

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, SEPTEMBER 1, 2016
9:00 A.M.

County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

9:00 a.m. Tanner Haid & Herb Peddicore - Cacapon Institute & WV Division of Forestry
 - Tree Donation Presentation in the Courtyard behind the Hunter House - The West
 Virginia Division of Forestry has donated a Kousa Dogwood tree to be planted
 behind the Hunter House. The tree will be planted and presented to the County

9:30 a.m. Regular Meeting

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- August 18, 2016

APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS

- August 25, 2016
- September 1, 2016

APPROVAL OF PAYROLL

- August 25, 2016

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
 - Approval of Split Tickets and Exonerations - Discussion/Action

2. 10:00 a.m. Tanner Haid - Cacapon Institute
- Discussion on the County Commission's 2011 Urban Tree Canopy Goal and Plan and discussion on the WV Project CommuniTree Program - Discussion/Action
3. 10:15 a.m. Robert Allen
- Request extension of building permit deadline - Discussion/Action
4. 10:30 a.m. Interviews and appointments to the Jefferson County Farmland Protection Board - three 4-year terms ending September 7, 2020 - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Bill Polk, Maintenance Department
- Retirement announcement for Larry Collier - Request to advertise for Maintenance Helper position - Discussion/Action
- Request to advertise for vacant Custodial position - Discussion/Action
7. 11:15 a.m. Roger Goodwin, Chief County Engineer
- Engineering, Planning, Zoning and GIS/Addressing Department Restructuring Plan - Discussion/Action - Possible Executive Session
8. 11:45 a.m. Nathan Cochran, Assistant Prosecuting Attorney
- Update on new building purchase 120 South George Street - Discussion/Action - Possible Executive Session
- Update on WV State Fire Commission Meeting on August 19, 2016 - Discussion/Action - Possible Executive Session
- Discussion of the JCCVB letter to potential sponsors regarding support of the "Brunch Bill" education and outreach campaign - Discussion/Action
- Approval of Resolution Concerning the Commencement of Cable Renewal Procedures - Discussion/Action

NEW BUSINESS

9. Request to hold a public hearing concerning the restructuring of the Department of Engineering, Planning, Zoning, GIS and Impact Fees - Discussion/Action (DM)
10. Discussion on best use of Gray Building - Discussion/Action (PN)
11. Request of a letter of endorsement by the County Commission for the Mountain Heritage Arts and Crafts Festival, September 23-25, 2016 for the Fairs and Festivals licenses - Discussion/Action
12. Discuss scheduling a date, time and location for the next Meet and Greet your Commissioners - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Update on Dispatching matter

COUNTY COMMISSION REPORTS

13. ADJOURN

CORRESPONDENCE/INFORMATION

Notice of County Office Closure for Monday, September 5, 2016 in observance of Labor Day.

Notice of Ribbon Cutting for James Hite Park - Saturday, September 10, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending August 6, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending August 13, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending August 20, 2016.

At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tanner Haid & Herb Peddicore

Department or Organization: **Cacapon Institute & WV Division of Forestry**

Estimation of amount of time needed for appointment: 15-30 minutes

Date Requested – 1st Choice: **September 1, 2016, at 9:00 a.m.**

Subject (*Wording to be placed on agenda*): Tree Donation Presentation in the Courtyard behind the Hunter House.

Please provide the County Commission with a description of your request or presentation, including any background information:

The West Virginia Division of Forestry has donated a Kousa Dogwood tree to be planted behind the Hunter House. The tree will be planted and presented to the County.

Is this a funding request? No

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? NO

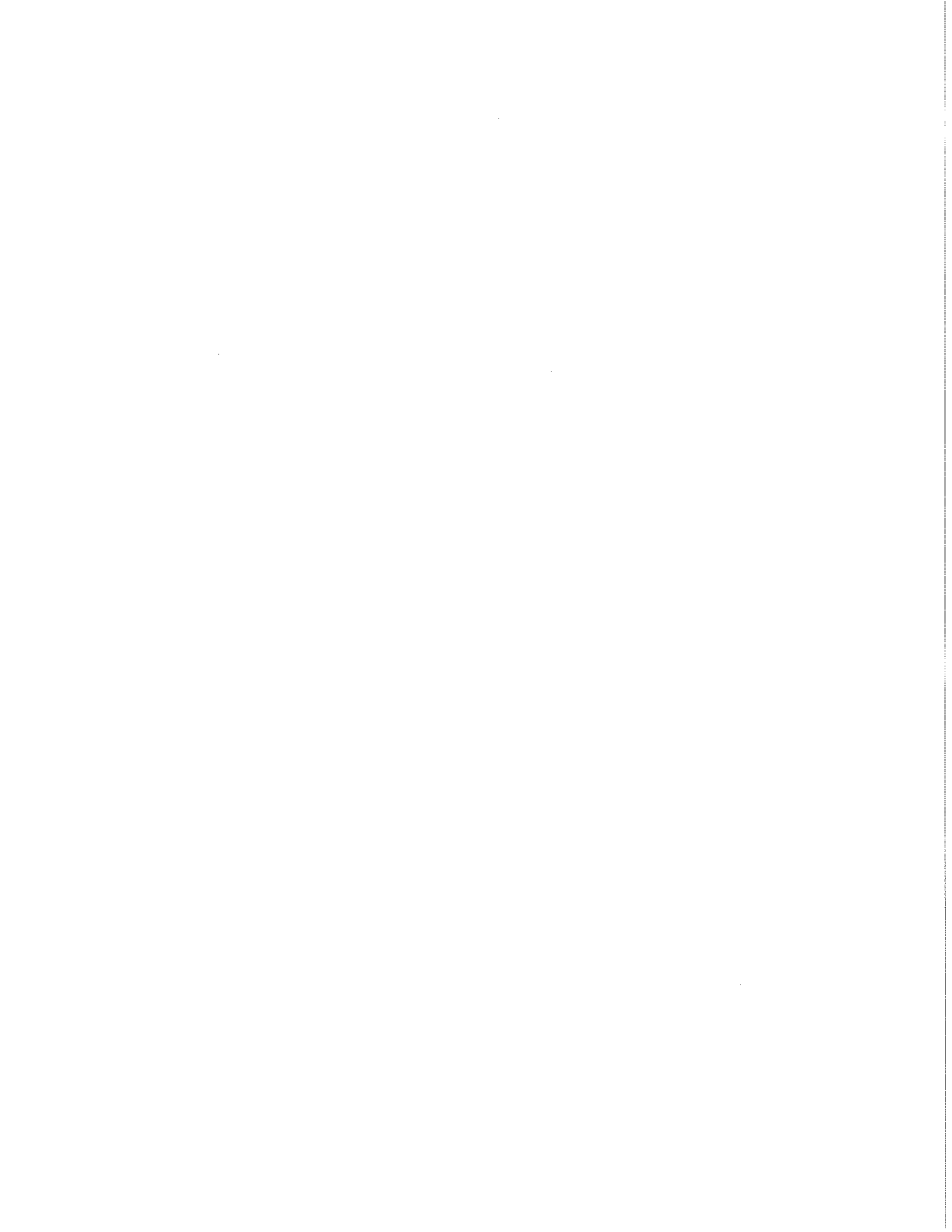
Contact information: Laura Kuhn

Email address: lkuhn@jeffersoncountywv.org

Phone Number: _304-728-3355

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Minutes

Jefferson County Commission

Thursday, August 18, 2016

A meeting of the Jefferson County Commission was held on Thursday, August 18, 2016 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Dale Manuel, Patricia Noland, Peter Onoszko, and Walter Pellish. Commissioner Tabb was absent with prior notice. Also present were Sandy McDonald, Deputy County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, August 18, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Pellish to approve the August 1, 2016 Special Session Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve the August 4, 2016 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the Payroll for August 11, 2016 in the amount of \$240,455.98. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076878	712	AT&T/GA		\$ -	\$ 46.16	\$ 46.16
076879	ALLOC	BLUE RIDGE FIRE CO.		\$ -	\$ 75,000.00	\$ 75,000.00
076880	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85

076881	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
076882	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
076883	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
076884	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
076885	413	CASTO & HARRIS INC		\$ -	\$ 427.48	\$ 427.48
076886	712	CPI COMPUTR PROJECT F/IL		\$ -	\$ 1,716.00	\$ 1,716.00
076887	401	LAUREN CROWTHER		\$ -	\$ 12.94	\$ 12.94
076887	401	LAUREN CROWTHER		\$ -	\$ 31.96	\$ 31.96
076888	717	CAPITOL USED AUTO PARTS		\$ -	\$ 250.00	\$ 250.00
076889	413	ESS ELECTION SYSTEMS &	52485	\$ 8,555.54	\$ -	\$ 8,555.54
076890	717	FISHER AUTO PARTS		\$ -	\$ 237.53	\$ 237.53
076891	402	SHAKIRA L. FIELDS		\$ -	\$ 79.00	\$ 79.00
076892	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,420.00	\$ 5,420.00
076893	717	JASPER ENGINE&TRANSMISSN		\$ -	\$ 2,806.00	\$ 2,806.00
076894	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
076895	405	MILLER'S SUPPLIES AT WOR		\$ -	\$ 353.01	\$ 353.01
076896	424	NEOPOST MIDATLANTIC		\$ -	\$ 438.94	\$ 438.94
076897	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
076898	402	KAREN OLDEN		\$ -	\$ 79.00	\$ 79.00
076899	424	POTOMAC EDISON/OH		\$ -	\$ 2,343.73	\$ 2,343.73
076899	425	POTOMAC EDISON/OH		\$ -	\$ 2,892.85	\$ 2,892.85
076899	425	POTOMAC EDISON/OH		\$ -	\$ 14,961.65	\$ 14,961.65
076900	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 149.00	\$ 149.00
076900	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 791.00	\$ 791.00
076900	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 52.00	\$ 52.00
076900	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 163.50	\$ 163.50
076901	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,622.82	\$ 44,622.82
076901	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,435.88	\$ 10,435.88
076901	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,583.94	\$ 42,583.94
076902	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.75	\$ 114.75
076903	717	S & S MOTOR PARTS		\$ -	\$ 433.08	\$ 433.08
076904	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,960.00	\$ 2,960.00
076905	424	STATE FIRE MARSHAL'S OFF		\$ -	\$ 50.00	\$ 50.00
076905	425	STATE FIRE MARSHAL'S OFF		\$ -	\$ 625.00	\$ 625.00
076906	440	XEROX CORPORATION		\$ -	\$ 474.68	\$ 474.68
076907	PAYROLL	TAMMY YOKLEY		\$ -	\$ 1,950.83	\$ 1,950.83
TOTAL						\$ 223,192.82
TOTAL				\$ 8,555.54	\$ 214,637.28	\$ 223,192.82

Motion by Ms. Noland to approve the Accounts Payable for August 11, 2016 in the amount of \$223,192.82. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076909	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,200.00	\$ 4,200.00
076910	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
076910	425	BOLAND SERVICES		\$ -	\$ 1,325.00	\$ 1,325.00
076911	PAYROLL	LYNN COSTELLO		\$ -	\$ 2,953.25	\$ 2,953.25
076912	PAYROLL	NATHAN COCHRAN		\$ -	\$ 2,628.74	\$ 2,628.74
076913	PAYROLL	MARGARET GAINEY		\$ -	\$ 2,313.05	\$ 2,313.05
076914	711	FUTURITY LLC		\$ -	\$ 1,000.00	\$ 1,000.00
076915	PAYROLL	JERRI HERBERT		\$ -	\$ 110.43	\$ 110.43
076916	401	THE SPIRIT OF JEFFERSON		\$ -	\$ 55.20	\$ 55.20
076916	406	THE SPIRIT OF JEFFERSON		\$ -	\$ 496.80	\$ 496.80
076917	401	THE JOURNAL		\$ -	\$ 411.38	\$ 411.38
076917	712	THE JOURNAL		\$ -	\$ 208.00	\$ 208.00
076918	GRANT	JEFFERSON COUNTY SOLID		\$ -	\$ 2,090.47	\$ 2,090.47
076919	405	LYNDSEY W. MATSCHAT		\$ -	\$ 70.74	\$ 70.74
076920	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 3.82	\$ 3.82
076921	405	PANHANDLE PSYCHOLOGICAL		\$ -	\$ 720.00	\$ 720.00
076922	PAYROLL	WILLIAM POLK		\$ -	\$ 2,096.24	\$ 2,096.24
076923	425	POTOMAC EDISON/OH		\$ -	\$ 69.77	\$ 69.77
076924	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 35.00	\$ 35.00
076925	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
076925	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
076925	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
076925	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
076925	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
076925	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
076925	440	RICOH USA, INC./GA		\$ -	\$ 394.82	\$ 394.82
076925	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
076925	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
076926	425	CAPITAL TRISTATE		\$ -	\$ 671.51	\$ 671.51
076928	401	PANERA BREAD		\$ -	\$ 72.11	\$ 72.11
076928	401	SNOWSHOE RESORT		\$ -	\$ 107.00	\$ 107.00
076928	401	SPRINT		\$ -	\$ 54.93	\$ 54.93
076928	401	VISTA PRINT		\$ -	\$ 40.22	\$ 40.22
076928	401	WATERFRONT PLACE HOTEL		\$ -	\$ 302.00	\$ 302.00
076928	403	SHOPLET		\$ -	\$ 143.30	\$ 143.30

076928	403	SHOPLET		\$ -	\$ 43.53	\$ 43.53
076928	403	SPRINT		\$ -	\$ 54.93	\$ 54.93
076928	412	COMCAST		\$ -	\$ 105.75	\$ 105.75
076928	412	STAPLES		\$ -	\$ 169.90	\$ 169.90
076928	412	WORD PROCESSING SERVICE		\$ -	\$ 150.00	\$ 150.00
076928	415	SPRINT		\$ -	\$ 108.84	\$ 108.84
076928	424	AUTODESK STORE		\$ -	\$ 385.20	\$ 385.20
076928	424	CHARLES TOWN UTILITIES		\$ -	\$ 109.63	\$ 109.63
076928	424	FRONTIER		\$ -	\$ 10,657.31	\$ 10,657.31
076928	424	SPRINT		\$ -	\$ 142.22	\$ 142.22
076928	425	AMAZON		\$ -	\$ 435.39	\$ 435.39
076928	425	CHARLES TOWN UTILITIES		\$ -	\$ 1,934.14	\$ 1,934.14
076928	425	COMCAST		\$ -	\$ 1,064.26	\$ 1,064.26
076928	425	GRAINGER		\$ -	\$ 113.19	\$ 113.19
076928	425	JEFFERSON COUNTY P.S.D		\$ -	\$ 195.81	\$ 195.81
076928	425	JEFFERSON UTILITIES, INC		\$ -	\$ 559.76	\$ 559.76
076928	425	SHENANDOAH SPRING WATER		\$ -	\$ 640.95	\$ 640.95
076928	425	THE HOME DEPOT		\$ -	\$ 200.72	\$ 200.72
076928	425	TRENARY HVAC GROUP		\$ -	\$ 135.00	\$ 135.00
076928	425	VALLEY HARDWARE		\$ -	\$ 10.18	\$ 10.18
076928	425	WM WASTE MGNT		\$ -	\$ 645.14	\$ 645.14
076928	425	84 LUMBER		\$ -	\$ 166.19	\$ 166.19
076928	428	AMAZON		\$ -	\$ 33.38	\$ 33.38
076928	428	CDW GOVERMENT		\$ -	\$ 1,389.10	\$ 1,389.10
076928	428	CDW GOVERMENT		\$ -	\$ 517.17	\$ 517.17
076928	428	IMAGING SUPPLIES		\$ -	\$ 64.99	\$ 64.99
076928	428	INSIGHT AUDIO VISUAL		\$ -	\$ 1,759.04	\$ 1,759.04
076928	428	PCM TIGER DIRECT		\$ -	\$ 130.48	\$ 130.48
076928	428	SPRINT		\$ -	\$ 109.86	\$ 109.86
076928	440	EASTERN PANHANDLE HOME		\$ -	\$ 235.87	\$ 235.87
076928	440	FRED PRYOR SEMINARS		\$ -	\$ 199.00	\$ 199.00
076928	440	SPRINT		\$ -	\$ 164.79	\$ 164.79
076928	GRANT	GALLS		\$ -	\$ 9,021.60	\$ 9,021.60
076928	GRANT	TPS-TOWN POLICE SUPPLY		\$ -	\$ 3,260.00	\$ 3,260.00
076928	GRANT	TPS-TOWN POLICE SUPPLY		\$ -	\$ 4,429.00	\$ 4,429.00
076928	700	AMAZON		\$ -	\$ 371.48	\$ 371.48
076928	700	CLEAR PLACTIC SOLUTIONS		\$ -	\$ 171.22	\$ 171.22
076928	700	GALLS		\$ -	\$ 553.00	\$ 553.00
076928	700	GOWERS FEED INC		\$ -	\$ 174.56	\$ 174.56
076928	700	LONGHORN STEAK		\$ -	\$ 113.70	\$ 113.70

076928	700	LOS AGAVES MEXICAN RESTU		\$ -	\$ 18.50	\$ 18.50
076928	700	MICROTEL		\$ -	\$ 430.00	\$ 430.00
076928	700	MUNICIPAL EMERGENCY SRVC		\$ -	\$ 861.08	\$ 861.08
076928	700	SLEEP INN		\$ -	\$ 79.99	\$ 79.99
076928	700	SPIRIT OF JEFFERSON		\$ -	\$ 197.10	\$ 197.10
076928	700	SPRINT		\$ -	\$ 1,687.84	\$ 1,687.84
076928	700	WENDY'S		\$ -	\$ 24.93	\$ 24.93
076928	700	WV SIGNAL & LIGHT		\$ -	\$ 4,106.80	\$ 4,106.80
076928	700	WV TREASURY		\$ -	\$ 250.00	\$ 250.00
076928	711	SHELL OIL		\$ -	\$ 15.78	\$ 15.78
076928	711	SPRINT		\$ -	\$ 187.18	\$ 187.18
076928	711	WVIPAY.COM		\$ -	\$ 100.00	\$ 100.00
076928	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
076928	712	SPRINT		\$ -	\$ 1,783.85	\$ 1,783.85
076928	712	STAPLES		\$ -	\$ 31.99	\$ 31.99
076928	712	THE HOME DEPOT		\$ -	\$ 82.76	\$ 82.76
076928	712	WAL-MART		\$ -	\$ 25.82	\$ 25.82
076928	716	AMAZON		\$ -	\$ 42.04	\$ 42.04
076928	716	DAYS END FARM HORSE RESC		\$ -	\$ 100.00	\$ 100.00
076928	716	GREENLAWN MEMORIAL PARK		\$ -	\$ 494.00	\$ 494.00
076928	716	HILLSIDE VETERINARY HOSPT		\$ -	\$ 2,890.37	\$ 2,890.37
076928	716	THE HOME DEPOT		\$ -	\$ 16.55	\$ 16.55
076929	405	THOMSON REUTER - WEST		\$ -	\$ 2,161.00	\$ 2,161.00
076929	405	THOMSON REUTER - WEST		\$ -	\$ 2,282.45	\$ 2,282.45
076930	PAYROLL	LISA WALTERS		\$ -	\$ 202.11	\$ 202.11
TOTAL					\$ 88,565.14	\$ 88,565.14

Motion by Mr. Manuel to approve the Accounts Payable for August 18, 2016 in the amount of \$88,565.14. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

COAL SEVERANCE			
OO2			
Date	Check #	VENDOR	Amount
8/19/2016	429	EASTRIDGE HEALTH SYSTEM	\$ 1,500.00

8/19/2016	430	JOHN STEVENS	\$ 214.38
ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
8/19/2016	591	SHEPHERDSTOWN CHRONICLE	\$ 429.00
8/19/2016	592	PRINT-O-STATE	\$ 34.52
8/19/2016	593	UNITED BANK	\$ 410.00
8/19/2016	594	GLOBAL SCIENCE & TECH	\$ 341.93
8/19/2016	595	CARLSON	\$ 175.00
SHERIFF CAPITOL O/L			
246			
Date	Check #	VENDOR	Amount
8/19/2016	1506	LAW OFFICE OF KATHY SANTA BARBARA	\$ 495.00
8/19/2016	1507	CAPITAL TRISTATE	\$ 4,250.00
TOTAL			\$ 7,849.83

Motion by Ms. Noland to approve the Manual Checks for August 19, 2016 in the amount of \$7,849.83. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Paul Rosa, resident – expressed his support for Daniel Zappe’s interest in being appointed to the Regional Airport Authority.

David Tabb, resident – provided an update on his many grievances with the Commission.

PRESENTATIONS

1. Angela Banks, Assessor – requested the approval of the following Split Tickets and Exonerations:

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Aaron Polen	PP	Middleway	312449	\$166.34
Kelli Polen				\$203.82

- **Motion by Ms. Noland to approve the Split Ticket No. 312449 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Eric M. Wynn	PP	Bolivar	300380	\$145.95
Katherine Wright (Wynn)				\$257.40

- **Motion by Ms. Noland to approve Split Ticket No. 300380 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Michael Anderson	PP	CTD	200000097-S	\$126.82

- **Motion by Mr. Manuel to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Brittany & Andrew Young	PP	CTC	306605	\$264.02

- **Motion by Ms. Noland to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Gary & Barbara Smith	PP	CTC	306310	\$272.36

- **Motion by Mr. Manuel to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Jeff S. Shepherd, Sr.	PP	CTD	304111	\$37.48

- **Motion by Ms. Noland to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Mary R. Heise	RE	HF	15402	\$1,438.50

- **Motion by Ms. Noland to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

2. Peter Dougherty, Sheriff

a. Approval of the 2015 Sheriff's Commission

- **Motion by Ms. Noland to approve the 2015 Sheriff's Commission in the amount of \$15,000.00. Motion seconded and unanimously approved.**

b. Review of the Jefferson County Sheriff's Office 2015-2016 Report

c. Approval of Bailiff/Trip Guard

- **Motion by Mr. Manuel to approve Abbie Graora as a bailiff/trip guard once she has completed firearms training. Motion seconded and unanimously approved.**

d. Funding Request for Vehicles

- **Motion by Mr. Manuel to approve adding \$70,000 to the Jefferson County Sheriff's line item for vehicles from the Contingency Fund. Motion seconded and unanimously approved.**

3. Bill Polk, Director of Maintenance

- Provided the Commission with an update/presentation on the purchase and possible renovation of property located at 120 South George Street. Brandy Sims, Assistant Prosecuting Attorney, also provided input regarding renovations to the property to suit the needs of the Prosecuting Attorney's Office staff.

- **Motion by Mr. Pellish to allow the IT Department to install Air Fiber, not to exceed \$15,000, at the property located at 120 South George Street to test connectivity. Motion seconded and unanimously approved.**

4. The Commission recessed for break at 11:30 a.m.
The Commission reconvened at 11:45 a.m.

5. Interviews and Appointments to the Regional Airport Authority – one three-year term ending July 2, 2019.

- **Motion by Mr. Manuel to appoint Daniel Zappe to the Regional Airport Authority for one three-year term ending July 2, 2019. Motion seconded and unanimously approved.**

6. Nathan Cochran, Assistant Prosecuting Attorney

a. Update on new building purchase at 120 South George Street

- **Motion by Mr. Manuel to approve the Commercial Purchase Agreement as amended and authorize Mr. Cochran to move forward with the hiring of a Surveyor for the property located at 120 South George Street in the amount of \$1,200. Motion seconded and unanimously approved.**

b. Vision Internet Website Contract Renewal

- **Motion by Mr. Pellish to approve the Maintenance Agreement Contract with Vision Internet as presented. Motion seconded and unanimously approved.**

c. Discussion of the JCCVB letter to potential sponsors regarding support of the "Brunch Bill" education and outreach campaign.

The Commission requested Mr. Cochran research whether the Commission can donate money to the JCCVB toward their education and outreach campaign on the

“Brunch Bill.” The Commission also noted they’d be willing to provide a Resolution of Support at a later date if needed.

COUNTY ADMINISTRATOR REPORTS

- Tree Planting – Ms. McDonald reminded the Commission of a tree planting ceremony and photo opportunity occurring at 9:00 am on Thursday, September 1st behind the Maintenance building on the downtown campus.
- P-Card Rebate – Ms. McDonald stated the P-card rebate for last quarter was \$2,440.90.
- Upcoming Agenda Topics – Ms. McDonald stated September 1, 2016 would be a full meeting date to include the reorganization of the Engineering, Planning/Zoning, and GIS departments and workshops on the Campground and LESA amendments; however, it was the consensus of the Commission to move the Campground and LESA workshops to a later date.
- Ambulance Fee Update – Ms. McDonald stated \$237,000 has been collected for the 2016 Ambulance Fee. Ms. McDonald also noted \$814,706 has been collected for 2015, with delinquent bills still being collected to date.

COUNTY COMMISSION REPORTS

Patricia Noland

- Stated she participated in normal Commission business.

Walt Pellish

- Stated she participated in normal Commission business.

Peter Onoszko

- Met with Michelle Gordon, Finance Director, to be brought up to speed on the County budget.
- Met with Jennifer Brockman, Director of Planning and Zoning.
- Attended a Historic Landmarks Committee meeting.

Dale Manuel

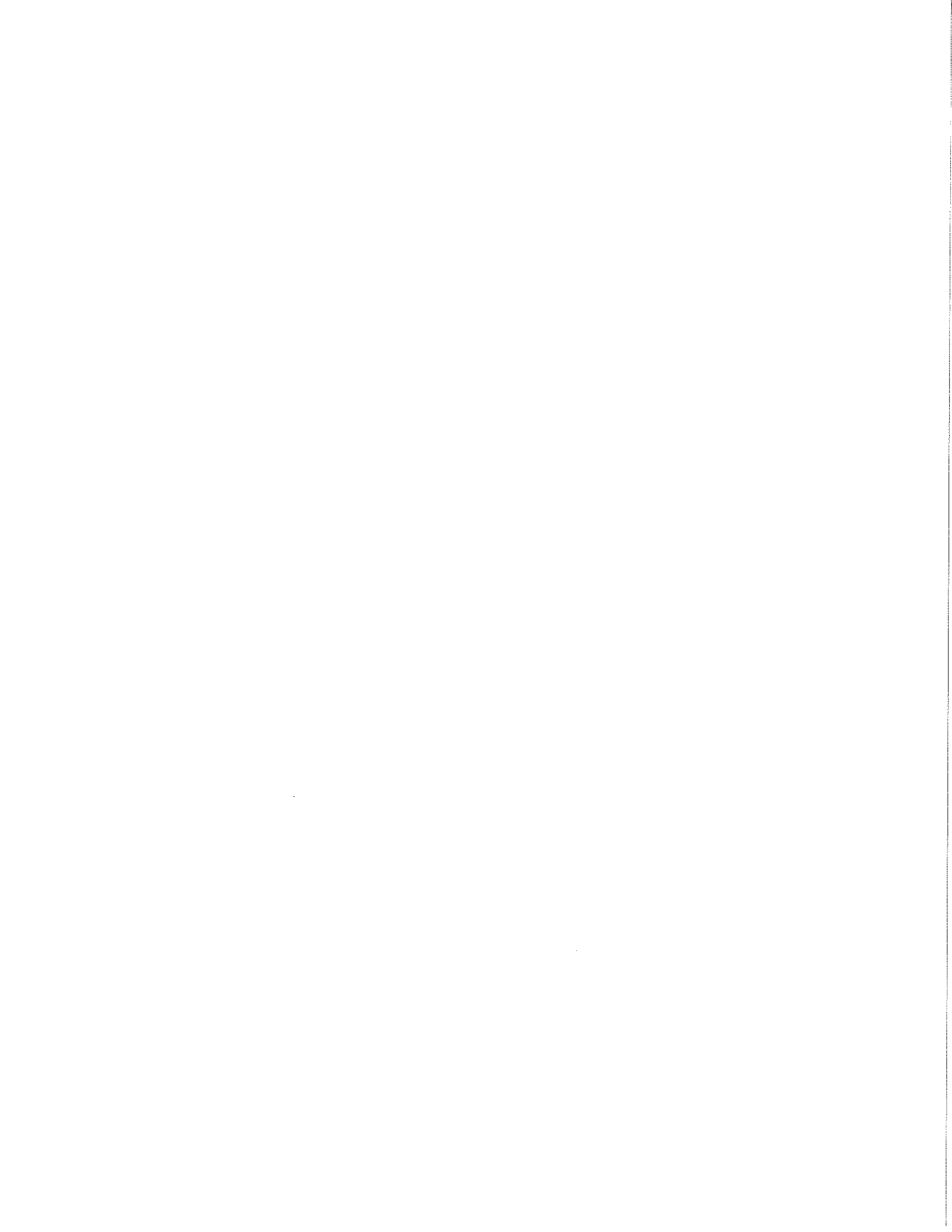
- Attended a Jefferson Center meeting.
- Attended a JCCOA meeting.
- Chaired a Day Report Center meeting.
- Attended the Kent Cartridge expansion ribbon cutting.
- Attended the Harpers Ferry/Bolivar Foundation issue preservation of a historic church.
- Attended the Peach Festival at the New Street United Methodist Church.

➤ Attended a League of Women Voters dinner.

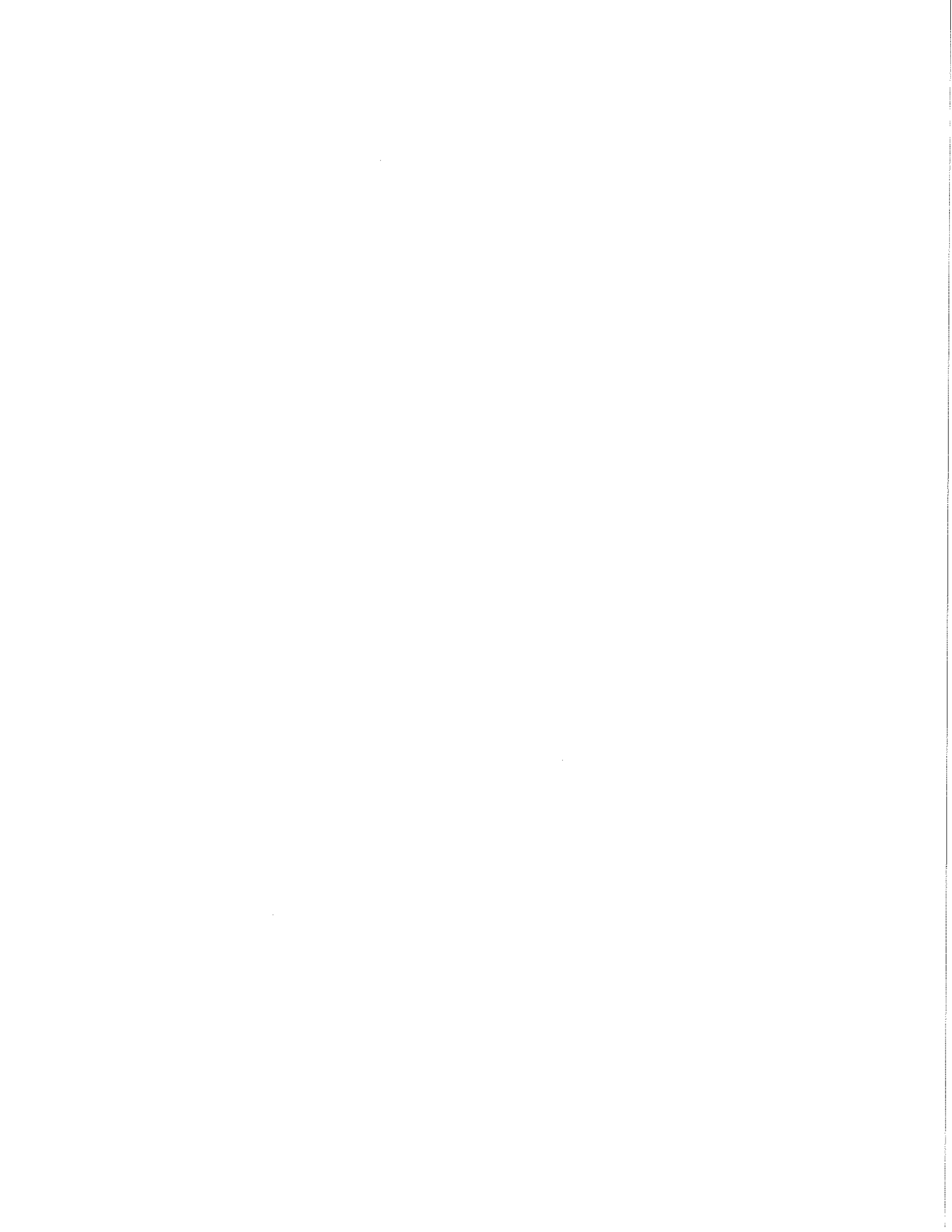
7. The Commission meeting was adjourned at 12:02 pm on a motion by Mr. Pellish. Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant



DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 383,540.76	\$ 1,351.40	\$ 384,892.16
6.2% Tax Payable OASDI	22,877.59	\$ 79.79	\$ 22,957.38
1.45% Tax Payable HI	5,350.33	\$ 18.66	\$ 5,368.99
Fed Withholding	45,575.69	\$ 139.34	\$ 45,715.03
WV State Withholding	16,677.13	\$ 66.96	\$ 16,744.09
PERS Retirement Deduct 4.5%	12,678.21	\$ 60.81	\$ 12,739.02
PERS Retirement Deduct 6%	1,229.22		\$ 1,229.22
Hosp. Pre-Tax	11,978.50		\$ 11,978.50
Cancer/ICU Pre-Taxed	1,065.88		\$ 1,065.88
Cancer/ICU Not Pre-Taxed	901.89		\$ 901.89
Optional Life Not Pre-Taxed	2,288.57		\$ 2,288.57
Christmas Club	5,420.00		\$ 5,420.00
Wage Attach #1	1,173.24		\$ 1,173.24
Wage Attach #3	212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	5,161.11		\$ 5,161.11
457 - Nationwide	749.00		\$ 749.00
457I - Empower	2,960.00		\$ 2,960.00
MD State Tax	469.00		\$ 469.00
D/VF	1,566.93		\$ 1,566.93
VA. State Tax	99.00		\$ 99.00
COLONIAL(PLUS)	192.71		\$ 192.71
Total Deductions	\$ 138,626.31	\$ 365.56	\$ 138,991.87
Net Wages Total	\$ 244,914.45	\$ 985.84	\$ 245,900.29
Payroll Date	25-Aug-2016		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

Department or Organization: **Assessor's Office**

Estimation of amount of time needed for appointment:


Date Requested – 1st Choice: **September 1, 2016**

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*):

 **Split Tickets**

 **Exonerations**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

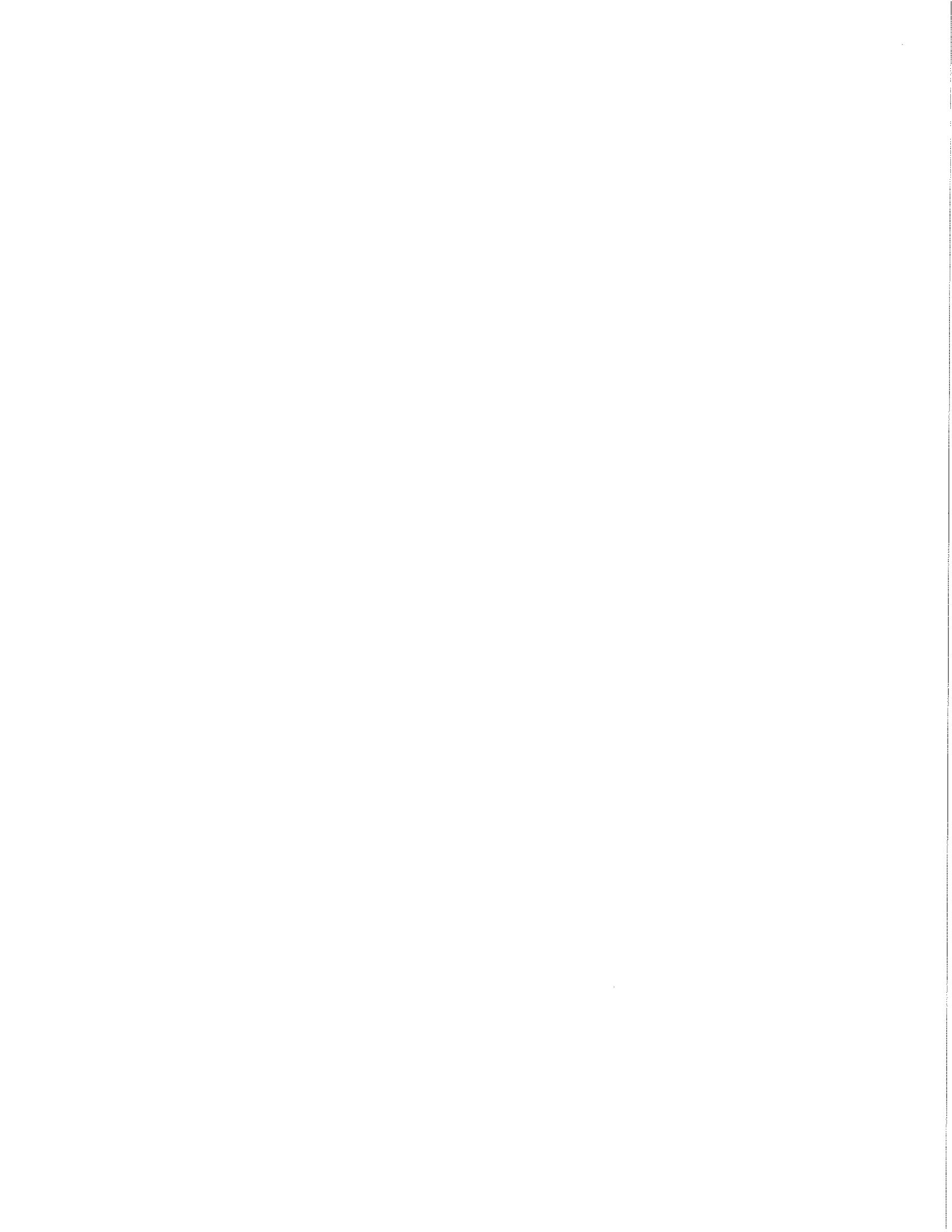
Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



Background

In 2009, Jefferson County, West Virginia (WV), with the assistance of the WV Potomac Tributary Strategy Implementation Team (WV Trib Team), began an Urban Tree Canopy (UTC) assessment project. The County, in its effort to foster wider acceptance of voluntary best management practices (BMPs) for urban tree conservation and plantings, first needed an UTC assessment to determine the extent and location of tree canopy. One important benefit to preserving and extending the tree canopy is that it will reduce excessive stormwater runoff. Jefferson County’s efforts, in conjunction with its five municipalities, will help WV meet the state’s commitment to the Chesapeake Bay Program (CBP) goal to have “at least 5 local jurisdictions ... in each state ... complete an assessment of urban forests, adopt a local goal to increase urban tree canopy and encourage measures to attain the established goal.”

Coincidentally, at the same time Jefferson County was conducting a tree canopy assess-

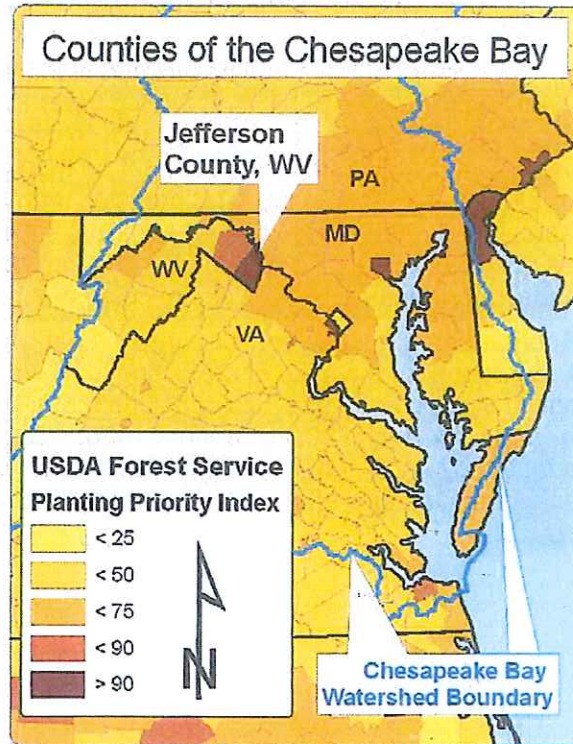


Figure 1.

U.S. Forest Service published its first National Planting Priority Index (PPI). PPI rankings are not based simply on the amount of trees or amount of tree canopy alone. Rather, the PPI is a combination of three criteria:

- Population density—The greater the population density, the greater the priority for tree planting [i.e. more people could benefit from new trees]
- Canopy green space—The lower the value, the greater the priority for tree planting [i.e. open "green space" without trees is where trees might easily be added]
- Tree canopy cover per capita—The lower the amount of tree canopy cover per person, the greater the priority for tree planting [i.e. a higher percent of the local population lacks the benefits of trees]

Using mathematical regression, these three criteria were combined to produce a "score" (Norwak and Greenfield 2009). Jefferson and Berkeley Counties (WV) rank in the highest percentile and are among the highest priority counties within the Chesapeake Bay watershed (Figure1).

Purpose

Tree canopy is the layer of leaves, branches, and stems of trees that cover the ground when viewed from above. "Urban", as defined by the U.S. Census Bureau, is any census block with a population of 500 people per square mile, or the entirety of any incorporated municipality with a

single census block meeting that criteria. However, in regards to "Urban Tree Canopy", the word "urban" possesses a less rigid definition. The U.S. Forest Service defines the urban forest as "the system of trees and associated plants that grow individually, in small groups, or under forest conditions on public and private lands in our cities, their suburbs, and towns." Urban Tree Canopy, therefore, refers to the tree canopy in and around populated areas. So, while Jefferson County as a whole may not be thought of as "urban," the term "Urban Tree Canopy" is relevant. Expanding the UTC provides many benefits to communities, including improved water quality, reducing stormwater runoff, saving energy, lowering city temperatures, reducing air pollution, enhancing property values, providing wildlife habitat, facilitating social and educational opportunities, as well as providing aesthetic benefits.

Public officials in Jefferson County are keenly aware of and engaged in efforts to reduce stormwater runoff for the sake of protecting local watersheds and the larger Chesapeake Bay watershed. Studies and estimates conclude that urban tree canopy cover can reduce annual runoff by up to 7% (Fazio 2010, Sanders 1986). Establishing a UTC Plan and Goals that will be adopted by each of the municipalities and the County Commission is a crucial component of Jefferson County's effort to reduce stormwater runoff and improve the County's green infrastructure.

Trees provide urban and developing rural areas with a wide variety of tangible and intangible benefits. A well developed and preserved tree canopy helps communities preserve, protect, and enhance the natural and built environment and assists in reducing excess stormwater runoff. Additionally, tree canopy helps to mitigate the impact of impervious surfaces and protects local and regional waters, such as the Chesapeake Bay. Trees are an asset that appreciate in value over time because they are living and growing. They do, however, require regular maintenance and protection to ensure that the value continues to grow as they reach maturity. Some municipalities have formed tree committees and/or hired an arborist to assist with this critical maintenance component.

There are numerous benefits to communities that value trees and work toward implementation of maintaining, improving, and increasing tree canopy. These benefits fall into the following categories:

Environmental/Ecological

- Improve air quality by absorbing pollutants such as carbon dioxide, carbon monoxide, ozone, sulfur dioxide and particulates. In turn, trees produce oxygen.
- Improve the quality of our water and our waterways by reducing sedimentation, absorbing excess nutrients and other pollutants, reducing stream channel erosion and reducing water temperatures.
- Reduce stormwater runoff and flooding via interception and evapo-transpiration and by promoting infiltration.
- Improve soil quality by adding organic matter and reducing soil erosion.
- Habitat for wildlife and preservation of native ecosystems.
- Reduce the urban heat island effect by shading surfaces, dissipating heat through evapo-transpiration, and mitigating greenhouse gases.

Economic

- Decrease energy costs by shading in the summer (reducing air conditioning costs) and serving as a windbreak in the winter (reducing heating costs).
- Reduce construction and maintenance costs by decreasing costs related to clearing, grading, paving, mowing, and stormwater management.
- Increase property values – The presence of trees and landscaping can increase residential property values up to 20%. Rental rates of commercial properties are also positively affected.
- Stimulate consumer patronage and spending – Consumers shop longer and more often in retail areas shaded by trees. One study reports that consumers are willing to pay up to 11% more for products purchased in shops along tree-lined streets as opposed to shops lacking surrounding trees.

Community/Social

- Increase recreational and educational opportunities.
- Provide shade and block UV radiation.
- Buffer wind and noise.
- Enhance community aesthetics.

Various studies have also shown that:

- Trees can reduce the stress response of both the human body and mind in conditions in which urban stressors are present (Kuo 2003).
- A greener school environment can decrease symptoms of Attention Deficit-Hyperactivity Disorder and reduce the number of violent or aggressive acts among children (Kuo and Faber 2004; Kuo and Sullivan 2001).

A Jefferson County UTC assessment was completed by the University of Vermont's (UVM) Spatial Analysis Laboratory in January 2010, while under contract to Jefferson County. This County-wide study, the largest of its kind in the U.S., utilizes the U.S. Forest Service's premier UTC assessment protocol. By combining existing Light Detection and Ranging (LiDAR, U.S. Geological Survey, 2005) and high resolution color infrared imaging data (National Agricultural Imagery Program, 2007), the UVM high resolution land cover data, from which the UTC assessment was derived (<1 meter resolution, U. Vermont 2009) is more than 95% accurate, approximately 20% more accurate than assessments that use only color infrared. The results are currently under review and being edited by the Jefferson County Departments of Planning and Zoning. Results of the UTC assessment have been presented to the Jefferson County "Round Table" (an informal assembly of elected officials and leaders) and to the various planning and public officials and interested public.

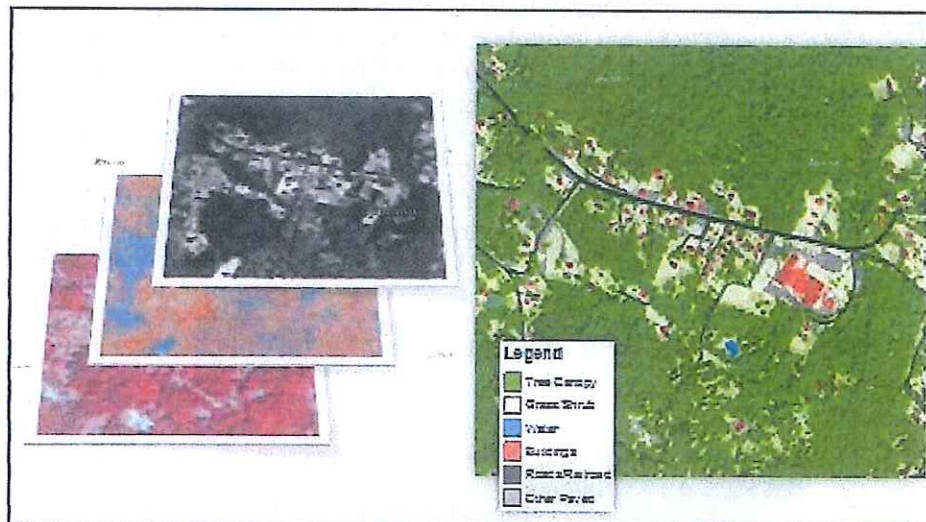


Figure 2. 2007 color infrared imagery and 2005 LiDAR data were combined by the University of Vermont's Spatial Analysis Lab to produce the high resolution land cover data utilized by Jefferson County for the Urban Tree Canopy assessment.

The UTC assessment delineates the percentage of tree canopy (TC), amount of impervious surface and amount of area open to possible tree canopy. The analysis of Jefferson County, based on high resolution aerial imagery sufficient to enumerate single trees, revealed a tree canopy of about 50,600 acres (termed Existing TC) that corresponds to 38% of all land within the county. The UVM assessment also found that 59% (79,000 acres) of the county was available for tree canopy but currently lacked canopy coverage (termed Possible TC). Possible TC includes non-canopy vegetation (e.g., grass/shrubs), bare earth, and certain paved surfaces (e.g., driveways, sidewalks, parking lots) that, under the right circumstances, could be modified to increase tree cover. Areas termed "not suitable" refer to roads, bodies of water, structures, and other locations where tree canopy coverage is impractical. Due to much of Jefferson County being devoted to agriculture, the county's Existing TC generally occurs in scattered patches. The largest, most contiguous patches occur east of the Shenandoah River in the Blue Ridge Mountain area. Note that agricultural land-cover types were not specifically mapped as part of this project, but are included in the Grass/Shrubs land-cover category. It should be

noted that, while the objective of this plan is to increase tree canopy, it is not the goal to do so at the expense of currently productive agricultural land. Those who have collaborated on this project fully realize the importance of agriculture to Jefferson County, and agricultural lands were taken into full consideration throughout the development of the goals outlined in this plan.

While the UTC assessment shows in high resolution where tree canopy does and does not exist, it does not specifically identify or recommend where additional trees can be planted. The specific site recommendations and planting specifications are being prioritized in this Plan and goals are being established for the County and each of the municipalities. American Forests, the nation's oldest non-profit conservation organization dedicated to protecting and restoring forest ecosystems, recommends overall tree canopy coverage of 40% for metropolitan areas east of the Mississippi River. This recommendation is commonly referred to by the U.S. Forest Service, West Virginia Division of Forestry, and the Chesapeake Bay Program. The number of trees per acre of tree canopy is highly variable depending on species, size, age, health and other factors. For the purpose of this study we used a forest industry standard of 109 trees per acre of canopy cover, assuming a 20ft by 20ft spacing between individual trees. It is also important to note that increase in Tree Canopy coverage does not necessarily refer to an increase in the *number* of trees. Proper protection, maintenance, and care of existent trees, allowing for healthy maturation, can increase canopy coverage significantly (i.e., A tree with a 5' diameter canopy growing to a 10' diameter canopy results in a 300% increase in that tree's canopy).

The following is a brief summary of the TC data derived for the County and each of the municipalities from the analysis:

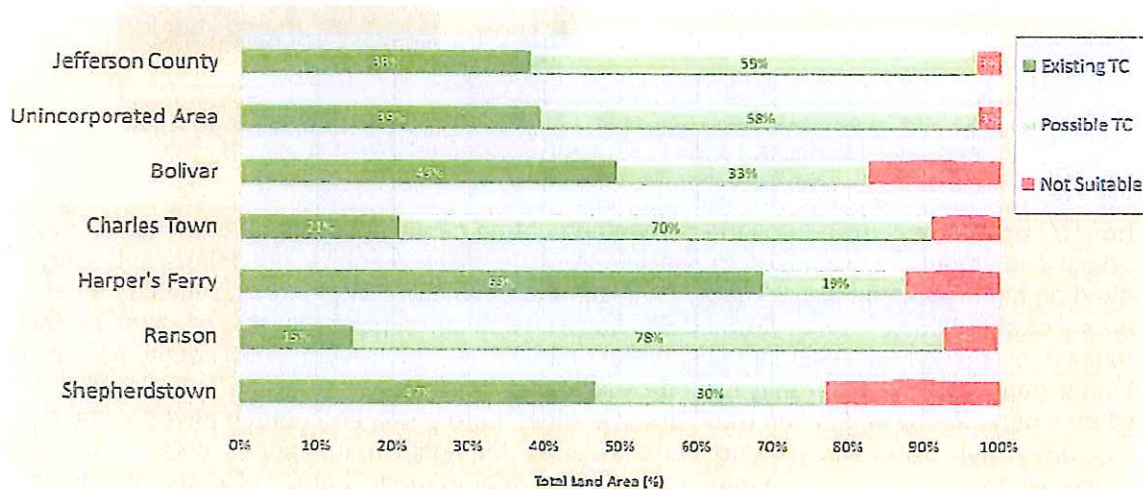


Figure 3. Tree Canopy data for Jefferson County, West Virginia

Chapter 3 Tree Canopy Analysis Methodology and Data

Jefferson County, WV Tree Canopy Facts:

- Jefferson County Total Land Area = 133,661 acres
- Total Tree Canopy Area = 50,603 acres
- ✱ 38% of the total land area of Jefferson County is identified as tree canopy.
- 59% of the total land area of Jefferson County is potentially available for additional Tree Canopy
- 3% of the total land area of Jefferson County is unsuitable for tree planting
- To increase Tree Canopy by 1% (from 38% to 39%), an additional 1,525 acres of tree canopy is required
- To increase Tree Canopy by 2% (from 38% to 40%), an additional 2,861 acres of tree canopy is required
- To increase to 40% Tree Canopy over a 10 year span, tree canopy coverage would need to increase by 286 acres per year (assuming zero loss during that time span)
- ✱ To increase to 40% Tree Canopy over a 20 year span, tree canopy coverage would need to increase by 143 acres per year (assuming zero loss during that time span)

Unincorporated Areas of Jefferson County, WV Tree Canopy Facts:

- Unincorporated Total Land Area = 123,986 acres
- Total Tree Canopy Area in Unincorporated Areas = 48,613 acres
- 39% of the total land area of Unincorporated Areas is identified as Tree Canopy.
- 58% of the total land area of Unincorporated Areas is potentially available for additional Tree Canopy
- 3% of the total land area of Unincorporated Areas is unsuitable for tree planting
- To increase Tree Canopy by 1% (from 39% to 40%), an additional 981 acres of tree canopy is required

Chapter 4 Recommendations and Goals for Jefferson County

- * ◦ Review the land coverage data to identify key areas lacking tree canopy to help prioritize areas to be planted including, but not limited to, additional school site; infilling vacant lots; slowing the flow of stormwater into public areas: such as parking lots, streets, public parks, HOA open space areas; pathways/trails, public buildings, gateways, etc.
- * ◦ Investigate revenue opportunities to fund updating the tree canopy assessment every 5 years in order to monitor and evaluate progress towards goal.
- Promote and encourage the Jefferson County website as a free tool to host tree canopy assessment data.
- Develop local regulations to ensure that appropriate size and species of trees are located in areas under overhead utility lines and in areas with similar growth restrictions (i.e., trees that grow over 15 feet tall at maturity should not be planted under the conductor zone on wood pole 138 Kv transmission lines).
- Investigate revenue opportunities or programs to assist with the removal of invasive species and replacement with appropriate native species suitable to the planting location.
- Review and consider amending Subdivision Regulations and Site Plan development standards to improve policies regarding tree planting and tree and forest protection, including more detailed landscaping plan requirements which outline plant species; encourage desirable and appropriate native species; require standards which integrates landscaping design with stormwater management plans; etc.
- Adopt policies that ensure that tree planting and reforestation efforts restrict the use of invasive species and promote the use of appropriate native species throughout the County.
- Establish a policy that requires a developer to conserve a certain percentage of the existing trees before construction or replace with appropriate trees native to the area in existing wooded areas after construction with a goal of maintaining or increasing the tree canopy coverage for that property.
- Develop local land use policies which employ best management techniques to preserve trees and minimize damage from construction activities such as trenching, soil compaction, and soil clearing and grading.
- Develop implementable land use policies which encourage the retention of existing tree canopy coverage on steep slopes and in riparian buffer areas; pursue ordinance amendments that implement such policies.
- Develop implementation recommendations that build upon this planning effort and the 2008 Green Infrastructure Assessment analysis as a part of the 2014 Comprehensive Plan Update, particularly developing land use policies that will help to assure minimizing the fragmentation of the identified core forest areas that contain large patches of intact forest.
- Establish a County-wide Jefferson County Tree Committee to focus on implementing the provisions of this plan and to pursue grant opportunities related to increasing urban tree canopy coverage throughout the County.

Chapter 10 Planting Priorities and Project Implementation

Next Steps

The County and each municipality will work to implement the goals established in this document and develop local regulations to ensure that the goals are reached and community benefits are maximized. The Urban Tree Canopy Working Group should meet annually to report back to each other progress made and to collaborate on upcoming tree planning and planting efforts in each jurisdiction.



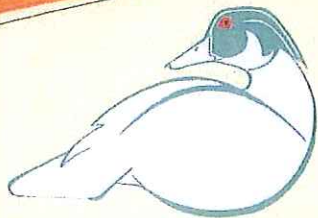
Grants should be pursued to allow future tree plantings on private and public properties. A program should be developed to implement the utilization of grant funds and to document the use of such funds towards the recommended tree canopy coverage goals.

The Tree Committees that have been established should coordinate their public outreach and education efforts to make the most effective use of these efforts and to ensure that the goals of this plan is being communicated to the public in a consistent manner.

FOR THE FULL
"JEFFERSON COUNTY
URBAN TREE CANOPY
GOAL & PLAN"
DOCUMENT, VISIT
THE PUBLICATIONS TAB AT
WWW.LACAPONINSTITUTE.ORG

WV Project CommuniTree

2015 Report



Cacapon Institute

From the Cacapon River to the Potomac to the Chesapeake Bay we protect rivers and watersheds using science and education.

Founded in 1985, CI has grown from a local watershed research and protection group to an organization reaching a broad audience across the Mid-Atlantic.

Our vision is a future where polluted watersheds are history. As educators we teach students first and then, through them, we reach the larger community. As problem solvers we find solutions and build partnerships to address environmental problems. As fact finders we research watershed issues of importance. As foresters we are creating healthy communities alive with trees.

We coordinate the Potomac Watershed Partnership, working to protecting the lands and waters of the Potomac River Basin. CI is an active participant in the WV DEP Chesapeake Bay Program and contributes to the EPA Chesapeake Bay Program's Education and Forestry workgroups in Annapolis.



West Virginia Project CommuniTree promotes tree plantings on public land through volunteerism and education in the Potomac Headwaters of West Virginia (Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, and Pendleton counties).

CTree focuses on enhancing urban tree canopy and promoting awareness of watershed and riparian area needs such as stormwater management, improved water quality, buffer zone planting, and erosion prevention.

CTree plantings are entirely volunteer based and engage stakeholders in the process of making priority decisions within their respective communities.

CTree is supported by the WV DEP Chesapeake Bay Program including WV Conservation Agency, WV Division of Forestry, Eastern Panhandle Regional Planning and Development Council, and Cacapon Institute. We offer volunteers an opportunity to be engaged in on-the-ground actions throughout the Potomac Highlands.

We invite community organizations to apply for CTree and to organize, coordinate, and implement urban tree plantings. Groups are encouraged to apply bi-annually for CTree Kits for spring and fall plantings. CTree Kits include trees in a variety of species and stock sizes, tree tubes or cages for deer protection, and mulch to foster good root growth. Successful CTree applicants will receive technical assistance from CTree partners.



Spring Awards

- Berkeley County Council
- Berkeley County Solid Waste Authority
- Breckenridge HOA
- Camp Frame 4H Assoc.
- City of Ranson
- Deerfield Village HOA
- Eagle Intermediate
- Frankfort Intermediate
- Franklin Elementary
- Grant County Extension Service
- Hammond's Mill HOA
- Hampshire High
- Moorefield High School Envirothon Team
- Paw Paw K-12 School
- Shepherd Env. Organization
- Sleepy Creek Watershed Association
- TA Lowery Elementary
- Village of Washington Trail HOA



Fall Awards

- Berkeley County Council
- Blue Ridge Watershed Coalition
- City of Charles Town
- Fairways West HOA
- Hammond's Mill HOA
- Moorefield Parks & Rec
- Page Jackson Elementary
- Pendleton County Extension Service
- Quad/Graphics Inc.
- Tabler Station Manor HOA
- Village of Washington Trail HOA
- Warm Springs Watershed Association
- Wildflower Ridge HOA

"Building Communities from the Roots Up"

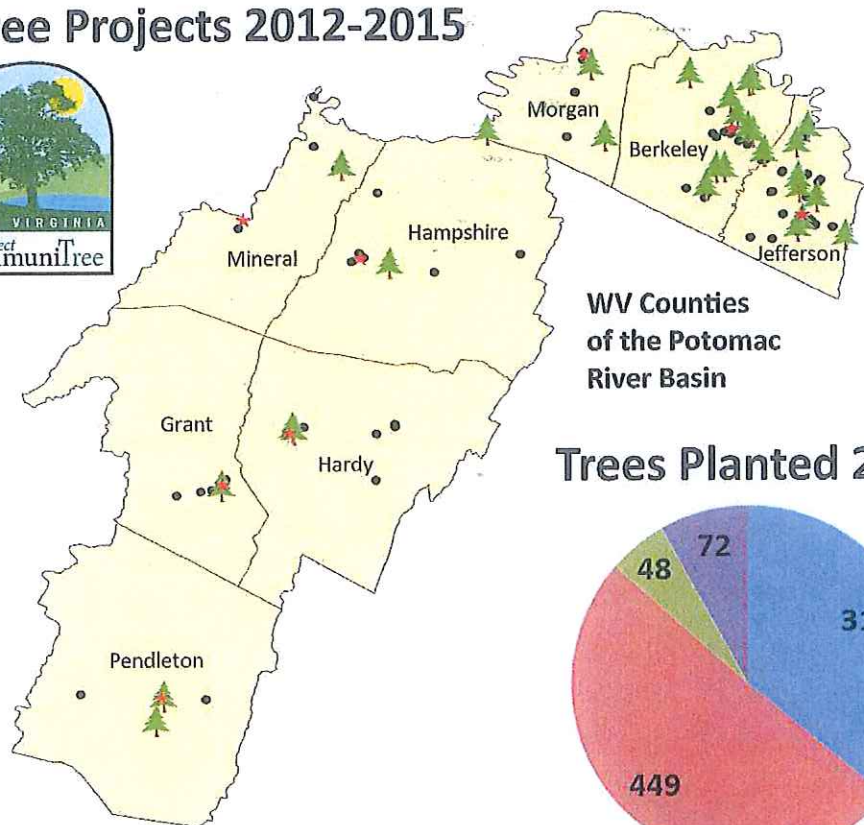
CTree builds communities from the roots up by engaging citizens in education and volunteerism. In 2015, CTree engaged volunteers in 31 urban tree plantings at schools, parks, road right-of-ways, business parks, and other community spaces.

Together more than 2,300 volunteers planted a total of 888 urban trees at planting sites across the Potomac Highlands. Teachers and students, adults and youth, seasoned volunteers and first-time tree planters came together in 2015 to plant native trees along their streets and in their communities. It was through their dedication and hard work that CTree was able to succeed in 2015. Logging nearly 3,900 volunteer hours, these citizens exemplify "Building Communities from the Roots Up!"

2015 Quick Facts

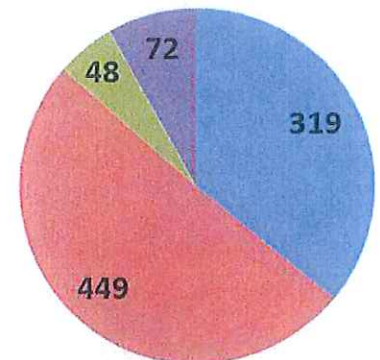
- 31 Tree Planting Events
- 888 Trees Planted
- 2,367 Volunteers
- 3,878 Volunteer Hours
- \$77,957 Volunteer Contribution

CTree Projects 2012-2015



WV Counties of the Potomac River Basin

Trees Planted 2015



- 🌲 2015 Projects (31)
- Past Projects (76)
- ★ County Seats

- School
- Community
- DOH Right of Way
- Parks & Trails



Volunteer Highlight

Page Jackson Elementary School



Students, staff, and parents from Page Jackson Elementary School in Charles Town planted a mix of 24 shade trees along the school's walking trail.

Twelve classes, ranging from grades K-2, worked with Cacapon Institute staff in-classroom to learn about the different parts of trees and the benefits of trees and tree canopy.

Over the course of two days, nearly 300 students planted the trees with the support of 15 teachers and 35 parents (a CTree record for the most parent volunteers at a planting).

The CTree Project Leader, Principal Tara Aycock, engaged the broader community and gained local spotlight on WHAG-TV, the Martinsburg Journal, and JCS-TV Mascot Roundup.

Congratulations Page Jackson students, staff, and parents for a job well done!

Reflections on WV Project CommuniTree

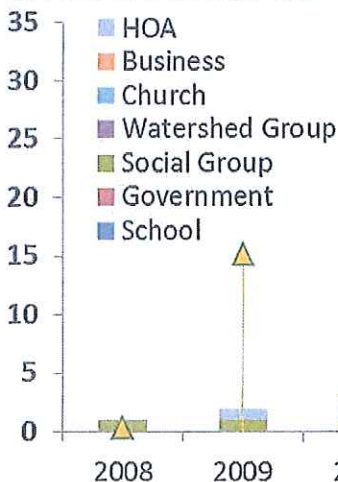
"CTree continues to provide significant benefits at the community level while addressing multiple state-wide issues. The West Virginia Urban and Community Forestry program has identified several key issues that are positively influenced by tree planting efforts and enhanced municipal forestry programs. CTree provides critical support with addressing these issues in several ways.

- Volunteer tree plantings help communities create long-term urban forestry programs.
- Planting trees in urban areas helps mitigate the effects of climate change.
- Urban trees filter and reduce particulate matter and airborne pollutants.
- Forested riparian buffers will significantly improve drinking water sources while helping to protect critical watersheds like the Chesapeake Bay.
- Increasing canopy cover can mitigate storm water runoff, slow water flow within urban areas, promote groundwater infiltration, and reduce flooding.

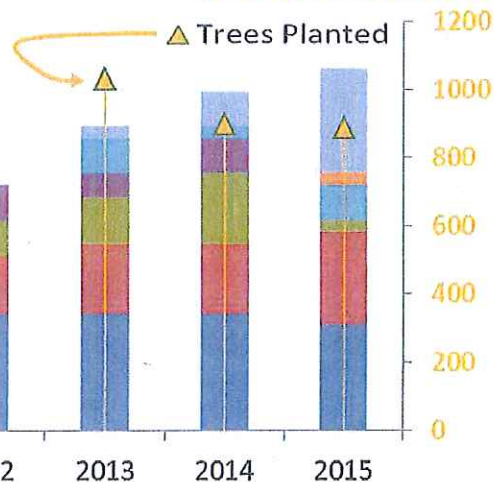
CTree is a tremendous success that demonstrates the significant role urban trees, volunteers, and collaboration all play in enhancing the quality of life for West Virginians."

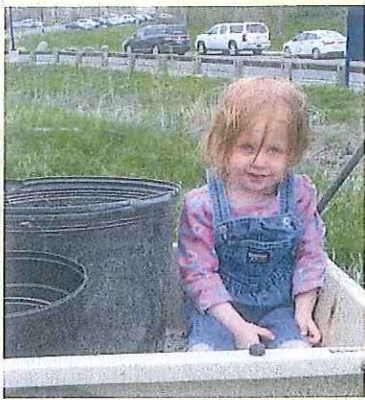
-Bob Hannah, State Urban Forestry Coordinator, WV Division of Forestry

CTree Awards



Trees Planted





This report is a publication of Cacapon Institute. Visit CacaponInstitute.Org or contact:

Tanner Haid
 Urban Watershed Forester
 Cacapon Institute
 #10 Rock Ford Road
 Great Cacapon, WV 25422
THaid@CacaponInstitute.Org
 540.335.0687

See what our volunteers have to say about WV Project CommuniTree!

"Blue Ridge Elementary students loved the actual planting. They really liked being outdoors and the hand on lessons." -Carl Drumgoole, Blue Ridge Watershed Coalition

"It was an excellent opportunity to make a positive impact to the plant as the improvements drive our companies core values." -Anthony Lewis, Quad/Graphics Inc.

"It is great that neighbors are able to come out of the homes and share laughs while planting trees and bettering the environment."

-Rachel Dines, Villages of Washington Trail HOA

"I think what made this event especially successful was the organization provided by the Girl Scouts. From beginning to end, they were full partners, and not just there to watch."

-Kate Lehman, Warm Springs Watershed Association

"I think that we all benefited from this experience by not only learning about tree varieties and how to plant them but by meeting each other and getting to know the community members a little better."

-Jill Dunleavy, Wildflower Ridge HOA

West Virginia Urban Tree Canopy Assessment & Enhancement



Urban Tree Canopy (UTC) is the layer of leaves, branches, and stems of trees that cover the ground when viewed from above. WV UTC Assessment & Enhancement is a collaborative effort between the USDA Forest Service, WV Conservation Agency, Division of Forestry, Division of Highways, and Cacapon Institute.

We are working with local governments and volunteers to increase UTC by improving land management. Strategies include assessing UTC to determine high priority planting areas, setting UTC goals, and fostering tree planting initiatives. These strategies are increasing the public benefits of UTC including cleaner air, more shade, and less stormwater runoff pollution. CTree enhances UTC by working with communities to plant trees where they live—in their neighborhoods, parks, schoolyards, churchyards, and on the roadside. (Inset: Jefferson County Parks UTC Analysis. Fifty-seven acres of greenspace are proposed for conversion to 6 acres of landscape trees, 40 acres of no-mow reforestation areas, and 11 acres of low-mow grasslands throughout the county's ten parks.)

Please visit the Forestry Tab at CacaponInstitute.Org for more information.

Existing Landcover at Sam Michaels Park
 95 acres of lawn &
 33 acres of
 Tree
 Canopy



Proposed Landcover at Sam Michaels Park

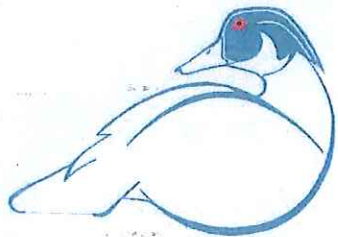
3 acres of
 Landscape
 Trees



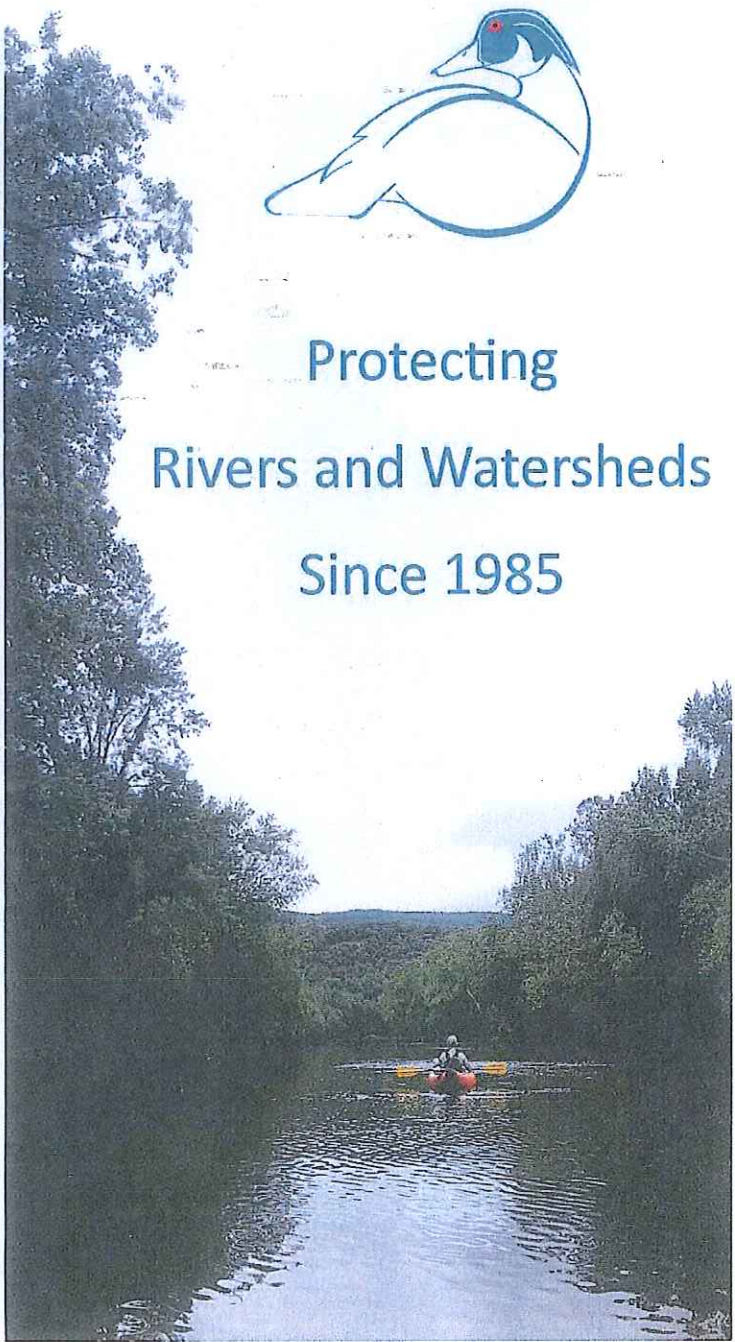
9 acres of Reforestation

11 acres of
 Grasslands

Cacapon Institute



Protecting
Rivers and Watersheds
Since 1985



*From the Cacapon River to the Potomac to the
Chesapeake Bay we protect rivers and
watersheds using science and education.*

From the Cacapon...

Founded in 1985, Cacapon Institute has grown from a local watershed research and protection group to an institution reaching a broad audience across the Mid-Atlantic.

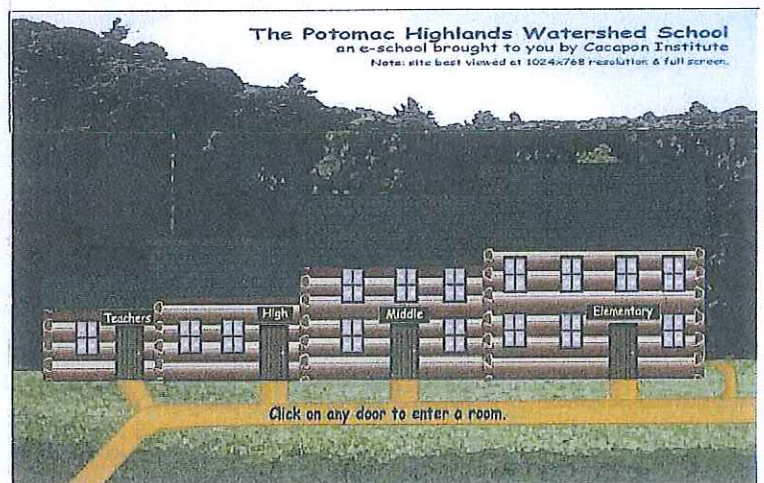
To the Potomac...

Cacapon Institute is Coordinator for the PWP, a multi-state partnership we have been a member of since 2006. Our science projects include watershed research and urban forestry assessments across the Potomac Basin of West Virginia.



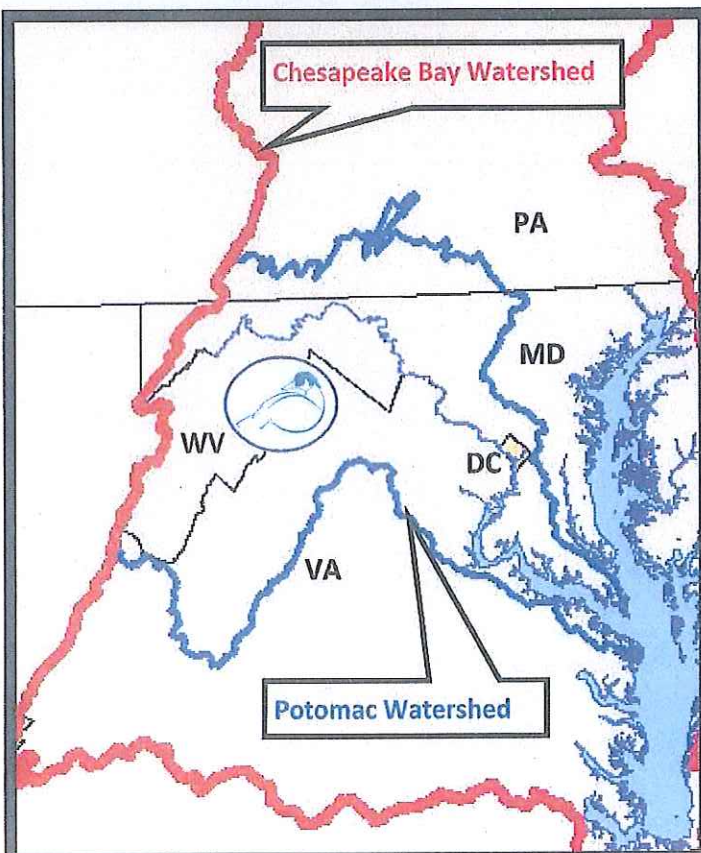
We pursue real-world conservation projects, facilitate community and school based hands-on watershed protection, and develop science based restoration strategies.

In education, our online Potomac Highlands Watershed School is used by tens of thousands of students across the Bay region.



...to the Chesapeake Bay.

Cacapon Institute is an active participant in the Chesapeake Bay Program and WV Chesapeake Bay Tributary Team. Our hands-on conservation projects protect and restore local waters in the Potomac Highlands and Shenandoah Valley. This helps downstream in the Chesapeake Bay.



Cacapon Institute

www.cacaponinstitute.org

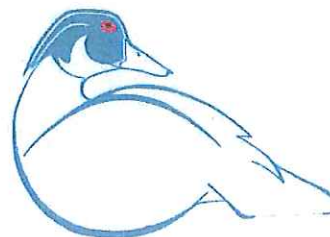
PO Box 68
High View, WV 26808
304-856-1385
ci@cacaponinstitute.org

Frank F. Rodgers
Executive Director
frodgers@cacaponinstitute.org
304-240-2721

W. Neil Gillies
Director of Science & Education
ngillies@cacaponinstitute.org
304-856-1385

Tanner Haid
Urban Forestry Coordinator
thaid@cacaponinstitute.org
540-335-0687

Molly Barkman
Outreach Coordinator
mbarkman@cacaponinstitute.org
304-279-9189



*From the Cacapon River to the
protect rivers and watershed*

Cacapon

PHLOW

CI is fostering an educated public by engaging students in real-world conservation. Potomac Headwaters Leaders of Watersheds -PHLOW- is CI's hands-on education program at schools. We use our online Potomac Highlands Watershed School to teach students about the problems and causes of non-point source water pollution. PHLOW empowers students to identify then mitigate stormwater runoff pollution on their campuses. As Future Leaders, our educated students are practicing sound land use and demonstrating improved management decisions.

EDUCATION

Foster an educated and engaged public to make sound land use and water management decisions.

Educate to increase public knowledge about watershed issues

Encourage the public to change behaviors and take actions to protect water resources

CTree

CI is engaging citizens to take actions to protect and enhance the urban forest - the trees we live with. We assess the structure of the existing forest to locate planting opportunities where trees will thrive and offer people the greatest benefits. Then we recruit for WV Project CommuniTree. CTree is "building communities from the roots up" by providing expert advice to volunteers. We also provide "CTree Kits," trees and all the materials needed for a successful planting. Since 2011, we've managed CTree with our partners in the WV Division of Forestry and WV Conservation Agency.



Strat
Pl

Potomac to the Chesapeake Bay, we
leads using science and education.

Institute



SCIENCE

Produce a body of scientific knowledge on water quality & quantity used throughout the Chesapeake Bay Watershed.

INSTITUTION

Develop the operational capacity to pursue our programmatic goals.

Conduct outreach to increase public awareness of CI

Strengthen our admin and finance in support of core programs

Innovate approaches to diversify our base

Continue and expand our unique research for understanding land use

Science

CI's science program began in 1988 with a comprehensive baseline study of the Cacapon River that became a national model. We investigate water quality data to assess trends, identify problems, and develop solutions. Innovations include a humane, low cost, electric fence to protect riparian tree plantings from deer; pioneering use of economic incentives to stimulate improvements in land use practices; and, use of high resolution land cover imaging to target priority tree planting locations.



CI's pursuit of increased operational capacity lead us to become Coordinator for the Potomac Watershed Partnership, a multi-state collaborative of professionals and volunteers working to restore the health of the lands and waters of the Potomac River Basin. In turn, PWP enhances the overall health of the Chesapeake Bay. CI has the responsibility to organize Information Exchanges and facilitate communications between partners. We are proud of our service to the USDA Forest Service and PWP's many federal, state, municipal, and watershed association partners.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Robert Allen

Department or Organization: self

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **9/1/2016**

*If a specific date is needed, please provide reason for specific date: **My request will become moot on 9/6/2016***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Extension of building permit deadline

Please provide the County Commission with a description of your request or presentation, including any background information: My home at 473 Valley View Rd (Shannondale) was destroyed by fire on 9/6/2013. My understanding is I need to complete a permit application to rebuild on the site prior to 9/6/2016 in order to avoid paying impact fees relating to the existing well and septic system. I am in the process of compiling that application but have little confidence I'll be able to complete it in time, so I am hoping it would be possible to be granted an extension of the deadline. I've spoken with Michelle Mason (Impact Fee Program Specialist in the Engineering Dept) and she felt that this would not be an unreasonable request.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Waive the imposition of impact fees for new construction at 473 Valley View Rd, Harpers Ferry WV (section 16F lots 39-42, map 6D, parcel 0138 and 0140), provided a completed permit application for new construction is received prior to Jan 1, 2017.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

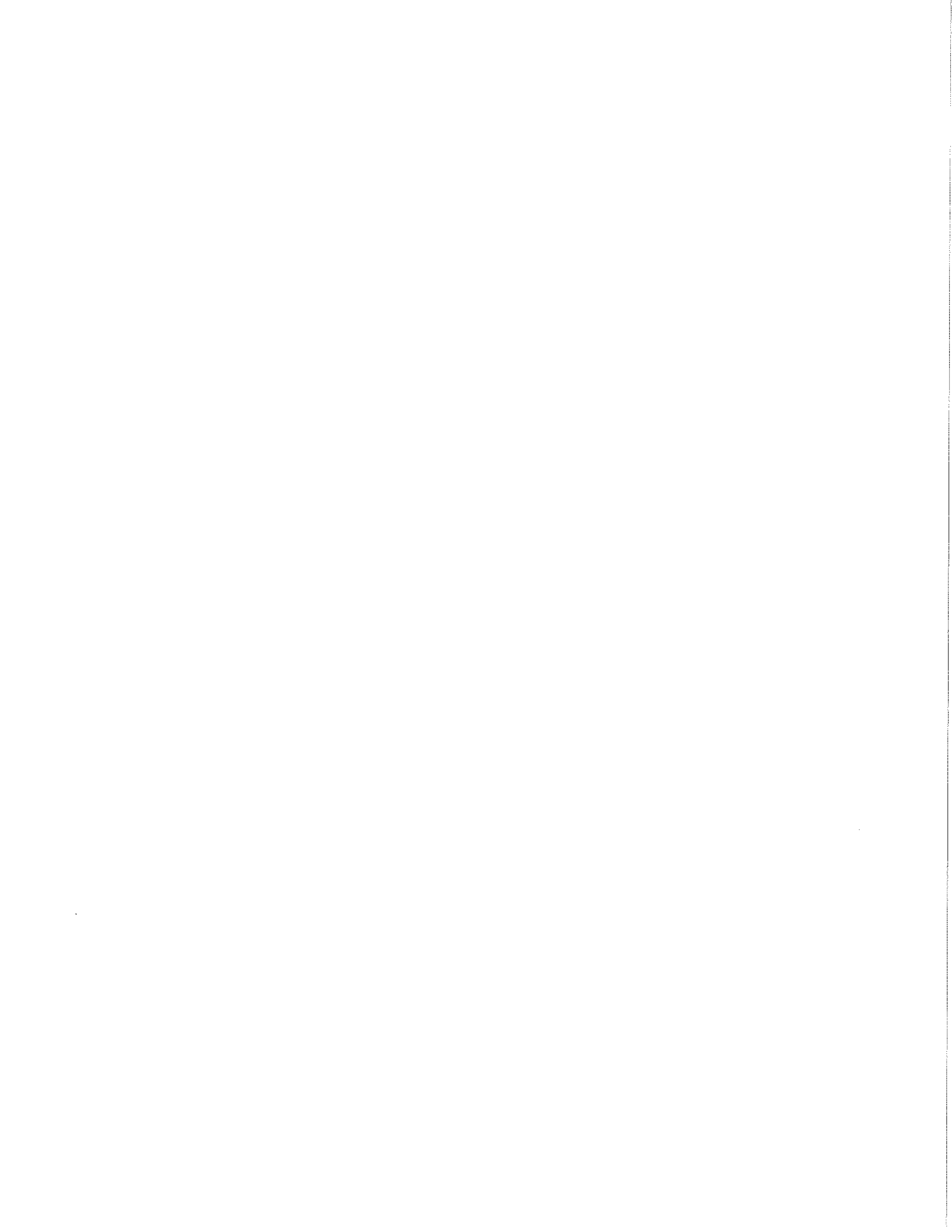
Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address: rcallen@bobbysbre.com

Phone Number: 301-775-0466

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: September 1, 2016

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Interviews and Appointments to the Jefferson County Farmland Protection Board – three four-year terms ending September 7, 2020

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jefferson County Farmland Protection Board | 2016

Members currently serving

<u>Name</u>	<u>Expiration/Represents</u>	<u>Intention</u>
DAVID OBER	9/07/16 – Farmer at Large	Wishes to be reappointed
RUSSELL QUINN	9/07/16 – Farm Bureau Rep.	wishes to be reappointed
ROBERT GLEN	9/07/16 – Non-Farmer	wishes to be reappointed

INTERESTED APPLICANTS

<u>NAME</u>	<u>ATTENDING</u>	<u>CONTACTED</u>

Jessica Carroll

From: David Ober <dober@hughes.net>
Sent: Saturday, August 27, 2016 4:09 PM
To: Jessica Carroll
Cc: Elizabeth Wheeler
Subject: Jeff. Co. Farmland Protection Board

Jessica:

I am currently the Farmer-at Large Board member of the JCFLPB. My term expires on 9/1/2016. Please consider this my express interest in being nominated for a second term.

Regards,
David Ober
Cedarbrook Farm

Jessica Carroll

From: Glenn, Robert E. <rglenn@jacksonkelly.com>
Sent: Friday, August 26, 2016 2:24 PM
To: Jessica Carroll
Cc: Elizabeth Wheeler (FarmlandProtection@jcda.net); Glenn, Robert E.
Subject: JC Farmland Protection Board

This is to confirm that I am a current member of the Farmland Protection Board in my initial term, and that I wish to continue serving on the Board for an additional term at the pleasure of the County Commission.

Thank you.

Robert Glenn | Counsel | Jackson Kelly PLLC

310 West Burke Street | Martinsburg, WV 25401 | www.JacksonKelly.com

Office: (304) 260-4957 | Mobile: (304) 268-8125 | Fax: (304) 263-7110 | rglenn@JacksonKelly.com | V-card | **BIO**

CONFIDENTIALITY NOTE: This email message from the law office of Jackson Kelly PLLC is for the sole use of the intended recipient or recipients and may contain confidential and privileged information. Any unauthorized review, use, disclosure, distribution, or other dissemination of this e-mail message and/or the information contained therein is strictly prohibited. If you are not the intended recipient of this e-mail message, please contact the sender by reply e-mail and destroy all copies of the original message. WV L.E.O. 2009-02 requires the following disclosure: Jackson Kelly PLLC has a wholly-owned subsidiary law firm, JK Minerals Law Group PLLC, which has separate lawyers and staff.

Jessica Carroll

From: Russ Quinn <russquinn@frontier.com>
Sent: Monday, August 29, 2016 9:12 AM
To: Jessica Carroll
Cc: Liz Wheeler; russquinn@frontier.com
Subject: Farmland Board

Jessica,

Sorry I haven't sent this, yes I am currently on the board and am interested in staying on for another term if the Commission approves.

Thanks, Russ Quinn

-----Original Message-----

From: Elizabeth Wheeler
Sent: Friday, August 26, 2016 1:51 PM
To: ' (rglenn@jacksonkelly.com)'; 'Russ Quinn (russquinn@frontier.com)'; dober@hughes.net
Subject: FW: Letters from FPB Board Members

Rob, Russ and David, If you had sent your response re: your re-appointment to the Commission, they have not received it, or it's lost in the flood of ambulance fees. Could you send Jessica an email stating that you are serving on the Farmland Protection Board now, and wish to continue serving for your next term at the pleasure of the County Commission? The Commission will be reappointing on September 1st, and Jessica will let you know the time - I expect late morning, 11-ish.

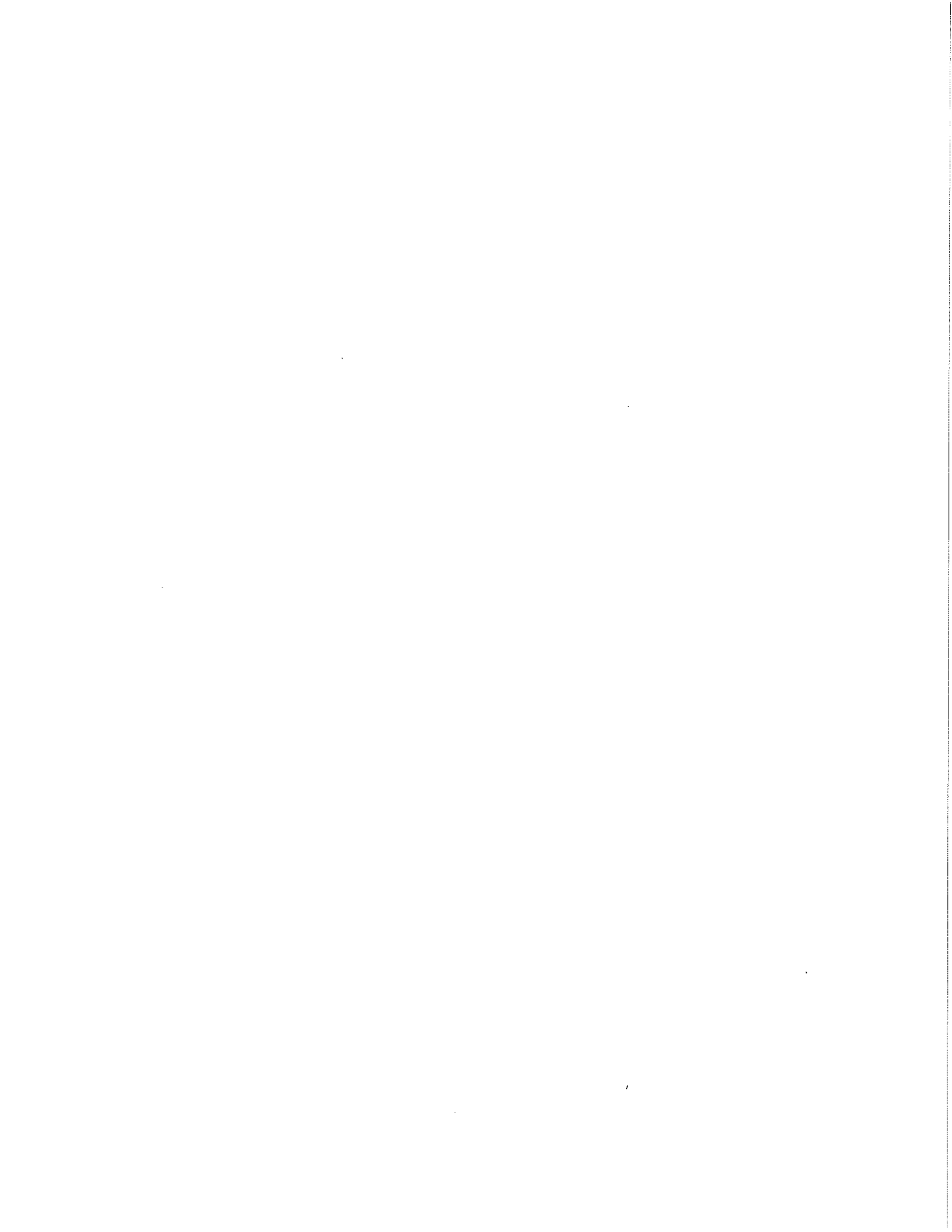
From: Jessica Carroll [mailto:jcarroll@jeffersoncountywv.org]
Sent: Friday, August 26, 2016 12:56 PM
To: Elizabeth Wheeler <farmlandprotection@jcda.net>
Cc: Sandra McDonald <Sandy@jeffersoncountywv.org>; Stephanie Grove <sgrove@jeffersoncountywv.org>
Subject: Letters from FPB Board Members

Liz -

I remember when we were e-mailing back and forth a couple weeks ago regarding term expirations for some of the FPB board members you stated all of the expiring members were interested in being reappointed; however, I haven't gotten any letters or emails from the members stating such. We'll need something from these members, even if it's a simple two sentence email, in order for them to be reappointed. Since we're planning the interviews/appointments for September 1st, we'd like to their intention in writing by 12pm on Monday, August 29 at the latest so they can be included in the agenda packet. Perhaps you can reach out to them and share my e-mail address so they may contact me?

Thanks,

Jessica Carroll
Executive Administrative Assistant
Jefferson County Commission Office
PO BOX 250
Charles Town WV 25414
(304) 728-3284



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Bill Polk**

Department or Organization: **Maintenance Department**

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1st Choice: **September 1, 2016**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

- 1. Retirement Announcement received from Larry Collier – Request to Advertise for Maintenance Helper Position**
- 2. Request to Advertise for Vacant Custodial Position**

Please provide the County Commission with a description of your request or presentation, including any background information:

- 1. Larry Collier announced his retirement from the Jefferson County Commission Maintenance Department. His last day of employment will be October 14, 2016. I am requesting to advertise for the vacant Maintenance Helper position.**
- 2. An employee on our custodial staff is no longer employed by the County. I am requesting to advertise for the vacant custodial position.**

Is this a funding request? **No**

If so, how much? **\$**

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

- 1. Move to approve to advertise for the vacant Maintenance Helper position in the Jefferson County Maintenance Department.**
- 2. Move to approve to advertise for the vacant Custodial position in the Jefferson County Maintenance Department.**

Is equipment needed? **NO**

Contact information:

Email address: bpolk@jeffersoncountywv.org

Phone Number: 304-728-3355

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

~~8-23-2016~~ 8-23-2016

As of October 14, 2016

I, Larry Collier, will be
Retiring from the Jefferson
Co Maintenance Dept. I
just wanted to say thanks
you for all the opportunities
you have given me over the
years.

Larry Collier

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Engineering, Planning & Zoning Department**

Estimation of amount of time needed for appointment: **30 minutes**

Date Requested – 1st Choice: **September 1, 2016**

Date Requested – 2nd Choice: **September 15, 2016**

Subject (*Wording to be placed on agenda*): **Engineering, Planning, Zoning and GIS/Addressing Departments Restructuring Plan**

Please provide the County Commission with a description of your request or presentation, including any background information:

At the March 3, 2016, Jefferson County Commission meeting, the County Commission directed that the Engineering, Planning & Zoning, and GIS/Addressing departments be merged together in an effort to achieve greater efficiency and cost savings.

The County Commission directed that the merger become effective on July 1, 2016; and that Roger Goodwin, Chief County Engineer, will be the director of the new department. The County Commission directed that a plan be created to restructure the departments and how cost savings can be achieved.

Note: The plan presentation will involve a discussion related to personnel; therefore it may be necessary for an executive session.

Is this a funding request? **No** If so, how much?

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Motion Requested: **Move to accept the restructuring plan as presented and to move forward with implementing it.**

Attach supporting documents for request, or request may be denied. **FY 2017 Department Restructuring Report attached.**

If not attached, explain:

Is equipment needed? Projector Y/N **No** Internet/Wi Fi Y/N **No** Telephone for conference call Y/N **No**

Contact information:

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u>

Engineering, Planning & Zoning, GIS/Addressing

FY 2017

Department Restructuring Plan

August 15, 2016

Prepared by Roger Goodwin, PE, CFM
Chief County Engineer

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I. Introduction & Objectives

1. Introduction:

At the March 3, 2016, Jefferson County Commission meeting, the County Commission directed that the Engineering, Planning & Zoning, and GIS/Addressing departments be merged together in an effort to achieve greater efficiency and to reduce operating costs.

The main driving force behind the need to implement cost reductions is due to the decrease in gaming revenue over recent years as a result of competition from Rocky Gap Casino Resort in western Maryland and the Maryland Live! Casino in Anne Arundel County, Maryland.

Gaming revenue continued to grow until 2013, when video lottery revenue decreased sharply. Table game revenue peaked in 2012, and then also sharply declined. Further decreases in revenue are anticipated when the MGM National Harbor's resort and casino opens later this year.

Gaming revenue composes about 20 percent of Jefferson County's operating budget. To prepare for the anticipated reduction in gaming revenue the County Commission is working toward weaning itself from relying on gaming revenue for operating expenses; this includes finding ways to reduce operating expenses in the departments of Engineering, Planning & Zoning, and GIS/Addressing.

In addition to the effort to reduce costs, another driving force behind the department merger is a desire to streamline the building permit application and land development review and approval processes, especially for economic development projects.

2. Identify Project Goals/Objectives:

After discussions with several county commissioners, several planning commission and zoning board of appeals members, the county administrator, and the finance director, the following objectives of the department restructuring were derived. (Below each objective are listed related items that we needed to take inventory of and/or be considered as part of the information gathering process.)

A. Improved Leadership and Focus:

- Focus on core mission (draft unified mission & objectives)
- Accountability (personnel management & organizational structure)

B. Improved Personnel Management & Accountability:

- Consolidated department budget (finance director)
- Overall office building management & security
- Timesheets & payroll functions
- Processing of employee leave requests & tracking of employee leave
- Normal working hours and staffing offices at lunch time
- Purchasing and distribution of office supplies
- Vehicle/Fleet management
- Oversight of receipt, deposit & transfer of fees
- Web page(s) information & updates management
- Quarterly reports
- Better coordination of goals & objectives and overall focus of limited resources to that purpose
- Rewrite job descriptions & reclassify positions as necessary

C. Operational Efficiency:

- Organizational structure
- Streamline workflow processes
- Technology
- Best match of an individual staff person's skills to job assignment:
 - Current department's organizational chart
 - Staff names, position titles, position grade classification, current step pay grade & current salary, and job descriptions

- Reassignment of job responsibilities
- Opportunities to cross train staff
- Training & education
- Consolidated department's web page structure

D. Focused on Core Mission/Purpose:

- Determined by state code requirements
- Determined by ordinances administered
- Determined by required support of internal & external stakeholders
- Mission statements

E. Improved Customer Service/Stakeholder Satisfaction:

- Identify Stakeholders:
 - Citizens
 - Contractors/Builders
 - Developers
 - County Commission
 - Other Departments:
 - 911 Communications
 - Maintenance Department
 - JCDA
 - Homeland Security
 - Elected Officials:
 - Assessor
 - Sheriff
 - Boards/Commissions:
 - Planning Commission
 - Board of Zoning Appeals
 - Building Code Board of Appeals
 - Property Safety Enforcement Agency
- Focus on core mission and eliminate work of little value or meaning to customers/stakeholders
- Eliminate duplicate efforts/overlapping responsibilities by staff and streamline processes

F. Cost Savings:

- Look at historical revenue/permit fee data (show in chart)

- Current operating budget amounts
- Look at budget spending history
- Budget cost savings goal/amount (finance director)
- Identification & amount of reductions/savings already achieved toward goal (finance director)
- Brainstorming ideas from staff on other operational and/or salary savings to achieve savings goal
- Elimination of duplicity in equipment & other costs

II. Current Organizational Structure

1. Current Individual Department Mission Statements :

Engineering Department

The mission of the Engineering Department is to safeguard the public safety, health, and general welfare - and to minimize the dangers to life and property - from hazards attributed to the built environment.

GIS/Addressing Department

Our mission is to support the needs of citizens, businesses, and government by developing, maintaining, and providing accurate, current, and cost-effective geospatial information and database management systems through the use of the highest professional standards and ethics.

Planning & Zoning

The mission of the Departments of Planning and Zoning is to provide a healthy, pleasant environment for those who live, work, and visit Jefferson County, by blending the unique natural and built resources of our community with quality, sustainable development that ensures responsible and sound growth.

We are a knowledgeable, respectful, dedicated staff who welcome community-based problem solving and public/private cooperation that assists the community in implementing standards which create a positive impact and achieves its ultimate vision.

2. Current Organizational Structure & Staffing:

The Engineering Department, Planning Department, Zoning Department, and GIS/Addressing Department contain the following positions:

Engineering Department (9 employees):

- Chief County Engineer/Building Code Official
- County Engineer
- Land Development Inspector
- Office Manager/Bonding Administrator
- Impact Fees Specialist
- Ordinance Compliance Officer/Floodplain Manager
- Permits & Inspections Technician
- Building Inspector
- Building Inspector

The Engineering Department, including the Office of Building Permits & Inspections and the Office of Impact Fees, is located on the 1st floor of the Mason Building.

GIS/Addressing Department (3 employees + 1 part-time employee)

- Director GIS/Addressing
- GIS Analyst
- Executive Administrative Assistant
- GIS Addressing Assistant (part-time)

The GIS/Addressing Department is located on the 2nd floor of the Mason Building.

Zoning Department (2 employees)

- Zoning Administrator
- Zoning Clerk

Planning Department (4 employees)

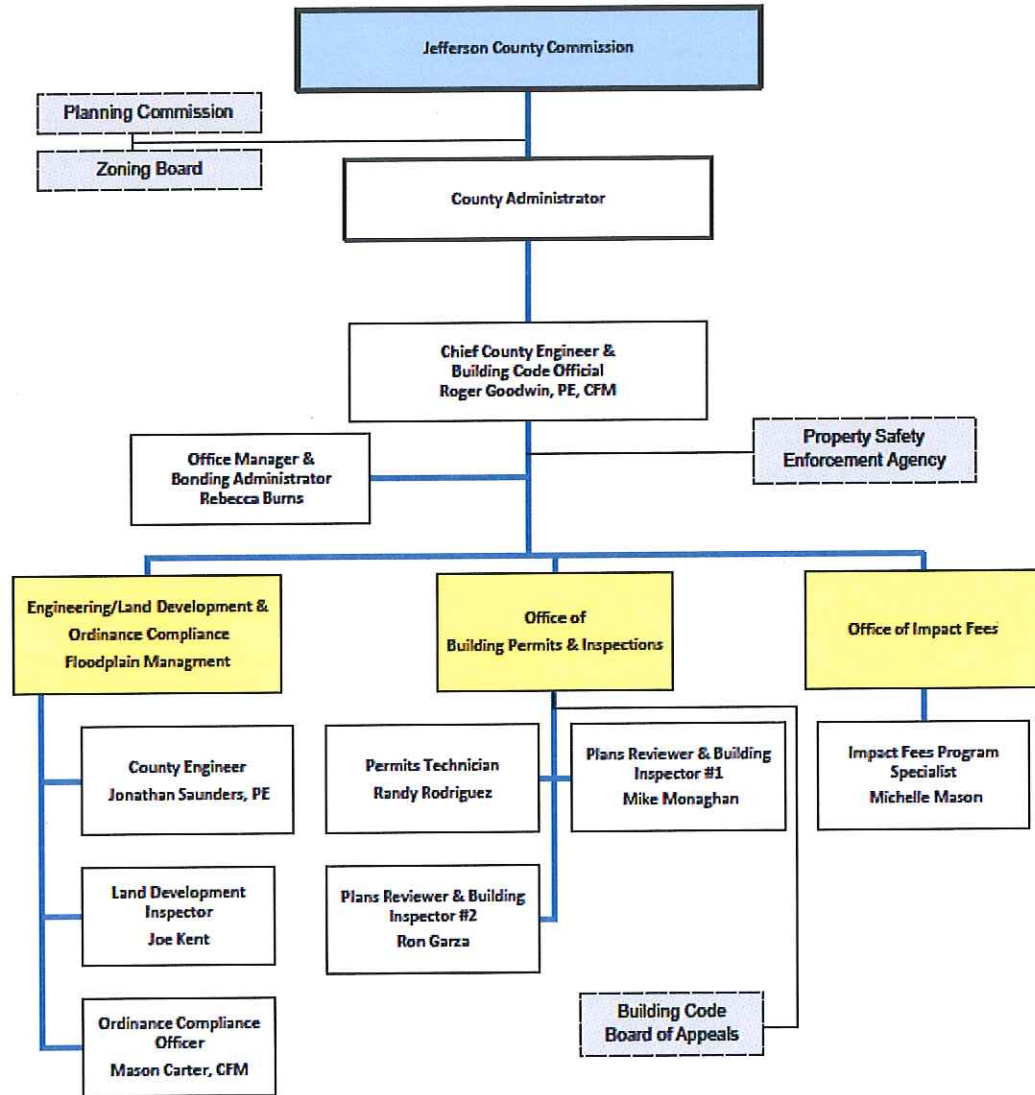
- Planning Director
- Planning Clerk
- Office Manager
- Office Clerk/Customer Desk

The Zoning Department and the Planning Department are both located on the 2nd floor of the Mason Building. Although Planning & Zoning are technically two separate departments (with separate budgets), some of the staff share the same office space and function as if one department.

Organizational Charts for each department showing the current structure are provided on the following pages.

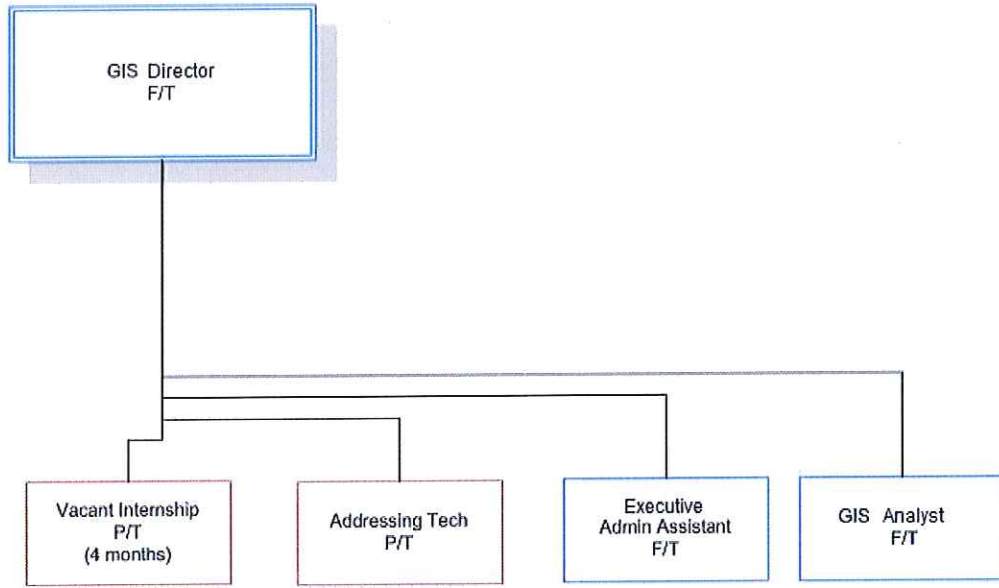
A. Engineering/Permits & Inspections/Impact Fees

**Jefferson County
Engineering Department
FY 2016 - 2017 Organizational Chart
Prepared January 21, 2016**

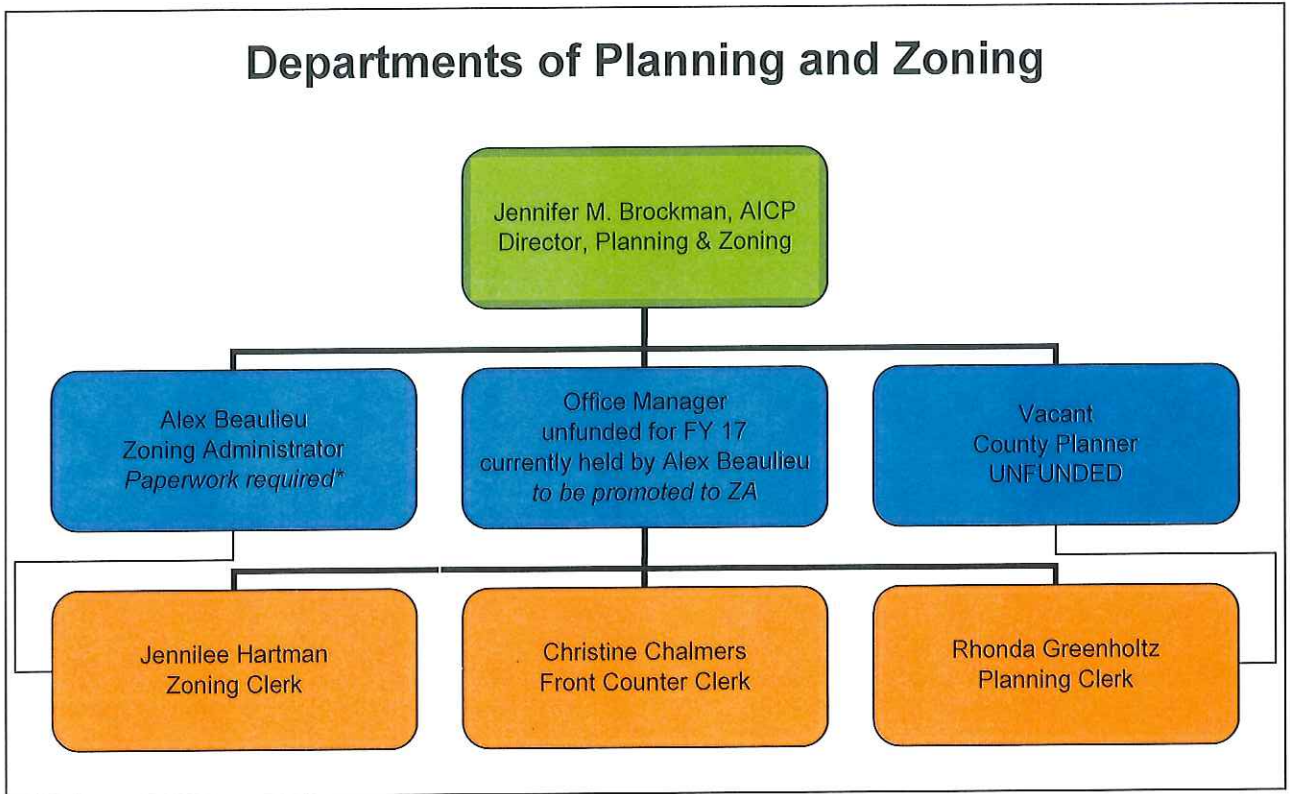


B. GIS/Addressing Department

Current FY2016 GIS/Addressing Departmental Organizational Chart



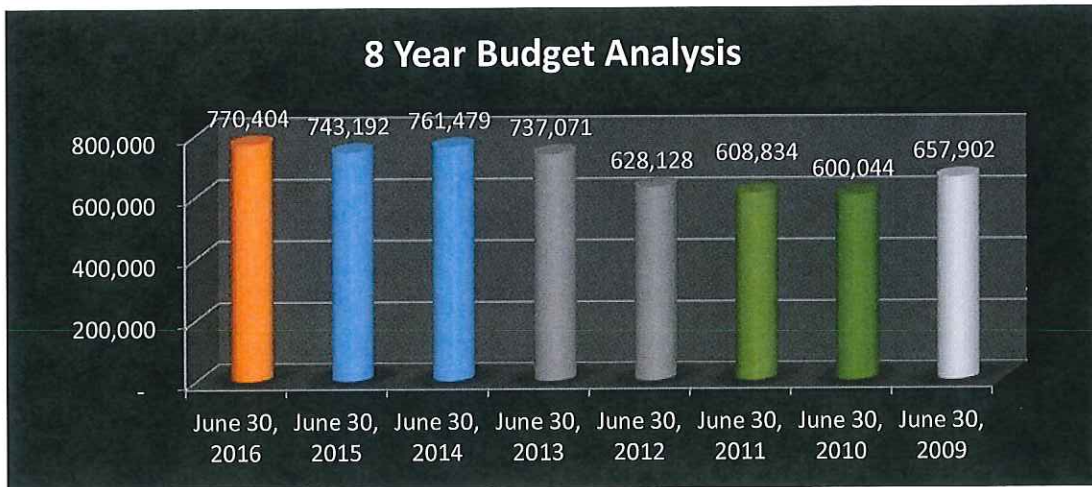
C. Planning & Zoning Departments



3. FY 2017 Individual Department Budgets:

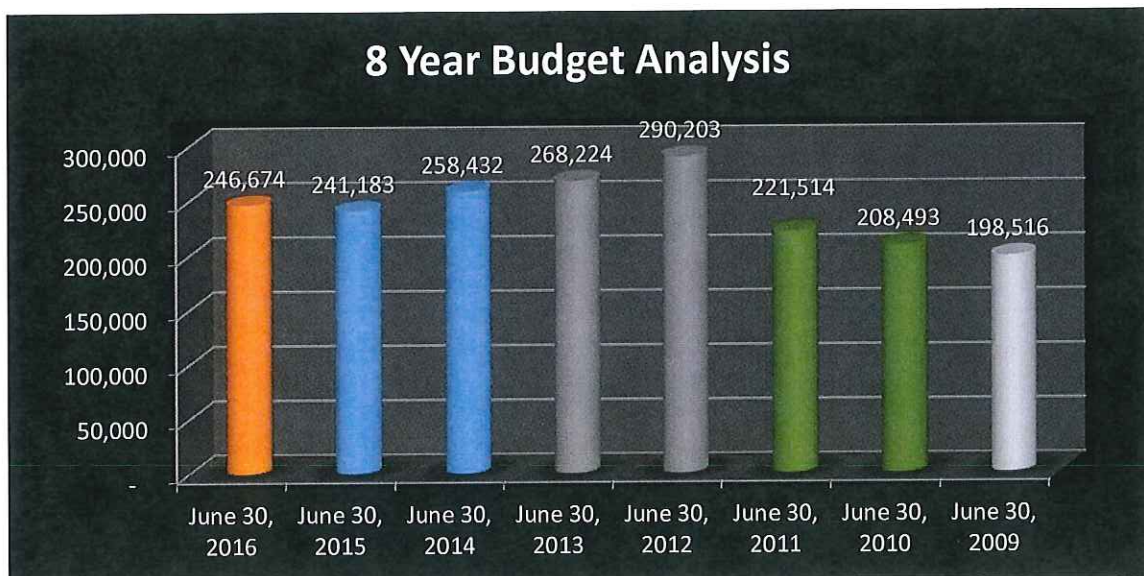
Engineering Department – 440

		BUDGET REQUEST				
Fiscal Year: 2016 - 2017 Department: Engineering Account Number: 440						
Notes:	Expenditure data as of 12/28/2015					
	6/30/15 YTD Actual	Budget FY16	12/28/15 YTD Actual	% Spent YTD	Requested FY17 Budget	
Personnel Services						
103	Salary & Wages of Employees	\$ 510,637.00	\$ 523,332.00	\$ 256,737.00	49.06%	511,198
104	FICA Tax - Social Security	\$ 31,836.00	\$ 33,600.00	\$ 17,237.00	51.30%	32,314
104	Medicare	\$ 7,445.00	\$ 7,858.00	\$ 4,031.00	51.30%	7,557
105	Group Insurance Expense	\$ 84,003.00	\$ 89,870.00	\$ 48,774.00	54.27%	104,039
106	Retirement Expense	\$ 71,989.00	\$ 70,727.00	\$ 37,550.00	53.09%	62,544
108	Overtime	\$ 7,823.00	\$ 6,000.00	\$ 3,242.00	54.03%	10,000
108	Extra Help	\$ 2,931.00	\$ 12,600.00	\$ -	0.00%	-
Total Personnel Services		\$ 716,664.00	\$ 743,987.00	\$ 367,571.00	49.41%	\$ 727,652.92
Contractual Services						
211	Telephone	\$ 432.00	\$ 660.00	\$ 319.00	48.33%	1,390
212	Printing	\$ (100.00)	\$ 200.00	\$ -	0.00%	200
214	Travel	\$ 1,548.00	\$ 2,625.00	\$ 380.00	14.48%	2,625
216	M&R- Equipment	\$ 270.00	\$ 2,200.00	\$ -	0.00%	2,200
220	Advertising & Legal Publications	\$ 1,403.00	\$ 2,000.00	\$ -	0.00%	2,000
221	Training & Education	\$ 1,350.00	\$ 2,900.00	\$ 170.00	5.86%	2,900
222	Dues & Subscription	\$ 950.00	\$ 1,260.00	\$ 485.00	38.49%	1,305
230	Contracted Services	\$ 18,476.00	\$ 10,782.00	\$ 1,257.00	11.66%	5,000
236	Refund Payment	\$ 96.00	\$ -	\$ 69.00	-100.00%	-
Total Contractual Services		\$ 24,425.00	\$ 22,627.00	\$ 2,680.00	11.84%	\$ 17,620.00
Commodities						
341	Departmental Supplies & Mater	\$ 2,103.00	\$ 3,790.00	\$ 2,133.00	56.28%	3,100
353	Computer Software	\$ -	\$ -	\$ -		
Total Commodities		\$ 2,103.00	\$ 3,790.00	\$ 2,133.00	56.28%	\$ 3,100.00
Department Grand Total		\$ 743,192.00	\$ 770,404.00	\$ 372,384.00	48.34%	\$ 748,372.92



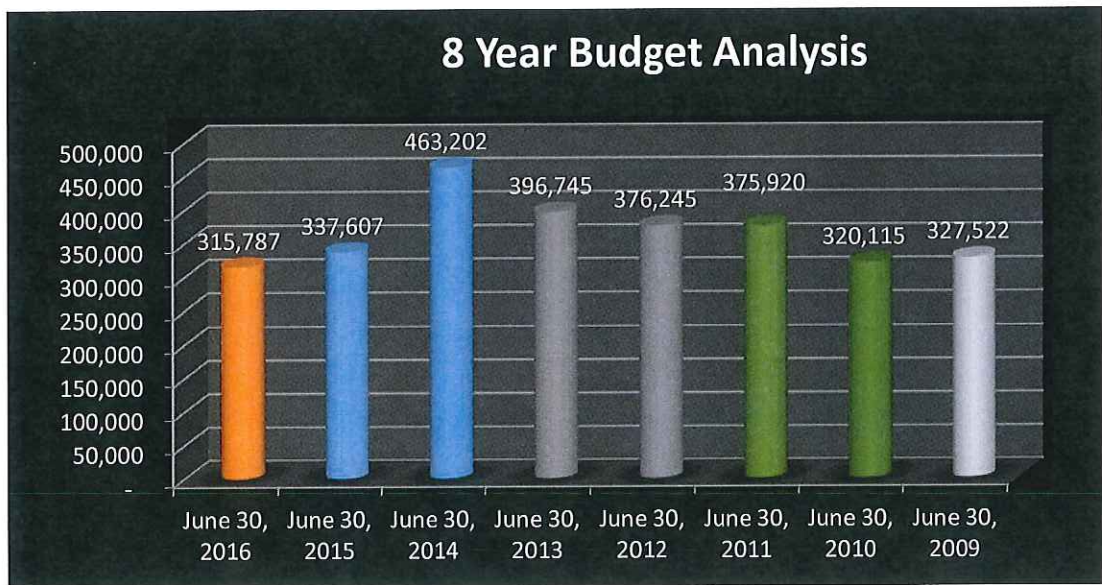
GIS/Addressing Department – 433

BUDGET REQUEST						
Fiscal Year: 2016 - 2017						
Department: GIS Mapping						
Account Number: 433						
Notes: Expenditure data as of 12/28/2015						
	6/30/15 YTD Actual	Budget FY16	12/28/15 YTD Actual	% Spent YTD	Requested FY17 Budget	
Personnel Services						
103	Salary & Wages of Employees	\$ 148,205.00	\$ 148,977.00	\$ 73,342.00	49.23%	149,672
104	FICA Tax - Social Security	\$ 9,905.00	\$ 10,167.00	\$ 5,374.00	52.86%	10,253
104	Medicare	\$ 2,316.00	\$ 2,378.00	\$ 1,257.00	52.86%	2,398
105	Group Insurance Expense	\$ 28,263.00	\$ 27,866.00	\$ 13,933.00	50.00%	29,261
106	Retirement Expense	\$ 20,647.00	\$ 20,112.00	\$ 10,822.00	53.81%	18,061
108	Extra Help	\$ 13,998.00	\$ 15,000.00	\$ 6,746.00	44.97%	15,000
Total Personnel Services		\$ 223,334.00	\$ 224,500.00	\$ 111,474.00	49.65%	224,645
Contractual Services						
211	Telephone	\$ 493.00	\$ 657.00	\$ 319.00	48.55%	657
214	Travel	\$ -	\$ 500.00	\$ 262.00	52.40%	3,200
216	M&R- Equipment	\$ -	\$ -	\$ -	-	-
220	Advertising & Legal Publications	\$ -	\$ -	\$ -	-	-
221	Training & Education	\$ -	\$ 750.00	\$ -	0.00%	750
222	Dues & Subscription	\$ 23.00	\$ 180.00	\$ 68.00	37.78%	180
230	Contracted Services	\$ 5,886.00	\$ 2,718.00	\$ 1,184.00	43.56%	3,327
Total Contractual Services		\$ 6,402.00	\$ 4,805.00	\$ 1,833.00	38.15%	\$ 8,114.00
Commodities						
341	Departmental Supplies & Materials	\$ 137.00	\$ 5,624.00	\$ 1,389.00	24.70%	5,624
356	Computer License	\$ 11,310.00	\$ 11,745.00	\$ -	0.00%	-
Total Commodities		\$ 11,447.00	\$ 17,369.00	\$ 1,389.00	8.00%	\$ 5,624.00
Department Grand Total		\$ 241,183.00	\$ 246,674.00	\$ 114,696.00	46.50%	\$ 238,382.84



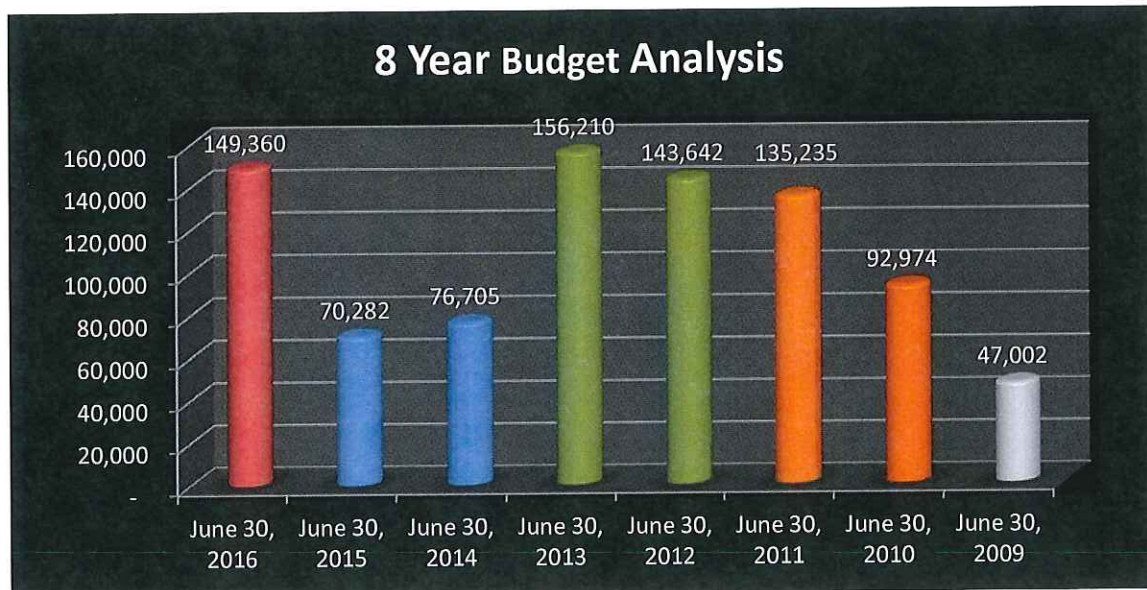
Planning Department – 439

BUDGET REQUEST						
Fiscal Year: 2016 - 2017						
Department: Planning & Zoning						
Account Number: 439						
Notes:	Expenditure data as of 12/28/2015					
	6/30/15 YTD Actual	Budget FY16	12/28/15 YTD Actual	% Spent YTD	Requested FY17 Budget	
Personnel Services						
103	Salary & Wages of Employees	\$ 221,828.00	\$ 204,212.00	\$ 95,245.00	46.64%	203,111
104	FICA Tax - Social Security	\$ 12,848.00	\$ 12,661.00	\$ 6,220.00	49.13%	12,593
104	Medicare	\$ 3,005.00	\$ 2,961.00	\$ 1,455.00	49.14%	2,945
105	Group Insurance Expense	\$ 58,910.00	\$ 55,976.00	\$ 27,988.00	50.00%	58,777
106	Retirement Expense	\$ 30,354.00	\$ 27,569.00	\$ 14,386.00	52.18%	24,373
108	Overtime	\$ 493.00	\$ -	\$ -		
108	Extra Help	\$ 7,292.00	\$ -	\$ -		
Total Personnel Services		\$ 334,730.00	\$ 303,379.00	\$ 145,294.00	47.89%	301,799
Contractual Services						
211	Telephone	\$ -	\$ 658.00	\$ 219.00	33.28%	658
214	Travel	\$ 807.00	\$ 500.00	\$ -	0.00%	500
216	M&R- Equipment	\$ -	\$ 7,500.00	\$ 2,767.00	36.89%	6,900
220	Advertising & Legal Publications	\$ -	\$ 1,000.00	\$ 223.00	22.30%	1,000
221	Training & Education	\$ 307.00	\$ 1,000.00	\$ -	0.00%	1,000
222	Dues & Subscription	\$ 950.00	\$ 750.00	\$ -	0.00%	750
Total Contractual Services		\$ 2,064.00	\$ 11,408.00	\$ 3,209.00	28.13%	\$ 10,808.00
Commodities						
341	Departmental Supplies & Materials	\$ 813.00	\$ 1,000.00	\$ 539.00	53.90%	1,000
353	Computer Software	\$ -	\$ -	\$ -		
Total Commodities		\$ 813.00	\$ 1,000.00	\$ 539.00	53.90%	\$ 1,000.00
Department Grand Total		\$ 337,607.00	\$ 315,787.00	\$ 149,042.00	47.20%	\$ 313,607.16



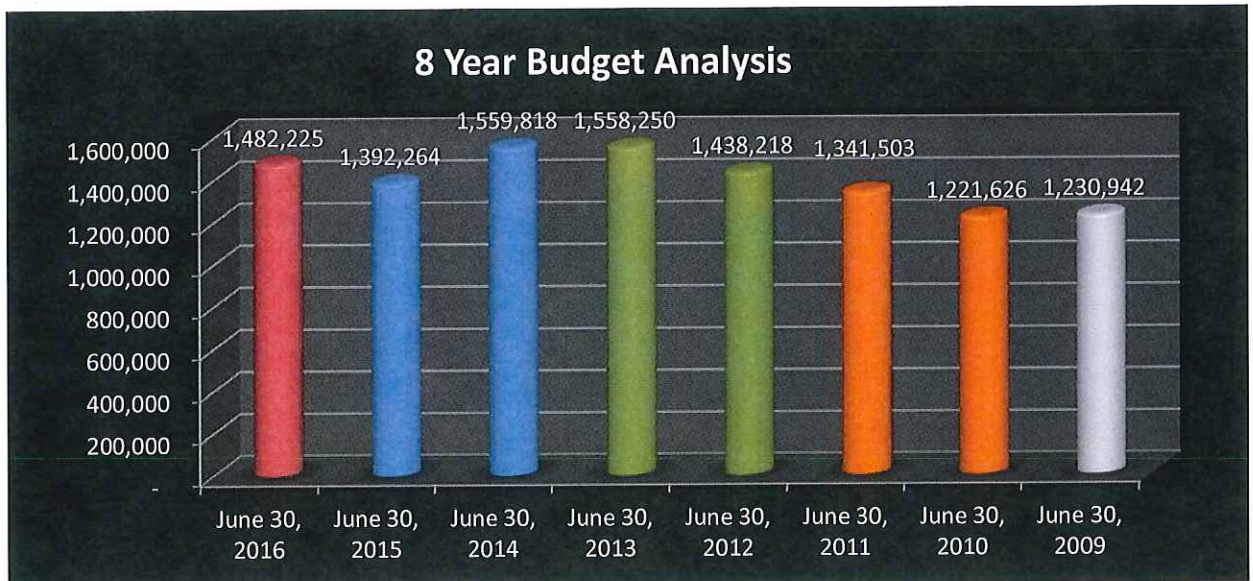
Zoning Department – 451

BUDGET REQUEST					
Fiscal Year:	2016 - 2017				
Department:	Zoning				
Account Number:	451				
Notes:	Expenditure data as of 12/28/2015				
	6/30/15 YTD Actual	Budget FY16	12/28/15 YTD Actual	% Spent YTD	Requested FY17 Budget
Personnel Services					
103 Salary & Wages of Employees	\$ 41,169.00	\$ 98,078.00	\$ 48,114.00	49.06%	94,038
104 FICA Tax - Social Security	\$ 2,183.00	\$ 6,080.00	\$ 2,932.00	48.22%	5,830
104 Medicare	\$ 511.00	\$ 1,422.00	\$ 686.00	48.24%	1,364
105 Group Insurance Expense	\$ 18,928.00	\$ 27,790.00	\$ 13,895.00	50.00%	29,182
106 Retirement Expense	\$ 5,741.00	\$ 13,240.00	\$ 6,806.00	51.40%	11,285
108 Overtime			\$ -		
108 Extra Help			\$ -		
Total Personnel Services	\$ 68,532.00	\$ 146,610.00	\$ 72,433.00	49.41%	141,698
Contractual Services					
220 Advertising & Legal Publications	\$ 1,355.00	\$ 2,000.00	\$ 432.00	21.60%	2,000
222 Dues & Subscription	\$ 95.00	\$ 750.00	\$ 95.00	12.67%	750
240 Refunds & Reimbursements	\$ 300.00	\$ -	\$ -		
Total Contractual Services	\$ 1,750.00	\$ 2,750.00	\$ 527.00	19.16%	\$ 2,750.00
Commodities					
341 Departmental Supplies & Materials					
353 Computer Software					
Total Commodities	\$ -	\$ -	\$ -	#DIV/0!	\$ -
Department Grand Total	\$ 70,282.00	\$ 149,360.00	\$ 72,960.00	48.85%	\$ 144,447.56



4. FY 2017 Combined Department Budget:

BUDGET REQUEST							
Fiscal Year: 2016 - 2017							
Department: Combining - Engineering, Planning, Zoning, GIS							
Account Number: 439, 440, 451, 433							
Notes: Expenditure data as of 12/28/2015							
	6/30/15 YTD Actual	Budget FY16	12/28/15 YTD Actual	% Spent YTD	Requested FY17 Budget	Working Total	Approved 16-17
Personnel Services							
103	Salary & Wages of Employees	\$ 921,839.00	\$ 974,599.00	\$ 473,438.00	48.58%	958,019	
104	FICA Tax - Social Security	\$ 56,772.00	\$ 62,508.00	\$ 31,763.00	50.81%	60,991	
104	Medicare	\$ 13,277.00	\$ 14,619.00	\$ 7,429.00	50.82%	14,264	
105	Group Insurance Expense	\$ 190,104.00	\$ 201,502.00	\$ 104,590.00	51.91%	221,253	
106	Retirement Expense	\$ 128,731.00	\$ 131,648.00	\$ 69,564.00	52.84%	116,264	
108	Overtime	\$ 8,316.00	\$ 6,000.00	\$ 3,242.00	54.03%	10,000	
108	Extra Help	\$ 24,221.00	\$ 27,600.00	\$ 6,746.00	24.44%	15,000	
Total Personnel Services		\$ 1,343,260.00	\$ 1,418,476.00	\$ 696,772.00	49.12%	1,395,791	\$ - \$ -
Contractual Services							
211	Telephone	\$ 925.00	\$ 1,975.00	\$ 857.00	43.39%	2,706	
212	Printing	\$ (100.00)	\$ 200.00	\$ -	0.00%	200	
214	Travel	\$ 2,355.00	\$ 3,625.00	\$ 642.00	17.71%	6,325	
216	M&R- Equipment	\$ 270.00	\$ 9,700.00	\$ 2,767.00	28.53%	9,100	
220	Advertising & Legal Publications	\$ 2,758.00	\$ 5,000.00	\$ 655.00	13.10%	5,000	
221	Training & Education	\$ 1,657.00	\$ 4,650.00	\$ 170.00	3.66%	4,650	
222	Dues & Subscription	\$ 2,018.00	\$ 2,940.00	\$ 648.00	22.04%	2,985	
230	Contracted Services	\$ 24,362.00	\$ 13,500.00	\$ 2,441.00	18.08%	8,327	\$ -
236	Refund Payment	\$ 96.00	\$ -	\$ 69.00	-100.00%	-	
240	Refunds & Reimbursements	\$ 300.00	\$ -	\$ -		-	
Total Contractual Services		\$ 34,641.00	\$ 41,590.00	\$ 8,249.00	19.83%	39,293	\$ - \$ -
Commodities							
341	Departmental Supplies & Materials	\$ 3,053.00	\$ 10,414.00	\$ 4,061.00	39.00%	9,724	
353	Computer Software	\$ -	\$ -	\$ -		-	
356	Computer Licenses	\$ 11,310.00	\$ 11,745.00	\$ -	0.00%	-	
Total Commodities		\$ 14,363.00	\$ 22,159.00	\$ 4,061.00	18.33%	9,724	\$ - \$ -
Department Grand Total		\$ 1,392,264.00	\$ 1,482,225.00	\$ 709,082.00	47.84%	\$ 1,444,808.00	\$ - \$ 1,331,369.00



III. Proposed Restructured Department

1. Restructured Department Mission Statement:

As part of an organizational restructuring, it is important to take inventory of the programs, missions, mandates, and objectives of the organization. This process involves identifying the functions and activities of each functional office unit, categorizing personnel according to skills, and looking at the policies, regulations, and laws that govern the organization and its work.

The Chief County Engineer, GIS Manager, and the County Planner worked together to draft the following mission statement for the restructured department:

The mission of the Engineering, Planning & Zoning Department is to promote the health, safety, general welfare, and standard of living of Jefferson County's citizens, businesses, and visitors while protecting their lives, property, and environment. And to provide for orderly land development in Jefferson County through practical interpretation and respectful application of multiple codes, regulations, ordinances, and policies.

2. Restructured Department Goals & Objectives:

The Chief County Engineer, GIS Manager, and the County Planner worked together to draft the following objectives for the restructured department. The objectives focus on administering the ordinances and serving our customers/stakeholders.

- In support of the Jefferson County Comprehensive Plan and the land development regulations, the objective of the department is to provide a healthy, pleasant environment for those who live, work, and visit Jefferson County by blending the unique natural and built resources of our community with quality, sustainable development that ensures responsible and sound growth. Our knowledgeable, respectful, dedicated staff welcome community-based problem solving and public/private cooperation that assists the community in implementing standards which create a positive impact and achieves its ultimate vision.

- In support of economic development efforts, the objective of the department is to provide assistance and help guide commercial and industrial development applications through the development review and approval process in an efficient and timely manner.
- In support of installation of land development site improvements, the objective of the department is to protect the vested interests of subdivision lot owners - with regard to installation of required site improvements - by ensuring adequate bond surety in accordance with the bonding policy and by verifying completion of required site improvements in accordance with the plans approved by the planning commission.
- In support of the Impact Fees Procedures Ordinance, the objective of the department is effectively administer the ordinance and collect and disperse impact fee revenue to the four impact fee entities: Parks & Recreation, Schools, EMS and Law Enforcement; in order to provide for the mitigation of the impact of new development on Jefferson County.
- In support of the Jefferson County E911 Addressing Ordinance, the objective of the department is to promote the health, safety and welfare of the County's citizens, businesses, and government agencies by developing, maintaining, and providing accurate, current, and cost-effective geospatial information and database management systems in accordance with professionally accepted standards and ethics.
- In support of the Building Code Enforcement Ordinance, Floodplain Ordinance and Stormwater Management Ordinance the objective of the department is to both safeguard the public safety, health, and general welfare and to minimize the dangers to life and property from the hazards attributed to the built environment, by seeking compliance with building codes and stormwater and floodplain management regulations.
- The objective of the department's ordinance compliance efforts is to enforce the ordinances with consistency and fairness, providing opportunity to bring a violation into compliance first, before seeking prosecution of the violation.
- The objective of the department is to provide accurate, efficient, and timely support to the Planning Commission, Zoning Board of Appeals,

Building Code Board of Appeals, and the Property Safety Enforcement Agency.

- The objective of the department is to serve the citizens of Jefferson County, visitors, builders, consultants, county commission, employees, and other stakeholders in a knowledgeable, timely, helpful, courteous, and respectful manner.

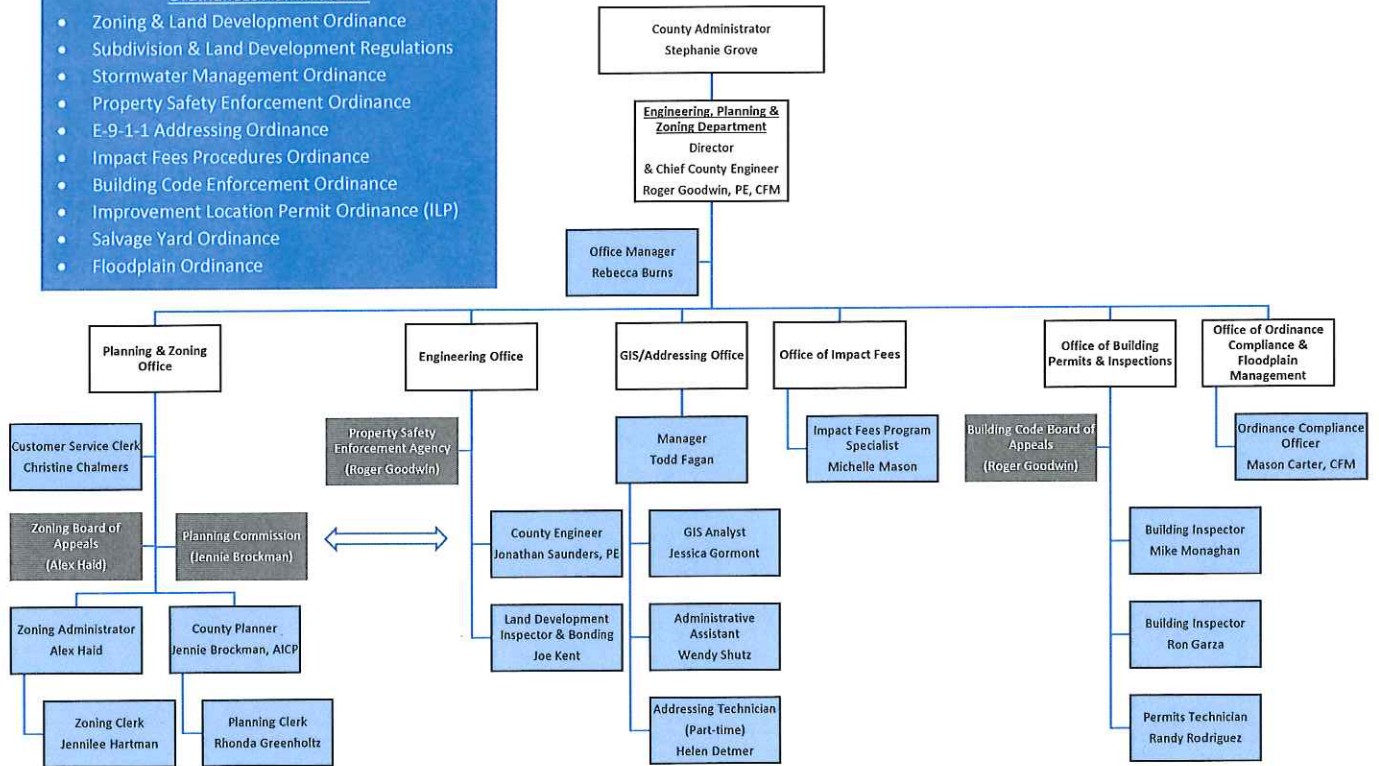
3. Proposed Organizational Structure & Staff Assignments:

(See Organizational Chart Next Page)

Engineering, Planning & Zoning Department Organizational Chart FY 2017

- Ordinances Administered**

 - Zoning & Land Development Ordinance
 - Subdivision & Land Development Regulations
 - Stormwater Management Ordinance
 - Property Safety Enforcement Ordinance
 - E-9-1-1 Addressing Ordinance
 - Impact Fees Procedures Ordinance
 - Building Code Enforcement Ordinance
 - Improvement Location Permit Ordinance (ILP)
 - Salvage Yard Ordinance
 - Floodplain Ordinance



Organizational Structure:

The main functions of managers in an organization are planning, organizing, leading, and controlling. With regard to organizing, managers are responsible for designing an organization's structure. It involves determining what tasks are to be done, who is to do them, how they are to be grouped, who reports to whom, and where decisions are made.

One of the common ways to establish organizational structure is by grouping activities by the functions performed, known as "functional departmentalization." Organizations departmentalize in order to increase efficiency and effectiveness. It can be used in all types of organizations. In this case, the department activities are grouped by functional offices.

Organizations create structure to facilitate the coordination of activities and to control the actions of their members. Structure is made up of three components:

- *Complexity* – the degree of vertical, horizontal, and spatial differentiation to which activities within the organization are broken up; and
- *Centralization* – which considers where decision-making authority lies; and
- *Formalization* – the degree to which rules and procedures are utilized.

Under the department's proposed organizational structure, there is no spatial separation between the office functions, all offices remain located in the same building, thus aiding communication.

The functional office structure shown flattens the structure which promotes horizontal communication between the offices. Horizontal communications are characterized by efforts at coordination and attempts to work together. Horizontal communication involves people at the same level. Therefore, it tends to be easier, friendlier, and casual in tone.

The horizontal differentiation between the office functions aids coordination of responsibilities between the offices. The proposed organizational chart also shows the coordination that occurs between the Planning & Zoning Office and the Engineering Office in serving the Planning Commission. Intra-office coordination also occurs between floodplain management and building permits, and building permits and impact fees; however, for sake of simplicity these and other coordinated activities are not shown on the organizational chart.

Interoffice coordination, for example, also occurs between the Office of Permits & Inspections and the Health Department, and the GIS/Addressing Office and the E911 Communications Department, and the Office of Ordinance Compliance & Floodplain Management and the Department of Homeland Security & Emergency Services.

Vertical differentiation refers to the depth of the management hierarchy. The proposed department's organizational structure places all office functions under the same span of control, the director. The more training and experience that employees have, the less direct supervision they need, which is the case here.

Ultimately, decision-making responsibility lies with the director. However, the intent is to decentralize decision-making by pushing decisions down to each functional office level, allowing staff to provide input and giving them the discretion to make decisions and to more quickly take action to solve problems.

Most office functions are formalized by the 15 ordinances administered by the department. These ordinances along with established policies and procedures provide formal guidelines for staff to follow in carrying out their duties. Formal job descriptions and personnel policies also apply. The restructured job descriptions are provided in *Appendix A*.

The ordinances and policies administered by the Engineering, Planning & Zoning Department are as follows:

Planning & Zoning Office:

- Zoning & Land Development Ordinance
- Subdivision & Land Development Regulations
- Improvement Location Permit Ordinance
- Salvage Yard Ordinance
- Comprehensive Plan

Engineering Office:

- Stormwater Management Ordinance
- Property Safety Enforcement Ordinance
- Bonding Policy

GIS/Addressing Office:

- E911 Addressing Ordinance

Office of Impact Fees:

- Impact Fees Procedures Ordinance

- Public School Impact Fee Ordinance
- Parks & Recreation Impact Fee Ordinance
- Law Enforcement Impact Fee Ordinance
- Fire & EMS Impact Fee Ordinance

Office of Building Permits & Inspections:

- Building Code Enforcement Ordinance

Office of Ordinance Compliance & Floodplain Management:

- Floodplain Ordinance

Note: Ordinance Compliance Officer also investigates violations of the six land development related ordinances.

4. FY 2017 & FY 2018
Restructured Departments – Proposed Cost Savings

Under guidance of the finance director, the following cost savings can be realized under the restructured department.

Jefferson County Commission
FY17 & FY18 Budget - Proposed Cost Savings
Department Restructuring
(Merging Departments & Combining Budgets of Engineering, Planning, Zoning, & GIS/Addressing Departments)
July 1, 2017

	FY17 Combined Budget	FY17 Combined Budget	Budget Savings Goal
<u>Budget</u>	<u>Request</u>	<u>Approved</u>	<u>Savings Goal</u>
	1,482,225	1,444,808	1,331,369 113,439
FY17 Proposed Budget Cuts			
FY17 Personnel Savings Proposed			(58,581) Position Reclassifications
Other Recommended Savings:			
<u>Line Item</u>	<u>Description</u>		
103 Salary / Wages	Do not approve GIS half step		(695) Granted 3% increase only, not both
108 Overtime	Based on History		(3,000) Cut \$3,000 from Engineering
108-002 PT Help	Based on History		(7,000)
104 FICA	Related to PR Changes		(663)
104 Medicare	Related to PR Changes		(155)
106 Retirement	Related to PR Changes		(443)
214 Travel	Cut Discretionary Spending		(3,200) Cut all GIS/Addressing Travel
220 Ads/Legal Pubs	Based on History		(1,000) Cut \$800 of \$2,000 -Engr & \$200 of \$1,000 Planning
221 Training/Education	Partial Cut Discretionary Spending		(750) Cut \$500 from Planning & \$250 from GIS
221 Training/Education	Add'l Cut Based on History		(500) Cut \$500 from Engineering
222 Dues/Subscriptions	Partial Cut Discretionary Spending		(650) Cut \$325 from Planning & \$325 from Zoning
341 Materials/Supplies	Based on History		- No Cut at this time
Total Cuts for FY17			<u><u>(76,637)</u></u>
Balance to Cut			<u><u>36,802</u></u>
FY18 Proposed Budget Cuts			
FY18 Personnel Savings Proposed			(46,609) Attrition & Reassignment of Duties
108-002 PT Help			(8,000) Additional Savings due to Full Phase Out in FY18
Total Cuts for FY18			<u><u>(54,609)</u></u>
Grand Total FY17 & FY18 Proposed Budget Cuts			(131,246)

5. Permit Fees Revenue History & Future Staffing Considerations

The permit fee revenue for the time period fiscal year 2006 (FY06) through fiscal year 2016 (FY16) is shown in the following table and chart. Permit activity and permit fee revenue took a significant drop from FY06 through FY10 due to the economic recession. However, building permit activity and revenue has been increasing each year since FY12.

In FY16, the Engineering Office and the Office of Building Permits & Inspections collected 94 percent (\$253,179) of the total permit fee revenue. The Office of Planning & Zoning collected 6 percent (\$16,160). All other offices generate little to no revenue.

The current cost of the two building inspectors plus the permit technician is \$263,232.00 per year. This total includes salary, FICA & Medicare costs, retirement contribution and insurance costs. Adding in the cost of the office manager and the chief county engineer/building code official at 20 percent, the total cost of the Permits & Inspections office is approximately \$306,527.00 per year. The cost currently exceeds revenue (\$253,179) by \$53,348.00.

As work load increases in the Office of Building Permits & Inspections, we will need to consider adding another person. The position will be for a building plans and permit application reviewer. The person will be crossed trained to also perform inspections and fill in at the permit technician's desk as needed. The budget amount for this position (based on employee-only insurance) should be \$65,000 per year.

If building permit activity continues to increase, we should anticipate the need to include the plan reviewer position in the FY18 budget. Ideally, permit fee revenue will increase enough to make adding the additional position budget neutral.

The need to add additional personnel in the other offices in the FY18 budget is not anticipated at this time. There is always the option to utilize consultant services in the event of a short term project (i.e., comprehensive plan update, impact fees recalculation, etc.) that needs to get completed.

Since the peak of land development and building permits activity in FY 2006, reductions in a total of six staff members has occurred over time, as follows:

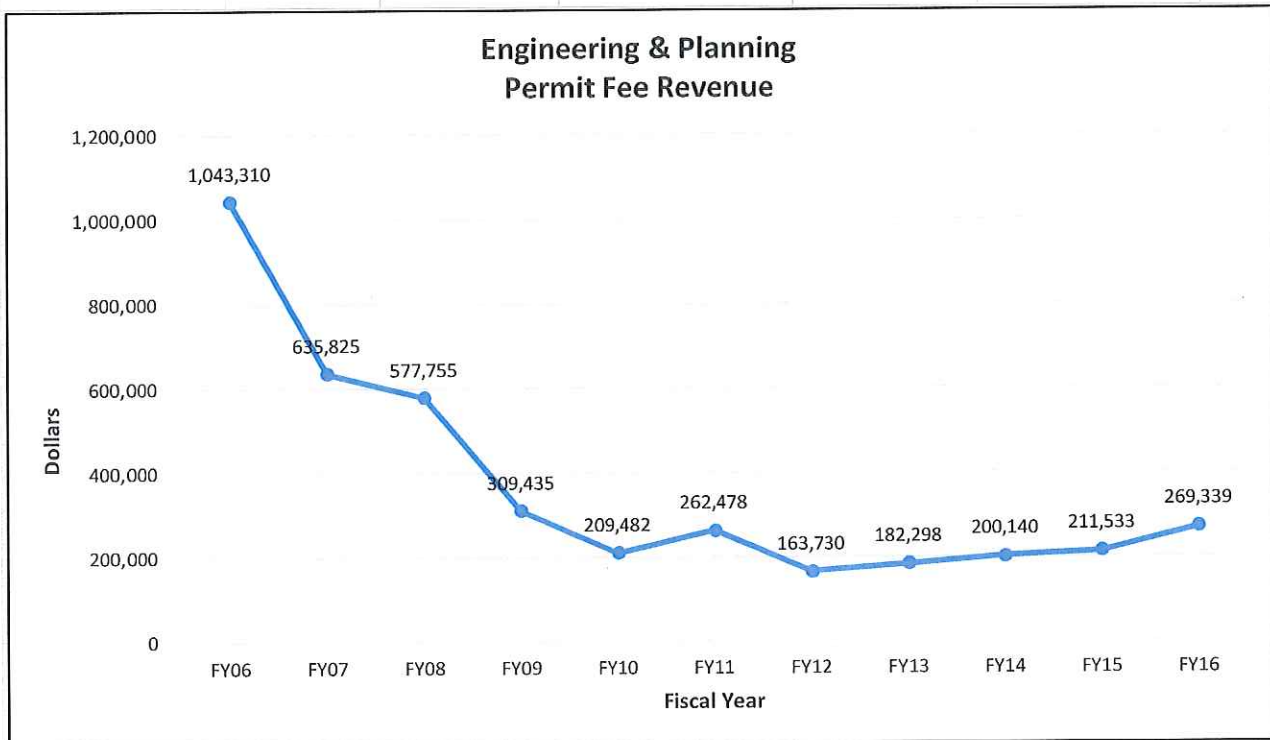
- In FY12 the Department of Impact Fees & Capital Planning was merged into the Engineering Department. Out of the three positions in the department, only the Impact Fees Program Specialist's position was retained.
- The planning and zoning staff had seven people at its peak and is currently at five staff members.
- At its peak, the Office of Building Permits & Inspections had three building inspectors, a permits technician and a plan reviewer. The staff currently stands at three due to attrition.

(See Revenue Chart Next Page)

Jefferson County
Engineering & Planning Fees/Revenue
 001-318-LP-000 Building Permit Fees

Fiscal Year	Actual Fees	% Change (Increase/Decrease) from Previous FY	Budgeted Revenue Amount
FY06	1,043,310		1,000,000
FY07	635,825	-39.1%	1,000,000
FY08	577,755	-9.1%	600,000
FY09	309,435	-46.4%	350,000
FY10	209,482	-32.3%	420,000
FY11	262,478	25.3%	150,000
FY12	163,730	-37.6%	195,000
FY13	182,298	11.3%	169,000
FY14	200,140	9.8%	164,000
FY15	211,533	5.7%	170,000
FY16	269,339	27.3%	300,000
FY17			250,000

Note: Of the total fee amount in FY16, Engineering, Permits & Inspections fees are approximately 94% and Planning/Zoning fees are 6% of the total.



6. Implementation & Transition Plan:

The restructuring will be implemented upon direction from the County Commission. The following are items that will need to be done to complete the transition:

- A. Office Space – All personnel will keep the same office space with the exception of the following:
 - i. Alex Haid will move to the Zoning Administrator’s office.
 - ii. Jennie Brockman will move to the Planner’s Office next to the Zoning Administrator.
 - iii. The staff of the Historic Landmarks Commission will move to Jennie Brockman’s current office at the end of the hall past GIS.
 - iv. The Office Manager shall coordinate all the moves with the IT Department and the Maintenance Department and it shall occur within 30 days of adoption of this plan.
 - v. Office Security – the Engineering & Permits & Inspections staff will continue to control access to the building during normal working hours, unless directed otherwise by the Office Manager.
- B. Web Pages – Each office will continue to maintain its own web page; however, removing any identification as a separate department and identifying it as an office under the new department. This change shall be coordinated with the IT Department and occur within 60 days of adoption of this plan.
- C. Phone System – Phone numbers/extensions will be transferred to new office locations as necessary. No other changes are required.
- D. Change the building directory and department names on lobby doors to reflect the name changes. This shall occur within 30 days of acceptance of this plan.
- E. Change the headings on all letterhead and forms to reflect the department restructuring and name change. Each office shall make the necessary changes and it shall occur within 45 days of acceptance of this plan.

F. Computers/Technology – No changes are anticipated at this time.

G. Personnel Management –

- i. Normal Working Hours are 9am- 5pm, with lunch Noon – 1 pm. Each office shall continue to coordinate staff coverage during lunch hour.
- ii. Each office's record keeping and reporting of all payroll, vacation leave and sick leave for all offices will be transitioned to the Office Manager, Rebecca Burns. Each office has its own method for managing this information; therefore, the transition will include moving to one common method throughout all offices. This transition shall occur within 4 months of adoption of this plan.

H. Receipt, Deposit & Transfer of Permit Fees – Each office shall continue to collect, deposit, and make deposits of permit/fee revenue in the same manner, with oversight by the Office Manager. Funds shall be managed in accordance with practices as directed by the Finance Director. This shall occur immediately upon acceptance of this plan.

I. Purchasing & Budget – As directed by the finance director, all department budgets are consolidated into one budget as of July 1, 2016. All charges against the department budget will be identified as Department 440 with the appropriate line item number.

J. Land Development Administration – Maintenance of the bonding spreadsheet data will transition from the Office Manager/Bonding Administrator to the Land Development Inspector. However, the Office Manager/Bonding Administrator shall remain responsible for the administration of the bonding agreements, bond surety, and the financial management (establishing escrow accounts, preparing checks for disbursement, closing accounts, etc.) of the bond bank escrow accounts. The transition shall be completed within 5 months of acceptance of this agreement.

K. Cross Training of additional staff to help cover the Building Permits & Inspections front desk shall be overseen by the Office Manager and shall begin within 4 weeks of acceptance of this plan.

- L. Reclassification of Positions shall occur immediately upon acceptance of this plan.
- M. Quarterly Reports – the Planning & Zoning Office (County Planner) and the GIS/Addressing Office (GIS Manager) shall continue to prepare a quarterly report to the County Commission and provide it to the Chief County Engineer for inclusion with the Engineering Office quarterly report.

IV. Process Improvement

1. Operational Efficiency & Cost Saving Ideas:

During the information gathering and feedback process of the department restructuring project, meetings were held with all the staff to brainstorm for ways to reduce operating costs and become more efficient. In the limited amount of time that could be devote to this effort several ideas were presented and discussed, including:

- Eliminate GIS/Addressing Copier & share Planning copier. Elimination of the contract is expected to save \$2,700/year. Implementation should be considered during the upcoming request for proposals that will be issued for a new copier contract/vendor.
- Cross train GIS/Addressing Administrative Assistant & Planning/Zoning Clerk to cover Building Permits desk when Permits Technician is absent; thereby reducing overtime costs. Cross training will occur over a 12-month time period at which time a reduction in overtime costs should be realized.
- Implement credit card fee payment system, which will make payment of permit fees easier for customers, as we now only accept checks or cash. Staff met with representatives of CNB Bank on August 3rd to learn about the system and how to implement it. CNB Bank's credit card payment system is the same one used by the county for payment of ambulance service fees. We anticipate implementing the credit card system by October 31, 2016.

- Content Management System (CMS). The GIS/Addressing manager has supported the adoption of a CMS for several years and believes it can improve operational efficiency by eliminating duplicity in staff tasks and management (locating, retrieving, filing, copying, scanning and faxing) of paper documents/files. A detailed memorandum on the benefits of a CMS, "Finding Efficiency through Streamlining Workflows", is provided in *Appendix B*.

Also provided in *Appendix B* is a memorandum on "Finding Efficiency and Citizen Satisfaction through Web Applications".

Both of these ideas need further study and consideration after the restructuring of the department in order to better determine the costs and merits to implementing them.

Efforts to seek out ideas and feedback on ways to improve operational efficiency and reduce costs is an effort that will be ongoing even after the department restructuring is complete.

2. Process Improvement:

In addition to responding to addressing requests and processing impact fee applications, our organization mainly processes applications for land development approvals, zoning variance requests, and building permits. This process includes the review of documents and construction plans for compliance with the following land development ordinances:

- Zoning and Development Review Ordinance
- Subdivision & Land Development Regulations
- Improvement Location Permit Ordinance
- Salvage Yard Ordinance
- Floodplain Ordinance
- Building Permit Ordinance

A typical land development project may involve three different plan reviews (concept plan/public hearing, preliminary plat/public hearing, & final plat), plus meetings between the staff and the developer, and public hearings before the Planning Commission. The department also

maintains all related public documents and records, performs construction inspections, and enforces a total of fifteen (15) related ordinances.

Portions of the work processes are managed by different people/offices, with the process in one office connected to the process managed in another office. The start of one process depends on the outcome of another process. For example, in order to get a building permit issued under the Building Permit Ordinance, the applicant/developer must already have obtained subdivision approval under the Zoning and Subdivision ordinances. Some of our processes are also connected externally to outside agency processes. For example, in order to obtain approval of a subdivision by the Jefferson County Planning Commission, the applicant must first obtain highway entrance permits from the West Virginia Division of Highways and obtain water and sewer permits from the West Virginia Department of Health.

It is possible that some of the processes may not be clearly defined and as a result some problems may occur repeatedly. Some efforts may sometimes be duplicated by staff, and approvals and requests may get lost in the process connections between offices. As a result, service to our customers (citizens, builders, developers, professional consultants, and tax payers) suffers.

By looking at our processes as they currently exist and then working to eliminate unnecessary steps, bottlenecks, and waste, we can streamline our processes and improve customer service. *Appendix C* contains further information on the following process improvement topics in the hope that at least some of the information may be helpful in analyzing and improving the work processes in the Jefferson County Engineering, Planning & Zoning Department. The topics are as follows:

- Process Improvement
- Systems Thinking
- Customer Focus
- Process Flow Charting

When looking at process improvement, we need to keep in mind that some processes are formalized by ordinance and/or state code. In this case, if a more streamlined process is to be achieved, it will then require changes to the process requirements in the ordinances; and/or the identification of the mandated process requirements in the state code, and the county commission seeking support from state legislative representatives to effect the desired process changes.

V. Summary & References

Summary:

At the March 3, 2016, County Commission meeting, the County Commission directed that the Engineering, Planning & Zoning and GIS/Addressing departments be merged together. The two key objectives of the Engineering, Planning, Zoning and GIS/Addressing Departments restructuring project is to realize a 10 percent budget cost reduction/savings and to seek out more efficiency and to streamline processes.

Based on information provided by the finance director, the cost savings goal is \$113,439.00 Under the plan presented, a cost savings of \$76,637.00 can be realized in fiscal year 2017 (FY17). The opportunity for an additional cost savings of \$54,609.00 can be realized if attrition occurs in fiscal year 2018 (FY18). The figures in the report on page 22 are based on this scenario. A combined FY17 & FY18 total cost savings of \$131,246.00 can be realized if this occurs.

The mission of the restructured department is as follows:

The mission of the Engineering, Planning & Zoning Department is to promote the health, safety, general welfare, and standard of living of Jefferson County's citizens, businesses, and visitors while protecting their lives, property, and environment. And to provide for orderly land development in Jefferson County through practical interpretation and respectful application of multiple codes, regulations, ordinances, and policies.

The objectives of the restructured department are presented on page 15. The objectives are based on administering the policies, ordinances, regulations, and laws that govern our work; and better serving our customers/stakeholders.

The proposed organizational chart for the restructured department is presented on page 18. The department is divided onto six offices with 16 employees under one office manager and one department head. All job descriptions were reviewed and rewritten as necessary. For those job descriptions that changed significantly the positions are reclassified based on the *Jefferson County Classification & Compensation System – Position Appraisal Manual* (Jacob's position classification & scoring system). All job descriptions are contained in *Appendix A*.

Discussions were held with all staff to brainstorm on ways to cut costs and streamline processes. Some cost saving ideas were offered up by staff and are presented on page 28. Several ideas for streamlining processes are contained in *Appendix B*, for future consideration.

It is understood that efforts to streamline internal processes in support of economic development are desired. Significant process improvement efforts require more time than is available during the time period drafting this report. Process improvement by staff needs to be an ongoing exercise that extends beyond the date of presentation of this report. *Appendix C* provides tools that can be utilized for analyzing processes and working to improve them. The topics presented are:

- Process Improvement
- Systems Thinking
- Customer Focus
- Process Flow Charting

Future efforts will also be made to improve customer/stakeholder service by identifying and eliminating work/tasks that are of no value to our customers/stakeholders; thereby allowing us to focus resources on what matters.

Implementation of the restructuring plan will require some changes that will occur over a subsequent six-month time period. Those changes are outlined on in the Transition Plan on page 26. These changes include but are not limited to relocating some department staff members to different office space, a transfer of job duties between several department staff members, cross-training some staff members to reduce overtime costs when other staff are on leave, and making changes to department letterhead and office signs, etc.

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Appendix A

Job Descriptions

Jefferson County, West Virginia Job Description

Position Title:	Chief County Engineer & Director	Grade Level:	VII
Department	Engineering, Planning & Zoning	Date:	July 1, 2016
Reports to:	County Administrator	FLSA Status:	Exempt

Statement of Duties: Manages the Engineering, Planning & Zoning Department of the County, including the Office of Planning & Zoning, Office of GIS & Addressing, Office of Impact Fees, Office of Building Permits & Inspections, Office of Ordinance Compliance & Floodplain Management, and the Engineering and land development functions of the County; and performs civil engineering and related application of engineering principles, practices and theories. Also performs bidding and construction management. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the policy direction of the County Commission and the directive of the County Administrator. Exercises authority over total operations of the department in conformance with general directives and objectives set forth by the governing body. Seeks counsel of governing body only on matters of policy adjustment or where required by law.

Supervisory Responsibility: Employee is responsible for the management of seventeen (17) full time employees. Employee is *accountable for the direction and success of all department programs accomplished through others*. The manager is responsible for *analyzing program objectives*, determining the various work operations needed to achieve them, *estimating the financial and staff resources required*, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The manager typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

Confidentiality: Regular access at the *departmental level* to a wide variety of confidential information, including personnel records, client records, criminal investigations, court records, law suits, financial records.

Accountability: Consequences of errors or poor judgment may include adverse public relations, missed deadlines, monetary loss, legal repercussions, labor/material costs, injury to self or others, and/or jeopardize programs.

Judgment: Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

Work Environment: The work environment involves everyday discomforts typical of indoor environments such as office settings, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Public Contacts: Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance. The employee may represent to the public a functional area of the county on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

Occupational Risks: Duties generally do not present potential risk of injury to the employee. Minor injury could occur, however, through the employee's failure to follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns or minor muscular strains from lifting or carrying equipment or materials. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats or boots may be required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Plan, organize, coordinate, direct and supervise the Engineering, Planning & Zoning Department, including:
 - The Office of Planning & Zoning
 - The Office of GIS & Addressing
 - The Office of Impact Fees
 - The Office of Permits and Inspections
 - The Office of Ordinance Compliance & Floodplain Management
 - Engineering & Land Development functions

2. Responsible for the supervision of personnel, including but not limited to: recruitment, selection, assignment, motivation, training, performance, evaluation and coaching.
3. Prepare the budget for the Engineering, Planning & Zoning Department. Determine future department resources needs, conduct research and provide budget costs/estimates.
4. Oversee the engineering, planning & zoning review of community impact statements, commercial site plans, residential and commercial preliminary and final plats, minor subdivision plats and third-party engineering inspection and testing reports & studies for content, statutory compliance and conformance with professional engineering and regulatory design practices to ensure land development submittals are in accordance with ordinances and regulations.
5. Oversee the ongoing maintenance of the county's GIS mapping system and coordination with stakeholders, including maintaining information in support of the E-9-1-1 Cad system; and the administration and enforcement of the E-9-1-1 Addressing Ordinance.
6. Oversee the administration of the county's Impact Fee ordinances, including performing cash flow calculations and the preparation of both the Annual Report and the Capital Improvement Plan; and the receipt of impact fees and disbursement of impact fees to the impact fee entities.
7. Serve as the Building Official and oversee the administration of the county's Building Code Enforcement Ordinance, including the building permit application and plan review and approval process and building inspections. Oversee building inspector training and certification efforts.
8. Oversee the administration of the land development construction bonding policy and functions, including the review and approval of construction bond estimates, coordinating site work and bond reduction and bond release inspections, processing bonding time extension requests, and managing the construction bond surety and bank escrow accounts. Coordinate the bidding and hiring of contractors to complete site improvements when the developer is in default.
9. Oversee compliance with the Flood Plain Ordinance including providing flood plain delineations and making base flood elevation determinations, review of Elevation Certificates, Letters of Map Amendment/Revision and engineering hydrologic studies. Also, participation in FEMA's flood insurance program audits.
10. Oversee ordinance compliance efforts, including coordinating enforcement efforts with the county prosecutor.

11. Provide staff support and participate as a board member for all activities of the Property Safety Enforcement Agency, and the Building Code Board of Appeals, including but not limited to maintaining all documentation, performing inspections, ensuring service of petitions/complaints, meetings with citizens, presenting hearing evidence and testimony and overseeing contracted services.
12. Respond to and resolve public inquiries and complaints to ensure a high standard of customer service to employees of the county, elected officials, members of the public, governmental agencies, and others served by the Engineering, Planning & Zoning Department.
13. Provides testimony in litigation involving Jefferson County's Engineering, Planning, and Zoning Department.
14. Makes and/or coordinates oral and written presentations to the County Commission, Planning Commission, Board of Zoning Appeals and other public and private groups; represents the department and the County with other government agencies.
15. Oversees the review and analysis of proposed legislation, regulations, and ordinances for their impact on the department and county operations and for their adherence to engineering, planning & zoning principles.
16. Ensure the training, testing and certification by the International Code Council, the West Virginia State Fire Marshal's Office, West Virginia floodplain management laws, and other regulatory organizations of the department staff.
17. Attend training courses, continuing education courses, professional society meetings and meetings on community related issues to meet requirements of the West Virginia Board of Registration for Professional Engineers, State of West Virginia floodplain management certification and State of West Virginia building official certification. Also, to remain current on issues related to the department and the County, including being informed on legal, technical and administrative trends in civil engineering and other related matters. Oversee and coordinate the drafting of new ordinances and ordinance amendments.
18. Oversee and coordinate the bidding, hiring and completion of studies, ordinances and plans performed by consultants.
19. Facilitate process improvement efforts with the staff to increase office efficiency.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree with more than ten (10) years related work experience in the area of engineering and building construction; or any equivalent combination of

education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

West Virginia Professional Engineer License and Building Code Official and Building Inspector Certification (W.V. State Fire Marshall; WV State Code, Title 87-7), Certified Floodplain Manager (Association of Floodplain Managers) ,and a valid Motor Vehicle Operator's License.

Knowledge, Abilities and Skill

Knowledge: Application of Civil Engineering principles, practices and theory, knowledge, understanding and administration of the International Building Codes, knowledge and understanding of building construction process and methods, understanding of the FEMA National Flood Insurance Program and rules, knowledge and understanding of heavy site construction process and methods, and general understanding of land development review and approval processes.

Abilities: Ability to read and understand construction drawings and specifications. Ability to read and interpret ordinances. Ability to establish and maintain effective working relationships with department staff, contractors doing business for the county as well as state regulatory authorities. Ability to establish and maintain a work reporting system and other related records.

Skill: Proficient written and oral communications skills, computer and technology skills, excellent organizational and time management skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Work requires some agility and physical strength, such as moving in, about construction sites, or over rough terrain, or standing or walking most of the work period.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer or climbing a ladder.

Visual Skills: Visual demands require the employee to constantly read and interpret documents for general understanding and analytical purposes; employee also routinely reviews non-written materials (e.g. maps and blueprints).

Jefferson County, West Virginia Job Description

Position Title:	Office Manager & Bonding Administrator	Grade Level:	V
Department	Engineering, Planning & Zoning	Date:	July 1, 2016
Reports to:	Director & Chief County Engineer	FLSA Status	Exempt

Statement of Duties: The employee manages the daily operations of the office in service of the public, and performs administrative and clerical functions in support of the operation of the Engineering, Planning & Zoning Department including staff scheduling, payroll reporting, purchasing, employee work/project workflow, FOIA requests, fleet management, equipment maintenance & repair, and administration of the construction bonding process for county land development projects. Employee is required to perform all similar or related duties.

Supervision Required: Under *general direction of the Director & Chief County Engineer*, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced Judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, in some instances provides direction to a staff of 8 employees, and *is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner*. Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands.

Confidentiality: Regular access at the *departmental level* to a wide variety of confidential information, including personnel records, client records, criminal investigations, court records, financial records.

Accountability: Duties include *department level responsibility* for service delivery and contribution to County wide plans and objectives and fiscal responsibility for the department including supplies, equipment and staffing utilization. Consequences of errors, missed deadlines or poor Judgment could severely jeopardize department operations or have extensive financial and/or legal repercussions to the County. Consequences of errors, missed deadlines or poor judgment may include adverse public relations, or jeopardize programs.

Judgment: The work requires *examining, analyzing and evaluating facts* and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Public Contact: Contacts are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with other county offices and service recipients and employees of outside organizations such as vendors, banks, attorneys and/or developers/contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Serves the public and staff through answering telephone calls, greeting visitors to the Engineering Department office and responding to inquiries from other county offices and members of the public.

2. Oversees the administrative functions of the Engineering, Planning & Zoning Department including but not limited to staff scheduling, payroll reporting, purchasing, employee work/project workflow, FOIA requests, fleet management, managing information technology issues, personnel management, manages department's employee purchasing cards, and the receipt and deposit of permit fees. In addition, prepares correspondence, researches information, performs the copying, scanning and faxing of documents, distributes mail, placement of legal advertisements, schedules appointments, handles ordering and inventory of office supplies and equipment, schedules office equipment maintenance and manages office equipment service contracts.
3. Ensures the staffing of department-related board/commission meetings for the purpose of taking minutes and preparing related reports and agendas for meetings.
4. Receives and processes the receipt and transfer/deposit of permit/application fees to the Sheriff and ensures that the bank account statement is reconciled.
5. Provides clerical support and guidance on ordinance compliance and enforcement matters.
6. Manages department vehicle fleet, schedules and coordinates vehicle maintenance and inspection and ensures that vehicle registrations and licensing are current.
7. Administers the land development construction bonding process in accordance with established county bonding policy and procedures. Drafts and manages bonding agreements and bond sureties.
8. Coordinates bond releases with the department's Land Development Inspector to ensure the timely administration of the bonds.

Recommended Minimum Qualifications:

Education and Experience: Duties involve application of semi-complex procedures requiring special knowledge or ability, (e.g., read and interpret ordinances, understanding of contracts/agreements, knowledge of employment laws, etc.) *Equivalent to high school plus additional training equal to one to two years of college.* Associate's degree preferred with three to five (3-5) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Valid motor vehicle license.

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of common policies, practices and procedures of the department and office operations; laws and regulations (land use ordinances) pertinent to the position's essential functions. Working knowledge of the Internet in support of department operations.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information.

Skills: Proficient personal computer skills and proficient with office productivity software, mathematical skills, recordkeeping and clerical skills, written and oral communication skills. Effective customer service skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Demands: Visual demands require the employee to constantly read documents for general understanding and analytical purposes and routinely required to review materials in order to determine color differences.

Jefferson County, West Virginia Job Description

Position Title:	County Engineer	Grade Level:	V
Department	Engineering, Planning & Zoning	Date:	July 1, 2016
Reports to:	Chief County Engineer	FLSA Status:	Exempt

Statement of Duties: Performs professional engineering and administrative and related assignments which require application of engineering principles, practices and theories. Employee is required to perform all similar or related duties.

Supervision Required: Works under the general direction of the Chief County Engineer, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Employee does not supervise any employees.

Confidentiality: Employee has access to client records and department records and files.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: The work environment involves everyday discomforts typical of indoor environments such as office settings, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Public Contacts: Position interacts with co-workers, the public and external contacts such as vendors or contractors to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative persons.

Accountability: The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, personal injury, and danger to public safety, delay of service delivery, or legal repercussions to the town.

Occupational Risks: Duties generally do not present potential risk of injury to the employee. Minor injury could occur, however, through the employee's failure to follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns or minor muscular strains from lifting or carrying equipment or materials. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats or boots may be required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Review community impact statements, commercial site plans, residential and commercial subdivision preliminary plats and final plats, minor subdivision eligibility and final plats and third-party engineering inspection and testing reports for content, statutory compliance and conformance with professional engineering design practices to ensure submittals are in accordance with ordinances.
2. Perform site work inspections for land development projects as needed.
3. Attend staff review meetings and lead discussion on review of engineering comments.
4. Attend Planning Commission meetings and respond to questions regarding engineering issues.
5. Meet with developers, consultants, contractors and citizens to discuss ordinances and answer questions.
6. Organize and maintain relevant maps as directed.
7. Respond to and resolve public inquiries and complaints to ensure a high standard of customer service to employees of the county, elected officials, members of the public, governmental agencies, and others served by the Engineering Department.
8. Provides testimony in litigation involving Jefferson County's Engineering, Planning, and Zoning Departments.

9. Makes oral and written presentations to the County Commission, Planning Commission, Board of Zoning Appeals and other public and private groups; represents the department and the County with other government agencies.
10. Analyzes proposed legislation, regulations, and ordinances for their impact on the department and county operations and for their adherence to engineering principles.
11. Attend training courses, continuing education courses, professional society meetings and meetings on community related issues to meet requirements of the West Virginia Board of Registration for Professional Engineers, remain current on issues related to the department and the County and remain informed on legal, technical and administrative trends in civil engineering.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree with three to five years related work experience in the area of engineering; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

Professional Engineer License or ability to obtain West Virginia Professional Engineer's license within one year of hire, and a valid Motor Vehicle Operator's License.

Knowledge, Abilities and Skill

Knowledge: Application of Civil Engineering principals, practices and theory. Knowledge and understanding of heavy site construction process and methods.

Abilities: Ability to read and understand construction drawings and specifications. Ability to establish and maintain effective working relationships with department staff, contractors doing business for the county as well as state regulatory authorities. Ability to establish and maintain a work reporting system and other related records.

Skill: Proficient written and oral communications skills, computer and technology skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills

Work requires some agility and physical strength, such as moving in, about construction sites, or over rough terrain, or standing or walking most of the work period.

Motor Skills

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer or climbing a ladder.

Visual Skills

Visual demands require the employee to constantly read and interpret documents for general understanding and analytical purposes; employee also routinely reviews non-written materials (e.g. maps and blueprints).

Jefferson County, West Virginia Job Description

Position Title:	Land Development Inspector	Grade Level:	V
Department	Engineering, Planning & Zoning	Date:	July 1, 2016
Reports to:	Chief County Engineer	FLSA Status:	Exempt

Statement of Duties: Employee performs technical and administrative assignments related to ensuring that land development projects are constructed in accordance with approved plans, regulations, ordinances and policy; and ensuring that construction bond amounts are adequate to cover construction costs. Employee is required to perform all similar or related duties.

Supervision Required: Working under the general direction of the Chief County Engineer, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Employee is not regularly required to supervise employees.

Confidentiality: Employee has access to client records and department files.

Accountability: Consequences of errors or poor judgment may include adverse public relations, monetary loss, legal repercussions, personal injury, and/or injury to self or others.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: Work requires some agility and physical strength, such as moving in and about construction sites, over rough terrain, or standing or walking most of the work period. Employee is exposed to outdoor work, confined spaces and high places, toxins or fumes, equipment and machinery, traffic, electricity, radiation, biohazards, loud noises, emotional stress, and risk of personal injury.

Nature and Purpose of Public Contacts: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Occupational Risks: Duties generally do not present occupational risk with only occasional exposure to risk or stress. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying equipment or work materials. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats or boots may be required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Inspection of residential subdivision and commercial site development projects for compliance with Jefferson County land development ordinances, including but not limited to: sediment and erosion control, storm water management and storm drainage systems, roadways and parking lots, landscaping, site grading, traffic control devices and markings, water and sanitary sewer systems, etc.
2. Update and maintain current construction unit-cost data for estimating construction bonds.
3. Review and approval of construction bond estimates for surety.
4. Review construction bond reduction/release requests and conduct final inspections to verify that all site work is complete in accordance with the approved plans prior to reduction/release of the construction bond.
5. Maintains record of third-party as-built plans, inspections and certifications.

6. Take measurements and use a digital camera to document stages of construction with photographs; and maintain record of in-house site inspection reports and approvals.
7. Produce job related correspondence to consultants, developers, etc.
8. Recommend revisions to site development details and standards.

Recommended Minimum Qualifications:

Education and Experience: Associate's Degree in Civil Engineering Technology or Construction Management with five to seven (5-7) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

Valid Motor Vehicle Operator's License.

Knowledge, Abilities and Skill

Knowledge: Knowledge and understanding of Civil Engineering principals, practices and theory, heavy site construction process and methods, building construction trades and terminology and construction methods of all aspects of residential and commercial land development projects.

Abilities: Ability to work independently; ability to deal with public tactfully and effectively. Ability to establish and maintain effective working relationships with department staff, contractors, developers and state regulatory authorities. Ability to enforce the requirements of plans and specifications and follow established standards and procedures. Ability to establish and maintain a work reporting system and other related records. Ability to deal effectively with disgruntled members of the public. Ability to read and interpret construction drawings and blue prints.

Skill: Basic math skills, computer skills, proficient with AutoCAD, proficient written and oral communications skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using power tools or climbing a ladder.

Visual Skills: Visual demands require the employee to constantly read and interpret documents for general understanding and analytical purposes; employee also routinely reviews non-written materials (e.g. maps and blueprints). Color vision required for this position.

Jefferson County, West Virginia Job Description

Position Title:	Impact Fee Program Specialist	Grade Level:	IV
Department	Engineering, Planning & Zoning Office of Impact Fees	Date:	July 1, 2016
Reports to:	Chief County Engineer	FLSA Status	Non-Exempt

Statement of Duties: Assists in the coordination and administration of the County's Impact Fee Program, as required by the Impact Fee Ordinance. Employee is required to perform all similar or related duties, and other administrative assistant type duties of the department.

Supervision Required: Under *general direction of the Chief County Engineer*, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced Judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Employee has no staff to supervise, but may give direction and guidance to co-workers cross-trained to assist and carry out the daily operational functions in the employee's absence. Work operations are subject to unpredictable fluctuations.

Confidentiality: Employee has access to some confidential information (including related department records, client information and information related to law suits), not department-wide, that is obtained during performance of essential functions, where the effect of any disclosure *would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed.*

Accountability: The nature of work means that errors can be easily detected, usually by the employee. Consequences of errors, missed deadlines or poor Judgment may result in minor confusion, involving minimal time and expense for correction, such as bookkeeping, data entry or failure to follow established procedures. Consequences of errors or poor judgment may include adverse public relations, missed deadlines, monetary loss, legal repercussions, labor/material costs, and/or jeopardize programs.

Judgment: Numerous standardized practices, procedures, general instructions, and ordinances or regulations govern the work, and in some cases, may require additional interpretation. Judgment

is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, ordinances, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of indoor environments such as office settings, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Public Contact: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or unformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Calculate, assess, collect, and deposit impact fees. Ensure the proper accounting and distribution of impact fee monies in the form of requisitions received from impact fee-fundable entities along with daily and monthly reconciliation of financial accounts.
2. Completing all data entry and tracking of impact fee monies and expenditures using the Jefferson County Impact Fee Tracking System (JCIFTS), Jefferson County Impact Account Management System (JCIFTS_AAM), and Requisition Tracking System (RTS) databases.
3. Manages several databases and software programs for the maintenance of records of all aspects of the impact fee program.
4. Prepare periodic reports of impact fee accounts, collections and expenditures.
5. Review and make determinations regarding requests for Impact Fee exemptions.
6. Analyze Capital Improvement Plans for the various fee-enabled entities; summarize projects with impact fee funding potential.
7. Coordinates with other County departments for Capital Improvement Plan submissions and assist in the production of the County Capital Improvement Plan for the various fee-

enabled entities. Manage CIP submissions using Capital Improvement Plan on-line (CIPol) database, and Requisition Tracking System (RTS) database tracking expenditure requests and procedures.

8. Manages pertinent capital inventories for the fee-enabled entities.
9. Conduct meetings and training sessions regarding impact fees and all their subsequent applications and distributions.
10. Conduct monthly audits with coordination of reports concerning buildings permit activity and maintain monthly audit logs.
11. Create cash flow analysis from fee collection data, track impact fee expenditures and provide data and reporting to the appropriate governing body and government agencies.
12. Reporting development activity and revenue collections to Jefferson County Public Service District in the form of Monthly Impact Fee Reports indicating the number of Impact Fee Applications (excluding exemptions) and collection for the month.
13. Work with the County Commission, other County departments, commissions and boards to ensure compliance with the Impact Fee Ordinance and to reduce the possibilities and potential for litigation.
14. Provides excellent customer service to members of the public, impact fee-enabled entities, other County departments and commissions and elected officials. Provide instruction on impact fee application process, exemption documentation and other impact fee related matters; ensure the proper communication and sharing of information to guarantee the correct processing of exemption applications, transfer of funds and accuracy of building permit applications.
15. Maintain current Impact Fee schedules and all Impact Fee and Capital Improvement Plan Program forms which are available in several formats including HTML, Excel, and Microsoft Word as both documents and templates.
16. Template development using HTML, CSS, Visual Basic, MySQL, TopStyle Lite, and Programmers Notepad along with maintaining Unit Development folders (UDF) and Development Notes of all created templates.
17. Perform general office duties of a clerical and administrative nature.

Recommended Minimum Qualifications:

Education and Experience: Duties involve application of semi-complex procedures requiring special knowledge or ability (e.g., advanced bookkeeping or billing procedures, transcription and stenography, database, etc.). *Equivalent to high school plus additional training equal to one to two years of college, or attainment of Associates degree level of post-secondary education; plus 1-3 years of related experience.*

Special Requirements: None required.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and operating procedures of the office and department; and laws and regulations pertinent to position functions. Working knowledge of the Microsoft Office Suite with advanced proficiency with Access database and Word software. Accounting/bookkeeping software and financial practices. Operation of office machines and has proficient computer and internet skills all used in support of department operations.

Abilities: Ability to follow established policy and procedures and work with minimum direction. Ability to create and maintain databases and generate reports; and manage and balance financial accounts. Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks, and maintain confidential information.

Skills: Proficient personal computer skills, mathematical skills, recordkeeping and clerical skills, written and oral communication skills, public speaking, outstanding interpersonal skills, and attention to detail required.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper (up to 30 lbs.)

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Demands: Visual demands include constantly reading documents for general understanding and for analytical purposes. Color vision is required for this position.

Jefferson County, West Virginia Job Description

Position Title:	Ordinance Compliance Officer & Floodplain Manager	Grade Level:	III
Department	Engineering, Planning & Zoning Office of Ordinance Compliance & Floodplain Management	Date:	July 1, 2016
Reports to:	Chief County Engineer	FLSA Status:	Non-Exempt

Statement of Duties: Employee investigates violations of the County's land development ordinances and carries out enforcement and compliance efforts. Under the direction of the Chief County Engineer acts as Floodplain Manager and performs related engineering assignments and maintains information and records related to the Flood Plain Ordinance for the Engineering Office. Employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Chief County Engineer, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently in accordance with specific instructions. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments including suggested work methods as necessary. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

Supervisory Responsibility: Employee is not regularly required to supervise employees.

Confidentiality: Employee has access to law suits, client records, and department files.

Accountability: Consequences of errors or poor judgment may include missed deadlines, adverse public relations, legal repercussions, personal injury.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Work requires some agility and physical strength to move in and about construction work sites, over rough terrain, or standing or walking most of the work period. Employee is exposed to outdoor work, confined spaces and high places, toxins or fumes, equipment and machinery, traffic, electricity, radiation, biohazards, loud noises, emotional stress, and risk of personal injury.

Nature and Purpose of Public Contacts: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Occupational Risks: Duties generally do not present occupational risk to the employee. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying equipment or work materials.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Enforce and investigate violations of the Salvage Yard Ordinance, Flood Plain Ordinance, Improvement Location Permit Ordinance, Subdivision & Land Development Regulations and Zoning & Land Development Ordinance, including but not limited to conducting relevant research, making site inspections, preparing reports, correspondence and other documentation, meeting with members of the public, issuing notices of violation and coordinating with the County Prosecutor the prosecution of violations in court.
2. Coordinate ordinance compliance efforts between the Engineering, Planning & Zoning and Permits & Inspections offices.
3. Prepare and present evidence and testimony in court for matters related to ordinance compliance.
4. Provide quality customer service over the telephone and in person to architects, engineers, builders, contractors, owners and other citizens and members of the public to answer questions, respond to complaints and provide information about the permit application process and Subdivision, Zoning, Improvement Location Permit, Flood Plain and Salvage Yard Ordinances.
5. Review and approve building permit applications for compliance with the Floodplain Ordinance and building setbacks.
6. Act as the county's Floodplain Manager and, with assistance from the County Engineer, ensure compliance with the FEMA Flood Insurance program. Maintain the Flood Insurance Rate Maps.

7. Assist the County Engineer with floodplain delineations, base flood elevation determinations and related tasks.
8. Assist the Director of Homeland Security with participation in the FEMA Community Rating System (CRS) flood insurance discount program.
9. Assist the County Engineer with investigation of Property Safety Enforcement Agency cases.
10. Provide staff support for clerical, secretarial and administrative personnel in their absences.
11. Serve the public through face-to-face meetings, answering and appropriately handling telephone calls, and responding to inquiries via email, fax, or letter.
12. Maintain complete and accurate records related to ordinance compliance and permit application matters.

Recommended Minimum Qualifications:

Education and Experience: High School graduate with three to five (3-5) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

Valid Motor Vehicle Operator's License. Deputized as "Special Deputy" to the Sheriff of Jefferson County. Obtain Certified Floodplain Manager (CFM) certification from the Association of State Floodplain Managers (ASFPM).

Knowledge, Abilities and Skill

Knowledge: Knowledge and understanding of legal terminology and the legal process related to the prosecution of ordinance violations.

Abilities: Ability to work independently; ability to deal with public tactfully and effectively. Ability to establish and maintain effective working relationships with department staff, contractors doing business for the town as well as state regulatory authorities. Ability to read and enforce plans and specifications and follow established standards and procedures. Ability to establish and maintain a work reporting system and other related records.

Skill: Basic math skills, computer skills, proficient written and oral communications skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Work requires *some agility and physical strength*, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the work day.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using power tools or climbing a ladder.

Visual Skills: Visual demands require the employee to constantly read and interpret documents for general understanding and analytical purposes; employee also routinely reviews non-written materials (e.g. maps and blueprints). Color vision required for this position.

Jefferson County, West Virginia Job Description

Position Title:	Permits Technician	Grade Level:	III
Department	Engineering, Planning & Zoning Office of Permits and Inspections	Date:	July 1, 2016
Reports to:	Chief County Engineer	FLSA Status	Non-Exempt

Statement of Duties: Assists the public with the processing of building permit applications and the issuance of permits in accordance with established requirements. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the Chief County Engineer, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, does not supervise other employees.

Confidentiality: Employee has access to some confidential information obtained during performance of regular position responsibilities, such as lawsuits, criminal investigations, client records and department records.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, missed deadlines, monetary loss, and legal repercussions.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Assist the public in issuing building permits, and answering questions about permit applications, building code requirements and the inspection process; provide service via telephone, email and face-to-face contact.
2. Ensure the accurate processing of building permit applications, building permits and application fees.
3. Provide daily footing inspection information to the Addressing Department.
4. Process re-inspection fee invoices and collect and reconcile fees.
5. Ensure the accurate and timely issuance of Use and Occupancy Certificates.
6. Prepare correspondence for water potability certifications, notifications of building permit expirations and other matters related to the Engineering Department of the Office of Permits and Inspections.
7. Perform monthly calculations, reconciliations and reports of collected fees, and building permit activity.
8. Maintain accurate and complete files for both archived and active building permits in accordance with records retention schedules.
9. Obtain and maintain a current copy of West Virginia Contractor License list and ensure current licensing of applications prior to processing building permit applications.
10. Schedule and coordinate building inspections with the building inspectors.

11. Maintain the building permits database for accuracy and completeness of information and generate appropriate reports from the database.
12. Serve as the clerical staff for the Property Safety Enforcement Agency Board, including attending meetings and recording and typing minutes.
13. Assist throughout the Engineering Department on an as needed basis and perform other duties and tasks as assigned.

Recommended Minimum Qualifications:

Education and Experience: High School graduate or equivalent and three to five (3-5) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: A Valid Driver's license is required.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Knowledge of building construction terminology. Working knowledge of the Internet in support of department operations.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information. Ability to read and interpret blueprints and maps.

Skills: Proficient personal computer skills, reconciling accounts, mathematical skills, preparing reports, recordkeeping and clerical skills, written and oral communication skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Demands: Visual demands include constantly reading documents for general understanding, proofreading and editing.

Jefferson County, West Virginia Job Description

Position Title:	Building Inspector II – Team Leader	Grade Level:	IV
Department	Engineering, Planning & Zoning Office of Permits and Inspections	Date:	July 1, 20162015
Reports to:	Chief County Engineer/Building Official	FLSA Status:	Non-Exempt

Statement of Duties: Employee is responsible for administrative, technical and inspection work related to the enforcement and interpretation of the building code and ordinances to ensure the health, safety and welfare of the public. Employee is required to perform all similar or related duties. As Senior Inspector, functions as the lead inspector on the inspections and permits team; responsible for training lower level inspectors and maintaining consistency in the interpretation and application of the building codes by all inspectors.

Supervision Required: Under *general direction of the Chief County Engineer/Building Official*, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently in accordance with specific instructions. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments including suggested work methods as necessary. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, *leads other members of the building inspection team* in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The work leader is responsible to his/her supervisor for assuring that the work assignments of other workers are carried out by performing duties which typically consist of most of the following: distributes and balances workload among employees in accordance with established workflow and job specialization; assures timely completion of work; instructs employees in specific tasks or explains work methods to be employed and indicated applicable reference material and guidelines; checks work progress and reviews completed work to see that instructions have been carried out; answers questions and resolves problems that arise in the work; provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor; may approve leave for a few hours or for emergencies.

Employee is required to train, supervise and provide guidance to the other building inspectors with regard to completing continuing education and maintaining necessary certifications.

Confidentiality: Access to some confidential information, not department-wide that is obtained during performance of essential functions, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed.

Accountability: Consequences of errors or poor judgment may include adverse public relations, missed deadlines, monetary loss, legal repercussions, labor/material costs, and/or injury to self or others.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: Work requires some agility and physical strength to move in and about construction work sites, over rough terrain, or standing or walking for most of the work period. Employee is exposed to outdoor work, confined spaces and high places, toxins or fumes, equipment and machinery, traffic, electricity, radiation, biohazards, loud noises, emotional stress, and risk of personal injury.

Nature and Purpose of Public Contacts: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Occupational Risks: Duties generally do not present occupational risk with only occasional exposure to risk or stress. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying equipment or work materials.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Review residential and commercial building permit applications and plans for compliance with the residential and commercial building codes. This includes but is not limited to: single family dwelling units, duplex dwelling units, swimming pools, decks, car ports, detached garages, storage buildings, chimneys, additions, and

commercial/industrial/institutional type structures.

2. Performs residential and commercial building inspections to ensure the work is being properly performed and that the inspected structure meets with minimum requirements of applicable codes and ordinances; records findings of same as required.
3. Meets with builders, contractors, owners, and the public to explain the permit application and inspection process, and building code requirements, and answer questions regarding same.
4. Establishes and maintains harmonious work relationships.
5. Coordinate and prioritize daily inspection schedules, pull permit files at the end of each day to prepare for the following day's inspections.
6. Ensure the safe operation, cleanliness and maintenance of county vehicles. Keep vehicle filled with fuel, and deliver vehicle to county garage for servicing.
7. Investigates citizen complaints related to building code violations.
8. Enforces codes by giving instructions, issues warnings and/or "Stop Work Orders" when necessary.
9. Authorizes Use and Occupancy Certificates.
10. Updates results of each day's inspections into the computer database to ensure accurate and complete recording of inspection status.
11. Attends training courses to remain aware of industry regulations, obtains building code certifications and continuing education requirements as required by state law.
12. Participates in building code and permit application process question and answer meetings held by the Engineering Department for the building industry.
13. Coordinates the formal training, testing and certification of all other building inspectors. Maintains the certification and continuing education status record of all other building inspectors to ensure compliance with the requirements of West Virginia State Code, Title 87-7. Submits bi-annual continuing education report to the WV State Fire Marshal.
14. Maintains and keeps updated all information on the Engineering Department section of the county's web page. Includes updating permit application forms, fee schedules,

impact fee information and contact information, etc.

Recommended Minimum Qualifications:

Education and Experience: International Code Council certification in residential and commercial building inspections plus five to seven (5-7) years related work experience in the area of building construction and inspections; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Supervisory experience and/or demonstrated ability to lead a team of coworkers. Computer skills and knowledge in web page maintenance.

Special Requirements:

Valid Motor Vehicle Operator's License and Building Code Inspector and Plans Examiner Certifications (W.V. State Fire Marshal, W.V. State Code, Title 87-7).

Knowledge, Abilities and Skill

Knowledge: Knowledge and understanding of building construction trades and terminology, International Building Codes, and building construction processes and methods. Excellent computer skills.

Abilities: Ability to work independently; ability to deal with public tactfully and effectively. Ability to establish and maintain effective working relationships with department staff, contractors doing business for the town as well as state regulatory authorities. Ability to carry out essential functions under hazardous or inclement weather conditions in a safe manner. Ability to establish and maintain a work reporting system and other related records. Ability to deal effectively with disgruntled members of the public. Ability to read and interpret construction drawings and blue prints.

Skill: Basic math skills, computer keyboarding and web page skills, proficient written and oral communications skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required.

Motor Skills: Duties are *largely mental rather than physical*, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a personal computer and/or most other office equipment, typing and/or word processing, filing, sorting of papers or operating a motor vehicle.

Visual Skills: Visual demands require the employee to constantly read and interpret documents for general understanding and analytical purposes; employee also routinely reviews non-written materials (e.g. maps and blueprints). Color vision required for this position.

Jefferson County, West Virginia Job Description

Position Title:	Building Inspector I	Grade Level:	IV
Department	Engineering, Planning & Zoning Office of Permits and Inspections	Date:	July 1, 2016
Reports to:	Chief County Engineer	FLSA Status:	Non-Exempt

Statement of Duties: Employee is responsible for administrative, technical and inspection work related to the enforcement and interpretation of the building code and ordinances to ensure the health, safety and welfare of the public. Employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Chief County Engineer, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently in accordance with specific instructions. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments including suggested work methods as necessary. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

Supervisory Responsibility: Employee is not regularly required to supervise employees.

Confidentiality: Employee has access to department files.

Accountability: Consequences of errors or poor judgment may include adverse public relations, missed deadlines, monetary loss, legal repercussions, labor/material costs, and/or injury to self or others.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Work requires some agility and physical strength to move in and about construction work sites, over rough terrain, or standing or walking for most of the work period. Employee is exposed to outdoor work, confined spaces and high places, toxins or fumes, equipment and machinery, traffic, electricity, radiation, biohazards, loud noises, emotional stress, and risk of personal injury.

Nature and Purpose of Public Contacts: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Occupational Risks: Essential functions regularly present potential risk of injuries from improper exposure which could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats or boots may be required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Review residential permit applications for compliance with the residential building code. This includes but is not limited to: single family dwelling units, duplex dwelling units, swimming pools, decks, car ports, detached garages, storage buildings, chimneys and additions.
2. Performs residential and commercial building inspections to ensure work is being performed and inspected structure meets with minimum requirements of applicable codes and ordinances; records findings of same as required.
3. Meets with builders, contractors, owners, and the public to explain the permit application and inspection process, and building code requirements, and answer questions regarding same.
4. Establishes and maintains harmonious work relationships.
5. Coordinate and prioritize daily inspection schedules, pull permit files at the end of each day to prepare for the following day's inspections.
6. Ensure the safe operation, cleanliness and maintenance of county vehicles. Keep vehicle filled with fuel, and deliver vehicle to county garage for servicing.
7. Investigates citizen complaints related to building code violations.

8. Enforces codes by giving instructions, issues warnings and/or "Stop Work Orders" when necessary.
9. Authorizes Use and Occupancy Certificates.
10. Updates results of each day's inspections into the computer database to ensure accurate and complete recording of inspection status.
11. Attends training courses to remain aware of industry regulations, obtains building code certifications and continuing education requirements as required by state law.
12. Participates in building code and permit application process question and answer meetings held by Planning, Zoning and Engineering for the building industry.

Recommended Minimum Qualifications:

Education and Experience: Minimum of five (5) years of building construction and/or inspection experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. In addition, successful completion of the training and examinations required to be certified as an Inspector by the International Code Council and the West Virginia State Fire Marshal (WV State Code, Title 87-7-3).

Special Requirements:

Valid Motor Vehicle Operator's License and Building Code Inspector and Plans Examiner Certifications (W.V. State Fire Marshal, W.V. State Code, Title 87-7).

Knowledge, Abilities and Skill

Knowledge: Knowledge and understanding of building construction trades and terminology, International Building Codes, and building construction processes and methods.

Abilities: Ability to work independently; ability to deal with public tactfully and effectively. Ability to establish and maintain effective working relationships with department staff, contractors doing business for the town as well as state regulatory authorities. Ability to carry out essential functions under hazardous or inclement weather conditions in a safe manner. Ability to establish and maintain a work reporting system and other related records. Ability to deal effectively with disgruntled members of the public. Ability to read and interpret construction drawings and blue prints.

Skill: Basic math skills, computer keyboarding skills for data entry, proficient written and oral communications skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using power tools or climbing a ladder.

Visual Skills: Visual demands require the employee to constantly read and interpret documents for general understanding and analytical purposes; employee also routinely reviews non-written materials (e.g. maps and blueprints). Color vision required for this position.

Jefferson County, West Virginia Job Description

Position Title:	County Planner	Grade Level:	V
Department	Engineering, Planning & Zoning	Date:	July 1, 2016
Reports to:	Chief County Engineer/Director	FLSA Status	Exempt

Statement of Duties: This position oversees, supervises and is responsible for all aspects of the administration and enforcement of the Subdivision and Land Development Regulations ordinance, and other regulations related to land development. Other responsibilities include the supervision of other professional and clerical staff members engaged in administration and enforcement of the Subdivision and Land Development Regulations ordinance, as well as the site plan and land development project review and approval processes.

The County Planner also works under the guidance of State and Federal regulation, and County ordinances, regulations, policies and procedures.

Representation at various meetings/boards/commissions, including the Planning Commission, is required by the County Planner. Employee is required to perform all similar or related duties, as directed by the Chief County Engineer/Director.

Supervision Required: Employee works under the administrative direction of the Chief County Engineer/Director to enforce the Subdivision and Land Development Regulations and administer land planning related functions for the county. Employee works from county policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for the planning staff results. Consults with supervisor only where clarification, interpretation, or exception to county policy may be required. The employee is responsible for the development and implementation of office policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, *is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner.* Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; recommends promotions, reassignments, pay increases or other personnel actions; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements and prepares formal evaluations of performance; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions,

such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work.

Confidentiality: Access to some confidential information, not department-wide that is obtained during performance of essential functions, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed. Employee mainly has access to confidential law suit information and land development applicant's confidential information and plans.

Accountability: The nature of the *professional* or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor Judgment could result in excessive costs, delay of service delivery, or legal repercussions to the County.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: The work environment involves everyday discomforts typical of indoor environments such as office settings, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Public Contact: Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance. The employee on behalf of a department may communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings. Work is performed under tight deadlines at times.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Responsible in the administration of land use regulations and ordinances and the Comprehensive Plan for the County.
2. Review and evaluate all Site Plans and Subdivision Plats, including Concept Plans, Community Impact Statements, and environmental assessments/determinations, for conformance with County Subdivision and Land Development Regulations and County Zoning and Land Development Ordinance.
3. Coordinate land development project reviews with department staff, including the County Engineers, Ordinance Compliance Officer, and administrative staff to ensure projects comply with county regulations, and to ensure projects are tracked throughout the review process. Conduct site visits for all projects and other planning endeavors.
4. Prepare staff reports for all projects requiring Planning Commission or County Commission approval to provide analysis and recommendations for land development projects; creates written and visual documentation in the form of maps, reports, electronic/digital files, power point presentations, etc.
5. Serve as Staff to the Planning Commission in the review, presentation, and recommendation of all development applications at Planning Commission meetings. Attend regular night meetings at least twice monthly in addition to other special meetings as scheduled.
6. Facilitate staff review meetings between staff and the consultants and developers for new land development projects in order to facilitate an efficient processing of projects. This includes coordination with staff engineers, other review agencies, and the applicant and presenting issues to the applicants, informing them of necessary paperwork and other pertinent documents needed and timelines for the application process.
7. Assist the public, surveyors, engineers, and developers with questions regarding land-use regulations relating to properties and projects via meetings, letters, phone calls, and e-mail correspondence. This involves research of properties for prior land uses, subdivision, zoning, violations, and other pertinent data in order to provide the customers with accurate and thorough information.
8. Give public presentations to boards and commissions including the Planning Commission and County Commission.
9. Assist the Director, Zoning Administrator, and Engineering staff with other zoning and planning related duties and special projects.
10. Conduct research and analysis for special projects and planning-related issues and provide recommendations and reports to various groups. Examples include analysis of planning theories, forms of zoning and other regulatory processes, growth trends, and planning policies of other jurisdictions in relation to Jefferson County.

11. Assist the Director and Zoning Administrator with updates of the Comprehensive Plan, Subdivision Regulations, and Zoning Ordinances by reviewing existing ordinances and plans and recommending changes for correcting inconsistencies and updating the documents to conform to the policies as dictated by the County Commission and Planning Commission.
12. Attend seminars, conferences, and meetings to keep abreast of new laws, research, technologies, and trends in planning, GIS, zoning, as well as more specific issues as they relate to Jefferson County and the region.
13. Establish and maintain professional relationships with colleagues in planning and other related fields in order to foster open communication and coordination of efforts as they relate to Jefferson County and the region.
14. Assist with other planning duties as needed by the Director and Zoning Administrator.
15. Willingness to take on additional duties as needed in support of Departmental and County goals and objectives.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree from an accredited college or university with at least five to seven (5-7) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Valid driver's license required. Member in good standing of the American Institute of Certified Planners (AICP) preferred.

Knowledge, Abilities & Skills:

Knowledge: Common principles and theories related to land use and planning and zoning laws; department and office operations; laws and regulations pertinent to position functions; working knowledge of the Internet and Microsoft Office Suite in support of department operations.

Abilities: Good judgment and decision making abilities; able to work independently with minimal supervision, able to communicate professionally with people of diverse backgrounds and levels of education. Must be an analytical thinker and detail-oriented. Supervise, assign, and evaluate the work of employees. Ability to prioritize and complete work tasks in an efficient and timely manner. Ability to read construction plans, survey plats and maps, and interpret and enforce ordinances.

Skills: Good writing and oral presentation skills, Strong writing skills, including experience in writing local land use ordinances; strong written and verbal communication, effective record keeping, time management skills and effective customer service skills are required.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 40lbs). There may be need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the work day.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Demands: Visual demands include constantly reading documents, construction plans, and maps for general understanding and for analytical purposes. Employee is required to distinguish colors.

Position Title:	Planning Clerk (Planning)	Grade Level:	III
Department	Engineering, Planning & Zoning Planning Office	Date:	July 1, 2016
Reports to:	County Planner	FLSA Status	Non-Exempt

Statement of Duties: The employee performs administrative, research and data collection, and clerical services in support of the operation of the Planning Department. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the County Planner, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The County Planner provides instruction for new or unusual assignments. Unusual situations are referred to the County Planner for advice and further instructions. Supervisor reviews work to remain aware of progress, work methods, and technical accuracy. In many cases, the work is self-checking, for example, requiring accounts to balance before proceeding.

Supervisory Responsibility: Employee, as a regular continuing part of the job, does not regularly supervise other employees.

Confidentiality: Employee has access to some confidential information obtained during performance of essential functions, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed.

Accountability: Consequences of errors, missed deadlines or poor judgment may include time loss, adverse public relations, monetary loss, labor/material loss, jeopardize programs and legal repercussions.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of indoor environments such as office settings, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Personal Contact: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative

or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Assist with administrative functions related to Subdivision Regulations and Zoning Ordinance, including research, data gathering, Powerpoint presentations, and the organization, copying, and distribution of draft documents.
2. Conduct data collection, assessment, and analysis functions for other planning related projects and functions for the County Planner.
3. Prepare Planning Commission Minutes and letters as required; and perform other duties assigned by the County Planner, Director, and/or collective Members of the Planning Commission.
4. Provide Clerical support to the Planning Commission in the capacity of Recording Secretary, with duties to include but not limited to: preparing agenda, organizing and mailing packets for review, attending meetings, preparing Conference Room for meeting, maintain audio/video recordings of meetings, take notes and transcribe minutes of meetings, process all documents and files pertaining to said Commission.
5. Prepare Legal Advertisements for each Planning Commission project file in accordance with ordinance or policy standards; prepare and post Notice of Hearings to be forwarded to Governmental Agencies and Staff Review Board.
6. Provide assistance to the "front desk" personnel regarding questions concerning the zoning and subdivision regulations.
7. Collect required fees and write receipts in absence of the front desk clerk. Accurately record receipts.
7. Assist with telephone coverage and public inquiries, and serve as backup during front desk staff absences, as needed.
8. Complete professional development training to improve skills.
9. Willingness to take on additional duties as needed in support of Departmental and County goals and objectives.

Recommended Minimum Qualifications:

Education and Experience: High School degree with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Driver's license and Notary Public may be required.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of the Internet in support of department operations, and Microsoft Office Suite.

Abilities: Use good judgment and decision making abilities, prioritize tasks and work independently with minimum supervision, and follow established office policies. Ability to communicate professionally with people of diverse backgrounds and levels of education is required.

Skills: Good typing, written and verbal communication, record keeping, and time management skills are required. Effective customer service skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper (up to 30lbs).

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Demands: Visual demands require the employee to constantly read documents for general understanding and for analytical purposes.

Jefferson County, West Virginia Job Description

Position Title:	Office Assistant	Grade Level:	II
Department	Engineering, Planning & Zoning Planning & Zoning Office	Date:	July 1, 2016
Reports to:	County Planner	FLSA Status	Non-Exempt

Statement of Duties: The employee performs administrative and clerical services in support of the operation of the Planning and Zoning Office. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the County Planner, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

Supervisory Responsibility: Employee, as a regular and continuing part of the job does not regularly supervise other employees.

Confidentiality: Employee has access to some confidential information, not department-wide that is obtained during performance of essential functions, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed.

Accountability: Consequences of errors, missed deadlines or poor judgment may include time loss, adverse public relations, monetary loss, and legal repercussions, jeopardize programs.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of indoor environments such as office settings, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Personal Contact: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Customer Service for the walk-in public by providing personal assistance and professional direction regarding general and zoning specific questions, researching fee amounts, pulling files for public review, providing copies of requested file information, and maintaining daily "walk-in" log count.
2. Monitor and address incoming telephone inquiries, transcribe clear and concise messages, assist in resolving issues by communicating concerns to the appropriate recipients and follow-up communication with callers, when applicable. Maintain daily call count. Assist with telephone coverage in Engineering Department, as needed.
3. Coordinate, schedule and arrange appointments; maintain Director's calendar appointments. Maintain computer calendar and daily meeting count.
4. Check Planning & Zoning Department email accounts, sort and forward messages to appropriate Staff members, respond to general inquiries, and calculate daily count of incoming correspondence.
5. Stamp and distribute incoming correspondence and process outgoing mail; dispatch and receive deliveries, and take inventory of content to assure compliance with purchase agreements upon receipt of packages. Notify staff when deliveries and fax messages arrive.
6. Perform Planning/Zoning Department cross-training duties and provide relief coverage, as required.
7. Maintain Document Tracking List.
8. Receive, assign file numbers and appropriately process information for each Board of Zoning Appeals (BZA) projects; open monthly BZA file – log information into Recorded Files; prepare monthly Activity Report for monthly BZA meetings; prepare corresponding Placards as required, and contact/instruct Applicants on Placard installation for (both) monthly Board of Zoning Appeals and Planning Commission Meetings.
9. Assign file numbers for all Rezoning (Zoning Map Amendment), Conditional Use Permits, Planning Commission Waivers/Variations, Zoning Appeals, Major

and Minor Subdivision submissions; enter corresponding information into the Recorded Files computer log; open project files; process incoming documentation; prepare Determination Letters (MSD) to be mailed within required ten day time-frame.

10. Schedule all Subdivision Pre-proposal Conferences (PPCs) and notify Engineering Department of appointment date/time; enter PPC information into Recorded Files; prepare Draft PPC Memo's for both Site Plan and Minor Subdivision PPC's – distribute received information to Engineering & GIS Departments prior to meeting; manage PPC Memo revision process; forward completed PPC Memo to Applicant; scan complete PPC package to Planning Shared Files; forward copy to Engineering Department; file application and corresponding documentation.
11. Ensure that all Zoning Certificate applications are complete with necessary information for review and consideration by the Zoning Administrator; prepare draft Zoning Certificate and corresponding Applicant Letter for review and input by the Zoning Administrator; manage revision process; forward completed Zoning Certificate to Applicant; scan complete Zoning Certificate package to Planning Shared Files; forward copy to Engineering Dept.; file application and corresponding documentation.
12. Address general information requests and draft Information Request paperwork for consideration by Planning or Zoning Clerks; maintain Recorded File and Tracking List inquiry/response information.
13. Collect required fees for all projects and copies made, record receipts and maintain deposit data.
14. Evaluate office inventory and purchase supplies utilizing the County Commission Credit Card, as required. Coordinate maintenance/service of office equipment.
15. Reconcile monthly County Credit Card expenditures and maintain/submit associated Purchasing Card Procurement Log for payment approval by the County Commission. Prepare Bill Head Invoices and Per Diem applications for personal reimbursement requests.
16. Prepare Fiscal Year Quarterly Count Reports and Zoning Certificate Summary.
17. Perform other duties as assigned by the Director, Zoning Administrator and County Planner.

Recommended Minimum Qualifications:

Education and Experience: High School degree with, up to and including, one year related work experience Basic knowledge of arithmetic, English and grammar.

Special Requirements: Driver's license and Notary Public may be required.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of the Internet in support of department operations, and Microsoft Suite.

Abilities: Use good judgment and decision making abilities, to work independently with minimum supervision, and follow established office policies. Ability to communicate professionally with people of diverse backgrounds and levels of education is required.

Skills: Good typing, written and verbal communication, record keeping, and time management skills are required. Effective customer service skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper (up to 30 lbs).

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Demands: Visual demands include constantly reading documents for general understanding and for analytical purposes.

Jefferson County, West Virginia Job Description

Position Title:	Zoning Administrator	Grade Level:	V
Department	Engineering, Planning and Zoning	Date:	July 1, 2016
Reports to:	Chief County Engineer/Director	FLSA Status	Exempt

Statement of Duties: This position oversees, supervises and is responsible for all aspects of the administration and enforcement of the Zoning Ordinance in coordination with other regulations related to land development. Other responsibilities include the supervision of other professional and clerical staff members engaged in the administration and enforcement of the Zoning Ordinance as well as the site plan and land development project review and approval processes.

The Zoning Administrator also works under the guidance of State and Federal regulations, and County ordinances, regulations, policies and procedures.

Representation at various meetings/boards/commissions, including the Zoning Board of Appeals is required by the Zoning Administrator. Employee is required to perform all similar or related duties, as directed by the Chief County Engineer/Director.

Supervision Required: Employee works under the administrative direction of the Chief County Engineer/Director to enforce the Zoning Ordinance and administer zoning related functions for the county. Employee works from county policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for the zoning staff results. Consults with supervisor only where clarification, interpretation, or exception to county policy may be required. The employee is responsible for the development and implementation of office policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, leads the Zoning Clerk (Planning) in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind of levels as is done by the group lead. The work leader is responsible to his/her supervisor for assuring that the work assignments of other workers are carried out by performing duties which typically consist of most of the following: distributes and balances workload among employees in accordance with established workflow and job specialization; assures timely completion of work; instructs Zoning Clerk (Planning) in specific tasks or explains work methods to be employed and indicated applicable reference material and guideline; checks work progress and reviews completed work to see that instructions have been carried out; answers questions and resolves problems that arise in the work; provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor.

Confidentiality: Access to some confidential information, not department-wide that is obtained during performance of essential functions, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in

the work performed. Employee mainly has access to confidential law suit information and land development applicant's confidential information and plans.

Accountability: Consequences of errors, missed deadlines or poor judgment may include time loss, adverse public relations, labor/material loss, jeopardize programs and legal repercussions.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices and/or ordinances. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: The work environment involves everyday discomforts typical of indoor environments such as office settings, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Public Contact: Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the organization in zoning related matters of substance or considerable importance. The employee acts on behalf of a department to communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings. Work is performed under tight deadlines at times.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Responsible for the Administration, Enforcement and Interpretation of the County Zoning Ordinance.
2. Direct and administer processes for review of proposed subdivisions, site plans and other land development proposals for conformance with the County Zoning and Land Development Ordinance.
3. Evaluate zoning certificates, information requests, and subdivision proposals and projects for zoning code compliance, conformance to comprehensive plan, and land use

development regulations and prepare written documentation of responses..

4. Evaluate Concept Plans, community impact statements and environmental assessments/determinations for all applicable projects for conformance with the requirements of the County Zoning and Land Development Ordinance.
5. Act as lead staff liaison for the Board of Zoning Appeals, preparing staff reports on all actionable items, providing relevant background and Zoning and Land Development Ordinance references, presenting reports at all meetings, and supervising clerical staff functions for the BZA.
6. Administer the LESA and Conditional Use Permit process, including staffing and providing follow up to the Neighborhood Compatibility Meeting and the Board of Zoning Appeals action items.
7. Organize, prepare for and present staff reports at public hearings regarding zoning, conditional use and land development proposals.
8. Prepare staff summaries and recommendations on development proposals.
9. Maintain a log of Zoning Ordinance and land use interpretations and policies for future reference.
10. Enforce code violations with the assistance of the Ordinance Compliance Officer and with the assistance of County Prosecuting Attorney.
11. Interpret and advise the public and development community on development activities, including participating in Pre-proposal Conferences (PPCs) requiring land use and zoning interpretation and preparing written responses.
12. Direct personnel engaged in publication of legal notices, and notification of adjacent property owners or affected agencies or organizations with regard to land development matters in accordance with County, State and local regulations.
13. Collaborate with the County Planner and/or County Engineer in preparation of amendments to any ordinances related to land use, land development standards and processes. Recommend amendments to provide clarity of intent and to support Comprehensive Plan recommendations
14. Collaborate with the County Planner in revisions or updates to the County Comprehensive Plan and in any special area planning studies or activities.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree from an accredited college or university with three to five (3-5) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Valid driver's license required. Member in good standing of the American Institute of Certified Planners (AICP) preferred.

Knowledge, Abilities and Skill

Knowledge: Common principles and theories related to planning and zoning laws; department and office operations; laws and regulations pertinent to position functions; working knowledge of the Internet and Microsoft Office Suite in support of department operations.

Abilities: Good judgment and decision making abilities; able to work independently with minimal supervision, able to communicate professionally with people of diverse backgrounds and levels of education. Must be an analytical thinker and detail-oriented. Supervise, assign, and evaluate the work of employees. Ability to prioritize and complete work tasks in an efficient and timely manner. Ability to read construction plans, survey plats and maps, and interpret and enforce ordinances.

Skills: Good writing and oral presentation skills, Strong writing skills, including experience in writing local land use ordinances; strong written and verbal communication, effective record keeping, time management skills and effective customer service skills are required.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the work day.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Demands: Visual demands include constantly reading documents, construction plans, and maps for general understanding and for analytical purposes. Employee is required to distinguish colors.

Jefferson County, West Virginia Job Description

Position Title:	Zoning Clerk	Grade Level:	III
Department	Engineering, Planning & Zoning Planning & Zoning Office	Date:	July 1, 2016
Reports to:	Zoning Administrator	FLSA Status	Non-Exempt

Statement of Duties: The employee performs administrative, research and data collection, and clerical services in support of the operation of the Zoning office. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the Zoning Administrator, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The Zoning Administrator provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, does not regularly supervise other employees.

Confidentiality: Employee has access to some confidential information obtained during performance of essential functions, where the effect of any disclosure would be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed. .

Accountability: Consequences of errors, missed deadlines or poor judgment may include time loss, adverse public relations, monetary loss, and legal repercussions, jeopardize programs, and labor/material loss.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Personal Contact: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Assist with administrative functions related to Zoning Ordinance, including research, data gathering, and the organization, copying, and distribution of draft documents.
2. Assist the public with inquiries regarding zoning-specific questions, provide copies of requested information, and provides other assistance as required or requested.
3. Conduct data collection, assessment, and analysis functions for other zoning related projects and functions for the Zoning Administrator.
4. Provide Clerical support to the Board of Zoning Appeals in the capacity of Recording Secretary, with duties to include but not limited to: preparing agenda, organizing and mailing packets for review, attending meetings, preparing Conference Room for meeting, maintain audio/video recordings of meetings, take notes and transcribe minutes of meetings, process all documents and files pertaining to said Board.
5. Prepare Legal Advertisements for each Board of Zoning Appeals project file in accordance with ordinance or policy standards; prepare and post Notice of Hearings to be forwarded to Governmental Agencies.
6. Perform other duties assigned by the Zoning Administrator, Director, and/or collective Members of the Board of Zoning Appeals.
7. Assists with Zoning Board of Appeals functions including but not limited to processing Conditional Use Permit modifications, appeals, changes and variances requiring Planning Commission Action, and processing Zoning Certificates and Verifications.
8. Prepare correspondence for Zoning Administrator's or Director's signature, as assigned.

9. Administers Certification of Records for court proceedings, assemble and organize information in chronological order, copy entire file including large plats, record in detail each submission in chronological order.
10. Provide assistance to the "front desk" personnel regarding questions concerning the zoning and subdivision regulations.
11. Collect required fees and write receipts in absence of front desk clerk. Accurately record receipts.
12. Assist with telephone coverage and public inquiries, and serve as backup during front desk staff absences, as needed.
13. Complete professional development training to improve skills.
14. Willingness to take on additional duties as needed in support of Departmental and County goals and objectives.

Recommended Minimum Qualifications:

Education and Experience: High School degree (Associate's degree preferred) with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Driver's license and Notary Public may be required.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of the Internet in support of department operations, and Microsoft Office Suite.

Abilities: Use good judgment and decision making abilities, to work independently with minimum supervision, and follow established office policies. Ability to communicate professionally with people of diverse backgrounds and levels of education is required.

Skills: Good typing, written and verbal communication, record keeping, and time management skills are required. Effective customer service skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper (up to 30lbs).

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Demands: Visual demands require the employee to constantly read documents for general understanding and for analytical purposes.

Jefferson County, West Virginia Job Description

Position Title:	GIS/Addressing Manager	Grade Level:	V
Department	Engineering, Planning & Zoning	Date:	July 1, 2016
Reports to:	Chief County Engineer/Director	FLSA Status	Exempt

Statement of Duties: Administers and enforces the E911 Addressing Ordinance and manages and maintains the GIS system for the county, which requires the application of GIS principles and practices. Employee is required to perform all similar or related duties. Other responsibilities include the supervision of the other professional and clerical staff members engaged in the administration and enforcement of the E911 Addressing Ordinance and GIS mapping system.

The GIS Manager also must be prepared to coordinate GIS activities between different groups, agencies, departments, or individuals. The GIS Manager also works under the guidance of State and Federal regulations, and County ordinances, regulations, policies and procedures.

Supervision Required: Under the *administrative direction of the Chief County Engineer*, working from County policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for office results. Consults with supervisor only where clarification, interpretation, or exception to County policy may be required. The employee is responsible for the development and implementation of office policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, is *accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner.* Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; recommends promotions, reassignments, pay increases or other personnel actions; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements and prepares formal evaluations of performance; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work.

Confidentiality: Access to *some confidential information*, not department-wide that is obtained during performance of essential functions, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed.

Accountability: The nature of the *professional* or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor Judgment could result in excessive costs, delay of service delivery, risk to public health/safety, adverse public relations, or legal repercussions to the County.

Judgment: The work requires *examining, analyzing and evaluating facts* and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a *professional or technical field*. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: The work environment involves *everyday discomforts typical of indoor environments such as office settings*, with *infrequent exposure to outside elements*. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Relationships: Contacts are *primarily with co-workers and the public* involving *frequent* explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Occupational Risk: Duties of the job present *little potential for injury*. Risk exposure is similar to that found in typical office settings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. As Addressing Coordinator, administer and enforce Jefferson County's E911 Addressing Ordinance; additionally develop policies to support the ordinance and day to day office operations.
2. Develop short and long-term GIS Strategic Plan; matching industry trends, software updates and new technologies to needs and demands of GIS users within the County Government as well as to others served by County Government.

3. Develop GIS project management methodologies, set goals and objectives, completion dates and methods for new and ongoing projects.
4. Perform higher level GIS projects and spatial analyses that require commensurate technical knowledge, skills and experience.
5. Performs financial and administrative duties including contract administration, budget administration, pursuit of grant funding, and development of Requests for Proposals.
6. Provide seamless, office-wide customer service to all users of the GIS and mapping systems within the county, members of the public, other departments, elected officials and governmental agencies.
7. Ensure data standards are met; provide technical support, training, data and system quality assurance to GIS users.
8. Performs supervisory and administrative duties including staffing and performance reviews, employee training, and task tracking.
9. Make oral and written presentations at meetings, conferences, workshops and public sessions and represent the County with other government agencies.
10. Collaborates with other county departments and outside agencies, coordinate GIS activities between different groups as required to complete projects.
11. Perform other functions as assigned.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree from an accredited college or university in GIS, Geography, Cartography, Information Technology or Environmental Science, or related field and five to seven (5-7) years of related experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Must have a valid West Virginia Operator's License thirty days from date of hire. Preferred certification as GIS Professional (GISP).

Knowledge, Abilities and Skills:

Knowledge: Geographical concepts, ArcGIS suite of products (ArcMap, ArcCatalog, ArcToolbox, ArcIMS, and ArcEditor), the Adobe suite of products (Photoshop, Illustrator, and InDesign), GIS data formats like Geodatabases, shapefiles, AutoCAD DWG/DXF, raster imagery, tables, etc.

Abilities: Manage time and projects successfully and efficiently. Work alone or within a team with minimal supervision.

Skills: Cartographic skills and techniques, spatial analysis skills, advanced technical computer skills. Strong communication, supervisory, and project management skills are required.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands/Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy and computer paper up to 30 pounds.

Motor Skills: Duties are *largely mental rather than physical*, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a personal computer and/or most other office equipment, typing and/or word processing, filing, sorting of papers or operating a motor vehicle.

Visual Skills: Position requires routine reading and understanding of documents, analytical reports, maps and blueprints; employee is required to distinguish colors.

Jefferson County, West Virginia Job Description

Position Title:	GIS Analyst	Grade Level:	IV
Department	Engineering, Planning & Zoning Office of GIS/Addressing	Date:	July 1, 2016
Reports to:	GIS Manager	FLSA Status	Exempt

Statement of Duties: The GIS Analyst's responsibilities are two-fold. The first aspect of the position concentrates on data and programming knowledge. The Analyst must be familiar with database driven information, because the second aspect of the position, data analysis, is derived from this knowledge. The Analyst's duties include a high amount of data conversion, application, and implementation. Another role is transferring data from a database with certain parameters and ultimately preparing reports or making decisions from this created information. The Analyst makes practical sense out of processed data and then applies it to real-world cases. Employee collects, edits, manipulates, transforms, queries, maps and assures quality of all GIS and Tabular data in the Jefferson County Enterprise GIS. This position also assists other department with their mapping projects and geographic analysis through performance of advanced data maintenance, visualization or analysis. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the GIS Manager, the employee plans, prioritizes, and carries out the regular work in accordance standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decision, and conformance with policy, or other requirements.

Supervisory Responsibility: Employee is not regularly required to supervise others.

Confidentiality: Employee has access to confidential information of the department.

Accountability: Consequences of errors or poor judgment may include missed deadlines, time loss, and adverse public relations, jeopardize programs, danger to public health/safety and legal repercussions.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized techniques; or determining the methods to accomplish the work.

Work Environment: Work is performed in an office environment with some field work required.

Nature and Purpose of Relationships: Relationships are regular with co-workers, the public and external contacts such as other professionals. Interaction involves interpretation of guidelines and procedures, planning or coordination of work or resolving problems. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile or uncooperative persons.

Occupational Risk: Duties generally do not present occupational risk to the employee. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying heavy equipment or work materials.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Responsible for 911 physical addressing of structures and geocoding for the county; assign address ranges to roads and locations as appropriate.
2. Collect, create, update, edit, maintain, analyze, and distribute the county mapping files and metadata documents and provide data to user departments; perform quality assurance for same.
3. Assist in maintenance of GIS system and component databases and datasets. Provide customer service and technical support to all users of the GIS and mapping systems within the County, members of the public, other departments, elected officials and governmental agencies
4. Provide sophisticated geospatial analysis techniques, map queries, and staff reviews for land development applications. Assist County departments with GIS project planning, implementation and management.
5. Perform database maintenance for CAD, SQL, Access, GIS, Excel, and other programs used by the department, including but not limited to database design, integration application development, analysis, programming, scripting, maintenance, and troubleshooting.
6. Operate GIS system as required to generate reports, documentation, metadata, cartography, visualization, maps, illustrations, diagrams, etc. to assist in department or county operations.
7. Create, maintain, and manage public content for online applications such as department website and internet maps.
8. Utilize Global Positioning Systems (GPS) to mark important features in the field for location purposes. Perform various other field work as required.
9. Prepare technical reports and proposals; write user documentation. Make oral and written presentations at meetings, conferences, workshops, and public sessions and

represent the County with other government agencies.

10. Collaborate closely with other developers and GIS professionals. Stay current with GISP education and contribution requirements through training and professional publications or presentations.

Recommended Minimum Qualifications:

Education and Experience: Preferred to have a Bachelor's degree in GIS, Geography, Information Technology, or related field and minimum three to five (3-5) years of related experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Must have a valid West Virginia Operator's License prior to appointment. GIS Professional (GISP) certification preferred.

Knowledge, Abilities and Skills

Knowledge: Knowledge of geographic concepts, spatial analysis, database management, and above average IT knowledge. Higher education in Geographic and/or Computer Sciences.

Abilities: Ability to communicate effectively, manage time and projects successfully and efficiently. Work alone or within a team with minimal supervision.

Skills: Advanced technical computer skills, and specific training in GIS software in use at Jefferson County (ArcGIS). Strong project management skills are required. Understand, import, export and manipulate various digital GIS data formats like Geodatabases, shapefiles, AutoCAD DWG/DXF, raster imagery, tables, etc. Understand relational databases. Utilize typical Microsoft Office software, such as MS Access, in a Windows 7 environment.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy and computer paper.

Motor Skills: Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers or operating a motor vehicle.

Visual Skills: Position requires routine reading of documents, and reports for understanding; employee is required to distinguish colors.

Jefferson County, West Virginia Job Description

Position Title:	GIS Executive Administrative Assistant	Grade Level:	III
Department	Engineering, Planning & Zoning GIS/Addressing Office	Date:	July 1, 2016
Reports to:	GIS Manager	FLSA Status	Non-Exempt

Statement of Duties: The employee is the executive administrative support to the Manager of the GIS/Addressing Office. The employee performs administrative, database management, records maintenance, clerical, and customer services and all similar or related duties in support of the operation of the department, including the administration of the E911 Addressing Ordinance Compliance Program.

Supervision Required: Works under general supervision of the GIS Manager. Employee uses initiative to plan and carry out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing work activities, including determining work methods. The employee uses initiative to carry out new and recurring assignments independently or with little guidance. The employee is expected to solve, through experienced judgment, most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements. The methods used in arriving at the end result are not usually reviewed in detail, only sufficient enough to keep supervisor aware of progress.

Supervisory Responsibility: Employee, as a regular part of the job, is required to lead other employees to assist them in completing their assigned work. Employee also performs non-supervisory work that is of the same kind and level as is done by those being lead. The employee is not responsible for any disciplinary action nor is the employee involved in the hiring process.

Confidentiality: Employee has access to confidential information of the Department, including staff records.

Accountability: Consequences of errors, missed deadlines or poor judgment may include time loss, adverse public relations, monetary loss, labor/material loss, personal injury, danger to public health/safety, legal repercussions and jeopardize programs.

Judgment: Work requires the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents which may be conflicting at times. Independent judgment is used in analyzing specific situation to determine appropriate actions.

Complexity: Work consists of employing many different concepts, theories, principles, techniques, and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

Work Environment: The work environment involves everyday discomforts typical of indoor environments such as office settings, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee rarely may be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Public Contact: Employee has constant interaction with co-workers, vendors, the public, governmental peers, representatives of professional groups and the news media. The employee serves as a recognized authority of the County in matters of considerable importance, including departmental practices, procedures, regulations, or guidelines. Employee is required to discuss controversial matters where tact is required to avoid friction and to obtain cooperation.

Occupational Risk: Duties generally do not present occupational risk to the employee. Personal injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury may include bruises or cuts from falls sustained while field checking.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Serves public and staff through answering research inquiries of the Department.
2. Tracks all customer service requests (phone, walk-in, e-mail, etc) according to office priorities and ensures they are met within a timely manner;
3. Conducts staff reviews of land development applications for elements in compliance with E9-1-1 Addressing Ordinance and pertaining to addressing, road naming, subdivision naming. Corresponds findings of staff reviews with applicant and necessary agencies;
4. Reviews and approves new road names and subdivision names per submitted applications;
5. Interprets and enforces E9-1-1 Addressing Ordinance as duly assigned officer. Tracks Address Compliance Program, including correspondence, research, reporting, presentations, and field surveys.
6. Maintains GIS Office Policies, Procedures, Guidelines, annual reports, etc;
7. Assists the GIS Manager with management of GIS projects, including research, database management, file organization, data gathering, PowerPoint presentations, and the organizing, editing, copying, and distribution of draft documents.
8. Creates purchase orders, tracks invoicing, tracks annual budget, reconciles receipts and statements;

9. Coordinates routine street sign maintenance and contract billing;
10. Maintains staff timesheets for approval by GIS Director;
11. Coordinates office calendar, staff meetings and handles communication;
12. Keeps copier paper full, coordinate maintenance of office equipment, and maintain a full stock of office supplies;
13. Completes professional development training to improve and maintain skills;
14. Performs other administrative and office management duties as needed

Recommended Minimum Qualifications:

Education and Experience: 2-year college associates degree with one to three (1-3) years related work experience desirable; High school diploma with 3 years office management experience, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Valid WV Driver's license required.

Knowledge, Abilities and Skills:

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Proficiency in a range of software programs, e-mail and the Internet in support of department operations.

Abilities: Use good judgment and decision making abilities, to work independently with minimum supervision, and follow established office policies. Ability to communicate professionally with people of diverse backgrounds and levels of education is required. Ability to conceptualize ideas, analyze technical documents and compile complex information in concise writing.

Skills: Good typing, advanced computer, written and verbal communication, record keeping, and time management skills are required. Effective customer service skills are also required.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.

Motor Skills: Duties may involve assignments requiring application of hand/eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle or using a personal computer.

Visual Demands: Visual demands require the employee to constantly read documents for general understanding, accuracy and for analytical purposes. Sustained exposure to personal computer monitors also occurs.

Appendix B

Finding Efficiency through Streamlining Workflows

Finding Efficiency and Citizen Satisfaction through Web Applications

MEMORANDUM

Jefferson County, West Virginia

Engineering Department

TO: Roger Goodwin, P.E.
Chief County Engineer

FROM: Todd Fagan, GIS/Addressing Manager

DATE: July 12, 2016

SUBJECT: Office Consolidation – Finding Efficiency through Streamlining Workflows

One of the stated goals of departmental realignment is operational efficiency and eliminating duplicity in staff tasks. One way to achieve this goal is through the adoption of Content Management System (CMS) software. A third party, commercial software agreement was proposed in late 2013, however due to capital budget constraints at the time, the Commission elected not to approve the purchase. The need to scan, digitize, index and link county documents to development projects still exists. Staff just needs to identify and pursue less costly or even “free” options like [Alfresco](#) in order to meet the same goals.

The IT Department has offered to help with hardware, installation, training and some funding to explore a cheaper CMS solution to our document management problems. The software is loaded and ready for testing; staff just needs authorization to proceed with implementation of the project. The enterprise content management system will better serve the public, reduce staff research time, and increase overall efficiency. One of the most beneficial features of a CMS, beyond shared access to archival records, is a streamlined workflow process whereby any current or ongoing projects are automatically shepherded through the process, passing from staff to staff as the job goes from application to approval. Example: Process a building permit application to automatically flag inspection steps associated with the construction. The ultimate goal is an online records portal, with “Google”-like, full text indexes so staff and public may rapidly search and access permits and land development records.

Return on Investment (ROI) is measured in elements such as reduced staff time, reduced paper storage needs, reduced errors, risk and liability, increased staff efficiency, increased government transparency and increased citizen engagement. An ROI report, submitted to the Commission in early 2013, analyzed the costs and benefits of such a CMS. Based on averaged results from the study, staff currently spends just over \$11,000 per person each year performing document management-related activities (locating, retrieving, filing, copying, scanning, and faxing). That translates into nearly \$347k total per year for the 31 people sampled at the time. A CMS can achieve a 30% – 56% reduction in time spent doing those same tasks, avoiding thumbing through multiple paper-filled cabinets by searching an automated database.

It is important to remember that a CMS, while able to save up to \$100k, can't really pocket that savings in terms of programs or staffing. The time it takes to store, access, retrieve and archive electronic documents is spread out a little bit among many people. It's really more about saving the opportunity cost of what staff could be doing instead of spending more time searching paper documents in multiple locations. Freeing up these little bits of time throughout the day, gives staff the opportunity to process more applications faster and with greater accuracy. Or it may help staff tackle those long neglected "other tasks" in the job jar.

The benefits of a CMS are intuitive and easy to understand, but hard to quantify. It makes sense to most that any user will be able to access all of the necessary information in a much shorter time if the data is electronic and keyword searchable. We will no longer have to rely on our memories to find all of the answers to the puzzle. If all of the relevant information for any one project, application, case, or committee were right at our fingertips with the right searches, we can fill the citizen request faster, more efficiently and with less risk for error.

The 2013 ROI method did not take into account overall reduction in paper usage. It stands to reason that a CMS will also achieve savings related to purchase of less paper and materials. However, these kinds of savings may be equally offset by future server space and IT support needs. The greatest savings will come from increased staff efficiency and less so from reduced paper costs.

Another CMS benefit is reduced storage space for paper file cabinets. In 2013, the three departments in the Mason Building alone stored over a million documents in 145 file cabinets. Reducing or eliminating that paper archive provides an opportunity to save the equivalent of 5 – 8 offices (1158 sq ft). Multiply that by average cost per square foot for commercial office space and you will see potential savings. Electronic archives also reduce paper file redundancy and the risk of loss due to fire or water damage. Quantifying the actual value of

such a loss is near impossible, but it would clearly be devastating to County business, making it priceless.

MEMORANDUM

Jefferson County, West Virginia

Engineering Department

TO: Roger Goodwin, P.E.
Chief County Engineer

FROM: Todd Fagan, GIS/Addressing Manager

DATE: July 12, 2016

SUBJECT: Office Consolidation – Finding Efficiency and Citizen Satisfaction through Web Applications

Another of the stated goals of departmental realignment is project oversight and customer satisfaction. These goals may be achieved through the implementation of internet mapping application. One of our department's goals is to provide an easy-to-use web mapping application so staff and the public can query the County's authoritative GIS addressing and base map reference data. This tool can give the citizen the ability to verify many different characteristics of any property of interest like; correct addresses, jurisdiction, zoning, zip code, floodplain, voting districts, subdivisions, geology, conservation easements, emergency response districts and possibly school districts. Demand for this kind of tool can ultimately be measured in "hits" from citizens on the website.

Increasingly, organizations are moving to the distribution of GIS maps and data to their user groups through the Internet or an Intranet. Applications can be customized for specific audiences based on their unique use and data security needs. Mapping tools on the web, for public and/or staff use, will create time availability for many County staff, not just the GIS Department. These web-based applications are often an optimal solution for reducing paperwork, automating tasks and providing access to other government databases, which can reveal new value from existing information.

Benefits from an enterprise internet GIS include:

1. Government transparency and citizen engagement
2. Leveraged investment in GIS resources

3. Reduced data redundancy
4. Improved accuracy and integrity of geographic information
5. Efficient and timely data sharing
6. Improved organization-wide knowledge and decision support
7. High levels of interoperability between IT applications
8. More effective use of departmental staff
9. Potential Cost Recovery in local consortiums or subscription fees

Maps, queries, and analyses currently done by GIS staff will be performed by those customers in need of the services on "real-time", authoritative data. Mason, Michelle or Randy can research all applicable geographic data from their web browser instead of calling or visiting our office. The concept applies to all County Departments or Elected Officials whose staff has a stake in property locations and geographic attributes.

Some examples of proposed Jefferson County internet/intranet applications:

1. *General Base Map* - Roads, Addresses, Political Boundaries, streams and rivers, parks, air photos to allow any web user to query, view or map an area of interest.
2. *Economic Development* - Monitor commercial real estate opportunities, growth or foreclosures to identify priority areas
3. *Tax Assessment* – Search by address or property to link to assessment database or view related base map data
4. *Planning & Zoning* - Track and map site plans and subdivision activity throughout land development application process.
5. *Engineering* - Track construction permits or review floodplain or slope impacts
6. *Voter Registration* - Verify proper voting districts and polling places based on physical address
7. *School Districts* - Verify proper school district and bus routes based on physical address
8. *OHSEM* – Provides off-site archival backup in the event COOP or EOC activation
9. *911* – can integrate with CAD to provide field mapping support to emergency responders
10. *Tourism* – Market County attractions with Convention and Visitors Bureau
11. *Historic Resources* - Collection of Historic Landmark Commission data for use in cultural resource protection

Appendix C

Process Improvement Methods

Process Improvement Methods

Prepared by:

Roger Goodwin, Chief County Engineer

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Process Improvement

Organizations and companies must continually improve performance if they are to remain efficient and competitive. Performance is defined as “the progressive achievement of tangible, specific, measurable, and personally meaningful goals.” Factors such as competition, customer demands and knowledge, rapid technological change, and internal needs and desires, are causing companies and organizations to reexamine their performance.¹

Managers basically fall into two categories: X and Y. Type “X” managers believe people dislike work and avoid it, need to be controlled or coerced into performing, avoid responsibility, view their personal goals as more important than the organization’s goals, are not typically creative, and have limited growth. Type “Y” managers believe people see their work as a natural and fulfilling part of life, are capable of self-direction and management, accept responsibility and seek additional responsibility, view their contributions to the organization as just as important as their own personal goals, are creative, and have potential for growth.²

Therefore, performance improvement becomes a self-fulfilling prophecy. If leaders believe in their people, their people will perform. If they don’t, they won’t.

Every result an organization achieves is the output of a process. In order to substantially change the timeliness, cost, or quality of any output, one must

change the process that creates it. Simply increasing the speed of an existing process will usually cause damage to quality or cost.³

A process is a coordinated set of activities designed to produce a specific organizational outcome. It implies a strong emphasis on how work is done within an organization. Processes are generally identified in terms of beginning and end points, interfaces, and organization units involved. They have customers (internal or external). A process can be manual or automated, fully documented, or simply exist in the minds of one or more people. It can be simple or complex.⁴

Process improvement can be approached in different ways. One way is with small, incremental, perpetual improvements, which follows the philosophy of Total Quality Management (TQM).⁵ Another way is with radical redesign and drastic improvement of processes, which follows the philosophy of Business Process Redesign (BPR).⁶

Total Quality Management starts with the existing process using one-time or continuous improvements requiring a short period of time. Participation is from the bottom-up usually resulting in cultural changes with moderate risk.

Business Process Redesign starts with a clean slate using radical one-time improvement requiring a relatively long period of time. Participation is from the top down usually resulting in cultural and structural changes with a high risk. The changes are broad.

Another process improvement practice is Systems Thinking, which is discussed in the next section.

Systems Thinking

Management studies have come to view organizations from a new perspective known as a systems perspective. This systems perspective may seem quite basic. Yet, decades of management training and practices in the workplace have not followed from this perspective. Only recently, with tremendous changes facing organizations and how they operate, have educators and managers come to face this new way of looking at things. This interpretation has brought about a significant change (or paradigm shift) in the way management studies and approaches organizations.⁷

A system is a collection of parts (or subsystems) integrated to accomplish an overall goal (a system of people is an organization). Systems have input, processes, outputs, and outcomes.

Systems theory has brought a new perspective for managers to interpret patterns and events in their organizations. In the past, managers typically took one part and focused on it. Then they focused their attention on another part. The consequence is that an organization may have departments that operate well by themselves but don't integrate well with other departments. As a result, the organization as a whole suffers.

The application of systems theory is called systems analysis. One of the tools of systems analysis is systems thinking. Systems thinking is getting managers to look at organizations from a broader perspective, to get them to recognize the various parts of an organization and the interrelations of the parts. For example, looking at the coordination of the central office with other departments, engineering with manufacturing, supervisors with workers, etc. By taking a systems approach to problems, managers look at the larger patterns of interactions instead of the separate pieces of the organization. They view the organization from a broad perspective that includes structures, patterns, and events, rather than just the events themselves. This broad view helps one to identify the real causes of issues and know where to work to address the problems.

Systems theory has identified numerous principals that are common to systems such as:

- The systems overall behavior depends on its entire structure (not the sum of its various parts)
- A system has an optimum size. If we try to make the system larger, it will try to break itself up in order to achieve more stability.
- Systems that do not interact with their environment (e.g. get feedback from customers) tend to reach limits.
- A circular relationship exists between the overall system and its parts.

Some of the benefits from taking a systems view of an organization are as follows:

- More effective problem solving by identifying the real causes of the problems. Without a clear understanding of the “big picture” of an organization, a manager will tend to focus only on the behaviors and events associated with the problems in the workplace, instead of focusing on the systems and structures that caused the problem to occur.
- More effective leadership. The most important responsibilities of the leader are to set direction and to influence others to follow that direction. Without a broad view of the organization, a leader can get lost in the day-to-day activities of the organization. Instead of focusing on guiding the organization’s direction and organizing resources, the leader ends up “not able to see the forest for the trees.” The result is that the leader ends up working harder instead of smarter.
- More effective communications. One of the most important ingredients for the success of any system, including organizations, is ongoing communications among all parts of the organization. Sporadic and insufficient communications is a symptom of an organization in trouble. Systems thinking allows you to develop a clear understanding of all the parts of an organization and how they relate to each other.

As a result, it becomes clearer as to what information needs to be communicated and to whom.

- More effective planning. Systems thinking allows a leader to better plan the inputs, processes, and goals needed to achieve the desired outcomes and results.
- More effective organizational development. Organizational development results from various strategies including the use of strategic planning, management and leadership development, team building, supervisory development, organizational, group, and employee performance management, and principles of organizational change. Having a systems view is important to accomplishing effective organizational development.
- Avoiding Founder's Syndrome. Founder's Syndrome occurs when an organization operates primarily according to the personality of one of the members of the organization rather than the mission (purpose) of the organization. The best cure for this syndrome is accomplishing a broader understanding of the structures and the processes of an organization, including the importance of planning.

Systems thinking has its foundation in the field of system dynamics, found in 1956 by MIT professor Jay Forrester. The approach of systems thinking is fundamentally different from that of traditional forms of analysis. Traditional

analysis focuses on separating the individual pieces of what is to be studied and focusing on each piece. Systems thinking focuses on how the thing being studied interacts with the other parts of the system. It works by expanding its view to take into account larger and large numbers of interactions as an issue is being studied. Systems thinking is effective at solving difficult types of problems including:⁸

- Complex problems that involve helping actors see the big picture and not just their part of it.
- Recurring problems or those that have been made worse by past attempts to fix them.
- Issues where the action affects (or is affected by) the surrounding natural or competitive environment.
- Problems whose solutions are not obvious.

Systems thinking is the basis for the approach to developing the learning organization. Peter Senge's book, *The Fifth Discipline* (Doubleday, 1990), a leading work on systems thinking, identifies five component technologies that are the basis for building learning organizations.

According to Senge, the most successful organization or company will be something called a learning organization. What will distinguish learning organizations from traditional authoritarian "controlling organizations" will be the mastery of certain basic disciplines. These disciplines are:

- Systems Thinking. We tend to focus on snapshots of isolated parts of the system, and wonder why our deepest problems never seem to get solved. Systems thinking is a conceptual framework, a body of knowledge and tools that has been developed during the past 50 years, to make the full patterns clearer and to help us see how to change them effectively.
- Personal Mastery. Personal mastery is the discipline of continually clarifying and deepening our personal vision, of focusing our energies, of developing patience, and of seeing reality objectively. An organization's commitment to and capacity for learning can be no greater than that of its members. The discipline of personal mastery starts with clarifying the things that really matter to us, of living our lives in the service of our highest aspirations. The important thing is the connections between personal learning and organizational learning, in the reciprocal commitments between individual and organization, and in the special spirit of an enterprise made up of learners.
- Mental Models. Mental models are deeply ingrained assumptions, generalizations, or even pictures or images that influence how we understand the world and how we take action. Continuous adaptation and growth in a changing business environment depends on institutional learning, which is the process whereby management teams change their shared mental models of the company. The discipline of working with mental models starts with turning the mirror

inward, learning to unearth our internal pictures of the world and to bring them to the surface and hold them to rigorous scrutiny.

- Building Shared Vision. One is hard pressed to think of any organization that has sustained some measure of greatness in the absence of goals, values, and missions that become deeply shared throughout the organization. When a genuine vision exists, people excel and learn, not because they are told to, but because they want to.
- Team Learning. When teams are truly learning, they not only are producing extraordinary results, but the individual members are growing more rapidly than could have occurred otherwise. Team learning is vital because teams, not individuals, are the fundamental learning unit in modern organizations. Unless teams can learn, the organization cannot learn.

It is vital that the five disciplines develop as an ensemble, which is why systems thinking is the fifth discipline. It is the discipline that integrates the disciplines. Systems thinking needs the shared vision, mental models, team learning, and personal mastery to realize its potential. Building shared vision fosters a commitment to the long term. Mental models focus on the openness needed to unearth shortcomings in the way that we see the world. Team learning develops the skills of groups of people to look for the larger picture that lies beyond individual perspectives. And personal mastery fosters the personal

motivation to continually learn how our actions affect the world. A shift of mind is at the heart of a learning organization, a shift from seeing ourselves as separate from the world to connected to the world.⁹

In his book, Senge also says that the systems perspective tells us that we must look beyond individual mistakes or bad luck to understand important problems. Managers must give up the assumption that an individual must be responsible for a problem. In Brian L. Joiner's book, *Fourth Generation Management*, (McGraw-Hill, 1994), the standard practice is to believe or at least act like problems would go away if only employees would do their jobs either faster or the right way every time. However, through systems thinking, managers see that performance is largely determined by the system within which employees work: its policies, processes, procedures, training, equipment, instructions, and materials. Joiner says that it is more effective to focus our attention first on the other elements of the system instead of individuals. Thus, the phrase, "blame the process not the person."¹⁰

Customer Focus

Success in today's global marketplace mandates that customer requirements become the cornerstone upon which an organization or company organizes its resources and dedicates its production. More than anything else, meeting customer requirements guarantees customer satisfaction.¹¹

Who is the customer? One definition is that a customer is anybody who uses the output of your job. This definition recognizes both internal and external customers.

Internal customer service is critical to an organization. It means we treat our coworkers with the same respect and professional behavior as we would treat our external customers/clients. You are the customer of the person(s) who you depend on to give you the necessary goods and services to produce your work. On the other hand, your internal customers are the people who depend on you to provide information, products, or services to do their job. Internal customers may include the following:

- Peers
- Subordinates
- Supervisors and managers
- Other offices, departments, programs, and divisions within the organization.

Organizations have various ways of identifying their external customers. In private industry, identifying external customers often includes market research, demographic studies, population segmentation, etc. In government, customer identification may be done by identifying the users of an agency's services.

External customer focus is important because when we please our customers, they give us money. Those organizations with the highest service/quality levels have the highest levels of growth in revenue, customer satisfaction and retention, market share, productivity, and safety and employee morale while also reducing costs.¹²

By focusing on the customer, we can identify work in our organization that adds no value or is of little or no meaning. We can then improve our processes by eliminating work that is of no value to our customers. By delivering high value to our customers, we create loyal customers who may bring more customers.

The Kano Model of customer perceptions (developed by Dr. Noriaki Kano) has three categories of customer perceptions – Must Be, More Is Better, and Delighter.

- Must Be – characteristics or features we take for granted, like clean linens and hot water in a hotel room. The absence of a Must Be annoys a customer, but the presence of it only brings them up to neutral. All Must Be features have to be present or the customer will be disappointed.

- More Is Better – if a need is poorly met, the customer is disappointed. However, the better a need is met, the more satisfied a customer will be.
- Delighter – features or characteristics that surprise customers in a good way. They are not expected. Therefore, if they are absent, no negative effect occurs; however, if they are present, they will have a positive effect.

The Kano Model can aid employees' understanding of customer needs and should be taught to them. Employees who first strive to provide the Must Be and More Is Better will be more likely to create satisfied customers. Working on a Delighter will have little effect if a Must Be is missing. The Must Be and More Is Better characteristics can be determined just by asking our customers what annoys them. Some of the ways we can gather information from customers are:

- Customer satisfaction surveys
- Problem-solving customer focus groups
- Suggestion box
- Listening to complaints
- Customer product design teams

Employees who deal directly with the public are valuable players in building a customer-focused organization. Therefore, it is important that internal organizational communications invite front-line employees to pass along what they hear. Front-line employees are not just important sources of customer

feedback – they play direct roles in raising customer satisfaction. Research shows that customer and employee satisfaction are intertwined. You seldom find happy customers being served by unhappy employees. Customer service, especially service that delights and astounds, is voluntary.¹³

The challenge of changing a company's organization and culture to be truly customer-focused is a big job. Management tends to blame employees for poor customer service and unsatisfied customers. The person on the front serving line is a symptom carrier, not the source of the problem. While he or she may be contributing to low service delivery, blaming him or her is not only unfair, it's unproductive. The basic problem is that people are visible, but the systems and organization culture by which group and individual behavior is shaped are largely invisible. In the quality improvement field, the "85/15 Rule" exists. The 85/15 Rule shows that if you trace errors or service complaints back to the root cause, about 85 percent of the time the fault lays in the system, processes, structure, or practices of the organization. Only about 15 percent of the ricochets can be traced back to someone who didn't care or wasn't conscientious enough.¹⁴

The leaders of the organization must lead the charge toward becoming customer focused. Otherwise employees will not be enthusiastic about making the extra commitment to customers. To create a customer focus, top executives must enjoy interacting with customers and helping them solve problems. In particular, they must have regular meetings with key customers and customer

groups. The organization's leaders must also take responsibility for creating systems and methods that encourage and maintain employee knowledge and enthusiasm for delighting customers.¹⁵

Our external customers are the best judge of quality and service, not management and employees. By becoming customer focused we learn to serve people the way they – not we - want to be served.

Process Flow Charting

Process improvement starts with an understanding of the process, and flow charting is the first step towards process understanding. Flow charting is one of the oldest quality improvement tools, and it is a means of conveying information about a process. It is a diagram showing the movement or action of persons or things in any complex system.¹⁶

Every process will require input(s) to complete its task and will provide output(s) when the task is completed. Once we understand the process, we can then look at ways to improve it by eliminating unnecessary steps, eliminating bottlenecks, rearranging the steps in the process, allocating additional resources, etc.

There is no right or wrong way to draw a flow chart. The true test of a flow chart is how well those who create it can understand it. The following are some guidelines for constructing a flow chart:¹⁷

- Involve the right people in making the flow chart, including people who actually do the work of the process, supervisors, suppliers to the process, and customers to the process. People involved in constructing a flow chart begin to better understand the process. They begin to identify areas for improving the process. They also realize how the process and all the people involved, including them, fit into the overall process or business. Because of their

involvement, they become enthusiastic supporters of quality and process improvement.

- Allocate enough time for the group to complete the flow chart.
- Ask questions that identify what happens in the process, such as:
 1. What is the first thing that happens?
 2. What happens next?
 3. Where does the input to the process come from?
 4. How does the input get to the process?
 5. Where does the output of each operation go?
 6. Who are the people involved in each step of the process?
- Chart the process the way it is really occurring. Otherwise, problems with the existing process will not be recognized and no improvements can be made.

The following are three types of process flow charts: ¹⁸

- Relationship Flow Chart – is a picture of the input-output (customer-supplier) connections among parts of an organization, such as functions, departments, divisions, or sites. They are often used to provide a “high-level” view of functions, inputs, and outputs. They provide the least amount of detail and focus on the organization context. Once you have identified something of interest, you can

then zoom in for a more detailed view, usually via a cross-functional process flow chart.

- Cross Functional Flow Chart – illustrates how work gets done in organizations – the paths that inputs follow as they get transformed into outputs that customers value. A cross functional flow chart focuses on the process/people interface. It shows the steps that make up a process, as well as:
 - a) Inputs and outputs of each step
 - b) Sequence of steps
 - c) People, functions, or roles that perform each step.

Cross functional process flow charts show the value-producing chains of the business and depict the pathways to customer satisfaction. They show more detail than a relationship flow chart.

- Process Flow Chart – is the most detailed of the flow charts. A process flow chart shows the tasks that make up a process but does not show who performs the tasks. It shows how the work actually gets accomplished.

Relationship and cross-functional flow charts help identify opportunities to do work better, quicker, and with fewer resources. Generally speaking, the more inputs and outputs that move across functional boundaries, the greater the opportunity for improvement. Other opportunities show up in the form of

reducing clutter of the flow chart (simplifying a process), or by eliminating redundancies or non-value added steps.¹⁹ Flow charts are a great tool for improving work processes.

Process Improvement Summary

If organizations and companies are to be competitive and efficient they must continually strive for process improvement. Systems thinking helps identify where problems truly lay within a system and its work processes. Customer focus helps identify how to better meet customer expectations. Process flow charting provides a tool to better understand current processes and then find ways to improve them.

Proposed changes to work processes can be implemented and tested using the Shewhart Cycle. The Shewhart Cycle (PDCA) is:

Plan – plan a change or a test aimed at improvement.

Do – implement the change or test on a small scale.

Check – check and measure the results of the change.

What have you learned?

Act – apply the change or abandon it, or run through the cycle again under different circumstances.

Together these tools provide the ability to better manage work processes by helping to better understand where we currently are, identify areas for needed process improvement, and implement and test process improvement changes to get to where you want to be.

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 - ¹⁵ Joiner, Brian L. Fourth Generation Management. New York: McGraw-Hill, Inc., 1994.
 - ¹⁶ Burns, Dr. Tony. "A Fresh Look at Flow Charting." Q-skills. <<http://www.q-skills.com/flowchart.html>> (March 24, 2004).

-
- ¹⁷ "Flow Charts." Quality Systems, Brigham Young University.
<<http://class.et.byu.edu/mfg340/lessons/seventools/flowcharts.html>> (March 24, 2004).
- ¹⁸ Damelio, Robert. The Basics of Process Mapping. Portland, Oregon: Productivity, Inc., 1996.
- ¹⁹ Damelio, Robert. The Basics of Process Mapping. Portland, Oregon: Productivity, Inc., 1996.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Dale Manuel, Commissioner**

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 1, 2016**

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Hold a public hearing concerning the restructuring of the Departments of Engineering, Planning, Zoning, GIS, and Impact Fees**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Heather McIntyre

Department or Organization: **Jefferson County Chamber of Commerce**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: Sept. 1, 2016
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

Please provide the County Commission with a description of your request or presentation, including any background information:
The Chamber is requesting a letter of endorsement by the County Commission for the Mountain Heritage Arts and Crafts Festival, September 23-25, 2016, -for the Fairs and Festival licenses.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information: Heather McIntyre

Email address: heather@jeffersoncountywvchamber.org

Phone Number: 304.725.2055

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

August 7,
2014
meeting minutes

- **Motion by Ms. Tabb to approve the split ticket as presented by the Assessor. Motion seconded and unanimously approved.**
2. Pete Dougherty, Sheriff – requested the approval to add Richard Hahn, Jody Pearrell, and Richard Powell to the approved list of bailiffs.
 - **Motion by Mr. Manuel to approve the addition of Richard Hahn, Jody Pearrell, and Richard Powell to the approved bailiff list. Motion seconded and unanimously approved.**
 3. Barbara Miller, Director of Homeland Security and Emergency Management – introduced Brandon C. Vallee, newly hired Administrative Assistant/Public Information Officer/Volunteer Coordinator.
 4. Heather McIntyre, Jefferson County Chamber of Commerce – requested a letter of support for the 39th Annual Fall Mountain Heritage Arts and Crafts Festival at Sam Michael’s Park on September 26-28, 2014.
 - **Motion by Ms. Widmyer to approve a letter of support for the 39th Annual Fall Mountain Heritage Arts and Crafts Festival and to authorize the President of the Commission to affix his signature to the document. Motion seconded and unanimously approved.**
 5. The Commission recessed for break at 10:30 am.
The Commission reconvened at 10:45 am.
 6. Interviews and Appointments to the Jefferson County Development Authority for one unexpired term ending April 5, 2017.
 - Ms. Noland offered her nomination to Michael Shepp.
 - Ms. Widmyer offered her nomination to Tara Orndorff.

Mr. Shepp received three votes (Commissioners Noland, Pellish, and Tabb)

Ms. Orndorff received two votes (Commissioners Widmyer and Manuel)

 - After receiving the majority vote, Michael Shepp was appointed to the Jefferson County Development Authority for one unexpired term ending April 5, 2017.
 7. E. Michael & Hilda M. Tetter – requested the approval of an exoneration from vehicle personal property tax due to an error in reporting.



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 - Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT

Patricia A. Noland

VICE PRESIDENT

Walt Pellish

COMMISSIONER

Dale Manuel

COMMISSIONER

Peter Onoszko

COMMISSIONER

Jane Tabb

September 1, 2016

West Virginia Alcohol Beverage Control Administration
900 Pennsylvania Avenue
Charleston, WV 25302

To Whom It May Concern:

The County Commission of Jefferson County would like to express their support in allowing the Jefferson County Chamber of Commerce to hold the 41st Annual Fall Mountain Heritage Arts and Crafts Festival at Sam Michael's Park beginning on Friday, September 23rd through Sunday, September 25th. The Commission hopes the WVABC will grant the Jefferson County Chamber of Commerce a Fairs and Festivals license to ensure the success of the 41st Annual Fall Mountain Heritage Arts and Crafts Festival, a tradition for our local residents and a positive factor in encouraging tourism in the Eastern Panhandle.

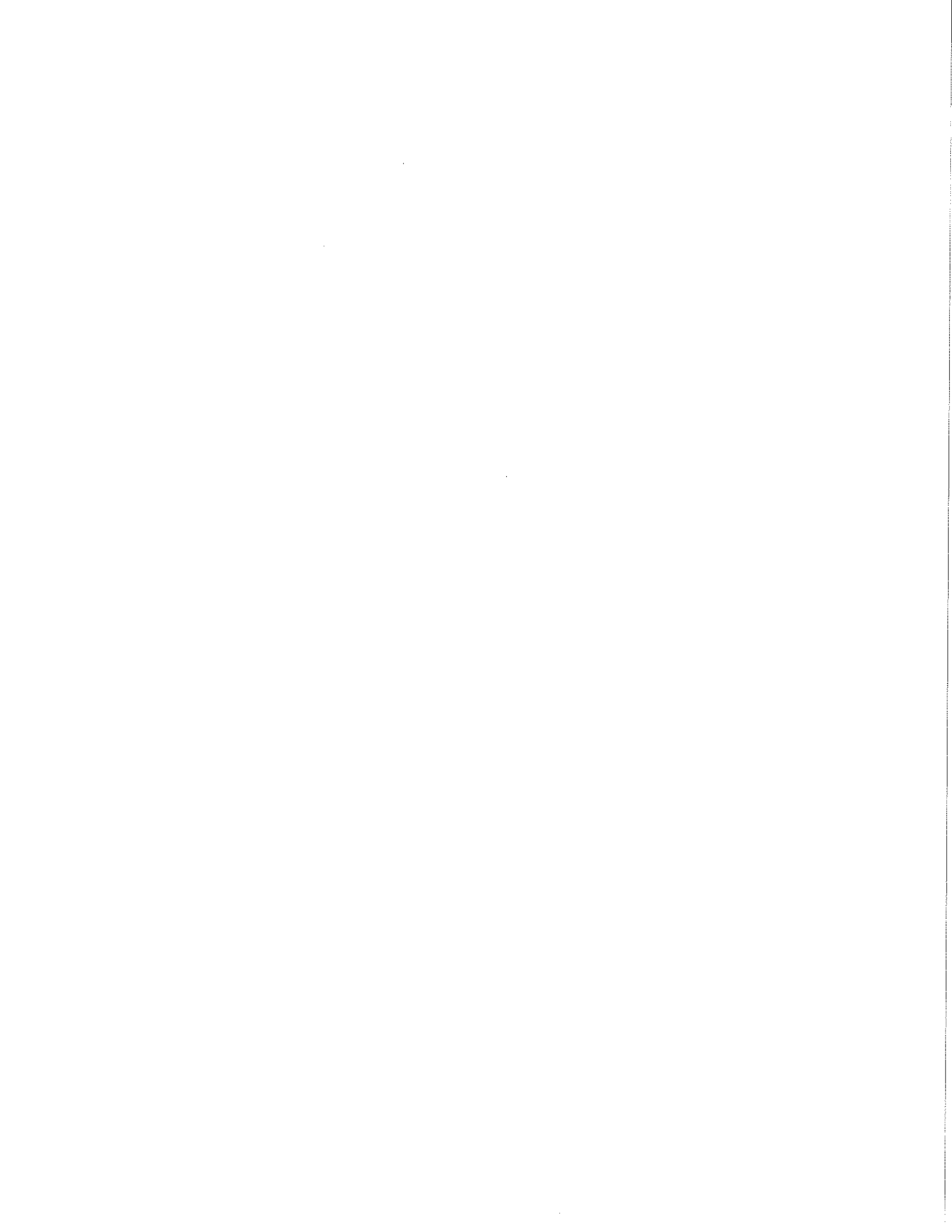
Should you require any additional information regarding this request, please do not hesitate to contact our office.

Sincerely,

Patricia A. Noland
President, Jefferson County Commission

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald





AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Sandy McDonald, Deputy County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 1, 2016**

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Discuss scheduling a date, time and location for Meet and Greet the Commissioners**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Patsy Noland, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 1, 2016**

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Discussion on best use of Gray Building**

Please provide the County Commission with a description of your request or presentation, including any background information:

Finally, it is necessary to develop a time line for gathering the necessary information and getting it to the county commission in a timely manner that would be sufficient for placing this Levy on the General Election Ballot in November.

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: Click here to enter text.

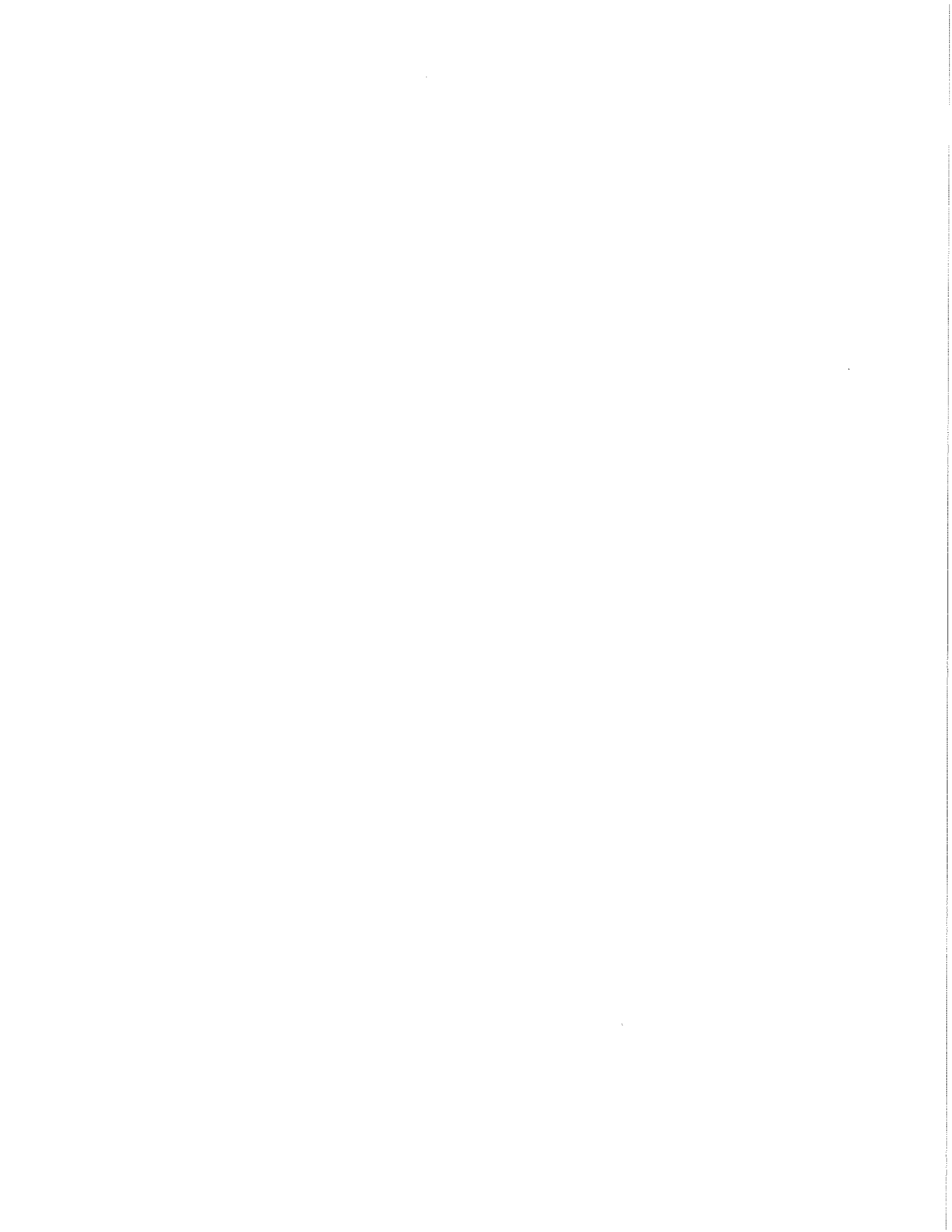
Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text. Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.





AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Nathan Cochran, Assistant Prosecuting Attorney**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 1, 2016**

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*):

- Update on new building purchase 120 South George Street - Discussion/Action - Possible Executive Session
- Update on West Virginia State Fire Commission on August 19, 2016 - Discussion/Action - Possible Executive Session
- Discussion of the JCCVB letter to potential sponsors regarding support of the “Brunch Bill” education and outreach campaign - Discussion/Action
- Approval of Resolution Concerning the Commencement of Cable Renewal Procedures - Discussion/Action

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

A RESOLUTION CONCERNING THE COMMENCEMENT OF
CABLE RENEWAL PROCEEDINGS.

WHEREAS, the County of Jefferson County, West Virginia, ("County") is a cable franchising authority under the laws of the State of West Virginia, and authorized to decide whether to issue or renew cable franchises; and

WHEREAS, the County entered into a franchise agreement ("Franchise Agreement") with Comcast of California/Maryland/Pennsylvania/Virginia/West Virginia, LLC, dated April 30, 2009, to maintain, and operate a cable system to provide cable service in the County ("Franchise"); and

WHEREAS, by the terms of the Franchise, as amended, the Franchise is scheduled to expire on April 30, 2019; and

WHEREAS, by letter dated May 19, 2016, Comcast requested that the County commence renewal proceedings in accordance with Section 626(a)(1) of the Cable Communications Policy Act of 1984, as amended ("Cable Act"), 47 U.S.C §546(a)(1); and

WHEREAS, Section 626(a)(1) of the Cable Act provides that if a written renewal request is submitted by the cable operator during the 6-month period which begins with the 36th month before franchise expiration and ends with the 30th month prior to franchise expiration, a franchising authority shall, within six months of the request, commence proceedings to identify its future cable-related community needs and interests, and to review the performance of the cable operator under the franchise during the then current franchise term; and

WHEREAS, the West Virginia C.S.R. § 150-26-3 provides that, if requested by the operator, a franchising authority must conduct a public hearing which gives the public an opportunity to identify future, cable-related needs and interests and to review the past performance of the cable operator.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY OF JEFFERSON THAT:

Section One. The County hereby commences the proceeding required by Section 626(a) of the Cable Act. The County Administrator is directed to publish notice that the proceeding has commenced, and that the County is now accepting comment on future, cable-related needs and interests and on the past performance of Comcast.

Section Two. The County Administrator, or its designee, is authorized to take such steps as are necessary and appropriate to comply with requirements of federal and state law with

respect to cable renewal, and is authorized to negotiate with Comcast concerning matters relating to renewal of the Franchise.

Section Three. The County reserves, to the full extent permitted by law, all of its rights with respect to determining whether to renew the franchise.

Possible Notice:

Cable operators like Comcast must have a cable franchise in order to operate in the County. The County issues cable franchises, and while the County cannot regulate rates for service, in the franchise it can address issues like cable customer service, day-to-day quality of service, billing practices, availability of cable services, quality of service, number of channels provided and channels for public, educational and government use.

Comcast has requested that the County renew its franchise. Consistent with federal and state law, the County has commenced a proceeding through which it is seeking comment from the public as to Comcast's past performance, and as to future, cable-related needs and interests. Comments can be submitted in writing to:

Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414

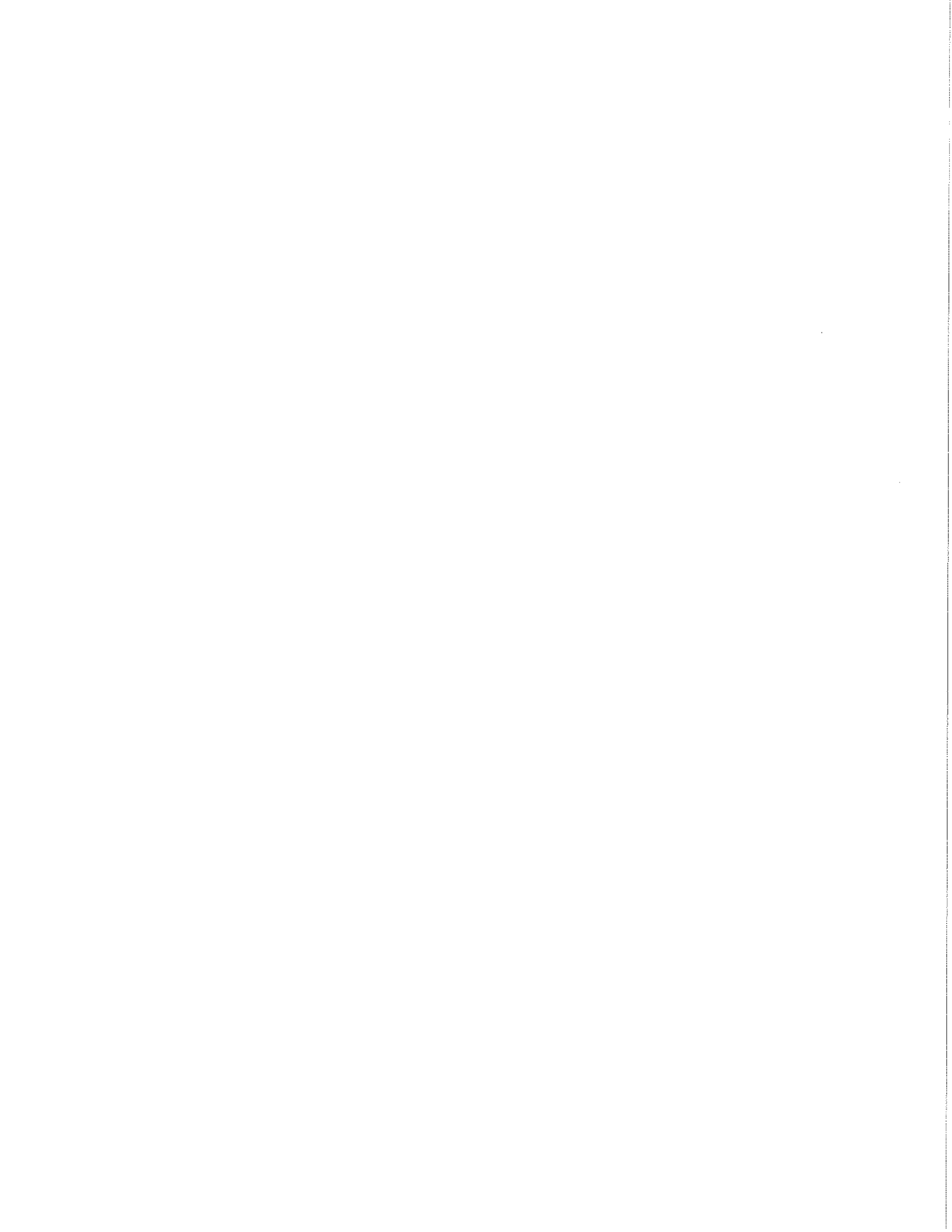
Or

info@jeffersoncountywv.org

Prior to closing the proceeding, the County will conduct a public hearing at which there will be additional opportunities to comment.

Adopted this 1st day of September, 2016.

Patricia A. Noland, President
Jefferson County Commission





AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 1, 2016**

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*):

 **Update on dispatching matter**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

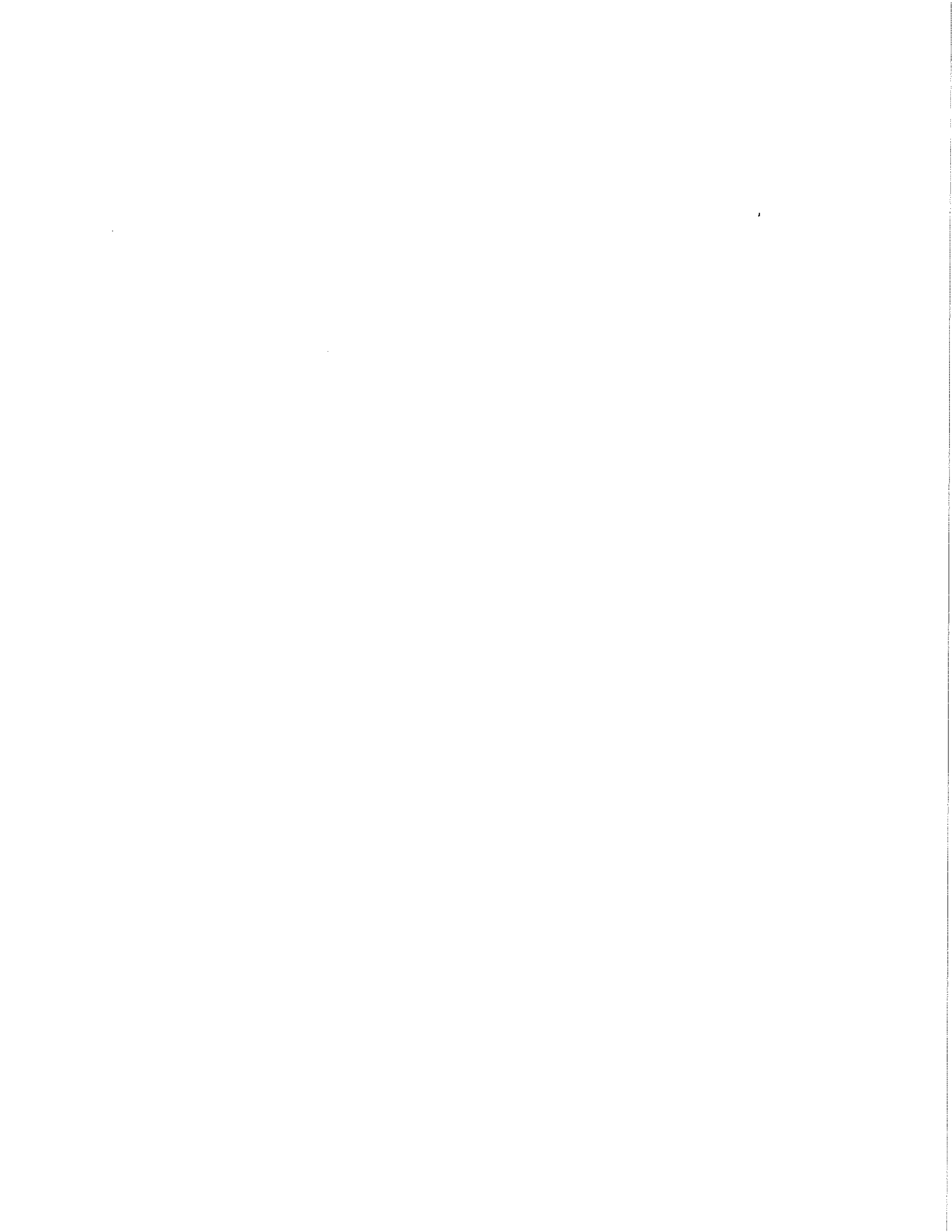
Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.





www.printedideas.com

County Offices will be closed Monday,
September 5, 2016 in observance of Labor Day.



We invite you to celebrate the
Ribbon Cutting Ceremony

and
Grand Opening

of
James Hite Park
Hite Road, Kearneysville, West Virginia

Saturday, September 10, 2016
9:30 a.m.

See you at the park!



Jefferson
County
Parks &
Recreation



A perfect place to grow.

www.jcprc.org

304-728-3207

**WEST VIRGINIA LOTTERY
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date	FY17 August 6, 2016
To be Deposited on:	August 12, 2016
Amount Played	\$ 62,502,071.50
Amount Won	56,357,784.78
Amount Promo	395,416.00
MWAP Contribution	<u> -</u>
Adjusted Gross Terminal Revenue	<u>5,748,870.72</u>
Administrative Costs @ 4%	229,954.83
Excess Lottery Fund @ 4%	<u> -</u>
Net Terminal Revenue	<u>5,518,915.89</u>
Surcharge @ 10%	-
State Share Excess @ 58% & 10% of 42%	-
Track Share of Capital Reinvestment @ 90% of 42%	<u> -</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	-
<i>Track Share of Capital Reinvestment @ 4%</i>	-
Adjusted Net Terminal Revenue	<u>5,518,915.89</u>
Racetrack @ 46.50% / 42%	2,566,295.89
Lottery Fund @ 30% / 0%	1,655,674.77
Excess Lottery Fund @ 0% / 41%	-
Excess Lottery Fund @ 12.85% / 9.55%	709,180.69
Race Track Purses @ 90% of 7% / 4%	347,691.70
Employee Pension Fund @ 1% / .5%	55,189.16
Greyhound Development @ 90% of .75%	37,252.68
Thoroughbred Development @ 90% of .75%	37,252.68
County/Municipality @ 2%	<u>110,378.32</u>
	<u>\$ 5,518,915.89</u>

WEST VIRGINIA LOTTERY

First Benchmark
 Charles Town
 County / City Split
 Fiscal Year 2017

Charles Town
 1999 Net Terminal Revenue \$ 45,603,174
 Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
2 days ending: 07/02/16	\$ 51,477.36	\$ 51,477.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 07/09/16	125,605.24	125,605.24	-	-	-	-	-	-
07/16/16	107,876.48	107,876.48	-	-	-	-	-	-
07/23/16	107,196.20	107,196.20	-	-	-	-	-	-
07/30/16	111,534.28	111,534.28	-	-	-	-	-	-
08/06/16	110,378.32	110,378.32	-	-	-	-	-	-
Subtotal	\$ 614,067.88	\$ 614,067.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ 297,995.60

VIDEO LOTTERY REPORT

FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/7/2012	161,637.92	7/6/2013	123,196.88	7/5/2014	106,819.12	7/4/2015	89,446.56	7/1-2/2016	51,477.36
7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68	7/9/2016	125,605.24
7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24	7/16/2016	107,876.48
7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88	7/23/2016	107,196.20
8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60	7/30/2016	111,534.28
8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52	8/6/2016	110,378.32
8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48		
8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12		
9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10		
9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76		
9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30		
9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06		
9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60		
10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94		
10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26		
10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80		
10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72		
11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64		
11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08		
11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86		
11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76		
12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98		
12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86		
12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56		
12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16		
12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48		
1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14		
1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24		
1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58		
1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40		
2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26		
2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74		
2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78		
2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40		
3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86		
3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66		
3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02		
3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80		
3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46		
4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88		
4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04		
4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82		
4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78		

5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66	4/30/2016	50,872.46
5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82	5/7/2016	52,135.22
5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08	5/14/2016	51,441.84
5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92	5/21/2016	48,392.48
6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10	5/28/2016	49,380.84
6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82	6/4/2016	58,228.50
6/15/2013	54,067.52	6/14/2014	50,266.50	6/13/2015	50,110.84	6/11/2016	45,053.42
6/22/2013	54,690.28	6/21/2014	48,768.14	6/20/2015	47,109.22	6/18/2016	46,179.18
6/29/2013	55,991.38	6/28/2014	49,250.32	6/27/2015	55,325.14	6/25/2016	47,230.00
6/30/2013	11,509.54	6/30/2014	12,010.70	6/30/2015	16,018.68	6/30/2016	27,584.00

3,580,645.18

3,261,565.02

3,148,372.80

3,167,478.80

614,067.88

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62	February, 2014	75,170.90
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62	March, 2014	78,201.51
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23	April, 2014	72,380.72
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38	May, 2014	93,191.89
		June, 2012	129,235.38	June, 2013	104,803.37	June, 2014	72,350.70
Total 2010-2011	1,297,391.70	Total 2011-2012	1,602,900.84	Total 2012-2013	1,530,462.31	Total 2013-2014	998,486.72

Date	Amount	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79
August, 2014	84,726.51	August, 2015	70,064.73
September, 2014	71,967.51	September, 2015	64,845.44
October, 2014	66,257.02	October, 2015	68,440.97
November, 2014	71,046.66	November, 2015	67,488.54
December, 2014	76,797.24	December, 2015	73,055.05
January, 2015	73,346.66	January, 2016	67,545.11
February, 2015	66,262.78	February, 2016	65,518.59
March, 2015	73,747.70	March, 2016	72,986.23
April, 2015	76,343.68	April, 2016	68,149.38
May, 2015	78,424.23	May, 2016	76,415.84
June, 2015	81,569.83	June, 2016	62,572.11
Total 2014-2015	899,128.89	Total 2015-2016	832,756.78

Table Game Revenue Distribution - Jefferson County School Board

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22	September, 2014	215,902.53
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27	October, 2014	198,771.06
November, 2011	363,356.61	November, 2012	403,331.79	November, 2013	239,561.82	November, 2014	213,139.98
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93	December, 2014	230,391.72
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43	January, 2015	220,039.98
February, 2012	428,310.03	February, 2013	381,857.07	February, 2014	225,512.70	February, 2015	198,788.34
March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53	March, 2015	221,243.10
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18	April, 2015	229,031.04
May, 2012	413,715.39	May, 2013	329,242.14	May, 2014	279,575.67	May, 2015	235,272.69
June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10	June, 2015	244,709.49
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	2,697,386.67

Date	Amount
July, 2015	227,024.37
August, 2015	210,194.19
September, 2015	194,536.32
October, 2015	205,322.91
November, 2015	202,465.62
December, 2015	219,165.15
January, 2016	202,635.33
February, 2016	196,555.77
March, 2016	218,958.69
April, 2016	204,448.14
May, 2016	229,247.52
June, 2016	187,716.33

Total 2015-2016 2,498,270.34

**WEST VIRGINIA LOTTERY
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date	FY17 August 13, 2016
To be Deposited on:	August 19, 2016
Amount Played	\$ 57,775,178.53
Amount Won	52,129,470.36
Amount Promo	356,043.00
MWAP Contribution	<u> -</u>
Adjusted Gross Terminal Revenue	<u>5,289,665.17</u>
Administrative Costs @ 4%	211,586.60
Excess Lottery Fund @ 4%	<u> -</u>
Net Terminal Revenue	<u>5,078,078.57</u>
Surcharge @ 10%	-
State Share Excess @ 58% & 10% of 42%	-
Track Share of Capital Reinvestment @ 90% of 42%	<u> -</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	-
<i>Track Share of Capital Reinvestment @ 4%</i>	-
Adjusted Net Terminal Revenue	<u>5,078,078.57</u>
Racetrack @ 46.50% / 42%	2,361,306.54
Lottery Fund @ 30% / 0%	1,523,423.60
Excess Lottery Fund @ 0% / 41%	-
Excess Lottery Fund @ 12.85% / 9.55%	652,533.08
Race Track Purses @ 90% of 7% / 4%	319,918.95
Employee Pension Fund @ 1% / .5%	50,780.78
Greyhound Development @ 90% of .75%	34,277.03
Thoroughbred Development @ 90% of .75%	34,277.03
County/Municipality @ 2%	<u>101,561.56</u>
	<u>\$ 5,078,078.57</u>

WEST VIRGINIA LOTTERY
 First Benchmark
 Charles Town
 County / City Split
 Fiscal Year 2017

Charles Town
 1999 Net Terminal Revenue \$ 45,603,174
 Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
2 days ending: 07/02/16	\$ 51,477.36	\$ 51,477.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/09/16	125,605.24	125,605.24	-	-	-	-	-	-
07/16/16	107,876.48	107,876.48	-	-	-	-	-	-
07/23/16	107,196.20	107,196.20	-	-	-	-	-	-
07/30/16	111,534.28	111,534.28	-	-	-	-	-	-
08/06/16	110,378.32	110,378.32	-	-	-	-	-	-
08/13/16	101,561.56	101,561.56	-	-	-	-	-	-
Subtotal	\$ 715,629.44	\$ 715,629.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Benchmark Goal @ 2% \$ 912,063.48
 Remainder until 1% / 1% Split \$ 196,434.04

VIDEO LOTTERY REPORT

FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/7/2012	161,637.92	7/6/2013	123,196.88	7/5/2014	106,819.12	7/4/2015	89,446.56	7/1-2/2016	51,477.36
7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68	7/9/2016	125,605.24
7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24	7/16/2016	107,876.48
7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88	7/23/2016	107,196.20
8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60	7/30/2016	111,534.28
8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52	8/6/2016	110,378.32
8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48	8/13/2016	101,561.56
8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12		
9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10		
9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76		
9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30		
9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06		
9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60		
10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94		
10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26		
10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80		
10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72		
11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64		
11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08		
11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86		
11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76		
12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98		
12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86		
12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56		
12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16		
12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48		
1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14		
1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24		
1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36	1/16/2016	43,455.58		
1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40		
2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26		
2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74		
2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78		
2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40		
3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86		
3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66		
3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02		
3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80		
3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88	3/26/2016	52,217.46		
4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78	4/2/2016	54,185.88		
4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54	4/9/2016	49,690.04		
4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10	4/16/2016	49,071.82		
4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62	4/23/2016	49,485.78		

5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66	4/30/2016	50,872.46
5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82	5/7/2016	52,135.22
5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08	5/14/2016	51,441.84
5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92	5/21/2016	48,392.48
6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10	5/28/2016	49,380.84
6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82	6/4/2016	58,228.50
6/15/2013	54,067.52	6/14/2014	50,266.50	6/13/2015	50,110.84	6/11/2016	45,053.42
6/22/2013	54,690.28	6/21/2014	48,768.14	6/20/2015	47,109.22	6/18/2016	46,179.18
6/29/2013	55,991.38	6/28/2014	49,250.32	6/27/2015	55,325.14	6/25/2016	47,230.00
6/30/2013	11,509.54	6/30/2014	12,010.70	6/30/2015	16,018.68	6/30/2016	27,584.00
	3,580,645.18		3,261,565.02		3,148,372.80		3,167,478.80
							715,629.44



*West Virginia State
Treasurer's Office*

John D. Perdue
State Treasurer

<u>Political Subdivision</u>	<u>Amount</u>
Huntington	1,198.51
Hurricane	1,198.51
Huttonsville	1,198.51
laeger	1,198.51
Jackson County	4,770.57
Jane Lew	1,198.51
Jefferson County	77,234.20
Jefferson County School Board	231,702.60
Junior	1,198.51
Kanawha County	27,526.97
Kenova	1,198.51
Kermit	1,198.51
Keyser	1,198.51
Keystone	1,198.51
Kimball	1,198.51
Kingwood	1,198.51
Leon	1,198.51
Lester	1,198.51
Lewis County	4,770.57

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62	February, 2014	75,170.90
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62	March, 2014	78,201.51
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23	April, 2014	72,380.72
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38	May, 2014	93,191.89
		June, 2012	129,235.38	June, 2013	104,803.37	June, 2014	72,350.70
Total 2010-2011	1,297,391.70	Total 2011-2012	1,602,900.84	Total 2012-2013	1,530,462.31	Total 2013-2014	998,486.72

Date	Amount	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79
August, 2014	84,726.51	August, 2015	70,064.73
September, 2014	71,967.51	September, 2015	64,845.44
October, 2014	66,257.02	October, 2015	68,440.97
November, 2014	71,046.66	November, 2015	67,488.54
December, 2014	76,797.24	December, 2015	73,055.05
January, 2015	73,346.66	January, 2016	67,545.11
February, 2015	66,262.78	February, 2016	65,518.59
March, 2015	73,747.70	March, 2016	72,986.23
April, 2015	76,343.68	April, 2016	68,149.38
May, 2015	78,424.23	May, 2016	76,415.84
June, 2015	81,569.83	June, 2016	62,572.11
Total 2014-2015	899,128.89	Total 2015-2016	832,756.78
		Total 2016-2017	77,234.20

Table Game Revenue Distribution - Jefferson County School Board

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22	September, 2014	215,902.53
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27	October, 2014	198,771.06
November, 2011	363,356.61	November, 2012	403,331.79	November, 2013	239,561.82	November, 2014	213,139.98
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93	December, 2014	230,391.72
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43	January, 2015	220,039.98
February, 2012	428,310.03	February, 2013	381,857.07	February, 2014	225,512.70	February, 2015	198,788.34
March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53	March, 2015	221,243.10
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18	April, 2015	229,031.04
May, 2012	413,715.39	May, 2013	329,242.14	May, 2014	279,575.67	May, 2015	235,272.69
June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10	June, 2015	244,709.49
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	2,697,386.67

Date	Amount	Date	Amount
July, 2015	227,024.37	July, 2016	231,702.60
August, 2015	210,194.19		
September, 2015	194,536.32		
October, 2015	205,322.91		
November, 2015	202,465.62		
December, 2015	219,165.15		
January, 2016	202,635.33		
February, 2016	196,555.77		
March, 2016	218,958.69		
April, 2016	204,448.14		
May, 2016	229,247.52		
June, 2016	187,716.33		
Total 2015-2016	2,498,270.34	Total 2016-2017	231,702.60

**WEST VIRGINIA LOTTERY
WEEKLY SETTLEMENT FOR CHARLES TOWN**

	FY17
Week Ending Date	August 20, 2016
To be Deposited on:	August 26, 2016
Amount Played	\$ 60,584,282.02
Amount Won	54,087,326.95
Amount Promo	493,295.00
MWAP Contribution	<u> -</u>
Adjusted Gross Terminal Revenue	<u>6,003,660.07</u>
Administrative Costs @ 4%	240,146.41
Excess Lottery Fund @ 4%	<u> -</u>
Net Terminal Revenue	<u>5,763,513.66</u>
Surcharge @ 10%	-
State Share Excess @ 58% & 10% of 42%	-
Track Share of Capital Reinvestment @ 90% of 42%	<u> -</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	-
<i>Track Share of Capital Reinvestment @ 4%</i>	-
Adjusted Net Terminal Revenue	<u>5,763,513.66</u>
Racetrack @ 46.50% / 42%	2,680,033.85
Lottery Fund @ 30% / 0%	1,729,054.07
Excess Lottery Fund @ 0% / 41%	-
Excess Lottery Fund @ 12.85% / 9.55%	740,611.52
Race Track Purses @ 90% of 7% / 4%	363,101.36
Employee Pension Fund @ 1% / .5%	57,635.14
Greyhound Development @ 90% of .75%	38,903.72
Thoroughbred Development @ 90% of .75%	38,903.72
County/Municipality @ 2%	<u>115,270.28</u>
	<u>\$ 5,763,513.66</u>

WEST VIRGINIA LOTTERY
 First Benchmark
 Charles Town
 County / City Split
 Fiscal Year 2017

Charles Town
 1999 Net Terminal Revenue \$ 45,603,174
 Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERD'S TOWN 16.32%
2 days ending: 07/02/16	\$ 51,477.36	\$ 51,477.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/09/16	125,605.24	125,605.24	-	-	-	-	-	-
07/16/16	107,876.48	107,876.48	-	-	-	-	-	-
07/23/16	107,196.20	107,196.20	-	-	-	-	-	-
07/30/16	111,534.28	111,534.28	-	-	-	-	-	-
08/06/16	110,378.32	110,378.32	-	-	-	-	-	-
08/13/16	101,561.56	101,561.56	-	-	-	-	-	-
08/20/16	115,270.28	115,270.28	-	-	-	-	-	-
Subtotal	\$ 830,899.72	\$ 830,899.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ 81,163.76

VIDEO LOTTERY REPORT

FY 2013			FY 2014			FY 2015			FY 2016			FY 2017		
Date	Amount		Date	Amount		Date	Amount		Date	Amount		Date	Amount	
7/7/2012	161,637.92		7/6/2013	123,196.88		7/5/2014	106,819.12		7/4/2015	89,446.56		7/1-2/2016	51,477.36	
7/14/2012	129,458.04		7/13/2013	128,060.40		7/12/2014	111,792.16		7/11/2015	119,132.68		7/9/2016	125,605.24	
7/21/2012	130,037.00		7/20/2013	115,128.84		7/19/2014	116,320.32		7/18/2015	112,706.24		7/16/2016	107,876.48	
7/28/2012	137,164.44		7/27/2013	123,049.56		7/26/2014	112,502.48		7/25/2015	109,356.88		7/23/2016	107,196.20	
8/4/2012	132,931.16		8/3/2013	116,180.80		8/2/2014	117,145.12		8/1/2015	119,089.60		7/30/2016	111,534.28	
8/11/2012	134,212.88		8/10/2013	120,078.64		8/9/2014	114,374.60		8/8/2015	115,689.52		8/6/2016	110,378.32	
8/18/2012	110,241.90		8/17/2013	124,888.56		8/16/2014	114,105.32		8/15/2015	108,726.48		8/13/2016	101,561.56	
8/25/2012	66,209.90		8/24/2013	89,882.12		8/23/2014	116,097.04		8/22/2015	108,922.12		8/20/2016	115,270.28	
9/1/2012	67,133.42		8/31/2013	58,913.18		8/30/2014	60,280.02		8/29/2015	73,285.10				
9/8/2012	74,029.40		9/7/2013	67,758.74		9/6/2014	61,420.28		9/5/2015	55,890.76				
9/15/2012	61,838.04		9/14/2013	53,374.22		9/13/2014	51,364.96		9/12/2015	63,273.30				
9/22/2012	56,996.90		9/21/2013	54,277.94		9/20/2014	50,664.54		9/19/2015	54,233.06				
9/29/2012	61,611.40		9/28/2013	54,881.50		9/27/2014	50,127.22		9/26/2015	52,439.60				
10/6/2012	62,715.20		10/5/2013	55,950.74		10/4/2014	53,531.28		10/3/2015	53,104.94				
10/13/2012	60,710.18		10/12/2013	55,837.92		10/11/2014	51,127.00		10/10/2015	50,291.26				
10/20/2012	62,333.08		10/19/2013	61,327.20		10/18/2014	56,414.64		10/17/2015	53,048.80				
10/27/2012	58,073.54		10/26/2013	52,854.06		10/25/2014	49,890.20		10/24/2015	55,418.72				
11/3/2012	56,545.30		11/2/2013	57,543.54		11/1/2014	52,242.34		10/31/2015	57,023.64				
11/10/2012	56,110.96		11/9/2013	54,666.76		11/8/2014	52,819.26		11/7/2015	55,832.08				
11/17/2012	57,432.36		11/16/2013	56,495.96		11/15/2014	51,810.32		11/14/2015	56,012.86				
11/24/2012	65,888.86		11/23/2013	48,628.62		11/22/2014	46,228.62		11/21/2015	50,193.76				
12/1/2012	50,243.34		11/30/2013	59,645.66		11/29/2014	55,593.44		11/28/2015	60,010.98				
12/8/2012	50,770.96		12/7/2013	47,306.24		12/6/2014	46,792.50		12/5/2015	47,767.86				
12/15/2012	47,022.38		12/14/2013	29,229.02		12/13/2014	40,904.98		12/12/2015	42,938.56				
12/22/2012	46,838.96		12/21/2013	44,581.02		12/20/2014	41,600.84		12/19/2015	43,087.16				
12/29/2012	59,697.22		12/28/2013	62,117.14		12/27/2014	58,114.68		12/26/2015	52,835.48				
1/5/2013	71,673.52		1/4/2014	62,963.88		1/3/2015	68,277.28		1/2/2016	74,963.14				
1/12/2013	50,416.30		1/11/2014	37,935.94		1/10/2015	37,099.34		1/9/2016	41,474.24				
1/19/2013	51,211.88		1/18/2014	49,418.64		1/17/2015	43,217.36		1/16/2016	43,455.58				
1/26/2013	46,966.26		1/25/2014	42,720.80		1/24/2015	41,212.80		1/23/2016	25,025.40				
2/2/2013	52,067.92		2/1/2014	47,681.60		1/31/2015	42,783.32		1/30/2016	36,805.26				
2/9/2013	52,222.20		2/8/2014	45,434.52		2/7/2015	47,859.18		2/4/2016	51,695.74				
2/16/2013	64,243.52		2/15/2014	41,076.08		2/14/2015	48,131.08		2/13/2016	44,941.78				
2/23/2013	64,115.70		2/22/2014	61,523.98		2/21/2015	37,610.66		2/20/2016	50,505.40				
3/2/2013	62,602.74		3/1/2014	57,744.78		2/28/2015	56,982.14		2/27/2016	52,426.86				
3/9/2013	59,213.26		3/8/2014	50,439.94		3/7/2015	43,750.42		3/5/2016	53,474.66				
3/16/2013	62,366.36		3/15/2014	54,414.66		3/14/2015	55,096.66		3/12/2016	51,447.02				
3/23/2013	59,841.02		3/22/2014	50,734.62		3/21/2015	53,081.08		3/19/2016	50,356.80				
3/30/2013	57,567.98		3/29/2014	51,174.60		3/28/2015	50,548.88		3/26/2016	52,217.46				
4/6/2013	63,108.84		4/5/2014	55,229.90		4/4/2015	51,713.78		4/2/2016	54,185.88				
4/13/2013	56,849.30		4/12/2014	48,653.18		4/11/2015	51,024.54		4/9/2016	49,690.04				
4/20/2013	55,432.12		4/19/2014	54,469.22		4/18/2015	49,338.10		4/16/2016	49,071.82				
4/27/2013	58,612.74		4/26/2014	51,637.18		4/25/2015	49,656.62		4/23/2016	49,485.78				

5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66	4/30/2016	50,872.46
5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82	5/7/2016	52,135.22
5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08	5/14/2016	51,441.84
5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92	5/21/2016	48,392.48
6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10	5/28/2016	49,380.84
6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82	6/4/2016	58,228.50
6/15/2013	54,067.52	6/14/2014	50,266.50	6/13/2015	50,110.84	6/11/2016	45,053.42
6/22/2013	54,690.28	6/21/2014	48,768.14	6/20/2015	47,109.22	6/18/2016	46,179.18
6/29/2013	55,991.38	6/28/2014	49,250.32	6/27/2015	55,325.14	6/25/2016	47,230.00
6/30/2013	11,509.54	6/30/2014	12,010.70	6/30/2015	16,018.68	6/30/2016	27,584.00
	3,580,645.18		3,261,565.02		3,148,372.80		3,167,478.80
							830,899.72

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62	February, 2014	75,170.90
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62	March, 2014	78,201.51
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23	April, 2014	72,380.72
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38	May, 2014	93,191.89
		June, 2012	129,235.38	June, 2013	104,803.37	June, 2014	72,350.70
Total 2010-2011	1,297,391.70	Total 2011-2012	1,602,900.84	Total 2012-2013	1,530,462.31	Total 2013-2014	998,486.72

Date	Amount	Date	Amount	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79	July, 2016	77,234.20
August, 2014	84,726.51	August, 2015	70,064.73		
September, 2014	71,967.51	September, 2015	64,845.44		
October, 2014	66,257.02	October, 2015	68,440.97		
November, 2014	71,046.66	November, 2015	67,488.54		
December, 2014	76,797.24	December, 2015	73,055.05		
January, 2015	73,346.66	January, 2016	67,545.11		
February, 2015	66,262.78	February, 2016	65,518.59		
March, 2015	73,747.70	March, 2016	72,986.23		
April, 2015	76,343.68	April, 2016	68,149.38		
May, 2015	78,424.23	May, 2016	76,415.84		
June, 2015	81,569.83	June, 2016	62,572.11		
Total 2014-2015	899,128.89	Total 2015-2016	832,756.78	Total 2016-2017	77,234.20

Table Game Revenue Distribution - Jefferson County School Board

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22	September, 2014	215,902.53
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27	October, 2014	198,771.06
November, 2011	363,356.61	November, 2012	403,331.79	November, 2013	239,561.82	November, 2014	213,139.98
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93	December, 2014	230,391.72
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43	January, 2015	220,039.98
February, 2012	428,310.03	February, 2013	381,857.07	February, 2014	225,512.70	February, 2015	198,788.34
March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53	March, 2015	221,243.10
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18	April, 2015	229,031.04
May, 2012	413,715.39	May, 2013	329,242.14	May, 2014	279,575.67	May, 2015	235,272.69
June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10	June, 2015	244,709.49
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	2,697,386.67

Date	Amount	Date	Amount
July, 2015	227,024.37	July, 2016	231,702.60
August, 2015	210,194.19		
September, 2015	194,536.32		
October, 2015	205,322.91		
November, 2015	202,465.62		
December, 2015	219,165.15		
January, 2016	202,635.33		
February, 2016	196,555.77		
March, 2016	218,958.69		
April, 2016	204,448.14		
May, 2016	229,247.52		
June, 2016	187,716.33		
Total 2015-2016	2,498,270.34	Total 2016-2017	231,702.60