



## County of Hanover

### Board Meeting: April 15, 2015

- Subject:** Adoption and Appropriation of the FY16 Budget and Associated Ordinances, Resolutions, Policies and Tax Rates
- Summary of Agenda Item:** The Board of Supervisors' established budget schedule provides for the adoption and appropriation of the FY16 Budget, approval of the Five-Year Capital Improvements Program, approval of the Five-Year General Fund Financial Plan, and approval of associated ordinances, resolutions, policies and tax rates at its April 15, 2015, Board meeting.
- County Administrator's Recommended Motions:** The County Administrator recommends approval of the motions listed on the following page.

## **FY16 BUDGET ADOPTION AND APPROPRIATION ACTIONS**

1. FY16 BUDGET ADOPTION – I move to adopt, by resolution, the County Administrator’s Proposed Budget presented on February 25, 2015, with the proposed amendments as presented on March 25, 2015. *(page 2)*
2. FY16 BUDGET APPROPRIATION – I move to appropriate, by resolution, the funds included in the adopted FY16 Budget by fund category as reflected in the budget adoption resolution. *(page 4)*
3. 2015 TAX RATES AND FEES – I move to adopt, by resolution, the tax rates and fees for calendar year 2015. *(page 6)*
4. FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM – I move to adopt, by resolution, the County Administrator’s Proposed Five-Year Capital Improvements Program for FY16 – FY20 as presented on February 25, 2015 (copy of Planning Commission’s Resolution included in package). *(page 8)*
5. FIVE-YEAR GENERAL FUND FINANCIAL PLAN – I move to adopt, by resolution, the County Administrator’s Proposed Five-Year General Fund Financial Plan for FY16 – FY20 as presented on February 25, 2015, and any amendments presented on March 25, 2015. *(page 12)*
6. FY16 BUDGET RELATED ORDINANCES, RESOLUTIONS & POLICIES – (each has separate vote):
  - a. I move to adopt Ordinance 15-03 – Amending the Zoning and Subdivision Schedule of Fees. *(page 13)*
  - b. I move to adopt Ordinance 15-04 – Increasing User Fees for Water Consumption and Sewer Consumption and Various Other Changes. *(page 14)*
  - c. I move to adopt, by resolution, the annual compensation for members of the Board of Supervisors. *(page 22)*
  - d. I move to adopt the Human Resources Policy Updates as presented in the Board’s packet. *(page 24)*

VIRGINIA: At a regular meeting of the Board of Supervisors for Hanover County held in the Board Room of the Hanover County Administration Building on the 15th day of April, 2015, at 2:00 p.m.

Present: Wayne T. Hazzard, Chairman  
Aubrey M. Stanley, Vice Chairman  
Sean M. Davis  
Angela Kelly-Wiecek  
W. Canova Peterson  
G. E. "Ed" Via, III  
Elton J. Wade, Sr.  
Cecil R. Harris, Jr., County Administrator  
Sterling E. Rives, III, County Attorney

**HANOVER COUNTY BOARD OF SUPERVISORS  
RESOLUTION  
FY16 BUDGET ADOPTION**

**BE IT RESOLVED** that the Board of Supervisors of Hanover County does hereby adopt the County of Hanover's FY16 Budget as presented by the County Administrator to the Board of Supervisors on February 25, 2015, with the amendments presented March 25, 2015, including the following funds and amounts, and the detail included in the FY16 Budget document filed with the Board papers:

General Fund	222,052,444
School Operating Fund	171,839,758
Textbook Fund	-
Food Services Fund	7,016,800
County Improvements Fund	7,123,400
School Improvements Fund	2,400,000
Debt Service Fund	19,668,500
Economic Development Authority	225,950
Public Utilities Fund	32,728,981
Airport Fund	4,585,446
Self-Insurance Fund	33,315,180
Lewistown Commerce Center CDA Fund	659,440
Bell Creek CDA Fund	160,000

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the members of the Board of Supervisors voted to approve this Resolution as follows:

Vote:

Wayne T. Hazzard  
Aubrey M. Stanley  
Sean M. Davis  
Angela Kelly-Wiecek  
W. Canova Peterson  
Aubrey M. Stanley  
G. E. "Ed" Via, III  
Elton J. Wade, Sr.

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

Dated: April \_\_, 2015

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

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Present: Wayne T. Hazzard, Chairman  
Aubrey M. Stanley, Vice Chairman  
Sean M. Davis  
Angela Kelly-Wiecek  
W. Canova Peterson  
G. E. "Ed" Via, III  
Elton J. Wade, Sr.  
Cecil R. Harris, Jr., County Administrator  
Sterling E. Rives, III, County Attorney

**HANOVER COUNTY BOARD OF SUPERVISORS  
RESOLUTION  
FY16 BUDGET APPROPRIATION**

**BE IT RESOLVED** that the Board of Supervisors of Hanover County does hereby appropriate the funds detailed in the County of Hanover's adopted FY16 budget in the same funds and amounts included in the budget adoption resolution approved April 15, 2015. *(A complete copy of the FY16 Budget is filed with the Board's papers.)*

**BE IT FURTHER RESOLVED** that all encumbered funds outstanding on June 30, 2015, both operating and capital, and all funds designated for capital improvements, shall be reappropriated for the 2016 fiscal year, to the same department and account for which they were appropriated for fiscal year 2015. At the close of the fiscal year, all unencumbered appropriations lapse for budget items other than capital improvements. This reappropriation action applies to all appropriations for the Capital Improvements Program outstanding on June 30, 2015, and to all encumbered appropriations in the FY15 budget.

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the members of the Board of Supervisors voted to approve this Resolution as follows:

Vote:

Wayne T. Hazzard  
Aubrey M. Stanley  
Sean M. Davis  
Angela Kelly-Wiecek  
W. Canova Peterson  
G. E. "Ed" Via, III  
Elton J. Wade, Sr.

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

Dated: April \_\_, 2015

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

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Elton J. Wade, Sr.  
Cecil R. Harris, Jr., County Administrator  
Sterling E. Rives, III, County Attorney

**HANOVER COUNTY BOARD OF SUPERVISORS  
RESOLUTION  
2015 TAX RATES**

**BE IT RESOLVED** that the Board of Supervisors of Hanover County does hereby adopt the following taxes for calendar year 2015:

Real Property Tax Rate .....	\$0.81	per \$100 of assessed valuation
Personal Property Tax Rate .....	\$3.57	per \$100 of assessed valuation
Qualifying Fire and Rescue Vehicle Personal Property Tax Rate .....	\$1.78	per \$100 of assessed valuation
Qualifying Disabled Veterans Vehicle Personal Property Tax Rate .....	\$1.78	per \$100 of assessed valuation
Machinery and Tools Tax Rate .....	\$3.57	per \$100 of assessed valuation
Aircraft Personal Property Tax Rate .....	\$0.50	per \$100 of assessed valuation
Merchants' Capital Tax Rate .....	\$1.90	per \$100 of assessed valuation
Mobile Home Tax Rate .....	\$0.81	per \$100 of assessed valuation
Generating Equipment Tax Rate .....	\$0.81	per \$100 of assessed valuation
Hanover County Recycling Service District Tax Rate .....	\$19.50	per residential lot in Service District
Atlee Manor Sewer Service District Tax Rate .....	\$780.00	per residential lot in Service District

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the members of the Board of Supervisors voted to approve this Resolution as follows:

Vote:

Wayne T. Hazzard  
Aubrey M. Stanley  
Sean M. Davis  
Angela Kelly-Wiecek  
W. Canova Peterson  
G. E. "Ed" Via, III  
Elton J. Wade, Sr.

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

Dated: April \_\_, 2015

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

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Present: Wayne T. Hazzard, Chairman  
 Aubrey M. Stanley, Vice Chairman  
 Sean M. Davis  
 Angela Kelly-Wiecek  
 W. Canova Peterson  
 G. E. "Ed" Via, III  
 Elton J. Wade, Sr.  
 Cecil R. Harris, Jr., County Administrator  
 Sterling E. Rives, III, County Attorney

**HANOVER COUNTY BOARD OF SUPERVISORS  
 RESOLUTION  
 FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM FY16 – FY20**

**WHEREAS**, the County Administrator has prepared and recommended a Five-Year Capital Improvements Program to the Board of Supervisors and that Program is included in the Board papers; and

**WHEREAS**, the Five-Year Capital Improvements Program was reviewed by the Hanover County Planning Commission at a work session held on March 12, 2015, and the recommendations of the Commission have been transmitted to and considered by the Board of Supervisors;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of Hanover County does hereby adopt the Five-Year Capital Improvements Program for FY16 – FY20 as presented by the County Administrator on February 25, 2015, including the following categories and amounts:

Summary by Function	Total
Department of Public Utilities	\$ 54,218,211
Education	28,525,500
Public Safety	18,553,150
Public Works	14,655,800
Airport	12,711,746
Parks, Recreation & Cultural	10,300,000
General Government Admin.	8,444,000
Community Development	1,050,000
Nondepartmental	1,013,660
Human Services	500,000
Judicial Administration	300,000
<b>Total FY16 - FY20</b>	<b>\$ 150,272,067</b>

*A complete copy of the adopted FY16 – FY20 Capital Improvement Program is in the Board papers.*

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the members of the Board of Supervisors voted to approve this Resolution as follows:

Vote:

Wayne T. Hazzard  
Aubrey M. Stanley  
Sean M. Davis  
Angela Kelly-Wiecek  
W. Canova Peterson  
G. E. "Ed" Via, III  
Elton J. Wade, Sr.

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

Dated: April \_\_, 2015

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

**VIRGINIA:** At a regular meeting of the Planning Commission for Hanover County held in the Board Room of the Hanover County Administration Building on the 12<sup>th</sup> day of March, 2015, at 7:00 p.m.

Present: Ms. Claiborne R. Winborne, Chairman  
Mr. Larry A. Leadbetter, Vice-Chairman  
Mr. Jerry W. Bailey  
Mrs. Edmonia P. Iverson  
Mr. C. Harold Padgett, Jr.,  
Mr. Randy A. Whittaker

Absent: Mrs. Ashley H. Peace

Staff

Present: Mr. David P. Maloney  
Mr. Dennis A. Walter  
Mr. Lee W. Garman  
Ms. Tiffany M. Burton

On a motion by Mr. Padgett, Seconded by Mr. Whittaker, the Planning Commission recommended adoption of the following Capital Improvements Resolution:

**WHEREAS**, the Hanover County Planning Commission is charged by State Law and County Ordinance with responsibility for advising the Board of Supervisors on matters dealing with growth and development of the County; and

**WHEREAS**, the Board of Supervisors adopted a Comprehensive Plan Update on September 11, 2013, guiding the role of development in the County and the provision of public utilities; and

**WHEREAS**, on April 9, 2014, the Board of Supervisors adopted a Five Year Capital Improvements Program for FY 2015 through 2019, to provide a guide for implementing County development policies; and

**WHEREAS**, in accordance with State Law, a Capital Improvements Program document for FY 2016 through FY 2020, has been drafted by the County Administration and has been presented to the Planning Commission for its consideration and advice; and

**WHEREAS**, the Hanover County Planning Commission has considered the recommended Capital Improvements Program, at a public hearing held on March 12, 2015;

**NOW, THEREFORE, BE IT RESOLVED** by the Planning Commission of Hanover County that the FY 2016 through FY 2020, Capital Improvements Program, as proposed by the County Administrator, is recommended to the Hanover County Board of Supervisors.

**BE IT FURTHER RESOLVED** that the Planning Commission recommends the following language modification regarding cash road contributions found on Page 209:

Road Proffers: The Board adopted the *Business and Residential Development Road Improvements Transportation Policy* in March 2013. The policy supports the implementation of a road impact cash contribution for road improvements. Revenues received from the contribution are used to fund road improvements to address the increased traffic demand arising from residential development. The cash contribution is only negotiated for residential zoning requests, and the actual value of the cash contribution is based on the *Road Improvement Cost Assumptions*.

**BE IT FURTHER RESOLVED** that the Secretary shall transmit this resolution to the Board of Supervisors and the County Administrator along with a copy of the minutes the Commission meeting.

A Copy  
Teste:



David P. Maloney, AICP, Secretary  
Hanover County Planning Commission

VIRGINIA: At a regular meeting of the Board of Supervisors for Hanover County held in the Board Room of the Hanover County Administration Building on the 15th day of April, 2015, at 2:00 p.m.

Present: Wayne T. Hazzard, Chairman  
Aubrey M. Stanley, Vice Chairman  
Sean M. Davis  
Angela Kelly-Wiecek  
W. Canova Peterson  
G. E. "Ed" Via, III  
Elton J. Wade, Sr.  
Cecil R. Harris, Jr., County Administrator  
Sterling E. Rives, III, County Attorney

**HANOVER COUNTY BOARD OF SUPERVISORS  
RESOLUTION  
FIVE-YEAR GENERAL FUND FINANCIAL PLAN**

**BE IT RESOLVED** that the Board of Supervisors of Hanover County does hereby adopt the Five-Year General Fund Financial Plan for FY16 – FY20 as presented by the County Administrator on February 25, 2015, with amendments presented on March 25, 2015. *(A complete copy of the Five-Year General Fund Financial Plan is included in the Board papers).*

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the members of the Board of Supervisors voted to approve this Resolution as follows:

Vote:

Wayne T. Hazzard  
Aubrey M. Stanley  
Sean M. Davis  
Angela Kelly-Wiecek  
W. Canova Peterson  
G. E. "Ed" Via, III  
Elton J. Wade, Sr.

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

Dated: April \_\_, 2015

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

**ORDINANCE NO. 15-03**

**AN ORDINANCE TO AMEND THE HANOVER COUNTY ZONING AND SUBDIVISION SCHEDULE OF FEES, PURSUANT TO VIRGINIA CODE SECTIONS 15.2-2241 AND 15.2-2286, BY:**

- 1. REDUCING THE FEES FOR THE FOLLOWING: ZONING MAP AMENDMENTS IN BUSINESS, OFFICE/SERVICE, AND INDUSTRIAL DISTRICTS FROM \$1,500.00 PLUS \$75.00 PER ACRE FOR THE FIRST 200 ACRES AND THEN \$30.00 PER ACRE THEREAFTER, TO A FLAT FEE OF \$1,100.00; AND**
- 2. MODIFYING THE FEES FOR THE REVIEW OF SITE PLANS FROM \$1,000.00 PLUS \$50.00 PER ACRE, TO A FLAT FEE OF \$1,100.00.**

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF HANOVER COUNTY:

1. That the following portions of the Hanover County Zoning and Subdivision Schedule of Fees are amended to read in its entirety as follows:

**HANOVER COUNTY ZONING AND SUBDIVISION FEE SCHEDULE**

<b>Request:</b>	<b>Current Fee:</b>	<b>New Fee:</b>
Rezoning / Zoning Map Amendment B, OS, M	\$1,500 + \$75/acre (1st 200 acres); \$30/acre thereafter	\$1,100
<b>Request:</b>	<b>Current Fee:</b>	<b>New Fee:</b>
Site Plan (1 <sup>st</sup> Submittal) Commercial / Industrial	\$1,000 + \$50/acre	\$1,100

2. That the remainder of the Hanover County Zoning and Subdivision Fee Schedule, last modified by the Board of Supervisors in Ordinance 08-12, shall remain in effect.
3. That the provisions of this ordinance shall be effective upon adoption.

Public Hearing: \_\_\_\_\_

Adopted: \_\_\_\_\_

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

**ORDINANCE 15-04**

**AN ORDINANCE AMENDING CHAPTERS 20 AND 23 OF THE HANOVER COUNTY CODE TO INCREASE WATER AND SEWER USER FEES PURSUANT TO TITLE 15.2, CHAPTER 21 OF THE CODE OF VIRGINIA, AND INCLUDING SPECIFICALLY VA. CODE §§ 15.2-2111, 15.2-2119 AND 15.2-2122, PROPOSED TO BE EFFECTIVE FOR THE FIRST FULL BILLING CYCLE OF THE FISCAL YEAR, AND TO MAKE VARIOUS OTHER CHANGES PROPOSED TO BE EFFECTIVE JULY 1, 2015**

WHEREAS the Director of the Department of Public Utilities has performed a yearly review of the cost of utility service and has recommended increases in the utility rates; and

WHEREAS the Director of the Department of Public Utilities has recommended other minor changes to correct and clarify the language in the Hanover County Water and Sewer Codes; and

WHEREAS the Board of Supervisors has decided to implement these recommendations;

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of Hanover County:

**1. That the Hanover County Code, Chapter 20, Sewers and Sewage Disposal, Sections 20-23 and 20-24 shall be amended to read in their entirety as follows:**

**Sec. 20-23. - Service fees and capacity fees—Residential (including individually metered multi-family housing units).**

(a) *Residential service charge.* For those customers connected to a county-owned sewerage system, the sewer rates consist of a base charge, plus a consumption charge under rate tiers based on usage as follows:

Bimonthly base charge .....\$20.23

Consumption charge

0—4,000 gallons, per 1,000 gallons .....5.42

Above 4,000, per 1,000 gallons .....6.84

For residential customers, bimonthly sewer volume charges shall be based on the lesser of:

- (1) Actual water usage, or
- (2) One hundred twenty-five (125) percent of the average water usage determined during the customer's winter billing cycle.

For the purpose of this subsection, if the winter billing cycle reading is estimated or if the customer joins the system after the reading cycle, or an allowance is made for a leak during a winter billing cycle, billing shall not exceed charges for fifteen thousand (15,000) gallons.

For residential customers where sewer service is provided by the County and water service is provided by an individual well, ninety-four dollars and fifty cents (\$94.50) per living unit every two (2) months will be charged.

The base charge for a residential customer served by a water meter larger than five-eighths (5/8) inch shall be the base charge as prescribed in section 20-24(a).

(b) *Capacity fees for all county-owned sewerage facilities.* For residential customers, six thousand one hundred forty nine dollars (\$6,149.00).

For a residential customer served by a water meter larger than five-eighths (5/8) inch, the capacity fee shall be as prescribed in section 20-24(c).

(c) *Connection agreement.* Upon approval by the department of public utilities of a connection agreement, the user shall pay the minimum bimonthly sewer rate for the applicable category above, if service has not been initiated by the user. Charges for portions of the billing period shall be prorated.

**Sec. 20-24. - Same—Commercial I, commercial II.**

(a) For Commercial I customers, including master-metered multi-family housing units (average usage of five million (5,000,000) gallons or less per month) connected to a county-owned sewerage system, the sewer rates consist of a base charge, plus a consumption charge under rate tiers based on usage as follows:

Bimonthly base charges

Meter size

1½" or less .....\$20.23

Greater than 1½" .....101.16

Volume charge

0—50,000 gallons, per 1,000 gallons .....6.32

Above 50,000, per 1,000 gallons .....5.07

(b) For commercial II customers (average monthly usage of greater than five million (5,000,000) gallons) connected to a county-owned sewerage system, the sewer rates consist of a base charge of one thousand two hundred sixty-four dollars and sixty-five cents (\$1,264.65) per month, a consumption charge on all usage, and a peak use rate applied to all monthly consumption greater than one hundred fifty (150) percent of the previous fiscal year's historical twelve-month average usage as follows:

Consumption charge

All usage, per 1,000 gallons .....\$4.17

Peak use fee, per 1,000 gallons .....1.25

Sewer charges will be prorated for each one thousand (1,000) gallon increment or portion thereof.

Bimonthly sewer billings shall be based on either:

- (1) One hundred (100) percent of the water consumption as determined by a county-owned water meter or privately owned water meter; or
- (2) The wastewater flow allocable to the subject property as determined by a raw sewage flow recorder installed by the commercial, industrial, business or public user at his own expense.

Any raw sewage flow recorder installed pursuant to this section shall be subject to the approval of the director and shall be calibrated to accurately record the wastewater flows allocable to the subject property connection. The maintenance and ownership of such recorders will remain that of the property owner; provided, however, that the county shall at all times have access to said recorder and/or flow data for the county's use in billing.

If the county determines that an infiltration and inflow problem exists because of deficiencies located on private property or within the control of the user, the director shall notify the user of such infiltration and inflow problem by certified mail, return receipt requested, and within sixty (60) days of the date on the notice, the user shall eliminate such problem by replacing or repairing the fixtures, lines or facilities. The infiltration and inflow determination will be based on the observation of infiltration or inflow, the rate of flow of wastewater through a monitoring manhole, by the rate of flow recorded on a wastewater flow recorder, or by other monitoring means as deemed necessary by the director. If the county determines that such infiltration and inflow is continuing after the sixty (60) day period, the director shall require installation of a raw sewage recorder at the owner's expense and the user will be billed based upon readings of the raw sewage recorder.

For private wastewater collection systems, wastewater collection systems on private property or within the control of the user which have the potential to receive flow in excess of metered water consumption or those wastewater systems with private pumping facilities connected to the public wastewater system, the director may require installation of a raw sewage meter/recorder at the owner's expense and the user will be billed based upon readings of the raw sewage recorder. Any raw sewage meter/recorder installed pursuant to this section shall be subject to the approval of the director and shall be calibrated to accurately record the wastewater flows allocable to the subject property connection.

Commercial customers that obtain all or part of their water supply from approved private sources other than the water distribution system of the county shall provide a water meter for each private source in order to determine the quantities of wastewater from the total metered water consumption, both county and private supplies, or provide a raw sewage flow recorder as provided for herein. All meters on private water supplies shall be provided and maintained to produce an accurate record of actual quantities of water. All cost of meter installation, calibration and maintenance shall be borne by the user. The type of meters shall be acceptable to the director, and the meter shall be accessible at all times for inspection by the county.

- (c) Capacity fees for commercial I and commercial II customers. Capacity fees for commercial customers requiring three-inch and smaller meters shall be based upon the meter size according to the following schedule:

Meter Size	Fee
5/8"	\$6,149.00
1"	15,371.00
1½"	30,744.00
2"	49,189.00
3"	98,380.00

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

For meter sizes three-inch and smaller, if an existing commercial customer desires to redevelop and replace an existing sewer connection with a single or multiple sewer connections, the value of the capacity fee associated with the existing sewer connection shall be determined based on the fee schedule above and credited for use on the property. For commercial customers with connections associated with meters larger than three-inch, the property will be credited the value of a three-inch meter capacity fee unless documentation of payment of a greater capacity fee is provided, in which case the capacity fee credited shall be the actual amount paid. Once a capacity fee has been credited to a property, the amount of the credit is fixed and available for use on the property. Refunds shall not be made for any unutilized amount.

(d) Connection agreement. Upon approval by the department of public utilities of a connection agreement, the user shall pay the minimum bimonthly sewer rate for the applicable category above, if service has not been initiated by the user. Charges for portions of the billing period shall be prorated.

Once service has been initiated, use of the property established, and the property used normally for a period of time, the director may waive the minimum bimonthly sewer charge during the time sewer service to the property is temporarily discontinued.

(e) Disposal of sludge and septic tank waste service charge. The fee for sludge, septage or other material disposal provided for in section 20-16 shall be:

- (1) Twenty-five dollars (\$25.00) per five hundred (500) gallons, or fraction thereof;
- (2) Fifty dollars (\$50.00) per five hundred (500) gallons, or fraction thereof, for oil and grease laden discharge;
- (3) Two (2) times that of the regular disposal charge for emergency after hours disposal, when such service can be provided by the County.

(f) Industrial waste discharge, pretreatment permit fees. Permits provided for in section 20-42 shall be issued for one (1), two (2) or three (3) years as appropriate in the opinion of the director and are nontransferable. The fee for such permits shall be:

- (1) One (1) year .....\$25.00
- (2) Two (2) years .....50.00
- (3) Three (3) years .....75.00

(g) Grease interceptor re-inspection fees. The fee for re-inspections as provided for in section 20-46.1 shall be:

- (1) Up to two (2) grease interceptors per site .....\$85.00
- (2) Additional grease interceptors per site .....42.50

(h) Strong waste surcharge. A surcharge for strong waste as provided for in section 20-47 shall be applied as follows:

- (1) Twenty-five dollars and seventy cents (\$25.70) per hundred weight for BOD in excess of two hundred fifty (250) milligrams per liter; and

- (2) Sixteen dollars and seventy-five cents (\$16.75) per hundred weight for suspended solids in excess of two hundred fifty (250) milligrams per liter.
- (3) If no access point is available for sampling, pursuant to section 20-46(c), the surcharge shall be as stated in subsections (1) and (2) above based upon the seventy-fifth percentile of BOD and suspended solids for the same or similar types of commercial/industrial businesses as determined by the director.

**2. That the Hanover County Code, Chapter 23, Water Code, Sections 23-47 and 23-62 shall be amended to read in their entirety as follows:**

**Sec. 23-47. - Capacity fees.**

- (a) For residential customers using a standard three-quarter (<sup>3</sup>/<sub>4</sub>) inch service pipe and a five-eighths (<sup>5</sup>/<sub>8</sub>) inch meter, the capacity fee shall be five thousand nine hundred eighty two dollars (\$5,982.00). Capacity fees for meters larger than five-eighths (<sup>5</sup>/<sub>8</sub>) inch shall be in accordance with section 23-47(b).
- (b) Capacity fees for commercial I, commercial II, and commercial III customers. Capacity fees for commercial customers requiring three-inch or smaller meters shall be based upon the installed meter size according to the following schedule:

Meter Size	Capacity Fee
5/8"	\$5,982.00
1"	13,226.00
1½"	26,451.00
2"	42,322.00
3"	84,643.00

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

For meter sizes three-inch and smaller, if an existing commercial customer desires to redevelop and replace an existing meter with a single or multiple meters, the value of the capacity fee associated with the existing meter shall be determined based on the fee schedule above and credited for use on the property. For commercial customers with meters larger than three (3) inches, the property will be credited the value of a three-inch meter capacity fee unless documentation of payment of a greater capacity fee is provided, in which case the capacity fee credited shall be the actual amount paid. Once a capacity fee has been credited to a property, the amount of the credit is fixed and available for use on the property. Refunds shall not be made for any unutilized amount.

- (c) For contract customers or customers with irregular usage patterns, the capacity fee shall be as determined by the board of supervisors based on the anticipated usage of the customer, the cost of the components of the system which will provide service to the customer, the amount of capacity that will need to be reserved for the customer, and how these elements correlate with the rate structure set forth in subsection (b) of this section.

- (d) Nothing in this section shall prohibit the installation of a single meter of sufficient size to serve multi-business offices or multi-public units, located on one (1) parcel, provided, however, that the applicable capacity fees provided for in this section shall apply. A single meter shall be installed for each single-family housing unit. Multi-family housing units may be metered either individually or by a single meter.

**Sec. 23-62. - Service fees.**

- (a) For residential customers connected to county-owned water systems, the bimonthly water rate consists of a base charge of nine dollars and sixty-two cents (\$9.62), plus a consumption charge under rate tiers based on usage as follows:

Consumption charge:

- 0 to 4,000 gallons, per 1,000 gallons .....\$1.53
- 4,001 to 15,000 gallons, per 1,000 gallons .....4.65
- Over 15,000 gallons, per 1,000 gallons .....6.05

The base charge for a residential customer served by a meter larger than five-eighths (5/8) inch shall be the base charge in subsection 23-62(b).

- (b) For commercial I customers connected to county-owned water systems the water rate consists of a base charge, plus a consumption charge under rate tiers based on usage as follows:

Bimonthly base charges

Meter Size	Fee
5/8"	\$9.62
3/4"	9.62
1"	24.08
1½"	48.02
2"	76.80
3"	153.62
4"	240.03
6"	480.05

Consumption charge

- 0 to 15,000 gallons, per 1,000 gallons .....\$4.13
- 15,001 to 1,000,000 gallons, per 1,000 gallons .....4.65
- Over 1,000,000 gallons, per 1,000 gallons .....2.59

- (c) For commercial II customers connected to county-owned water systems the water rate consists of:

- (1) A base charge of one hundred forty-seven dollars and seventy-two cents (\$147.72) per month;

- (2) A consumption charge of two dollars and forty cents (\$2.40) per one thousand (1,000) gallons; and
  - (3) A peak use fee of one dollar and forty-eight cents (\$1.48) per one thousand (1,000) gallons on all consumption greater than one hundred fifty (150) percent of the previous fiscal year's twelve-month average.
- (d) For commercial III customers connected to county-owned water systems the water rate consists of:
- (1) A base charge of fourteen thousand seven hundred seventy dollars and ninety-seven cents (\$14,770.97) per month;
  - (2) A consumption charge of one dollar and ninety-six cents (\$1.96) per one thousand (1,000) gallons; and
  - (3) A peak use fee of one dollar and forty-eight cents (\$1.48) per one thousand (1,000) gallons on all consumption greater than one hundred fifty (150) percent of the previous fiscal year's twelve-month average.
- (e) For customers with water meters used for irrigation purposes only, the water rate consists of:
- (1) A base charge in accordance with section 23-62(b), (c), or (d); and
  - (2) A consumption charge of five dollars and seventy-three cents (\$5.73) per one thousand (1,000) gallons.
- (f) Upon approval by the department of public utilities of a connection agreement, the customer shall pay the water rate for the applicable category above, or the minimum rate stated above, if the customer has not initiated service. Charges for portions of the billing period shall be prorated.
- (g) Separate central private fire systems. The minimum bimonthly base charge will be equivalent to that charge in section 23-62(b) based upon the meter size of the low flow meter. The consumption charge for separate central private fire systems will be in accordance with section 23-62(b) and will be applied to any water not used to extinguish a fire.
- (h) Private fire protection systems. No person shall use water from a private fire protection system, other than for extinguishing a fire, without the written consent of the Director of Public Utilities. If water from a private fire protection system is used in a manner not authorized herein, all water service may be cut off unless such unauthorized use is terminated immediately upon notice from the department of public utilities and payment is made for all water consumed in accordance with section 23-62.
- 3. That this Ordinance shall be effective on July 1, 2015, except that changes in rates shall be effective for each full billing cycle beginning after July 1, 2015.**

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the members of the Board of Supervisors voted to approve Ordinance No. 15-04, as follows:

Vote:

Wayne T. Hazzard  
Aubrey M. Stanley  
Sean M. Davis  
Angela Kelly-Wiecek  
W. Canova Peterson  
G. E. "Ed" Via, III  
Elton J. Wade, Sr.

Public Hearing:  
Adopted:

Dated: \_\_\_\_\_

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

VIRGINIA: At a regular meeting of the Board of Supervisors for Hanover County held in the Board Room of the Hanover County Administration Building on the 15th day of April, 2015, at 2:00 p.m.

Present: Wayne T. Hazzard, Chairman  
Aubrey M. Stanley, Vice Chairman  
Sean M. Davis  
Angela Kelly-Wiecek  
W. Canova Peterson  
G. E. "Ed" Via, III  
Elton J. Wade, Sr.  
Cecil R. Harris, Jr., County Administrator  
Sterling E. Rives, III, County Attorney

**HANOVER COUNTY BOARD OF SUPERVISORS  
RESOLUTION  
MAXIMUM COMPENSATION EFFECTIVE JANUARY 1, 2016**

**WHEREAS**, Virginia Code §15.2-1414.2 authorizes the Board of Supervisors to determine the maximum annual compensation for members of the Board of Supervisors and to fix higher maximum salaries for the chairman and vice-chairman; and

**WHEREAS**, the Board of Supervisors finds that the maximum annual compensation for Board members should be fixed to be effective January 1, 2016.

**NOW, THEREFORE, BE IT RESOLVED** that the Hanover County Board of Supervisors sets annual compensation of \$25,500 for each member of the Board, and the amount of \$2,000 per year for the chairman of the Board in addition to the base compensation for members; both effective January 1, 2016, and the amount of the base compensation shall increase two (2) percent on January 1, 2017, 2018 and 2019, unless frozen by the Board of Supervisors.

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the members of the Board of Supervisors voted to approve this Resolution as follows:

Vote:

Wayne T. Hazzard  
Aubrey M. Stanley  
Sean M. Davis  
Angela Kelly-Wiecek  
W. Canova Peterson  
G. E. "Ed" Via, III  
Elton J. Wade, Sr.

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

Dated: April \_\_, 2015

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

## Proposed Revisions to the Hanover County HR Policy Manual

4/15/15

We are recommending minor adjustments to three policies which represent best practices. Below are the proposed revisions listed by Section.

1. **6.1 Compensation Plan:** changes the authorization and amendments of the County's Compensation Plan from the Board of Supervisors to the County Administrator, which is consistent with our peers and provides for greater flexibility in ensuring market competitiveness. Many reclassifications and career ladder changes, all of which are approved by the County Administrator, result in changes to the Compensation Plan. This policy change will streamline these changes and will eliminate the need for the Board of Supervisors to address potential frequent compensation changes.

### 6.1 Compensation Plan:

A. The Compensation Plan for the authorized positions of the County shall be approved **and amended** by the **County Administrator** ~~Board of Supervisors~~ and shall consist of: (1) the assigned pay grade and (2) rules providing for application of the scales and fixing the rates of pay for individual employees within the pay grade.

B. Persons employed in an authorized position on a part-time basis will be paid at a rate equal to a full-time employee in the same or similar classification.

C. The salary scales set forth in the Compensation Plan represent the total salary for a position without regard to participation by any other entity. In cases where the salary allowance set forth by such entity is lower than that allowed by the Compensation Plan, the salary allowed by the Compensation Plan shall govern. An employee in a position funded by the State Compensation Board shall be compensated at no less than the minimum of the Compensation Board salary range for that position classification.

### ~~6.2 Amendment to the Compensation Plan:~~

~~The Compensation Plan may be amended by resolution of the Board of Supervisors.~~

2. **14.7 Numerical Rating:** removes the three-point and five-point rating scales to allow for changes as needed with approval by the County Administrator

### 14.7 Numerical Rating:

The numerical rating scale is provided on the performance appraisal document **as approved by the County Administrator**. The total score on the performance appraisal document will determine the overall performance level and corresponding merit increase as approved annually by the Board of Supervisors:

#### ~~Three Point Rating Evaluations:~~

##### ~~Total Score~~

~~0.00 - 1.79 Below Proficient (not eligible for merit increase)~~

~~1.80 - 2.09 Needs Improvement/Low Proficient (half the standard merit increase)~~

~~2.10 - 2.79 Proficient (standard merit increase)~~

~~2.80 - 3.00 Above Proficient (standard merit increase and may be eligible for a performance incentive)~~

#### ~~Five Point Rating Evaluations:~~

##### ~~Total Score~~

~~(1.0 - 2.49) Unsatisfactory (not eligible for merit increase)~~

~~(2.5 - 2.99) Needs Improvement/Low Proficient (half the standard merit increase)~~

~~(3.0 – 3.79) — Proficient (standard merit increase)~~  
~~(3.8 – 4.49) — Above Proficient (standard merit increase)~~  
~~(4.5 – 5.0) — Exceptional (standard merit increase, and may be eligible for performance incentive)~~

3. **14.11 Pay for Performance Compensation Increases:** removes the July 1 effective date for approved merit increases, allowing for any date approved by the Board of Supervisors

#### 14.11 Pay for Performance Compensation Increases:

Pay for performance salary increases are ~~effective on July 1 of each year,~~ **provided** when funding is available and approved by the Board of Supervisors, for all eligible employees. Pay for performance salary increase will be prorated for any employee occupying the position for less than twelve months as of July 1 of any year. Contact the Human Resources Department for assistance in the calculation of any prorated salary increase.