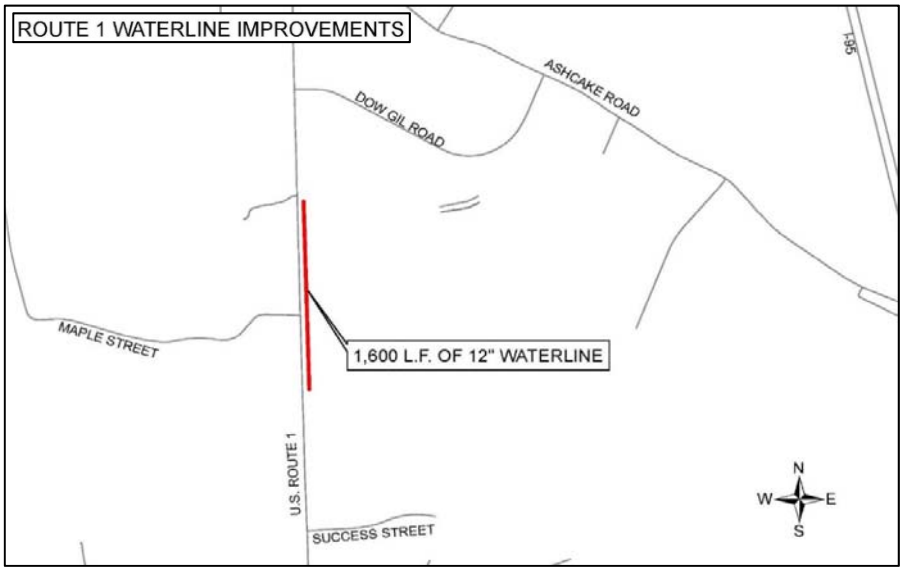
LOCATION
Route 1, Washington Highway from VA Warehousing to Chandler Lane

PROJECT DESCRIPTION
This project provides for the design, easement acquisition and 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, redundancy moving water along the Route 1 corridor and increases the ability to meet higher demands in Ashland.

USEFUL LIFE
50 years

TIMETABLE
Design and easement acquisition in FY21 (Year 2); construction in FY22.

OPERATING IMPACT
Increased operational costs are not anticipated.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**160,000**	**320,000**	**-**	**-**	**480,000**
Transfer from Public Utilities	-	160,000	320,000	-	-	480,000
Funding Uses	**-**	**160,000**	**320,000**	**-**	**-**	**480,000**
Land Purch & Development Addtl	-	80,000	-	-	-	80,000
Professional Services	-	80,000	-	-	-	80,000
Utilities Infrastruct Construc	-	-	320,000	-	-	320,000

Sinclair Manor Well Replacement

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

LOCATION
Sinclair Manor Well

PROJECT DESCRIPTION
This project provides for the replacement of the existing well as it has reached the end of its useful life.

USEFUL LIFE
30 years

TIMETABLE
Construction in FY24 (Year 5).

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**-**	**102,000**	**102,000**
Transfer from Public Utilities	-	-	-	-	102,000	102,000
Funding Uses	**-**	**-**	**-**	**-**	**102,000**	**102,000**
Utilities Infrastruct Improve	-	-	-	-	102,000	102,000

Sliding Hill Road Utility Betterment

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

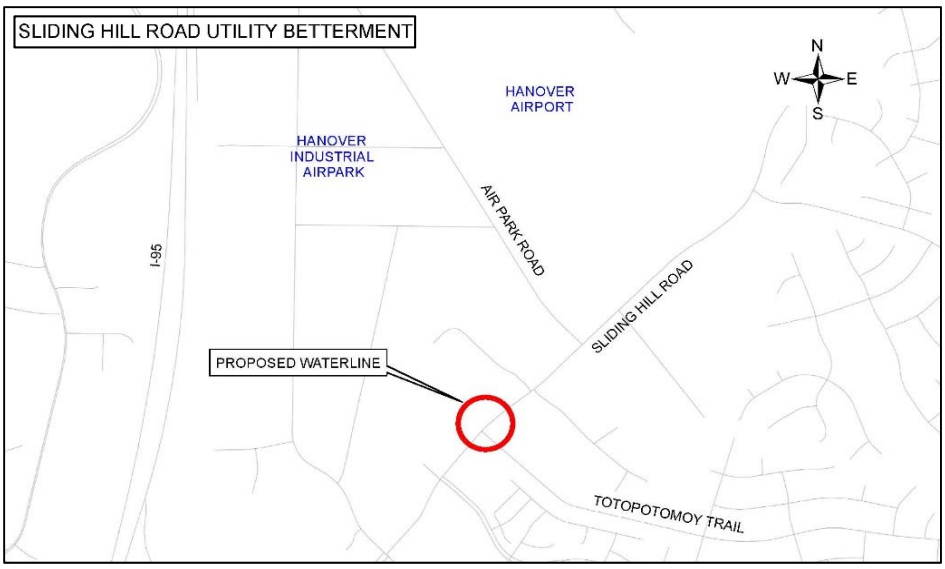
LOCATION
Near intersection of Sliding Hill Road and Totopotomoy Trail

PROJECT DESCRIPTION
This project provides for betterment to the waterline, which will be completed in conjunction with Public Works' Sliding Hill Roadway Improvements.

USEFUL LIFE
50 years

TIMETABLE
Design and construction in FY20 (Year 1).

OPERATING IMPACT
Increased operational costs are not anticipated.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**60,000**	**-**	**-**	**-**	**-**	**60,000**
Transfer from Public Utilities	60,000	-	-	-	-	60,000
Funding Uses	**60,000**	**-**	**-**	**-**	**-**	**60,000**
Professional Services	10,000	-	-	-	-	10,000
Utilities Infrastruct Improve	50,000	-	-	-	-	50,000

Stonewall Parkway W/L Replacement

DEPARTMENT
PU CIP Water

PROJECT TYPE
Utility Infrastructure

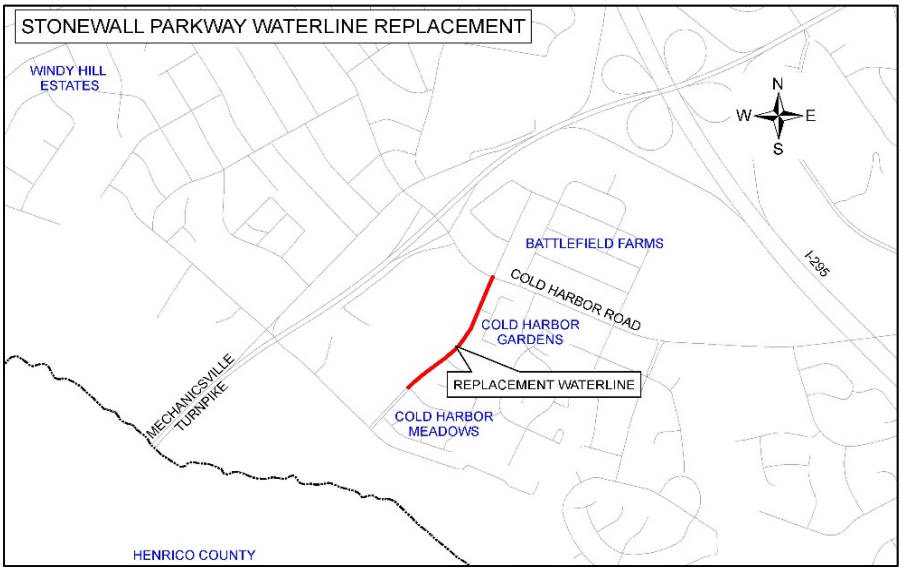
LOCATION
Stonewall Parkway from Cold Harbor Road to Overlook Drive

PROJECT DESCRIPTION
This project provides for the design, easement acquisition and construction of a new 1,800' 12" water main along Stonewall Parkway from Cold Harbor Road to Overlook Drive and abandonment of the existing 12" water main.

USEFUL LIFE
50 years

TIMETABLE
Design, easement acquisition and construction in FY22 (Year 3).

OPERATING IMPACT
Increased operational costs are not anticipated.



	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**560,000**	**-**	**-**	**560,000**
Transfer from Public Utilities	-	-	560,000	-	-	560,000
Funding Uses	**-**	**-**	**560,000**	**-**	**-**	**560,000**
Land Purch & Development Addtl	-	-	39,000	-	-	39,000
Professional Services	-	-	53,000	-	-	53,000
Utilities Infrastruct Improve	-	-	468,000	-	-	468,000

School Improvements Fund Summary

FY20-FY24 Funding Sources by Project Type

	Construction	Equipment	Facility Improvements	Land Acquisition	Technology	Total
Bond Proceeds	**40,000,000**	**2,190,000**	**14,335,000**	**3,000,000**	**-**	**59,525,000**
Transfers In	**-**	**6,000,000**	**2,027,562**	**-**	**10,772,438**	**18,800,000**
Transfer fr GF - FBA Education	-	-	-	-	1,000,000	1,000,000
Transfer from General Fund	-	6,000,000	2,027,562	-	7,372,438	15,400,000
Transfer from GF - FBA Capital	-	-	-	-	2,400,000	2,400,000
Total	**40,000,000**	**8,190,000**	**16,362,562**	**3,000,000**	**10,772,438**	**78,325,000**

FY20-FY24 Projects Funded by Long-term Debt

	Construction	Equipment	Facility Improvements	Land Acquisition	Total
Auditorium Renovations	-	-	950,000	-	950,000
Bathroom Renovations	-	-	1,405,000	-	1,405,000
Gymnasium Repairs	-	-	850,000	-	850,000
HVAC Repairs & Upgrades	-	-	6,725,000	-	6,725,000
Kitchen Renovations	-	-	355,000	-	355,000
Roof Repairs & Replacements	-	-	740,000	-	740,000
Safety & Security	-	2,190,000	-	-	2,190,000
School Building Upgrades	-	-	945,000	-	945,000
School Grounds Upgrades	-	-	2,365,000	-	2,365,000
School Renovation	40,000,000	-	-	-	40,000,000
School Site	-	-	-	3,000,000	3,000,000
Total	**40,000,000**	**2,190,000**	**14,335,000**	**3,000,000**	**59,525,000**

Auditorium Renovations

DEPARTMENT
School CIP

PROJECT TYPE
Facility Improvements

LOCATION
Atlee High and Hanover High

PROJECT DESCRIPTION
An upgraded lighting and sound system will be installed at the Hanover High School auditorium. Atlee High School auditorium will be renovated to 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
Hanover High School lighting to be completed in FY21 (Year 2) and Atlee High School renovations in FY23.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**250,000**	**-**	**700,000**	**-**	**950,000**
Bond Proceeds	-	250,000	-	700,000	-	950,000
Funding Uses	**-**	**250,000**	**-**	**700,000**	**-**	**950,000**
Alt to Facility or Office	-	250,000	-	700,000	-	950,000

Bathroom Renovations

DEPARTMENT
School CIP

PROJECT TYPE
Facility Improvements

LOCATION
Atlee High, Beaverdam Elementary, Cold Harbor Elementary and South Anna Elementary

PROJECT DESCRIPTION
Elementary schools will have bathroom renovations to become fully ADA compliant. This project also includes a refresh of Atlee High bathrooms. Renovations 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 FY21 (Year 2) & FY23.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**505,000**	**-**	**900,000**	**-**	**1,405,000**
Bond Proceeds	-	505,000	-	900,000	-	1,405,000
Funding Uses	**-**	**505,000**	**-**	**900,000**	**-**	**1,405,000**
Alt to Facility or Office	-	505,000	-	900,000	-	1,405,000

Gymnasium Repairs

DEPARTMENT
School CIP

PROJECT TYPE
Facility Improvements

LOCATION
Various

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 gym floor replacement in elementary and middle schools and replacement of scoreboard and bleachers at Hanover High.

USEFUL LIFE
20 years

TIMETABLE
Gym floor replacement & stage improvements in FY21 (Year 2); scoreboard replacement in FY23.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**175,000**	**-**	**675,000**	**-**	**850,000**
Bond Proceeds	-	175,000	-	675,000	-	850,000
Funding Uses	**-**	**175,000**	**-**	**675,000**	**-**	**850,000**
Alt to Facility or Office	-	175,000	-	675,000	-	850,000

HVAC Repairs & Upgrades

DEPARTMENT
School CIP

PROJECT TYPE
Facility Improvements

LOCATION
Atlee High, Liberty Middle, Mechanicsville Elementary, Rural Point Elementary and South Anna Elementary

PROJECT DESCRIPTION
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, staff review various factors to determine the timing for replacement. These 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.

USEFUL LIFE
20 years

TIMETABLE
Replacement of equipment in FY21 (Year 2) & FY23.

OPERATING IMPACT
Potential energy savings achieved through more efficient equipment being installed.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**5,775,000**	**-**	**950,000**	**-**	**6,725,000**
Bond Proceeds	-	5,775,000	-	950,000	-	6,725,000
Funding Uses	**-**	**5,775,000**	**-**	**950,000**	**-**	**6,725,000**
Building Accessory Equip Repl	-	5,775,000	-	950,000	-	6,725,000

Kitchen Renovations

DEPARTMENT
School CIP

PROJECT TYPE
Facility Improvements

LOCATION
Various

PROJECT DESCRIPTION
Many schools are in need of new kitchen equipment. This project includes replacement of a hood exhaust system, walk-in refrigerator and freezer condenser, as well as replacement of ovens in various schools as needed.

USEFUL LIFE
20 years

TIMETABLE
Replacement of equipment is scheduled for FY21 (Year 2) & FY23.

OPERATING IMPACT
Potential energy savings achieved through more energy efficient modern equipment.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**280,000**	**-**	**75,000**	**-**	**355,000**
Bond Proceeds	-	280,000	-	75,000	-	355,000
Funding Uses	**-**	**280,000**	**-**	**75,000**	**-**	**355,000**
Machinery & Equipment Repl	-	280,000	-	75,000	-	355,000

Painting

DEPARTMENT
School CIP

PROJECT TYPE
Facility Improvements

LOCATION
Various

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 to be done annually.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**200,000**	**400,000**	**85,000**	**100,000**	**159,562**	**944,562**
Transfer from General Fund	200,000	400,000	85,000	100,000	159,562	944,562
Funding Uses	**200,000**	**400,000**	**85,000**	**100,000**	**159,562**	**944,562**
Alt to Facility or Office	200,000	400,000	85,000	100,000	159,562	944,562

Roof Repairs & Replacements

DEPARTMENT
School CIP

PROJECT TYPE
Facility Improvements

LOCATION
Cool Spring Elementary, Elmont Elementary, Lee-Davis High and Stonewall Jackson Middle

PROJECT DESCRIPTION
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, staff review the history of roof repairs and the unscheduled maintenance costs to determine the timing for the replacement.

USEFUL LIFE
15 to 25 years

TIMETABLE
Annual repairs and replacements.

OPERATING IMPACT
Potential energy savings achieved through building enhancements.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**220,000**	**765,000**	**100,000**	**538,000**	**200,000**	**1,823,000**
Bond Proceeds	-	365,000	-	375,000	-	740,000
Transfer from General Fund	220,000	400,000	100,000	163,000	200,000	1,083,000
Funding Uses	**220,000**	**765,000**	**100,000**	**538,000**	**200,000**	**1,823,000**
Alt to Facility or Office	220,000	765,000	100,000	538,000	200,000	1,823,000

Safety & Security

DEPARTMENT
School CIP

PROJECT TYPE
Equipment

LOCATION
Various

PROJECT DESCRIPTION
Safety and security projects will focus on replacing fire suppression systems, updating door access and locks, adding vestibules as well as updating the employee badge access system.

USEFUL LIFE
20 years

TIMETABLE
Repairs and replacements to occur in FY21 (Year 2) & FY23.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**1,005,000**	**-**	**1,185,000**	**-**	**2,190,000**
Bond Proceeds	-	1,005,000	-	1,185,000	-	2,190,000
Funding Uses	**-**	**1,005,000**	**-**	**1,185,000**	**-**	**2,190,000**
Building Accessory Equip Addtl	-	1,005,000	-	1,185,000	-	2,190,000

School Building Upgrades

DEPARTMENT
School CIP

PROJECT TYPE
Facility Improvements

LOCATION
Various

PROJECT DESCRIPTION
This project includes funding for a visitor team unconditioned space at Lee-Davis High, electrical service upgrades at the School Board Office, a replacement of back-up generators at Lee-Davis High and Atlee High and a school-wide bell replacement system.

USEFUL LIFE
15 to 25 years

TIMETABLE
Repairs and replacements to occur in FY21 (Year 2) & FY23.

OPERATING IMPACT
Potential energy savings achieved through building enhancements.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**325,000**	**-**	**620,000**	**-**	**945,000**
Bond Proceeds	-	325,000	-	620,000	-	945,000
Funding Uses	**-**	**325,000**	**-**	**620,000**	**-**	**945,000**
Alt to Facility or Office	-	325,000	-	620,000	-	945,000

School Buses

DEPARTMENT
School CIP

PROJECT TYPE
Equipment

LOCATION
N/A

PROJECT DESCRIPTION
Regular bus replacement helps ensure reliability of daily transportation for students as well as helps keep annual maintenance costs down. School buses need to be replaced when they are unable to be practically repaired. Ideal replacement occurs when buses have been in service between 10 and 15 years but replacement decisions are ultimately made by looking at the overall condition of each particular bus.

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.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**800,000**	**1,000,000**	**1,200,000**	**1,500,000**	**1,500,000**	**6,000,000**
Transfer from General Fund	800,000	1,000,000	1,200,000	1,500,000	1,500,000	6,000,000
Funding Uses	**800,000**	**1,000,000**	**1,200,000**	**1,500,000**	**1,500,000**	**6,000,000**
Motor Vehicle & Equipment Repl	800,000	1,000,000	1,200,000	1,500,000	1,500,000	6,000,000

School Grounds Upgrades

DEPARTMENT
School CIP

PROJECT TYPE
Facility Improvements

LOCATION
Various

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 parking lot repairs and replacements at Atlee High and other locations as needed, tennis court replacement at Lee-Davis High and Liberty Middle, track resurfacing at Patrick Henry High and Atlee High, field bathrooms at Patrick Henry High, greenhouse replacement at Liberty Middle and replacement of irrigation systems on athletic fields at Lee-Davis High.

USEFUL LIFE
20 years

TIMETABLE
Facility improvements to be completed in FY21 (Year 2) & FY23.

OPERATING IMPACT
Increased operational costs are not anticipated.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**1,320,000**	**-**	**1,045,000**	**-**	**2,365,000**
Bond Proceeds	-	1,320,000	-	1,045,000	-	2,365,000
Funding Uses	**-**	**1,320,000**	**-**	**1,045,000**	**-**	**2,365,000**
Alterations to Grounds	-	1,320,000	-	1,045,000	-	2,365,000

School Renovation

DEPARTMENT
School CIP

PROJECT TYPE
Construction

LOCATION
Current John M. Gandy Elementary Site

PROJECT DESCRIPTION
Based on a facility analysis, several schools are in need of replacement or renovation. A new school will be constructed on the current John M. Gandy Elementary School property with design work beginning in FY22 (Year 3) and construction in FY23. There will be public input options prior to the start of official design and construction.

USEFUL LIFE
50 years

TIMETABLE
Project will begin in FY22 with design and engineering work.

OPERATING IMPACT
Potential changes in operational costs are not yet quantified. Costs will vary based on final design of the new school.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**4,000,000**	**36,000,000**	**-**	**40,000,000**
Bond Proceeds	-	-	4,000,000	36,000,000	-	40,000,000
Funding Uses	**-**	**-**	**4,000,000**	**36,000,000**	**-**	**40,000,000**
Construction	-	-	4,000,000	36,000,000	-	40,000,000

School Site

DEPARTMENT
School CIP

PROJECT TYPE
Land Acquisition

LOCATION
To be determined

PROJECT DESCRIPTION
This project includes funding to purchase a secondary school site in eastern Hanover.

USEFUL LIFE
50 years

TIMETABLE
Project will begin in FY24 (Year 5).

OPERATING IMPACT
Changes in operational costs will occur outside the scope of the five-year plan.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**-**	**-**	**-**	**-**	**3,000,000**	**3,000,000**
Bond Proceeds	-	-	-	-	3,000,000	3,000,000
Funding Uses	**-**	**-**	**-**	**-**	**3,000,000**	**3,000,000**
Land Purch & Development Addt	-	-	-	-	3,000,000	3,000,000

Technology Enhancements

DEPARTMENT
School CIP

PROJECT TYPE
Technology

LOCATION
All schools

PROJECT DESCRIPTION
Technology enhancements include upgrading switches and wireless infrastructure as well as the purchase of devices for teachers. The upgrade of switches will replace existing switches that have exceeded their useful life. The upgrade of wireless infrastructure is necessary due to the increasing instructional devices and use. The purchase of laptops for teachers is included in FY22 (Year 3) and FY23. In addition to the new initiatives, ongoing technology equipment replacement and bandwidth for the existing network is included in this project.

USEFUL LIFE
5 years

TIMETABLE
Computers and related hardware to be purchased annually.

OPERATING IMPACT
Operating impact beginning in FY20 for additional personnel needed to respond to infrastructure upgrades and increased device utilization.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Funding Sources	**4,580,000**	**1,200,000**	**1,615,000**	**2,237,000**	**1,140,438**	**10,772,438**
Transfer fr GF - FBA Education	1,000,000	-	-	-	-	1,000,000
Transfer from General Fund	1,180,000	1,200,000	1,615,000	2,237,000	1,140,438	7,372,438
Transfer from GF - FBA Capital	2,400,000	-	-	-	-	2,400,000
Funding Uses	**4,580,000**	**1,200,000**	**1,615,000**	**2,237,000**	**1,140,438**	**10,772,438**
Information System Equip Addtl	4,580,000	1,200,000	1,615,000	2,237,000	1,140,438	10,772,438
Operating Impact	**5,653,560**	**1,093,215**	**1,193,280**	**1,217,140**	**1,241,480**	**10,398,675**
Salaries Full-time	5,653,560	1,093,215	1,193,280	1,217,140	1,241,480	10,398,675

Budget Directives

In September, County department and agency heads are required to submit operating and capital improvement budgets in accordance with the following guidelines:

1. Operating Budget

a) Provide a line item budget request. Detailed information will be required for line items as defined by the Budget Division. Such detail may 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 changes. An organizational chart may be required depending on the type of request.

c) Departments charged with assessing or collecting revenue (tax, service fee, grant, etc.) provide a requested budget for that revenue, including the impact of any recommended fee or rate changes.

2. Capital Improvements Program Budget

a) Submit justification and description of any capital projects that qualify for the CIP, 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.

3. Five-Year General Fund Financial Plan

a) Submit justification and description of any requested 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 & 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.

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

All Hanover County employees are expected to represent the County and to carry out their work with professionalism at all times. Each employee shall demonstrate the County's standards of ethical conduct as referenced in the Human Resources Policy. The Hanover County Ethics Standards are intended to complement, not replace, all professional codes of ethics. Employees must be aware of and abide by their respective professional values and requirements.

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.

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) shall be prepared at the conclusion of the County audit to meet Government Finance Officer Association (GFOA) guidelines for the Certificate of Achievement for Excellence in Financial Reporting.

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. Board approval is required for the establishment of any new CAFR reporting entity fund that requires an appropriation. The County Administrator authorizes all other funds.

B. Appropriate accruals of revenues and expenditures will be in accordance with GAAP.

Finance & Management Services Policies

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. The County Administrator is authorized to accept personal property, monetary and in-kind donations with an estimated value up to $50,000.

B. Authorization by the Board of Supervisors is required for acceptance of personal property, monetary and in-kind donations with an estimated value greater than $50,000 and all donations of real property, other than those dedications and conveyances that are made as part of the land development process.

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 shall 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. All disbursements of funds shall 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.

C. 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

Petty cash funds shall be created and maintained in order to provide timely payment or reimbursement for proper expenses that do not exceed the transaction amount established by 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 shall be utilized by all covered funds, for all payroll, general ledger, cash receipts, cash disbursements, and other accounting transactions.

Finance & 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) procurement as required by the Virginia Public Procurement Act.

B. Proposals will be reviewed by a selection committee appointed by the County Administrator or his designee. The selection committee's recommendation will be presented to the Finance Committee prior to final selection of the external auditor.

C. As part of their duties, external auditors will:

(i) Be responsible for the timely issuance of any and all required opinions, internal control and compliance reports and management letters related to the audit of the financial statements, supplemental and statistical schedules, comparative report transmittal forms and any required State or Federal reports.

3-2 Internal Audit

A. The use of an internal auditor is intended to enhance and protect organizational value by providing risk based and objective assurance, evidence and insight throughout the County to foster and improve organizational processes and operations.

B. The Internal Audit Department will:

(i) Administer a telephone hotline for reporting of fraud, waste and abuse.

(ii) Develop an Internal Audit Plan annually and submit that plan to the Finance Committee for approval.

(iii) Work with appropriate County staff to help determine the scope of work of external auditors for the purpose of providing optimal audit coverage to the County. In addition, the internal auditor may contract with external auditors for annual and as-needed audit services.

(iv) Conduct audits in accordance with Government Auditing Standards and maintain audit documentation in compliance with applicable privacy standards.

(v) Ensure the actions of employees comply with the County's policies, regulations, procedures and applicable laws and regulations.

C. The Internal Audit Department shall have access to all the County's functions, records, property and personnel and, further, County employees shall not impede the Internal Audit Department's staff ability to access all necessary documentation and information.

D. Pursuant to Hanover County ordinance 09-33 and to conform with Va Code §§ 2.2-3705.3(7) and 15.2-2511.2, the Internal Audit Department is established and the

Director of Internal Audit appointed by the Board of Supervisors. The Internal Audit Director reports functionally to the Finance Committee of the Board of Supervisors and reports administratively to the County Administrator or designee.

4. Budget Policy

4-1 Budget Guidelines

A. The annual budget shall:

(i) Be prepared, considered, adopted and executed in accordance with the Code of Virginia.

(ii) Be balanced with estimated revenues, including the use of fund balance, meeting planned expenditures.

(iii) Reflect best budgeting practices and adhere to the County's mission statement, long-range strategic plans and current initiatives.

(iv) Be adopted in accordance with GAAP for governmental and fiduciary funds. Proprietary fund budgets shall be adopted in accordance with GAAP with the exception that the budget recognizes the flow of funds (i.e., payment of debt principal is budgeted while depreciation is not budgeted).

(v) Appropriate Reserve for Contingencies in the General Fund at an amount equal to at least 0.5% of the General Fund budget, net of transfers to the Capital Improvements Fund.

(vi) Be accompanied by a Five-Year Capital Improvement Plan and Five-Year General Fund Financial Plan.

B. All budget data in the CAFR represents the original adopted budget and the final amended budget (sum of adopted budget, reappropriation and budget transfers or supplements).

4-2 Budget Calendar

A. The following guidelines will be used in establishing the annual budget calendar and shall be established as part of the Board of Supervisors' meeting schedule:

(i) The proposed operating budget, Five-Year Capital Improvements Program, and Five-Year General Fund Financial Plan will be presented to the Board of Supervisors by the fourth Wednesday in February.

(ii) Any informational budget sessions and workshops will be held between presentation of the 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 state imposed deadlines.

B. The Board of Supervisors shall hold a public hearing on the budget, Capital Improvements Program, Five-Year General Fund Financial Plan, ordinance changes and personal property tax rates no later than the second Wednesday in April. Unless the Board of Supervisors decides otherwise, a separate public hearing on the real estate property tax rate, if applicable, shall be held on the same date.

C. If additional time is needed for (i) the formulation of the Superintendent's preliminary budget, (ii) action to be taken by the School Board relative to their budget request, (iii) preparation or review of the County Administrator's proposed budget, or (iv) review and adoption of the budget by the Board of Supervisors,, the budget calendar can be extended upon approval of the Board of Supervisors, provided the budget is adopted in a timely manner as required by the Code of Virginia.

4-3 Five-Year Capital Improvements Program

A. The Capital Improvements Program is a five-year plan for capital and capital-related expenditures and a plan to fund those expenditures. Qualifying expenditures include:

(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 or agency; or,

b) Are more than $50,000 annually in aggregate.

B. At least 10% of the total five-year general government portion of the Capital Improvements Program shall be funded by non-debt sources (e.g., General Fund and grants) over the five-year period.

C. The Planning Commission shall review land use and growth related projects in the County Administrator's proposed Five-Year Capital Improvements Program and provide a recommendation on the Program to the Board of Supervisors.

D. In addition to compliance with section 4-3.A above, the Hanover County Public Schools portion of the Capital Improvement Program shall be in accordance with the School Board policies regarding capital improvements including facility planning and design.

E. Public Utilities shall develop a Capital Improvements Program in accordance with section 4-3.A above. The program shall further the functional operation of the water and wastewater system and be funded by the users of the system.

4-4 Five-Year General Fund Financial Plan

A. 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.

B. The Five-Year General Fund Financial Plan shall:

(i) Be balanced and identify 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;

(ii) Describe proposed service levels and the means to finance such service levels over the five-year period;

(iii) Fund general governmental projects with General Fund revenues in accordance with Policy 4-3 B. (i.e., "pay as you go funding");

(iv) Maintain compliance with debt and fund balance polices for each year of the Plan; and

4-5 Budget Adoption

A. The Budget, Capital Improvements Plan and Five-Year General Fund Financial Plan shall be considered for adoption by the Board of Supervisors.

B. The Budget shall be legally enacted through adoption and appropriation resolutions for all fund types with the resolution appropriating budget amounts by fund.

C. County staff shall ensure that the proposal, consideration and adoption of the budget complies with applicable statutes regarding appropriations, public notices, ordinance changes, requests for bond referenda and any other legal restrictions imposed upon localities.

D. The budget adoption resolutions shall include approval for the reappropriation of encumbered balances.

E. The budget adoption resolutions shall include approval for the reappropriation of unencumbered Capital Improvements Program balances at fiscal year-end.

F. Related ordinance changes and other budgetary issues requiring Board of Supervisors' approval shall be presented to the Board for consideration with the budget adoption resolutions.

G. The adopted budget document shall be made available to the public, submitted to the Virginia Auditor of Public Accounts and forwarded to the Government Finance Officers Association for the Distinguished Budget Presentation Awards program within 90 days of budget adoption.

Finance & Management Services Policies

4-6 Budget Amendments

A. All budget amendments that increase the County's total appropriated budget shall require approval of the Board of Supervisors.

B. Public hearings and associated notice for budget amendments will shall be conducted in accordance with applicable statutes.

C. For purposes of determining the approval authority required for budget amendments:

(i) Definitions:

a) "Personnel" is defined as salaries and benefits;

b) "Operating" is defined as all expenditures not in the personnel or capital category;

c) "Capital" is defined as the Capital Improvements Program as well as capital line items within other funds; and

d) "Debt" is defined as principal, interest, issuance costs and other associated debt service related expenses.

D. For purposes of this section, transfer authority for budget amendments applies across all funds directed by each respective Board – the Board of Supervisors (County funds) or the School Board (School funds).

E. The Board shall have approval authority for budget transfers in the following categories and amounts. Any transfers within the County Administrator or School Superintendent's authority may be delegated as referenced in the Finance and Management Services Regulations.

(i) Transfers of **Reserve for Contingencies** to shall be approved as follows:

a) $25,000 or less per topic or issue – County Administrator (County funds) or the School Superintendent (School funds).

b) More than $25,000 per topic or issue – the Board of Supervisors (County funds) or the School Board (School funds).

(ii) Transfers involving the **Reserve for Revenue** appropriation shall be approved as follows:

a) $50,000 or less per topic or issue – County Administrator (County funds) or the School Superintendent (School funds).

b) More than $50,000 per topic or issue – the Board of Supervisors (County funds) or the School Board (School funds).

(iii) Revenue transfers shall be approved under the authority of the County Administrator.

(iv) Budget amendments that **do not move across categories** shall be approved in the following manner:

a) Personnel, Capital and Debt Categories: All amendments – County Administrator (County funds) or the School Superintendent (School funds).

b) Operating Category:

a) $75,000 or less per topic or issue – County Administrator (County funds) or the School Superintendent (School funds).

b) More than $75,000 per topic or issue – the Board of Supervisors (County funds) or the School Board (School funds).

(v) Transfers that cross categories shall be approved in the following manner:

a) $75,000 or less per topic or issue – County Administrator (County funds) or the School Superintendent (School funds).

b) More than $75,000 per topic or issue – the Board of Supervisors (County funds) or the School Board (School funds).

4-7 Reappropriation of Balances

A. The County Administrator shall submit a proposed budget amendment for reappropriation of unencumbered operating balances to the Board of Supervisors.

B. A review of the Capital Improvements Program shall 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.

C. Except for those balances reappropriated by the Board, appropriations lapse on June 30.

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 ratios for general governmental debt:

(i) Debt as a percentage of taxable assessed value will not exceed 2.5%.

(ii) The debt per capita will not exceed a ratio of $2,500 as of June 30, 2019, growing annually at 2%.

(iii) Debt service as a percentage of general (non-capital) governmental expenditures will not exceed 10%. General (non-capital) governmental expenditures includes the General Fund, Debt Service Fund, School Board Operating Fund, Cafeteria Fund and Economic Development Authority Fund.

(iv) Debt divided by 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 and Moral Obligation bonds) shall be treated on a par with general obligation debt and will be included in the calculation of debt ratio limits. Indebtedness of business type funds are not included in the calculations.

D. At least 25% of total debt (General Fund obligations as defined in 5-1;C;iv) will be repaid within 5 years and at least 50% of total debt within 10 years.

E. Variable rate debt will be limited to 10% of total outstanding debt.

F. Debt coverage ratios for all Proprietary Fund debt shall be in compliance with all debt covenants and all debt coverage ratios shall meet or exceed minimum legally required thresholds.

G. The issuance of debt require approval and appropriation of the proceeds by the Board.

H. 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 County Administrator or his designee shall 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;

(iv) Timely reporting of necessary disclosure information and other required filings; and

(v) Monitoring compliance with applicable arbitrage rules and performing required rebate calculations in a timely manner.

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 principal 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, or 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 the County Administrator on securities held, maturities, investment returns, unrealized gains (loses), comparisons to established benchmarks, market conditions and prevailing investment philosophy.

F. Bank transfers.

(i) Dual authorizations representing the County and the Treasurer shall be in compliance with the Accounting Policy for all transfers that move County funds from a County account to a non-county account (e.g., debt service payments).

(ii) In addition, the Treasurer's Office will have dual processing procedures requiring two people to conduct transfers with County bank accounts.

(iii) All financial institutions used by the County will have written instructions regarding County authorizations for wire transfers, restrictions on accounts funds can be wired and other procedures that will mitigate unauthorized movement of funds (e.g., call-back to independent person, written confirmations, etc.).

7. Fund Balance and Net 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 shall 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 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 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 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 exceed 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. 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.

8. Purchasing Policy

8-1 Administration of Procurement Functions

A. Purpose and Applicability: Rules governing contract awards shall be established 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 shall 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 shall 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).

9. Revenue Policy

9-1 Diversification of Revenues

A. The County shall strive to maintain a diverse yet stable revenue base as a means to shelter the County from fluctuating economic environments.

B. 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.

C. In operation of the water and wastewater systems, Public Utilities shall:

(i) Establish user and capacity-fee rates to ensure long-term viability of the water and wastewater system.

(ii) Allocate the costs associated with providing water and wastewater service between service types and ensure that these costs are uniform for similar types and classes of customers. As appropriate, the Department shall establish separate rates for each service type.

(iii) Establish capacity fees and user fees using a generally accepted methodology that includes analysis of revenue requirements, cost of services, rate design and rate implementation impact.

9-3 Accounts Receivable Collection

A. Bad Debt Expense

The determination of the need for an allowance for doubtful accounts shall be based upon accepted business practices and accounting standards.

9-4 Federal, State and Private Grants and Cooperative Agreements

A. 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.

B. Applicability

(i) This policy and related Revenue Regulations apply to all grant and cooperative agreement applications prepared or submitted by County departments and Constitutional Officers to agencies outside the County government for funds, materials, or equipment to be received 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.

C. Responsibility

(i) Responsibility for the overall fiscal management of all County grants and cooperative agreements shall reside in the Department of Finance and Management Services.

(ii) Department program managers and the Schools Assistant Superintendent of Business and Operations are responsible for grants relevant to their specific area.

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.

Budget Resolutions

HANOVER COUNTY BOARD OF SUPERVISORS

RESOLUTION

FY20 BUDGET ADOPTION

BE IT RESOLVED that the Board of Supervisors of Hanover County does hereby adopt the County of Hanover's FY20 Budget as presented by the County Administrator to the Board of Supervisors on February 13, 2019, with the amendments presented April 10, 2019, including the following funds and amounts, and the detail included in the FY20 Budget document filed with the Board papers:

	Proposed	Amended*
General Fund	267,052,065	267,115,065
Schools Operating Fund	194,684,071	194,193,039
Food Services Fund	7,419,458	7,419,458
School Improvements Fund	5,800,000	5,800,000
County Improvements Fund	35,540,370	35,540,370
Debt Service Fund	20,455,680	20,455,380
Economic Development Authority	88,560	88,560
Public Utilities Fund	35,061,040	35,061,040
Public Utilities CIP Fund	13,214,787	13,214,787
Airport Fund	381,644	381,644
Airport CIP Fund	2,615,000	2,615,000
Self-Insurance Fund	47,456,700	47,456,700
Lewistown Commerce Center CDA Fund	1,989,643	1,989,643
Bell Creek CDA Fund	160,000	160,000

On motion of Mr. Wyatt, seconded by Mr. Hazzard, the members of the Hanover County Board of Supervisors voted to adopt, by resolution, the County Administrator's Proposed Budget presented on February 13, 2019, with the proposed amendments as presented on April 10, 2019, as follows:

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

* The minutes reflect the Proposed Budget as presented on February 13, 2019 with reference to amendments presented April 10, 2019. The Amended column reflects the totals as amended and adopted by the Board on April 10, 2019.

Budget Resolutions

HANOVER COUNTY BOARD OF SUPERVISORS

RESOLUTION

FY20 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 FY20 budget in the same funds and amounts included in the budget adoption resolution approved April 10, 2019. *(A complete copy of the FY20 Budget is filed with the Board's papers.)*

BE IT FURTHER RESOLVED that all encumbered funds outstanding on June 30, 2019, both operating and capital, and all funds designated for capital improvements, shall be reappropriated for the 2020 fiscal year, to the same department and account for which they were appropriated for fiscal year 2019. 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, 2019, and to all encumbered appropriations in the FY19 budget.

On motion of Mr. Wyatt, seconded by Mr. Hazzard, the members of the Hanover County Board of Supervisors voted to appropriate, by resolution, the funds included in the adopted FY20 Budget by fund category as reflected in the budget adoption resolution, as follows:

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

Budget Resolutions

HANOVER COUNTY BOARD OF SUPERVISORS

RESOLUTION

2019 TAX RATES

BE IT RESOLVED that the Board of Supervisors of Hanover County does hereby adopt the following taxes for calendar year 2019:

Real Property Tax Rate	$0.81	per $100 of assessed valuation
Personal Property Tax Rate	$3.57	per $100 of assessed valuation
Qualifying Volunteer 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	$28.00	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. Wyatt, seconded by Mr. Hazzard, the members of the Hanover County Board of Supervisors voted to adopt, by resolution, the property tax rates and fees for calendar year 2019, as follows:

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

Budget Resolutions

HANOVER COUNTY BOARD OF SUPERVISORS

RESOLUTION

FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM

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 21, 2019, 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 FY20 – FY24 as presented by the County Administrator on February 13, 2019, with amendments presented on April 10, 2019, including the following categories and amounts:

Summary by Function	Total
Public Utilities	$ 87,025,663
Education	78,325,000
Public Works	48,746,940
Public Safety	16,185,000
Parks, Recreation & Cultural	12,913,000
General Government	10,175,000
Airport	7,329,120
Nondepartmental	1,000,000
Human Services	500,000
Judicial Administration	310,000
Total Five-Year CIP	**$ 262,509,723**

A complete copy of the adopted FY20 – FY24 Capital Improvements Program is in the Board papers.

Budget Resolutions

On motion of Mr. Wyatt, seconded by Mrs. Kelly-Wiecek, the members of the Hanover County Board of Supervisors voted to adopt, by resolution, the County Administrator's Proposed Five-Year Capital Improvements Program for FY20 – FY24 as presented on February 13, 2019, and any amendments adopted April 10, 2019, as follows:

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

Budget Resolutions

VIRGINIA: At a Regular Meeting, of the Hanover County Planning Commission in the Board Auditorium of the Hanover County Government Building, Hanover County, Virginia, on Thursday, March 21, 2019 at 6:00 P.M.

PRESENT:

Mr. Steven F. Hadra, Chairman
Mr. Alan Abbott, Vice-Chairman
Mrs. Edmonia P. Iverson
Mr. Larry A. Leadbetter
Mr. Fredric I. McGhee, Jr.
Mr. Randy A. Whittaker
Mr. Jerry W. Bailey

STAFF PRESENT:

Mr. David P. Maloney
Mr. Lee W. Garman
Mr. Dennis A. Walter
Ms. Nancy L. Batterson

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 February 14, 2018, guiding the role of development in the County and the provision of public utilities; and

WHEREAS, on April 11, 2018, the Board of Supervisors adopted a Five Year Capital Improvements Program for FY 2019 through 2023, to provide a guide for implementing County development policies; and

WHEREAS, in accordance with State Law, a Capital Improvements Program document for FY 2020 through FY 2024, 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 as guided by the County's adopted Comprehensive Plan, at a public meeting held on March 21, 2019;

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of Hanover County that the FY 2020 through FY 2024, Capital Improvements Program, guided by the County's adopted Comprehensive Plan for anticipated facilities as proposed by the County Administrator, is recommended to the Hanover County Board of Supervisors.

A Copy
Teste:

Lee W. Garman, AICP, Secretary
Hanover County Planning Commission

Budget Resolutions

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 FY20 – FY24 as presented by the County Administrator on February 13, 2019, with amendments presented on April 10, 2019. *(A complete copy of the Five-Year General Fund Financial Plan is included in the Board papers).*

On motion of Mr. Wyatt, seconded by Mr. Hazzard, the members of the Hanover County Board of Supervisors voted to adopt, by resolution, the County Administrator's Proposed Five-Year General Fund Financial Plan for FY20 – FY24 as presented on February 13, 2019, and any amendments presented on April 10, 2019, as follows:

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

Budget Resolutions

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 $6,400,000

WHEREAS, the County of Hanover, Virginia (the "County") has made or will make expenditures (the "Expenditures") in connection with capital projects for county purposes. The expenditures for the county improvements, including, without limitation, library and park development and county facility renovations (the "County Projects"), are being made from the County Improvements Fund; and

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 County from the proceeds of tax-exempt obligations (the "Indebtedness") issued by or on behalf of the County; and

WHEREAS, as of the date hereof, there are no funds of the County 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, 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 2020 for the Projects is $6,400,000.

3. This Resolution shall take effect immediately upon its adoption.

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

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

Budget Resolutions

ORDINANCE 19-01

AN ORDINANCE AMENDING CHAPTERS 20 AND 23 OF THE HANOVER COUNTY CODE TO INCREASE WATER AND SEWER CAPACITY AND 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, 2019

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 capacity fees; 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 20-22, 20-23, 20-24 and 20-27 shall be amended to read in their entirety as follows:

Sec. 20-22. - Use of public sewers required; exceptions.

(a) The owner of all houses, buildings or properties used for human occupancy, employment, recreation or other purposes situated within the county and abutting on any street, alley, right-of-way, or easement in which there is located a public sanitary or combined sewer of the county, is hereby required at his expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this chapter. After the connection to the public sewer is made, an owner will be required to abandon all septic tanks, cesspools and similar private sewage disposal facilities. The abandoned private sewerage facilities may be required to be filled with suitable material only after it has been determined by the appropriate local or state agency that a potential public health hazard exists or that the existence of the private sewerage system in an unfilled condition may cause an unsafe condition.

(b) Mandatory connection; exceptions. Unless otherwise required in the Hanover County Code, connection will not be required where:

(1) Providing public sewer to the property requires an extension of the sewer system other than an installation of a service lateral 100 feet or less in length;

(2) The house, buildings or properties used for human occupancy, employment, recreation or other purposes are located more than two hundred (200) feet from the property line nearest the public sewer;

(3) Such house, buildings or properties which at the time a public sewer is made available thereto are served by septic tank systems meeting county, state department of health and state water control board requirements; provided that, such septic tank systems are operated and maintained at all times in strict conformance with the requirements of said governmental agencies having jurisdiction over such systems and are not altered, enlarged or replaced without the appropriate approval(s) and permit(s) of such government agencies; or

(4) Such buildings are outside the suburban service area (the area where utility services are planned) as established by the county's comprehensive plan.

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\$22.33

Consumption charge

0—4,000 gallons, per 1,000 gallons\5.99

Above 4,000, per 1,000 gallons\7.55

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, one hundred four dollars and thirty cents ($104.30) 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 (⅝) 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 four hundred fifty-six dollars ($6,456).

For a residential customer served by a water meter larger than five-eighths (⅝) 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\$22.33

Greater than 1½"\111.66

Volume charge

0—50,000 gallons, per 1,000 gallons\6.98

Above 50,000, per 1,000 gallons\5.60

(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 three hundred ninety-five dollars and ninety-five cents ($1,395.95) 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\$4.60

Peak use fee, per 1,000 gallons\1.37

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
⅝″	$ 6,456.00
1″	16,139.00
1½″	32,281.00
2″	51,648.00
3″	103,299.00

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 (100) 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 (100) 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.

Sec. 20-27. - Public sewer system connections, extensions, and oversizing of lines by property owners.

The board of supervisors may permit a property owner to extend the public sewer system at the property owner's sole expense. All such extensions shall be made pursuant to a contract between

the property owner and county. Installation shall be in accordance with design standards and specifications. All contractors performing such installation shall be licensed by the state and shall be approved by the county.

(1) Plan, fee, title and construction requirements for public sewer system connections and extensions.

a. A property owner's or developer's plans for the extension of the public sewer system shall detail the number, nature and location of connections proposed to be served, the location and capacity of pumping stations, treatment plants and other facilities and the size, material and extent of the proposed facilities, together with such other pertinent information as the director may require. Two (2) complete sets of as-built plans and one (1) set in an electronic format acceptable to the director, complete with all required certifications and signatures, shall be furnished to the director prior to acceptance of any system by the county.

b. When plans and specifications are filed pursuant to this article, there shall also be filed deeds in a form approved by the county attorney, executed by the property owner and such other parties as are necessary to convey good, unencumbered title, conveying to the county the easements or other interest in real estate necessary for the extension. Documentation as to the status of title, as required by the county attorney, shall also be filed. The delivery and acceptance of such deeds shall not be complete until all applicable requirements of this chapter have been completed.

c. The design, installation and construction of all connections and extensions pursuant to this article shall comply with the design standards and specifications. Facilities shall be capable of furnishing the needs of the property or properties proposed to be served thereby and shall be approved by the director. The suitability of the sewer line for connections in addition to those of the proposed subdivision or other development shall be determined by the director, which may be based upon information provided by the owner as required.

d. The property owner shall provide a plan review and inspection fee to the county in the amount of four (4) percent of the estimated construction costs as determined by the county. The property owner shall pay such fee to the county prior to initiation of construction.

(2) Credits for oversizing of lines and facilities by property owners. Where the property owner extending the public sewer system is required to oversize lines or other facilities for the convenience of the county, which includes increasing the depth of lines or other facilities, credits, not to exceed the cost of such oversizing or extension, may be allowed in accordance with the following:

a. For lines and facilities located within the proposed subdivision or other development, the cost of oversizing shall be limited to the difference in estimated construction cost between the oversized facilities and facilities sized to serve only the proposed subdivision or other development ("the difference in estimated construction cost").

b. For lines and facilities which are not located within the proposed subdivision or other development, the cost of oversizing shall be limited to the difference in estimated

construction cost plus an additional twenty (20) percent of the difference in estimated construction costs.

c. The amount of oversizing credits shall be determined by the director based on the county's annual contract, recent bids received by the county, other public bids for similar work performed in the area, or other objective criteria.

d. Credits utilized shall be credited towards sewer capacity fees due for the connection of units located on the property served by the extension as identified by the contract for such extension. In no event shall the credits utilized exceed the applicable sewer capacity fees charged for improvements constructed on the identified properties. Credits shall expire five (5) years from the date of the utility service agreement unless a later expiration date or an extension is approved by the board of supervisors. Any credits not utilized shall be void after the date of expiration.

2. That the Hanover County Code, Chapter 23, Water Code, Sections 23-5, 23-26, 23-47, and 23-62 shall be amended to read in their entirety as follows:

Sec. 23-5. - Mandatory water connections; exclusive use of public water.

(a) Connection required. Every occupied building located on property within the county where the public water system is at the property line, or within a street, alley, right-of-way or easement abutting such property, shall be connected with such system.

(b) Mandatory connection; exceptions. Unless otherwise required in the Hanover County Code, connection will not be required where:

(1) Providing public water to the property requires an extension of the water system other than an installation of a service lateral 100 feet or less in length; or

(2) The occupied house, buildings or properties are located more than two hundred (200) feet from the property line nearest the public water; or

(3) Any occupied buildings are utilizing private water systems at the time public water service is made available to the property, provided such water systems are operated and maintained in strict conformance with the requirements of all governmental agencies having jurisdiction over such systems and are not altered, enlarged or replaced without the appropriate approval(s) and permit(s) of such governmental agencies; or

(4) Such buildings are outside the suburban service area (the area where utility services are planned) as established by the county's comprehensive plan.

(c) *Exclusive use of public water; exceptions.* Once a building or other facility is connected to the public water system, the water from the public system shall be consumed or used in and about the premises on which such building or facility is located to the exclusion of all other sources; provided, however, that a development or facility may use an alternative water source solely for nonpotable water purposes.

The alternative water source used solely for nonpotable water purposes shall not be interconnected to the public water source and shall meet all other applicable county, state and federal laws and regulations.

(d) *Separate central private fire system permitted.* Notwithstanding the foregoing, a commercial or industrial development, building or other facility may use a separate central private fire system for fire protection only, provided:

(1) The source of the water is from the public water system;

(2) The separate central private fire system is not interconnected with such development, building or other facility's potable water system; and

(3) A property owners' association is created by written agreement acceptable to the county to provide for the use, maintenance, operation and replacement of such separate central private fire system.

(e) *Violation.* A violation of this section shall constitute a class 1 misdemeanor.

Sec. 23-26. - Public water system connections, extensions, and oversizing of lines by property owners.

The board of supervisors may permit a property owner to extend the public water system at the property owner's sole expense. All such extensions shall be made pursuant to a contract between the property owner and county. Installation shall be in accordance with the design standards and specifications. All contractors performing such installation shall be licensed by the state and shall be approved by the county.

(1) Plan, fee, title and construction requirements for public water system extensions.

a. A property owner's or developer's plans for the extension of the public water system shall detail the source of water supply, the number, the nature and location of connections proposed to be served, the location and capacity of pumping stations and storage facilities, and the size, material and extent of the proposed water distribution facilities, including mains, valves, fire hydrants and other appurtenances, together with such other pertinent information as the director may require. Two (2) complete sets of as-built plans and one (1) set in electronic format acceptable to the director, complete with all required certifications and signatures, shall be furnished to the director prior to acceptance of any system by the county.

b. When plans and specifications are filed pursuant to this article, there shall also be filed deeds in a form approved by the county attorney, executed by the property owner and such other parties as are necessary to convey good, unencumbered title, conveying to the county the easements or other interests in real estate necessary for the extension. Documentation as to the status of title, as required by the county attorney, shall also be filed. The delivery and acceptance of such deeds shall not be complete until all applicable requirements of this chapter have been completed.

c. The design, installation and construction of all extensions pursuant to this article shall comply with the design standards and specifications. Sources shall be capable of furnishing the needs of the property or properties proposed to be served thereby and shall be approved by the director. The suitability of the source for connections in addition to those of the proposed subdivision or other development shall be determined by the director, which may be based upon information provided by the owner as required.

d. The property owner shall provide a plan review and inspection fee to the county in the amount of four (4) percent of the estimated construction costs as determined by the

county. The property owner shall pay such fee to the county prior to initiation of construction.

(2) Credits for oversizing of lines and facilities by property owners. Where the property owner extending the public water system is required to oversize lines or other facilities for the convenience of the county, credits, not to exceed the cost of such oversizing, may be allowed in accordance with the following:

a. For lines and facilities located within the proposed subdivision or other development, the cost of oversizing shall be limited to the difference in estimated construction cost between the oversized facilities and facilities sized to serve only the proposed subdivision or other development ("the difference in estimated construction cost").

b. For lines and facilities which are not located within the proposed subdivision or other development, the cost of oversizing shall be limited to the difference in estimated construction cost plus an additional twenty (20) percent of the difference in estimated construction costs.

c. The amount of oversizing credits shall be determined by the director based on the county's annual contract, recent bids received by the county, other public bids for similar work performed in the area, or other objective criteria.

d. Credits utilized shall be credited towards water capacity fees due for the connection of units located on the property served by the extension as identified by the contract for such extension. In no event shall the credits utilized exceed the applicable water capacity fees charged for improvements constructed on the identified properties. Credits shall expire five (5) years from the date of the utility service agreement unless a later expiration date or an extension is approved by the board of supervisors. Any credits not utilized shall be void after the date of expiration.

Sec. 23-47. - Capacity fees.

(a) For residential customers using a standard three-quarter (¾) inch service pipe and a five-eighths (⅝) inch meter, the capacity fee shall be six thousand two hundred eighty-one dollars ($6,281.00). Capacity fees for meters larger than five-eighths (⅝) inch shall be in accordance with section 23-47(b).

(b) Capacity fees for commercial I, commercial II, and commercial III customers. Capacity fees for commercial customers requiring three-inch or smaller meters shall be based upon the installed meter size according to the following schedule:

Meter Size	Capacity Fee
⅝″	$ 6,281.00
1″	13,887.00
1½″	27,773.00
2″	44,438.00

3″	88,875.00

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

For meter sizes three-inch and smaller, if an existing commercial customer desires to redevelop and replace an existing meter with a single or multiple meters, the value of the capacity fee associated with the existing meter shall be determined based on the fee schedule above and credited for use on the property. For commercial customers with meters larger than three (3) inches, the property will be credited the value of a three-inch meter capacity fee unless documentation of payment of a greater capacity fee is provided, in which case the capacity fee credited shall be the actual amount paid. Once a capacity fee has been credited to a property, the amount of the credit is fixed and available for use on the property. Refunds shall not be made for any unutilized amount.

(c) For contract customers or customers with irregular usage patterns, the capacity fee shall be as determined by the board of supervisors based on the anticipated usage of the customer, the cost of the components of the system which will provide service to the customer, the amount of capacity that will need to be reserved for the customer, and how these elements correlate with the rate structure set forth in subsection (b) of this section.

(d) Nothing in this section shall prohibit the installation of a single meter of sufficient size to serve multi-business offices or multi-public units, located on one (1) parcel, provided, however, that the applicable capacity fees provided for in this section shall apply. A single meter shall be installed for each single-family housing unit. Multi-family housing units may be metered either individually or by a single meter.

(e) Upon written request by a customer, the director may approve the installation of a second water meter (a "redundant meter") for customers with heightened reliability needs. A redundant meter may not be larger than the primary meter and will only be approved if the primary meter is appropriately sized to meet demands. Capacity fees are not charged for redundant meters. Service charges for redundant meters shall be the same as those for primary meters established by section 23-62.

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 ten dollars and sixty-two cents ($10.62), plus a consumption charge under rate tiers based on usage as follows:

Consumption charge:

0 to 4,000 gallons, per 1,000 gallons\$1.69

4,001 to 15,000 gallons, per 1,000 gallons\5.14

Over 15,000 gallons, per 1,000 gallons\6.68

The base charge for a residential customer served by a meter larger than five-eighths (⅝) 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
⅝″	$ 10.62
¾″	10.62
1″	26.58
1½″	53.00
2″	84.78
3″	169.58
4″	264.94
6″	529.88

Consumption charge

0 to 15,000 gallons, per 1,000 gallons\$4.56

15,001 to 1,000,000 gallons, per 1,000 gallons\5.14

Over 1,000,000 gallons, per 1,000 gallons\2.86

(c) For commercial II customers connected to county-owned water systems the water rate consists of:

(1) A base charge of one hundred sixty-three dollars and six cents ($163.06) per month;

(2) A consumption charge of two dollars and sixty-four cents ($2.64) per one thousand (1,000) gallons; and

(3) A peak use fee of one dollar and sixty-four cents ($1.64) 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 sixteen thousand three hundred four dollars and thirty-nine cents ($16,304.39) per month;

(2) A consumption charge of two dollars and sixteen cents ($2.16) per one thousand (1,000) gallons; and

(3) A peak use fee of one dollar and sixty-four cents ($1.64) 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 six dollars and thirty-two cents ($6.32) 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) for a meter 2" in size. 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, 2019, except that changes in rates shall be effective for each full billing cycle beginning after July 1, 2019.

On motion of Mr. Wyatt, seconded by Mr. Hazzard, the members of the Board of Supervisors voted to adopt Ordinance No. 19-01, as follows:

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

Budget Resolutions

ORDINANCE NO. 19-02

AN ORDINANCE AMENDING THE SCHEDULE OF FEES ESTABLISHED TO DEFRAY THE COST OF INSPECTIONS FOR THE EROSION AND SEDIMENT CONTROL PROGRAM AND RE-INSPECTIONS OF STORM DRAINAGE IMPROVEMENTS, PURSUANT TO HANOVER COUNTY CODE SECTION 10-6 AND VIRGINIA CODE SECTION 62.1-44.15:54.

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. 16-04 adopted in April 2016; and

NOW THEREFORE, BE IT ORDAINED by the Board of Supervisors of Hanover County:

1. That Ordinance No. 16-04 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 — $153, 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 — $25.50, 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 — $204 due at the time of approval of each erosion and sediment control plan and renewal fee of $204 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 — $204 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 $204. 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 — $612 base fee, plus $306 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 $816 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 — $5,712 base fee, plus $612 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 $1,632 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 $918 for up to 4 hours.

B. The storm drainage system re-inspection fee for inspections requiring a confined space crew shall be $1,836 per day for inspections that will exceed 4 hours.

4. That a re-inspection fee of $51 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, 2019.

On motion of Mr. Wyatt, seconded by Mr. Hazzard, the members of the Board of Supervisors voted to adopt Ordinance No. 19-02, as follows:

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

Budget Resolutions

HANOVER COUNTY BOARD OF SUPERVISORS RESOLUTION

MAXIMUM COMPENSATION EFFECTIVE JANUARY 1, 2020

WHEREAS, Virginia Code §15.2-1414.2 authorizes the Board of Supervisors to determine the maximum annual compensation for members of the Board of Supervisors and to fix higher maximum salaries for the chairman; and

WHEREAS, the Board of Supervisors finds that the maximum annual compensation for Board members should be fixed to be effective January 1, 2020, and on January 1 of each succeeding year during the four-year term; and

NOW, THEREFORE, BE IT RESOLVED that the Hanover County Board of Supervisors sets annual compensation of $27,600 for each member of the Board, and the amount of $2,000 per year for the chairman of the Board in addition to the base compensation for members; both effective January 1, 2020, and the amount of the base compensation shall increase two (2) percent on January 1, 2021, 2022 and 2023, unless further action by the Board of Supervisors.

Upon motion by Mr. Hazzard, seconded by Mrs. Kelly-Wiecek, the members of the Board of Supervisors voted to adopt this resolution, as follows:

	Vote:
W. Canova Peterson	Aye
Sean M. Davis	No
Wayne T. Hazzard	Aye
Angela C. Kelly-Wiecek	Aye
Faye O. Prichard	Absent
Aubrey M. Stanley	Aye
Scott A. Wyatt	No

Supplemental Statistics

Property Tax Rates[1]
Last Ten Calendar Years

								Town of Ashland (Overlapping)[2]		
Calendar Year	Real Property	Power Generating Equip	Personal Property	Fire & Rescue Volunteers[3]	Aircraft[4]	Machinery & Tools	Merchants' Capital	Real Property	Personal Property	Machinery & Tools
2009	0.81	0.55	3.57	1.78	0.50	3.57	1.90	0.09	0.77	0.77
2010	0.81	0.55	3.57	1.78	0.50	3.57	1.90	0.09	0.77	0.77
2011	0.81	0.55	3.57	1.78	0.50	3.57	1.90	0.09	0.77	0.77
2012	0.81	0.55	3.57	1.78	0.50	3.57	1.90	0.09	0.77	0.77
2013	0.81	0.55	3.57	1.78	0.50	3.57	1.90	0.09	0.77	0.77
2014	0.81	0.81	3.57	1.78	0.50	3.57	1.90	0.09	0.77	0.77
2015	0.81	0.81	3.57	1.78	0.50	3.57	1.90	0.09	0.77	0.77
2016	0.81	0.81	3.57	1.78	0.50	3.57	1.90	0.09	0.77	0.77
2017	0.81	0.81	3.57	1.78	0.50	3.57	1.90	0.09	0.77	0.77
2018	0.81	0.81	3.57	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 but only apply 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 & rescue activities. Levies and assessments are classified under personal property for disclosure purposes.

[4] Levies and assessments are classified under personal property for disclosure purposes.

Principal Property Tax Payers

Taxpayer	Type of Business	2018 General Property Taxable Assessed Value	Percentage of Total Taxable Assessed Value
Virginia Electric & Power Company	Electric company	$ 258,364,665	1.4%
Doswell Limited Partnership	Power generation facility	164,656,908	0.9%
Memorial Regional Medical Center	Hospital/medical center	120,510,400	0.7%
Cedar Fair Southwest	Entertainment	91,464,045	0.5%
Covenant Woods	Nursing home	90,384,035	0.5%
Virginia Natural Gas	Natural gas distributor	52,545,180	0.3%
Verizon Virginia	Telecommunications	39,188,991	0.2%
Rappahannock Electric Coop	Electric company	37,299,096	0.2%
Richfood, Inc.	Grocery wholesale	35,592,500	0.2%
Wal-mart Real Estate Business Trust / Wal-mart Stores	Retail Business	30,565,650	0.2%
Total		**$ 920,571,470**	**5.1%**

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
2009	100,051	43,634	39.8	6.5%	18,566	1,614	11.5
2010	100,408	44,402	40.4	6.6%	18,420	1,569	11.7
2011	100,822	46,801	40.8	6.0%	18,191	1,489	12.2
2012	101,586	48,308	41.2	5.5%	18,125	1,487	12.2
2013	102,623	48,476	41.5	5.1%	17,942	1,426	12.6
2014	104,124	50,360	41.8	4.6%	17,952	1,410	12.7
2015	105,456	53,438	41.9	3.9%	17,734	1,445	12.3
2016	107,152	54,019	42.4	3.5%	17,776	1,442	12.3
2017	108,706	54,019	42.4	3.3%	17,751	1,463	12.1
2018	110,250	54,019	42.4	2.9%	17,671	1,472	12.0

[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 2009 through 2016 (the last year available) is obtained from the U.S. Department of Commerce, Bureau of Economic Analysis. Per Capita Personal Income for 2017 and 2018 is assumed to be equal to 2016, the last year for which Personal Income data is available from the U.S. Department of Commerce.

[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%

Source: U.S. Department of Commerce, Census Bureau

Additional References

In addition to the budget document, the following resources relate to County operations and finances:

Auditor of Public Accounts (APA) Reports

These are reports prepared by the State's APA and are reviews of State-related agencies (Clerk of the Circuit Court, Sheriff, etc.). These reports are made available to the public when published by the APA.
http://www.apa.virginia.gov/APA_Reports/Reports.aspx

Comparative Report of Local Government

This document is prepared by Finance and Management Services 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.
http://www.apa.virginia.gov/APA_Reports/LG_ComparativeReports.aspx

Comprehensive Annual Financial Report (CAFR)

This document is a detailed presentation of the County's financial statements as of June 30 of each fiscal year. This report is prepared by Finance and Management Services 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.
https://www.hanovercounty.gov/283/Comprehensive-Annual-Financial-Report

Comprehensive Plan

This document is prepared by Planning 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.
https://www.hanovercounty.gov/199/Comprehensive-Plan

Financial Statements

Finance and Management Services 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.

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 items: the Superintendent's message, missions and goals, proposed budget, budget summary, detailed budget, summary of positions by job title, enrollment history and forecast, all fees for services and appendices. This report is available to the public in January of each fiscal year.
http://hcps.us/departments/business_operations

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

Additional References

County. These documents are prepared by Finance and Management Services 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.
https://emma.msrb.org/

Vendor Payments Report

The information included in this report is extracted from the County's financial system and only includes Hanover County government payments. All vendor payments are included with the exception of confidential, private or protected information. The Vendor Payment Report is unaudited and for informational purposes only.
https://www.hanovercounty.gov/891/Vendor-Payment-Reports

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. Mr. Harris is a member of the American Institute of Certified Public Accountants (AICPA) and serves on the Greater Richmond Convention Center Authority (GRCCA) and the Greater Richmond Partnership (GRP) and is on the Board of Directors of the VML Insurance Program and the Virginia Resources Authority (VRA).

Frank W. Harksen, Jr. was appointed **Deputy County Administrator** in March 2011. 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 a Past President of the Virginia Association of Municipal Wastewater Agencies and a member of that organization's Board of Directors. He serves on the Water Utility Committee for the Virginia section of the American Water Works Association and is President of the Virginia Nutrient Credit Exchange Association, an organization that 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.

Kathleen T. Seay was appointed **Deputy County Administrator** effective October 2016. Prior to this appointment, Mrs. Seay served as Director of Finance and Management Services since 2010, being responsible for the department's Budget, Accounting and Purchasing Divisions. She served as Hanover County's first Director of Internal Audit from 2001-2010. Prior to being hired by Hanover County, she had been a Vice President and Nationwide Audit Manager at Bank of America. Mrs. Seay is a Past President of the Virginia Government Finance Officers Association (VGFOA) and has also served as a member of the Committee on Economic Development and Capital Planning for the national GFOA. She served on the State Wireless E-911 Services Board and is a member of the 2018 class of Leadership Metro Richmond. Mrs. Seay is a graduate of the University of Richmond, where she received a B.S. in Finance with a minor in Economics. She is a Certified Public Accountant (CPA) and a Certified Information Systems Auditor (CISA).

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 Leadership Metro Richmond. He is a member of the Virginia Local Government Management Association, International City/County Management Association (ICMA), Virginia Association of Local Human Services Officials and the International Public Management Association for Human Resources.

Resumes of Certain County Officials

Dennis A. Walter was appointed effective May 2019 to serve as the **County Attorney**. Prior to his appointment, Mr. Walter served in the County Attorney's Office from 2001 through 2014 as an Assistant County Attorney, and from 2014 to 2019 as a Deputy County Attorney. Before working at the Hanover County Attorney's Office, Mr. Walter was an Assistant Corporation Counsel with the New York City Law Department from 1996 to 1999, and was a Staff Attorney with the Virginia Division of Legislative Services from 1999 to 2001. Mr. Walter received his Bachelor of Arts from Providence College in 1993 and his law degree from the St. John's University School of Law in 1996. Mr. Walter was admitted to the Virginia State Bar in 2000.

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.

Asset: Resources owned or held by a government that have monetary value.

Assigned Fund Balance: Amounts a government intends to use for a specific purpose, including budgeted use of prior year fund balance.

Balanced Budget: A balanced budget is a budget with total expenditures equal to total revenues, including use of fund balance.

Basis of Budgeting: Refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: accrual, modified accrual or cash.

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: 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 planned revenues and expenses for the budget period.

Budget Amendment: An adjustment to the original adopted budget. Examples include transferring funding from one department to another or from an existing capital project to a new capital project; providing supplemental funding to a fund or department or for the establishment of a new capital project. Amendments that increase the total appropriated budget require approval of the Board of Supervisors.

Budget Calendar: The schedule of key dates that a government follows in the preparation and adoption of the budget.

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 Assets: Fixed assets that 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.

Capital Improvements: Major construction, acquisition or renovation activities that add value to a government's physical assets or significantly increase their useful life; assets greater than $50,000 that have a useful life of several years.

Capital Improvements Fund: A type of governmental fund that accounts for financial resources used for the acquisition or construction of major capital facilities other than those financed by proprietary funds.

Capital Improvements Program (CIP): A plan for capital improvements 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: An expenditure category that includes capital assets greater than $5,000 per unit cost that do not qualify for the Capital Improvements Program (equipment, vehicles, etc.).

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 whose positions are established by the Constitution of the Commonwealth of Virginia or its statutes (Clerk of the Circuit Court, Commissioner of the Revenue, Commonwealth's Attorney, Sheriff and Treasurer).

Contingency: An appropriated budgetary reserve set aside for emergencies or unforeseen expenditures.

Contractual Services: An expenditure classification that includes services acquired from outside sources (i.e. private vendors or other governmental entities); examples include maintenance agreements and professional consulting services.

Debt Service: An expenditure category that includes the cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

Department: The basic organizational unit of government that 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 Presentation Award: A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare a budget document that meets program criteria as a policy document, an operations guide, a financial plan and communication device.

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 proprietary fund that provides services that are financed and operated similarly to those of a private business.

Expenditure: The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service or settling a loss.

Expense: Charges incurred, whether paid or unpaid, on operations, maintenance, interest or other charges presumed to benefit the current fiscal period.

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.

Fiscal Year: A 12-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 by the County for non-wage compensation provided to employees. Examples include Social Security, retirement, health insurance and life insurance.

FTE (Full-time Equivalent): A measure of authorized staff positions, including full-time and part-time benefited employees. An FTE of 1.0 is a full-time position. For Hanover County, benefits begin at a full-time equivalent status of 0.5.

Functional Area: A group of related departments 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 expenditures that are segregated for the purpose of carrying out a specific purpose or activity.

Fund Balance: The difference between assets and liabilities in a governmental fund.

GAAP (Generally Accepted Accounting Principles): Uniform minimum standards for financial accounting and recording.

GASB (Governmental Accounting Standards Board): The 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 most traditional local government programs such as general government, public safety and public works.

Glossary

General Property Taxes: Revenue from taxes levied on property located in or owned by the residents and businesses of Hanover County, such as real and personal property.

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.

Governmental Fund Type: Funds generally used to account for tax-supported activities. Most of the County's governmental functions are accounted for in governmental funds. These funds are appropriated by the Board of Supervisors.

Infrastructure: The physical assets of a government such as roads, sewers and parks.

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 Fund: A type of proprietary fund used to account for the costs of operations for services provided to other County departments.

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.

Long-term Debt: Money borrowed through financing mechanisms, such as bonds. The payment of principal and interest on borrowed money is through the Debt Service Fund.

Modified Accrual: A basis of accounting in which revenues are recognized when measurable and available and expenditures generally are recorded when a liability is incurred.

Objective: A specific and measurable goal that is achievable within a specific period.

Obligation: An amount that a government may be legally required to meet out of its resources, including liabilities and encumbrances not yet paid.

Operating: An expenditure category that includes the cost for services, materials and supplies required in normal business operations.

Operating Budget: Plans of expenditures and the means to finance them. Contains appropriations for such expenditures as salaries & fringe benefits, supplies, training, services, repair & maintenance and capital outlay for various departments.

Operating Impact: The effect a capital improvement project will have on the department's operating budget. Impacts may include an increase or decrease in salaries & fringe benefits, operating and/or capital outlay. Operating impacts to the General Fund are reflected in the Five-Year General Fund Financial Plan.

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.

Ordinance: A piece of legislation enacted by a municipal authority.

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 developers to the County in land development projects.

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.

Proprietary Fund Type: Proprietary funds 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. Proprietary funds include enterprise and internal service funds.

Real Property: Real estate, including land and improvements (buildings, fencing and paving), classified for purposes of tax assessment.

Glossary

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: A source of income that provides an increase in net financial resources and is used to fund expenditures. Budgeted revenue is categorized by its source, such as taxes, fees, bonds, investment income, federal and state grants or other financing sources.

Salaries and Fringe Benefits: An expenditure category for employee compensation, including salaries, wages, overtime and fringe benefits.

Service Level: Services or products that comprise actual or expected output of a given program. The focus of service levels is on results, not measures of workload.

Service Level Plan (SLP): A plan for increasing efficiencies and enhancing services provided to the citizens within each department's budget in the Five-Year General Fund Financial Plan.

Special Revenue Fund: A type of governmental fund used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes.

Tax Levy: Charges imposed by a locality to support government activities.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people.

Transfers In/Out: Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Unassigned Fund Balance: Fund balance that is available for any purpose. This amount is reported only in the General Fund.

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 Fees: The payment of a fee for direct receipt of a public service by the party who benefits from the service.

Vision, Mission and Values Statements: 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.

Abbreviations

General Abbreviations

Addtl: Additional

BOS: Board of Supervisors

CAFR: Comprehensive Annual Financial Report

CDA: Community Development Authority

CIP: Capital Improvements Program

CSA: Children's Services Act

CSB: Community Services Board

CY: Calendar Year

DRIC: Dominion Resources Innovation Center

EDA: Economic Development Authority

EMS: Emergency Medical Services

FAA: Federal Aviation Administration

FBA: Fund Balance Assignment

FT: Full-time

FTE: Full-time Equivalent

FY: Fiscal Year

GAAP: Generally Accepted Accounting Principles

GASB: Governmental Accounting Standards Board

GF: General Fund

GFOA: Government Finance Officers Association of the United States and Canada

GIS: Geographic Information System

GRCCA: Greater Richmond Convention Center Authority

IT: Information Technology

PT: Part-time

PYB: Prior Year's Balance

RAFT: Recovery Acceptance Friendship Teamwork

Rec: Recreation

Rehab: Rehabilitation

Repl: Replacement

RFP: Request for Proposal

SLP: Service Level Plan

VDOT: Virginia Department of Transportation

VPSA: Virginia Public School Authority

VRS: Virginia Retirement System

Public Utilities Abbreviations

AWWTP: Ashland Wastewater Treatment Plant

BWWPS: Beaverdam Wastewater Pump Station

CHSTP: Courthouse Sewage Treatment Plant

DWTP: Doswell Water Treatment Plant

DWWTP: Doswell Wastewater Treatment Plant

EQ: Equalization

FMP: Facilities Master Plan

MCWWPS: Mechumps Creek Wastewater Pump Station

MG: Million gallon

MGD: Million gallons per day

PLC: Programmable Logic Controller

PS: Pump Station

SCADA: Supervisory Control and Data Acquisition

SG: Switch Gear

STP: Sewage Treatment Plant

TWWTP: Totopotomoy Wastewater Treatment Plant

U/G: Underground

VFD: Variable Frequency Drive

W/L: Waterline

WST: Water Storage Tank

WTP: Water Treatment Plant

WWPS: Wastewater Pump Station

WWTP: Wastewater Treatment Plant