

VIRGINIA:

At a recessed meeting of the Board of Supervisors of the County of Northampton, Virginia, held at the Board Room of the County Administration Building, 16404 Courthouse Road, Eastville, Virginia, on the 13th day of April, 2016, at 5:00 p.m.

Present:

H. Spencer Murray, Chairman

Granville F. Hogg, Jr.

Larry LeMond, Vice Chairman

Robert G. Duer

Oliver H. Bennett

The meeting was called to order by the Chairman.

County Administrator's Report: FY 2017 County Budget

Mr. John Andrzejewski, Finance Director, and Ms. Katherine H. Nunez, County Administrator, discussed with the Board the following documentation:

## NORTHAMPTON COUNTY



**TO:** Board of Supervisors

**FROM:** Katherine H. Nunez, County Administrator  
John J. Andrzejewski, Director of Finance

**DATE:** April 6, 2016

**RE:** Budget Amendments and Appropriations – FY 2016

The attached documents are provided to facilitate discussion of the FY 2017 Northampton County Budget on April 13, 2016. The documents include:

- Sources of Funding
- 2016 Reassessment
- Projected FY 2017 Tax Revenue
- Budget Adjustments Department Request to Finance Director Level
- Budget Considerations for Reduction/Elimination
- Benefit Adjustments with Supporting Documentation
- Policies Under Development for Adoption
- Budget Summaries by Fund

If you have any questions or require additional information, please contact John Andrzejewski at 757-676-0444 ext. 550.

**SOURCES OF FUNDING**

<b>FY 2016 Fund 100 Projected Surplus</b>	<b>\$200,000</b>
<b>Current Fund 100 Undesignated Fund Balance as of 6/30/15 less appropriations approved in FY16</b>	<b>\$7,195,282</b>
<b>Federal &amp; State Asset Forfeiture Funds</b>	
<b>Sheriff</b>	<b>\$55,511</b>
<b>Commonwealth Attorney</b>	<b>\$17,973</b>
<b>IDA Operating (Fund 710)</b>	<b>\$53,085</b>
<b>Capital Reserve (Fund 310)</b>	<b>\$1,825,665</b>
<b>Harbor Improvements (Fund 221)</b>	<b>\$160,978</b>
<b>School Capital Undesignated Fund Balance (Fund 395)</b>	<b>\$572,043</b>
<b>County Capital Projects (Fund 303)</b>	<b>\$918,029</b>
<b>Jail Funds:</b>	
<b>Canteen</b>	<b>\$2,736</b>
<b>Telephone Commissions</b>	<b>\$42,071</b>
<b>Inmate Medical Co-Pay</b>	<b>\$7,239</b>
<b>Work Release</b>	<b>\$1,305</b>
<b>Weekender Fees</b>	<b>\$6,695</b>

**Reassessment - 2016**

**Equalized Tax Rate Calculation**

Tax Year	Land Value	Improvements Value	Public Service Cos Value	Total Real Estate Value	LAND USE Value Reductions
<b>OLD</b>	\$1,274,813,100	\$1,071,536,658	\$48,894,329	\$2,345,106,087	\$206,256,500
<b>NEW</b>	\$987,947,480	\$917,760,378	\$52,285,130	\$1,953,012,888	\$114,380,500
<b>%age Change</b>	22.50%	10.64%	7.02%	-16.72%	-44.54%

CALCULATION OF EQUALIZED TAX RATE	
2015 Real Property Tax Levy (Real Estate and Public Service Co. fees Exempt)	A \$ 15,958,947
1% of 2015 Levy per State Code 158.1-332	B \$ 1,994,544
<b>TOTAL 2015 Real Property Tax Levy plus allowed 3% increase</b>	A+B+C \$ 76,118,061
2015 Total Taxable Assessed Value	D \$ 2,953,012,888
Assessed Value growth due to New Construction	E \$ -
<b>2016 Net Taxable Assessed Value less New Construction</b>	D-E+F \$ 1,953,012,888
<b>Equalized Tax Rate</b>	
Total 2015 Real Property Tax Levy plus allowed 3% increase divided by 2015 Net Taxable Assessed Value less New Construction x \$100 in assessed value	(C + F) / D \$100
	C.822,295%

Property Class	2016 Assessed Value	Rate @ 100 (BOE WDRK)	Tax Levy	Provision Factor	PPTRA Applied	Net Levy	Coll. Rate	Projected FY17 Tax Revenue
Real Estate:								
High-Rate Single-Family Homes	\$1,900,727,759	\$ 0.8253	\$15,888,708			\$15,888,708	98.00%	\$15,962,371
APNs Exempt From Land Use Taxation Report		\$ 0.8253	\$0			\$0	98.00%	\$0
APNs Exempt after report of Land Use Taxation	(\$111,380,800)	\$ 0.8253	(\$943,882)			(\$943,882)	98.00%	(\$943,882)
Preservation/Conservation Easements		\$ 0.8253	\$0			\$0	98.00%	\$0
Charitable/Religious/Non-Profit	(\$16,371,400)	\$ 0.8253	(\$128,857)			(\$128,857)	98.00%	(\$128,857)
Charitable Exemption								
Charitable Exemption								
Subtotal Real Estate	\$1,779,975,559		\$14,815,067			\$14,815,067		\$14,815,067
Municipal Real Estate	\$62,285,100	\$ 0.8553	\$531,899			\$531,899	100.00%	\$531,899
Real Estate Public Service Cos.	\$12,074	\$ 3.8003	\$471			\$471	100.00%	\$471
Public Property Public Service Cos.	\$68,207,204	\$ 3.8003	\$261,399			\$261,399	100.00%	\$261,399
Subtotal Public Service Companies	\$80,568,308	\$ 3.8003	\$303,769			\$303,769	100.00%	\$303,769
Personal Property - Autos, Boats, Motorcycles, Motorhomes, Aircraft, etc.	\$30,000,000	\$ 9.9003	\$2,970,000	4.2000%	(\$1,778,153)	\$1,191,847	97.00%	\$1,191,847
Personal Property - Boats, Motorcycles, Motorhomes, Aircraft, etc.	(\$198,000)	\$ 9.9003	(\$1,960,000)	4.2000%	(\$173,266)	(\$2,133,266)	97.00%	(\$2,133,266)
Subtotal Personal Property-Regular	\$29,802,000	\$ 9.9003	\$2,806,734			\$2,806,734	97.00%	\$2,806,734
Boats - Regular	\$9,561,000	\$ 0.9900	\$946,539			\$946,539		\$946,539
Boats - Supplemental		\$ 1.9900	\$0			\$0		\$0
Subtotal Boats	\$9,561,000	\$ 0.9900	\$946,539			\$946,539		\$946,539
Subtotal Farm Equipment	\$7,551,000	\$ 1.4300	\$108,134			\$108,134	98.92%	\$108,134
Mobile Homes								
Mobile Home - RE	\$1,009,100	\$ 0.8253	\$83,262	0.2163%	(\$54)	\$83,208	98.00%	\$83,208
Mobile Home - Personal Property	\$1,410	\$ 3.8003	\$5,358	0.6312%	(\$17)	\$5,341	98.00%	\$5,341
Mobile Home - Supplemental	\$60,000	\$ 0.8244	\$494	0.0000%		\$494	98.00%	\$494
Subtotal Mobile Homes	\$1,469,510	\$ 0.8244	\$120,114			\$120,114	98.00%	\$120,114
Subtotal Mobile Homes	\$1,469,510	\$ 0.8244	\$120,114			\$120,114	98.00%	\$120,114
Machinery & Tools	\$7,509,500	\$ 2.0000	\$150,190			\$150,190	100.00%	\$150,190
Machinery & Tools - Supplemental		\$ 2.0000	\$0			\$0	97.00%	\$0
Machinery & Tools - Vehicles	\$9,900	\$ 9.9000	\$98,010			\$98,010	97.00%	\$98,010
Machinery & Tools - Supplemental		\$ 3.0000	\$0			\$0	97.00%	\$0
Subtotal Machinery & Tools	\$17,409,500	\$ 2.0000	\$348,200			\$348,200	97.00%	\$348,200
Heavy Equipment	\$66,800	\$ 2.0000	\$1,336			\$1,336	100.00%	\$1,336
Subtotal Heavy Equipment	\$66,800	\$ 2.0000	\$1,336			\$1,336	100.00%	\$1,336
Business Personal Property Late Filing Fees	\$10,000		\$10,000			\$10,000	81.14%	\$8,114
<b>Total</b>	<b>\$1,952,023,962</b>		<b>\$19,438,532</b>			<b>\$19,438,532</b>		<b>\$19,438,532</b>
<b>Revenue generated by \$0.01 on the tax rate at the current collection rate for RE, Public Service Co RE and Mobile Home RE.</b>								
								<b>\$142,806</b>

FY 2017 Budget Adjustments  
 Department Request to Current Budget Level  
 4/8/16

Revenue			
	Department	Item	Amount
100-0011	General Property Taxes	Reduced Interest	(\$25,000)
		Increase RE taxes Reassessment	\$304,556
100-0012	Other Local Taxes	Reduce Revenue Projection for Motor Vehicle Fee	(\$50,000)
		Increase Sales Tax	\$2,474
100-0016	Charges for Services	Boat Slip Rentals moved to Boat Fund	(\$15,150)
100-0022	Other Non-Categorical	State Recordation Tax	\$4,479
100-0023	Shared Expenses	Clerk of Court Library Grant	\$17,514
100-0026	State Aid	Victim Witness	\$3,092
100-0045	Appropriated Fund Balance	Willis Wharf Spoils Site Prep	(\$4,850)
	Revenue Total		\$237,115

Expenses			
	Department	Item	Amount
100-1201	County Administrator	Vehicle Fuel	\$9,582
100-1204	County Attorney	Water	\$50
100-1209	Commissioner of the Revenue	VISION Web Hosting	(\$5,000)
		Salary Adjustments	\$6,377
		Benefit Adjustment	(\$194)
100-1210	General Reassessment	Vehicle	\$30,000
		Board Compensation	(\$1,200)
		Assessment Notices Postage	\$7,440
		Secretary to BOE reduction	\$9,375
100-1213	Treasurer	Calculator/typewriter repair reduction	\$300
		Receipt printer reduction	\$700
		Pay Adjustment	(\$38)
100-1220	Finance	Bindgham Arbitage Rebate	\$1,500
		Printer	\$1,000
		Pay Adjustment	(\$5,493)
100-2101	Circuit Court	Water	\$275

100-2102	General District Court	Office Supplies reduction	\$1,000
		Lease Adjustment	\$200
		Water	\$180
100-2104	J&DR Court	Office Supplies reduction	\$770
100-2106	Clerk of the Court	Printing and Binding reduction	\$7,089
		Computer	\$1,500
		Office Supplies - Holiday Expenses	\$680
		Water	\$490
100-0027	Victim/Witness	Pay Increase	(\$3,831)
100-2201	Commonwealth Attorney	Water	\$75
100-3102	Sheriff	Police Supplies - Firearms EOTECH Sights	\$6,300
		Motor Vehicles & Equipment reduction	\$77,875
		Water	\$300
		Stipend, Bonus, On-Call, SRO	\$98,676
100-3204	Fire Prevention	Exmore reduction	\$20,000
		Nassawadox reduction	\$4,610
100-3205	Emergency Medical Services	Ambulance & Equipment	\$275,000
		OT	\$32,976
		Meals & Lodging	\$300
		Office Supplies	\$1,140
		Medical Supplies/Physicals	\$75
		Other Supplies Uniforms	\$1,500
		Other Supplies EMS Gear	\$3,000
		Maintenance Contract - Lucas Chest	(\$1,318)
100-3502	Animal Control	Motor Vehicles and Equipment	\$44,060
		Animal Control Officer	\$48,308
100-3503	A-N Animal Control	PT position	\$5,408
100-4204	Solid Waste	PT Adjustment	\$46,668
		Construction Vehicles Tractor & Mower	\$35,000
100-4302	Facilities Management	Replace MS Chiller	\$200,000
		Water	\$1,000
		No FT Keep PT Custodial	\$24,260
		Reduce Water/Sewer Eliminate Util Projs	\$121,200
100-5101	Health Department	Base reduction	\$6,720
100-5309	Comprehensive Services Act	Base reduction	\$5,000
100-7101	Parks & Recreation	Paint MS Gym	\$5,000

		Strip/Sand MS Gym Floor	\$16,000
		Field Groomer	\$10,000
		Reduce FT compensation	\$8,463
100-7107	Harbors & Boat Ramps	Willis Wharf Spoil Site move to Fund 221	\$20,000
100-7302	ES Regional Library	Library Expansion Planning	\$50,000
100-7303	Cape Charles Library	Contribution reduction	\$10,000
100-8102	Community Development	ES Coalition Against Domestic Violence reduction	\$10,000
		Green Works Committee	\$2,834
		Healing Place of Hampton Roads	\$1,084
		Spay & Neutering Services	\$3,125
		Cape Charles Fireworks	\$8,000
		Cape Charles Public Beach Maint & Safety	\$10,000
100-8105	Economic Development	Payroll Adjustment	\$2,183
100-8301	Extension Service	Other Operating Supplies reduction	\$2,500
	General Insurance	Increase in Premiums	(\$8,083)
100-9600	Transfers Out	Harbor transfer adjustment	\$4,850
		Reduction to ESRJ Public Util Charge	\$484,800
		Reduction for Water ESRJ	\$2,000
		Increase ESRJ Benefit	(\$194)
		Eliminate 2% Stipend ESRJ	\$38,406
	Expense Total		\$1,801,853
	TOTAL		\$2,038,968

It was the consensus of the Board not to cut the bottled water charges, which amount to \$4,378 across all departments.

At this time, the Board recognized Sheriff David Doughty who provided handouts which provided the history of vehicles acquired for his department since 1992. The Sheriff said that he would like to see a replacement schedule of 4 vehicles per year. In the FY 2017 budget, he requested four vehicles (2 marked; 2 unmarked) and one animal control truck. Mr. Doughty indicated that he thought his budget could accommodate the costs for equipping all four vehicles

as well as having surplus funds for camera purchase and installation (at the request of Supervisor Bennett). With reference to the Board's action at the last meeting to purchase two Sheriff's vehicles through the USDA obligation program, that only leaves two vehicles to be acquired in the FY 17 budget. With the Sheriff's regular operating budget providing the funds for all four vehicle equippings (rather than using USDA funds for that), it would equate to another \$28,000 which can be used to purchase an additional sheriff's car through USDA, leaving only one vehicle to be funded through the FY 2017 budget. The Board concurred with this plan.

Supervisor Hogg asked the Sheriff to provide a staffing analysis for his departments from 1998 forward.

Brief discussion was held with the Sheriff relative to his request for three additional personnel (School Resource Officer, Animal Control Office, Code Enforcement Officer), but given the lateness of the hour, the Sheriff was asked to return to the April 19<sup>th</sup> budget work session for further discussion on this topic.

FY 2017 Budget Considerations  
Items For Reduction/Elimination to Cover Deficit  
3/31/16

Current Deficit \$1,205,261

Operations In

Solid Waste Software	\$30,000
Paint Eastville Inn	\$20,000
Johnson Grass Outreach	\$5,035
Landfill Loader tires	\$25,000
Sheriff Vehicles (2)	\$77,875
Reassessment Computer	\$1,500
Capital Reserve Contingency	\$808,046
EMS Increased Capability	\$810,146
School Increase	\$391,781
<b>Total</b>	<b>\$2,169,383</b>

Personnel In

FT Reassessment Assistant	\$33,852
PT General District Court Clerk	\$9,912
FT Parks & Rec Assistant	\$36,970
Economic Development Certification Ralsos	\$16,857
<b>Total</b>	<b>\$102,591</b>

In with Other Funding Source Options

Mail Computers (2)	\$2,400
Sheriff Toughbooks (2)	\$10,000
<b>Total</b>	<b>\$12,400</b>

Not Yet Included in Budget

Compensation Board 2%	\$62,624
Social Services and Electoral Board 2%	\$18,486
BOS Positions 2%	\$42,284
Code Compliance Position & Operating Expenses	\$158,165
Building Inspector	\$48,000
Confirmation of Compensation Board Funding	?
Group Life Insurance Increase	\$1,701
Virginia Retirement System Cost Rate	?
<b>Total</b>	<b>\$331,260</b>

It was the consensus of the Board not to fund the requested \$5,035 for the Johnsongrass outreach program. It was also noted that the projected “EMS Increased Capability” represented 12 new staff and with the staffing commitments received from the volunteer agencies, that number can be reduced to possibly 8 EMTs.

The Board indicated that it would like to have certain departments attend the April 19<sup>th</sup> budget work session for comments including the School Board, the Commissioner of the Revenue, the Sheriff and the Clerk of the General District Court.

**BENEFIT ADJUSTMENTS**

PAYROLL BASIS  
\$6,140,344

BENEFIT	BUDGETED RATE	BUDGETED AMOUNT	FINAL RATE	SAVINGS	OPTIONAL RATE	SAVINGS	OPTIONAL RATE	SAVINGS
Group Life Insurance	1.2891%	\$104,937	1.3100%	(\$1,701)				
Virginia Retirement System	10.4433%	\$650,121	7.1210%	\$170,528	8.1600%	\$185,868	8.9500%	\$21,560

**Katie Nunez**

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**From:** ddoughty@co.northampton.va.us  
**Sent:** Thursday, March 24, 2016 5:05 PM  
**To:** 'Katie Nunez'  
**Attachments:** Code Enforcement.xlsx

Katie, I have attached my estimated budget request for the Code Enforcement Position. I currently have a vehicle that we can use but will probably need it replaced in the next two years. I would imagine that the end figure is not too far off what was budgeted before. I have roughly estimated what we will need for grass cuttings and structure demos. The need could be more or less. Accomack does not have a budget for those items. They have looked into the possibility of using county equipment and staff to remove structures and cut the grass. Then in turn bill the owner a preser fee for the job. Extensive jobs would be sent out for bid. This would eliminate most of the budgetary need. Also, have you had the chance to look into the issue we talked about relating to my dispatchers pay scale vs. 911. It was going to take 14,500 to make it happen. This does not include the benefit impact. Should I draft a letter to the Board on the issue and request?

*David L. Doughty, Jr.*  
*Sheriff*  
*Northampton County Sheriff's Office*  
*5211 The Homes*  
*Eastville, Va. 23347*  
*(757) 678-0495 - Office*  
*(757) 693-3101 - Cell*

Position Salary	\$	35,000	Does not include benefits
Uniforms	\$	1,000	Pants, Shirts, Coats, Hat, Duty Leather
Office Supplies	\$	1,500	Misc Supplies: Paper, Stationary, Pens, etc...
Police Supplies	\$	1,000	Misc Supplies: Batteries, Camera, flashlight, Misc Car equipment
Police Supplies, Firearms	\$	2,000	Taser, Handgun, and Ammo for Training
Meals & Lodging	\$	5,000	18 Weeks of B+E Training and Meals/Lodging for Training
Dues & Memberships	\$	350	Virginia Sheriff's Association & Hampton Academy
Training	\$	500	Misc Training for Position
Fuel	\$	2,500	Gas for Vehicle
OT	\$	3,000	
Communications Other	\$	615	Air Card Service
Communications Telephone	\$	1,200	Cell Phone Service with Data
Grass Cuttings	\$	9,000	\$200 each @ 5 per month (March-November)
Structure Demo's	\$	80,000	\$10,000 each @ 8 per year
Total	\$	142,665	
<b>BENEFITS - added by KHN</b>	\$	15,500	
	\$	158,165	



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March 17, 2016

EMT & Adding 1.85% Multiplier

Ms. Katherine H. Nunez  
 County Administrator  
 Northampton County  
 P.O. Box 66  
 Eastville, VA 23347

**Northampton County (55165) - Cost Study for Enhanced Benefits for EMTs with 1.70% and Adding 1.85% for Current Hazardous Duty Members Including EMTs**

Dear Ms. Nunez:

As requested, we have evaluated the impact of providing benefits to full-time EMTs of Northampton County participating in the Virginia Retirement System under the enhanced hazardous duty benefit provisions for EMTs of Subsection B of § 51.1-138 of the Code of Virginia with 1.70% and 1.85% benefit multipliers. Under the 1.85% accrual rate scenario, the multiplier would also increase to 1.85% for current hazardous duty members who currently receive hazardous duty benefits with the 1.70% multiplier.

In the attached exhibit, we present a summary comparing the current benefits. Members hired prior to July 1, 2010 and vested prior to January 1, 2013 are in Plan 1, while members hired after July 1, 2010 or not vested as of January 1, 2013 are in Plan 2. Members with non-hazardous duty benefits employed on or after January 1, 2014 are in the Hybrid Plan.

Our study is based on the data and actuarial assumptions and methods used in the June 30, 2015 actuarial valuation for Northampton County. VRS provided us with data identifying 17 employees eligible for the proposed benefits. One of these employees was not in the June 30, 2015 actuarial valuation but was included in the study based on the study data provided by VRS. In the table below, we present a summary of the data used to estimate the impact of providing enhanced hazardous duty benefits:

3550 Dunwoody Pkwy, Suite 250, Kennesaw, GA 30144  
 Phone (678) 388-1700 • Fax (678) 388-1730  
 www.C2CMacConsulting.com  
 Offices in Englewood, CO • Kennesaw, GA • Beaverton, OR



Ms. Katherine H. Nunez  
 March 17, 2016  
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DMT & Adding 1.85% Multiplier

	Date Security 6/30/2017 Vacation	Date Security with Study Plan
<b>Active Members</b>		
Plan 1 General Members	78	70
Plan 2 General Members	34	32
Hybrid General Members	19	13
Plan 1 Hazardous Duty Members	43	51
Plan 2 Hazardous Duty Members	27	30
<b>Total Active Members</b>	<b>195</b>	<b>196</b>

In the table below we present the estimated cost to provide the proposed benefits outlined on the previous page for all eligible employees. The Estimated First Year Employer Cost in columns (2), (3) and (4) represents the total cost of adding one new employee as a hybrid member, the total cost of granting enhanced benefits to the 17 eligible employees with a 1.70% benefit multiplier, and the total cost of granting enhanced benefits to the 17 eligible employees with a 1.85% benefit multiplier including increasing the multiplier to 1.85% for current hazardous duty members, respectively. The increases in contribution rates and estimated dollar contribution amounts in columns (3) and (4) are in comparison to the cost in column (2) of the current plan, including the one additional member.



Ms. Katherine H. Nunez  
 March 17, 2016  
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DMT & Adding 1.85% Multiplier

	(1)	(2)	(3)	(4)
		Estimate	Estimate	Estimate
		6/30/15	6/30/15	6/30/15
		Valuation Results	Valuation Results	Valuation Results
		with Active Hybrid Employees	with DC Members of Hybrid Employees	with DC Members of Hybrid Employees and Green Employees
Number of Actives	195	196	196	196
Total Payroll	\$8,099,544	\$8,125,436	\$8,125,436	\$8,125,436
Actuarial Accrued Liability	\$29,056,317	\$29,056,317	\$29,650,436	\$30,165,768
Actuarial Value of Assets	\$27,426,712	\$27,436,712	\$27,436,712	\$27,436,712
Unfunded Actuarial Accrued Liability	\$1,629,605	\$1,629,605	\$2,223,734	\$2,739,056
Gross Normal Cost	\$881,613	\$883,276	\$939,655	\$956,187
Gross Normal Cost Rate	11.16%	11.08%	11.60%	11.99%
Less: Member Contribution Rate	(4.93%)	(4.93%)	(4.93%)	(4.93%)
Unfunded Accrued Liability Rate	0.66%	0.60%	1.18%	1.64%
Administrative Expenses	0.21%	0.21%	0.21%	0.21%
DC Match for Hybrid Members	0.08%	0.09%	0.09%	0.09%
Employer Estimated Cost Rate	7.12%	7.11%	8.16%	8.95%
Employer Estimated Cost Rate Change		(0.01%)	1.05%	1.84%
Estimated First Year Employer Cost				
Increase Based on Total payroll		\$1,031	\$85,517	\$149,508
Funded Status	94.39%	94.39%	92.50%	90.92%

The contribution rates presented in the table above are a percentage of the total payroll for active members in the plan.

The estimated costs shown above are based on the Northampton County plan census data and estimated financial position as of July 1, 2015. Please note that the costs will fluctuate in the future as the plan's data and financial conditions change. If the calculation is repeated in the future with different data, plan assets and/or measurement date, the results will change. It is important to keep in mind that future plan experience (e.g., pay increases, turnover and retirement patterns, and the addition of new members) will not match the actuarial assumptions exactly. The deviations of actual from expected plan experience will produce actuarial experience gains and losses which will impact the total employer contribution rate and the cost estimate presented above.

Ms Katherine H. Nunez  
March 17, 2016  
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EMT & Adding 1.85% Multiplier



The undersigned is a member of the American Academy of Actuaries and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Please let us know if you have any questions.

Sincerely,

Jose T. Fernandez ASA, FCA, MAAA, EA  
Principal and Consulting Actuary

Copies to: ZaeAnne Allen (VRS)  
Rory Badura (VRS)  
Cynthia Wilkinson (VRS)  
Andrew Heagans (VRS)

6:20:00 PM 3/17/2016 1:00:00 PM 1:00:00 PM



#### POLICIES UNDER DEVELOPMENT FOR ADOPTION

1. **Purchase of food and other consumables using county funds.**  
A policy that restricts the use of county funds by any county department to purchase candy, coffee, water and snacks.
2. **Purchase of seasonal decorations using county funds.**  
A policy that prohibits the use of county funds to purchase seasonal decorations.
3. **Reimbursement for meals and travel related expenses.**  
A policy that defines when an employee is reimbursed for meals and other travel expense, the associated rates of reimbursement and the documentation required for claiming reimbursement.
4. **Investment of county funds.**  
A policy that creates an investment board that directs and oversees the investment of county funds.
5. **Accruals**  
A policy that identifies which revenue and expenses are accrued on a 30-day and 60-day basis.
6. **Credit Cards**  
A policy that identifies county credit card uses by position, their purpose, and the record keeping/documentation requirements for transactions.
7. **Petty Cash**  
A policy that identifies the appropriate uses of petty cash and the record keeping and reporting requirements.
8. **Uniforms**  
A policy that identifies the uniform requirements, process of acquisition and reimbursement process.
9. **Holiday Compensation**  
A policy that clearly explains holiday compensation for all employees and minimizes use of compensatory time.

No discussion was held relative to the remaining pages as shown above.

Recess

Motion was made by Mr. Bennett, seconded by Mr. LeMond, that the meeting be recessed until 5:00 p.m., Tuesday, April 19, 2016, in the Board Room of the County Administration Building, 16404 Courthouse Road, Eastville, Virginia, in order to conduct a budget work session. All members were present and voted "yes." The motion was unanimously passed.

The meeting was recessed.

\_\_\_\_\_ CHAIRMAN

\_\_\_\_\_ COUNTY ADMINISTRATOR