



Adopted FY21 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, 2019

Christopher P. Morill

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, 2019**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide and as a communication device.

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

HANOVER COUNTY, VIRGINIA

BOARD OF SUPERVISORS

Aubrey M. Stanley, Chairman
Beaverdam District

Sean M. Davis, Vice-Chairman
Henry District

Susan P. Dibble
South Anna District

F. Michael Herzberg, IV
Cold Harbor District

Angela Kelly-Wiecek
Chickahominy District

W. Canova Peterson
Mechanicsville District

Faye O. Prichard
Ashland District

COUNTY ADMINISTRATION

Cecil R. Harris, Jr., CPA
County Administrator

Frank W. Harksen, Jr.
Deputy County Administrator

Kathleen T. Seay, CPA
Deputy County Administrator

James P. Taylor
Deputy County Administrator

COUNTY BUDGET STAFF

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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. Also included are summaries of the General Fund and other appropriated funds, General Fund revenue and expenditure details, summaries by functional area, the County’s Service Level Plan for the budget year, a staffing table and a financial outlook. 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 department. Each department’s analysis includes a description of the department, budget summary and highlights, goals and objectives, service levels and the authorized positions in that department. Goals and objectives are annual unless otherwise noted. The following is an example of a department budget:

BUDGET SUMMARY	FY19	FY20	FY21	% Change
	Actual	Budget	Budget	FY20 to FY21
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	763,660	730,024	868,707	19.0%
Local Revenue	160,812	167,500	167,500	0.0%
Intergovernmental	891,198	904,500	910,500	0.7%
Per capita cost of operating department	\$ 16.82	\$ 16.50	\$ 17.56	
Generated Revenue Percent	58.1%	59.5%	55.4%	
General Fund Revenue Percent	42.1%	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.).

In the position summary, full-time positions represent employees who work at least 32 hours per week in a fully benefited status and part-time positions represent employees who work at least 20 hours per week in a partially benefited status. The following is an example of a position summary:

FTE SUMMARY	FY20	FY20	FY21	FTE Change from
	Budget	Amended	Budget	FY20 Amended
Full-time Equivalents (FTE)	21.5	21.5	22.5	1.0
Full-time Positions	21.0	21.0	22.0	1.0
Part-time Positions	0.5	0.5	0.5	-

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

County Profile

HISTORY

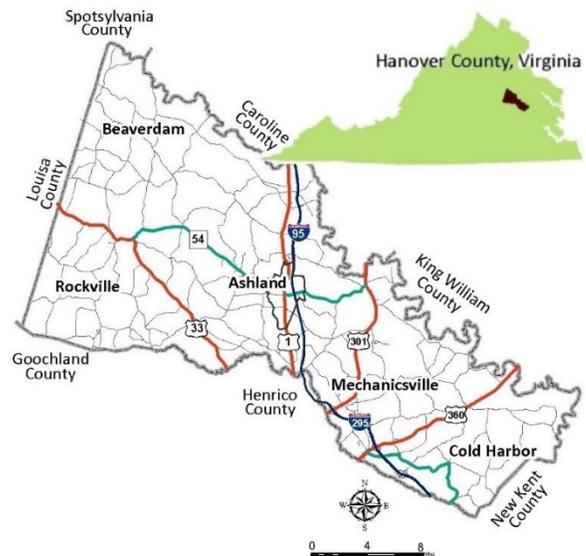
The County of Hanover, Virginia, was formed on November 26, 1720 by the Virginia General Assembly in “An Act for dividing New Kent County”. It is named for King George I of England, who was Elector of Hannover in Germany at the time he came to the throne. Two of the County’s native sons – Patrick Henry 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. A Superintendent of Schools is appointed by the School Board to administer the operations of the public schools. Operations of the School Board are independent of the Board of Supervisors as prescribed by Virginia law.

County Profile

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.

EDUCATION

Hanover County Public Schools (HCPS) is an award-winning school division serving students in Pre-K – 12 across 25 schools (15 elementary, four middle and four high schools, as well as one trade and technology and one alternative education school). All Hanover schools are accredited by the Virginia Department of Education. HCPS employs 67 national board certified teachers and 6 administrators. HCPS is proud to have the highest on-time graduation rate and the third lowest dropout rate among the 15 largest school divisions in Virginia. HCPS is the 15th largest of the 132 school divisions in Virginia.¹

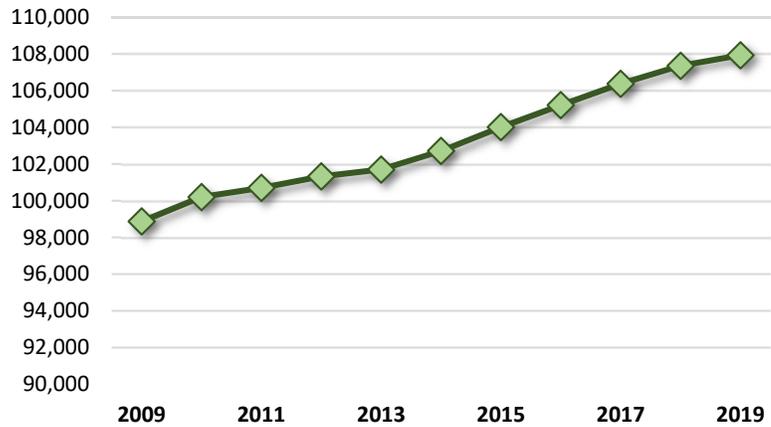
Hanover County is also home to Randolph-Macon College – an undergraduate, liberal arts college in the Town of Ashland.

¹ Hanover County Public Schools website: http://www.hcps.us/about_us/our_division

County Profile

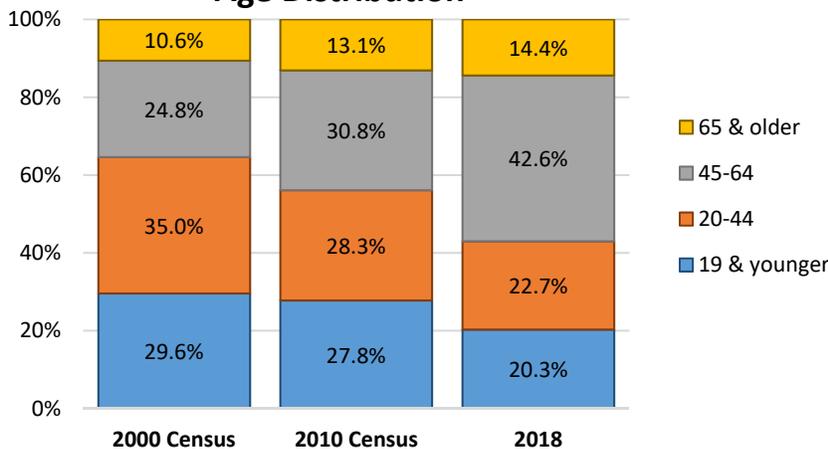
DEMOGRAPHIC INFORMATION

In 2019, the County's estimated population was 107,928 which is a 0.5% increase from 2018. The chart shows a ten-year population trend for the County starting in 2009 and continuing to 2019. The trend shows a gradual increase throughout the years, averaging 0.9% growth annually.



Source: Weldon Cooper Center for Public Service

Age Distribution

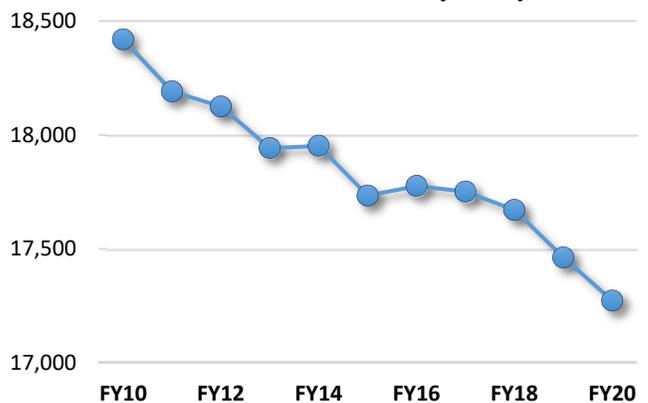


While the overall County population growth is low, Hanover County has seen a shift in our age distribution. As the County plans for services in the future, changes in the retirement and school age populations become increasingly important.

Source: U.S. Department of Commerce, Census Bureau

The Hanover County Public School enrollment has been gradually declining over the last decade. Over the last 5 years, the school population decreased by 503 students (-2.8%).

School Enrollment (K-12)



Source: September Enrollment Numbers, HCPS

County Profile

ECONOMIC FACTORS

Employers by Size of Establishment



Hanover County offers a business-friendly environment that promotes small business and corporation development. The County’s location within the Richmond metropolitan area contributes to the number of business and employers within the County. Hanover County is characterized by a variety of industry types and size of the employers within the County. This variety contributes stability that employment in the County offers.

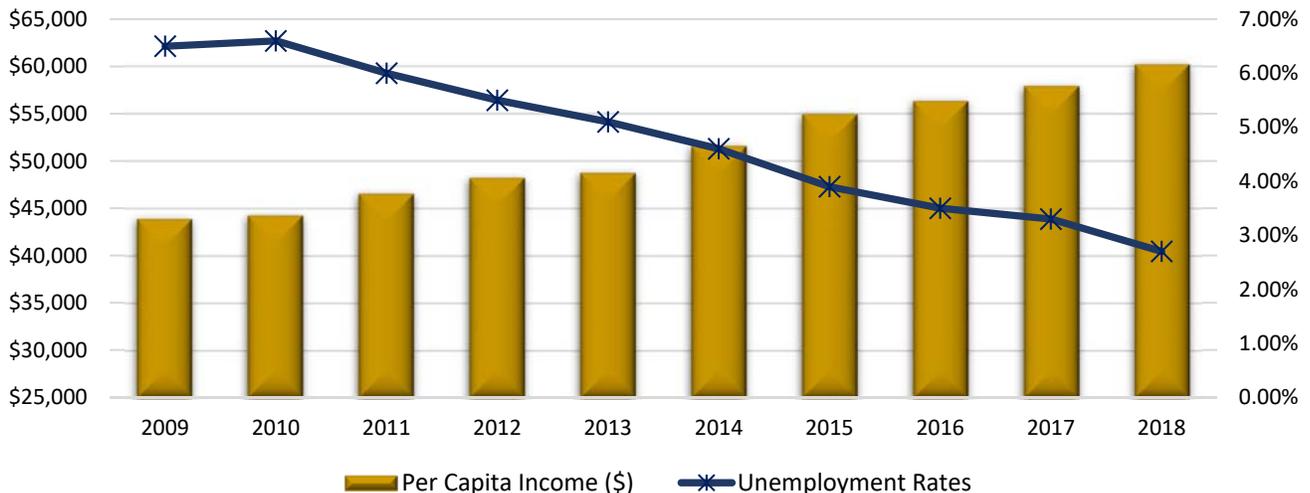
Source: Virginia Employment Commission, Hanover County Community Profile

Hanover County Top 10 Employers

- | | |
|---------------------------------------|-------------------------------|
| 1. Hanover County School Board | 6. Rmc Events |
| 2. Bon Secours Richmond Health System | 7. Wal-Mart |
| 3. Amazon Fulfillment Services Inc. | 8. Owens & Minor Medical Inc. |
| 4. Kings Dominion | 9. Tyson Farms |
| 5. County of Hanover | 10. Sales Mark |

Source: Virginia Employment Commission, Hanover County Community Profile

The variety of employers by size allows Hanover County to maintain a low unemployment rate² and an increasing per capita income³. In the current COVID-19 environment, the County is staying in close communication with the business community to monitor the health of our businesses and its impact on the unemployment rate.



² Source: Personal Income from U.S. Bureau of Economic Analysis and Population from Weldon Cooper Center

³ Source: Virginia Employment Commission, Unadj. Current Local Area Unemployment Statistics – Updated March 2020

County Profile

The top 10 principal property tax payers are listed in the chart below representing 5.7% of total taxable value.

Principal Property Tax Payers

Taxpayer	Type of Business	2019 General Property Taxable Assessed Value	Percentage of Total Taxable Assessed Value
Virginia Electric & Power Company	Electric company	\$ 274,641,317	1.5%
Doswell Limited Partnership	Power generation facility	236,060,888	1.3%
Memorial Regional Medical Center	Hospital/medical center	127,210,700	0.7%
Cedar Fair Southwest	Entertainment	102,696,239	0.6%
Covenant Woods	Nursing home	91,196,124	0.5%
Virginia Natural Gas	Natural gas distributor	61,530,685	0.3%
Verizon Virginia	Telecommunications	48,754,256	0.3%
Rappahannock Electric Coop	Electric company	39,757,291	0.2%
Richfood, Inc.	Grocery wholesale	38,744,947	0.2%
Wal-mart	Retail business	31,686,549	0.2%
Total		\$ 1,052,278,996	5.7%

Source: Hanover County Commissioner of the Revenue's Office

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 clinic operations and wellness initiatives. The fund includes the County, Schools, Pamunkey Regional Library and Pamunkey Regional Jail. Revenues are generated primarily from employer contributions and employee premiums.

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

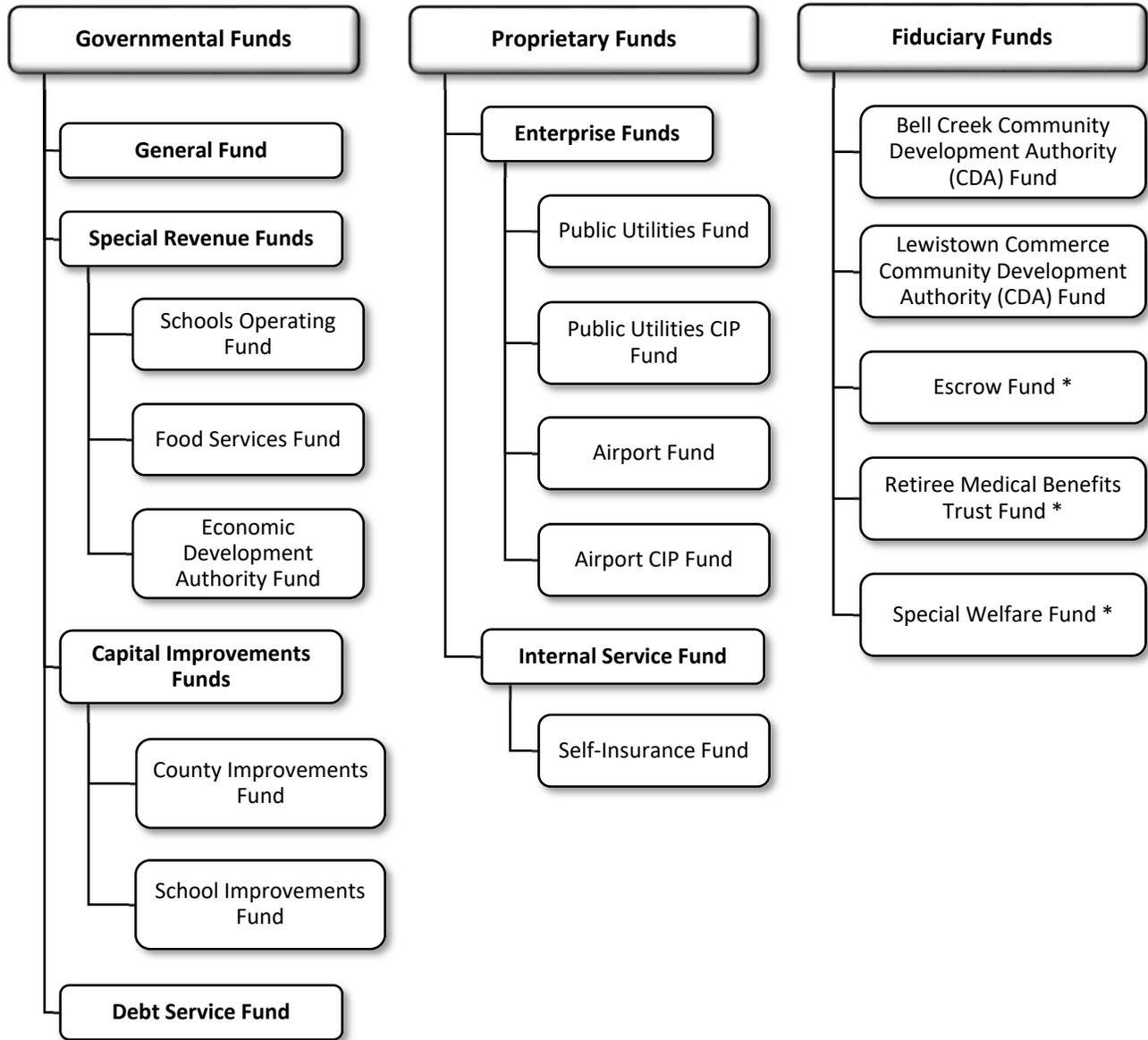
Except for the following instances, the County’s budget follows the same basis of accounting used in the Comprehensive Annual Financial Report (CAFR), which is prepared in accordance with generally accepted accounting principles (GAAP):

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).

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 requests to target budgets established in the prior-year CIP and Five-Year General Fund Financial Plan. Budget requests are also 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 proposed budget to the Virginia General Assembly. County and School officials agree on allocation of County General Fund resources.

JANUARY

The County Administrator adjusts department and agency 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. 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 School Board approves a budget request, with any enumerated changes, to be submitted to the County for consideration. 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 reviews CIP projects related to the Comprehensive Plan and issues a resolution for the Board of Supervisors' consideration.

APRIL/MAY

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. The County customarily adopts the budget in April to provide sufficient notice to taxpayers for the first half real property tax bills due on June 5. Statutory deadlines for budget adoption are May 15 for an annual budget for educational purposes and June 30 for other County budget items.

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

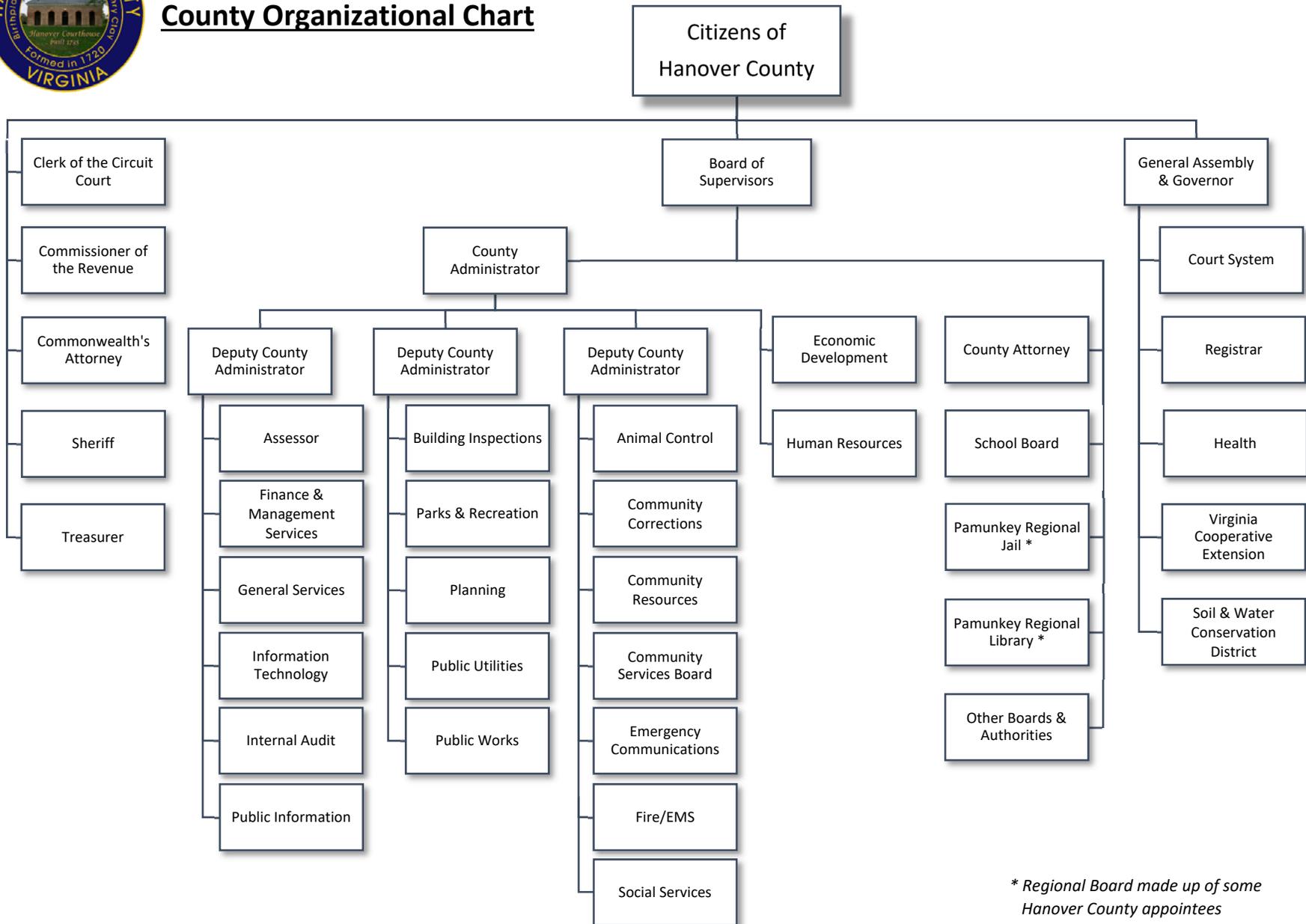
The County Administrator recommends to the Board of Supervisors reappropriation of specified unencumbered operating balances from the previous fiscal year. Adjustments, if any, are made to the County Administrator's recommendation and the Board reappropriates specified balances.

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	Budget requests analyzed and 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	County Administrator and Budget Division 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 presented by County Administrator	X		
	Copies of the proposed budget made available to the public	X		X
	Presentations made regarding the proposed budget	X		X
March	Public notices released and presentations made regarding the proposed budget	X		X
April/May	Public hearings 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 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	X	X	
August/ September	County Administrator recommends reappropriation of unencumbered operating balances from the previous fiscal year to the Board of Supervisors	X		
	Reappropriations approved by the Board of Supervisors	X		



County Organizational Chart



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

FY20 Initiatives Update

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:** Construction is underway on the new Atlee Library, which is 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. The facility is expected to open in the summer of 2020.
- **Plan and begin the celebration of Hanover's 300th birthday in 2020:** Formed in 1720, Hanover County marks its 300th birthday in 2020. The Board of Supervisors appointed a Citizens Committee and planning for the celebration has begun.
- **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 school system conducted a student device pilot at one of the middle schools and upgraded the enterprise management system. With the completion of this third year of funding, the County has invested \$7 million in this project.
- **Renovate the former General District Court building for County offices:** The contract for this project was awarded in the summer of 2019. The capital improvements plan includes \$6.5 million to renovate the building into office space for departments. 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 received a grant from the Virginia Department of Rail and Public Transportation to help expand access and increase independence for older adults and persons with a disability. Named "Hanover DASH", this program helps eligible residents travel to medical appointments, shopping, banking and formal social activities.
- **Make improvements to east side of Airport, including design of new terminal and construction of new hangar:** Construction of a new corporate hangar has begun and is due to be completed in the spring of 2020. Also planned is a new terminal building on the east side of the Airport. If funding is approved from the Virginia Department of Aviation, construction of the terminal building could begin in the fall of 2020.
- **Rehabilitate Old Clerk's Office as preservation of historic structure and begin design of History Museum:** The historic Old Clerk's Office is in the process of being converted into the Hanover Museum of History and Culture. Renovation of the structure is well underway and an Executive Director has been hired. The building could be open on a limited basis in the summer of 2020 for the 300th birthday celebration. The official dedication is scheduled for October 17, 2020.
- **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 Schools CIP included over \$2.1 million in related projects over the five-year plan, including the construction of vestibules for 17 schools.

FY21 Adopted Initiatives

The following initiatives for Fiscal Year 2021 were adopted by the Board of Supervisors on June 24, 2020:

- **Broadband Advisory Committee to complete its review of the current infrastructure and report findings for enhanced coverage to the Board:** With the issue of broadband access not being what is desired in some parts of the County, the Board appointed a Broadband Advisory Committee in December. The first meeting of the committee was held on January 31, but the work of the committee was interrupted by COVID-19. Although a report back to the Board by the end of the year was planned, due to the inability to meet, it will likely be after the first of the year.
- **Partner with Schools to provide laptops for students:** This is a continuation of the school technology initiative we have been pursuing for several years now.
- **Complete Sliding Hill Road improvements:** The project is approximately 50 percent complete as of June 30. Work continues on various water and storm drainage facilities, installation of pavements, curbs and gutters and signal work. Inclement weather has slowed the work down but completion is anticipated by the end of this year.
- **Finalize design of the new airport terminal and seek grant funding from the Virginia Department of Aviation:** The Department of Public Works has completed the final design for the new terminal building on the east side and has put the project out for bid. Bids are anticipated by the end of July. This initiative is contingent upon state support. Construction could begin a month after receipt of grant funding.
- **Design the new Montpelier Park Community Center & Library:** This facility will include a full-size gymnasium and replace the small library currently operating within the Montpelier Center for Arts & Education. Design is currently underway.
- **Culminate celebration of the County's 300th birthday with the opening of the Hanover Museum of History and Culture:** The Board established a nonprofit organization for the museum. A strategic plan has been developed, a museum director hired and an initial exhibit is being designed. Target completion date is October 17, which will be the date for the museum opening, which will also culminate our 300th birthday celebration.
- **Ongoing fiscal assessment due to impacts of COVID-19:** The Board of Supervisors has adopted an FY21 budget that is responsive to the current environment, with further safety nets in place in case the situation gets worse. Should the economy recover faster than the assumptions in this budget, we can rely on the balanced 5-year plan to guide decisions relative to restoring funding to our most critical areas. However, should the economy be less favorable, this budget is positioned to transition from an economic pause to a downturn or recession if necessary.

County and Departmental Achievements

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

- The Hanover Emergency Communications Department joined an elite group of communication centers in the world by becoming accredited in all three public safety protocol disciplines. By achieving ACE (Accredited Center of Excellence) in all three protocols, Hanover becomes the 16th emergency dispatch center in the world to attain International Academies of Emergency Dispatch (IAED™) status as a Triple ACE and is one of only 12 centers to hold the distinction currently and the first in the state of Virginia.
- Fire/EMS Chief Jethro Piland received a Governor's Fire Service Award for "Excellence in Virginia Fire Services".
- The late Lt. Brad Clark was posthumously recognized as Virginia Career Firefighter of the Year. At the Fire Department Instructors Conference International in February, the late Lt. Clark was also honored with the 2019 Ray Downey Courage and Valor Award.
- 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, 2019. The County has received this prestigious award each fiscal year since 1985. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting.
- The GFOA also awarded a Distinguished Budget Presentation Award to Hanover County for its FY20 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.
- Several plants operated by the Hanover County Department of Public Utilities were recognized as being among the top performers in the nation and state. The Ashland and Totopotomoy Wastewater Treatment plants received Platinum Peak Performance Awards from the National Association of Clean Water Agencies (NACWA). These prestigious awards recognize 100% compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements. The Ashland Wastewater Treatment Plant has achieved 20 consecutive years of perfect permit compliance and the Totopotomoy Wastewater Treatment Plant 14 years of perfect permit compliance. In addition, the Doswell Water Treatment Plant received an Excellence in Waterworks Operation Performance Award from the Virginia Department of Health's Office of Drinking Water.
- Representatives of various County departments have participated in a regional anti-opioid task force that has undertaken a number of initiatives since a regional summit in October 2017. Among these initiatives was the development by Hanover County of a regional website containing information about education, prevention, treatment and recovery in Hanover, Henrico, Chesterfield and the City of Richmond.

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