

# Jefferson County Commission FY19 Budget-DRAFT

07/01/2018 – 06/30/2019







# JEFFERSON COUNTY COMMISSION

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PRESIDENT  
*Josh Compton*

February 1, 2018

VICE PRESIDENT  
*Caleb Wayne Hudson*

Honorable Commissioners  
Jefferson County, West Virginia

COMMISSIONER  
*Patricia A. Noland*

The Fiscal Year 2019 budget requests from department heads, elected officials, and community organizations for Jefferson County are presented in budget document. The budget document for FY19 represents the dedicated work of the County's senior leadership and support staff over the past several months. The County's annual budget determines the allocation of its scarce resources and the manner in which services will be provided to the community during FY19. Adoption of the budget is one of the most important actions taken each year. Difficult decisions will be made to develop a balanced budget while maintaining sound financial management practices. The FY19 budget and outlook for future years comes with financial challenges that will be taken into consideration during the balancing process.

COMMISSIONER  
*Peter Onoszko*

COMMISSIONER  
*Jane Tabb*

In recent years, the County has taken fiscally responsible actions to manage and provide the same or improved service levels. Unfortunately, the challenges and concerns outlined in previous years' messages have not improved. The County continues to face reduced availability of financial resources, the growing needs of the business and residential community, and the rising cost of providing services. The County's ability to meet the demands of continuing current service levels and workforce support are negatively impacted by continued revenue shortfalls.

A systematic review of all FY19 operational and capital expenditure requests were thoroughly reviewed and prioritized. Where possible, spending was cut or deferred. The County has experienced multiple years of lean operations and repeated deferment of capital projects and operating expenditures. As a result, areas for substantial cost reduction were not easily identified and are not able to be achieved without the elimination of full or partial services.

## **FY2019 Budget Focus**

The FY19 budget continues to focus on reducing the County's reliance on gambling revenues in its General Fund operating budget, recognition of the service provided by County employees through the proposed realignment of the employee pay scale and a cost of living adjustment for employees, reductions in discretionary spending by departments, position additions and reclassifications to enhance and maintain needed levels of services provided, and planning for future capital outlay needs.

The FY19 requests for operating expenditure allocations for the General Fund totals \$27.0 million, an increase of 8.84% over last year's total operating budget of \$24.8 million. Total estimated revenue for FY19 is estimated at \$25.5 million. This is a 1.09% decrease (\$282,000) over FY18's budgeted revenue of \$25.8 million. The decrease is a result of the reduced ambulance fee revenue, the anticipation of the County reaching the max levy rate for real and personal property tax, and continued reductions in gaming revenue. The new assumption that was introduced last fiscal year to reduce the fee charged for ambulance services resulted in an estimated annual loss of \$100,000 in revenue. Additional revenue assumptions for FY19 include a 12% decrease in Table Game Revenue and a 2.6% decrease in Video Lottery Revenue over FY18.

County Administrator  
*Stephanie Grove*

Deputy County Administrator  
*Sandy Slusher McDonald*

**Assessable Base & Tax Levy Rate**

*Assessable Base.* The County's assessable base reached \$4.0 billion in FY09. The assessable base began decreasing in FY10 and decreased to a low of \$3.0 billion in FY14. The assessable base has been increasing in recent years primarily due to new construction. New construction accounted for \$118 million of the \$122 million increase in FY18. In FY19, new construction is estimated to be \$46 million and is consistent with prior year figures for new construction. Because existing property values are only expected to increase by 1.3% in FY19, the County is expected to reach the max levy rate. Once the max levy rate is reached, the County will not receive as much revenue as in previous years. The County normally realizes a tax revenue increase of approximately \$500,000; however, because the max levy rate is anticipated, the FY19 budget includes a tax revenue increase of \$365,000.

Fiscal Year	Valuation									Totals	%	New Property	Existing property	%
	Class II	% of Tot	% Chg	Class III	% of Tot	% Chg	Class IV	% of Tot	% Chg					
FY2019 Prelim	2,272,882,100	63.0%	4.0%	938,894,885	26.0%	-0.4%	393,412,071	10.9%	1.7%	3,605,189,057	2.6%	46,283,923	3,558,905,134	1.3%
FY2018	2,184,710,420	62.2%	2.7%	942,520,834	26.8%	8.7%	387,012,500	11.0%	-2.7%	3,514,243,754	3.6%	117,815,590	3,396,428,164	0.1%
FY2017	2,127,107,610	62.7%	7.5%	867,108,278	25.6%	1.8%	397,765,932	11.7%	5.5%	3,391,981,820	5.8%	50,125,292	3,341,856,528	4.2%
FY2016	1,977,898,240	61.7%	4.0%	851,651,539	26.6%	1.0%	376,990,644	11.8%	0.2%	3,206,540,423	2.7%	46,833,731	3,159,706,692	1.2%
FY2015	1,901,426,070	60.9%	3.5%	843,296,811	27.0%	-0.5%	376,253,589	12.1%	3.1%	3,120,976,470	2.3%	36,258,450	3,084,718,020	1.2%
FY2014	1,837,314,930	60.3%	-1.5%	847,249,885	27.8%	1.4%	364,890,027	12.0%	-0.5%	3,049,454,842	-0.6%	51,775,592	2,997,679,250	-2.3%
FY2013	1,865,152,520	60.8%	-6.2%	835,533,540	27.2%	-1.5%	366,552,161	12.0%	-1.2%	3,067,238,221	-4.4%	51,975,811	3,015,262,410	-6.0%
FY2012	1,989,212,550	62.0%	-6.2%	848,325,714	26.4%	-2.3%	370,977,693	11.6%	-7.1%	3,208,515,957	-5.3%	50,148,602	3,158,367,355	-6.8%
FY2011	2,119,649,580	62.6%	-15.9%	868,421,052	25.6%	-9.9%	399,273,387	11.8%	-8.9%	3,387,344,019	-13.6%	33,797,775	3,353,546,244	-14.5%
FY2010	2,520,735,550	64.3%	-1.9%	963,739,417	24.6%	-3.9%	438,125,221	11.2%	0.7%	3,922,600,188	-2.1%	90,913,324	3,831,686,864	-4.4%
FY2009	2,568,421,740	64.1%	16.0%	1,002,329,292	25.0%	12.9%	435,255,769	10.9%	23.6%	4,006,006,801	15.7%	127,335,046	3,878,671,755	12.0%

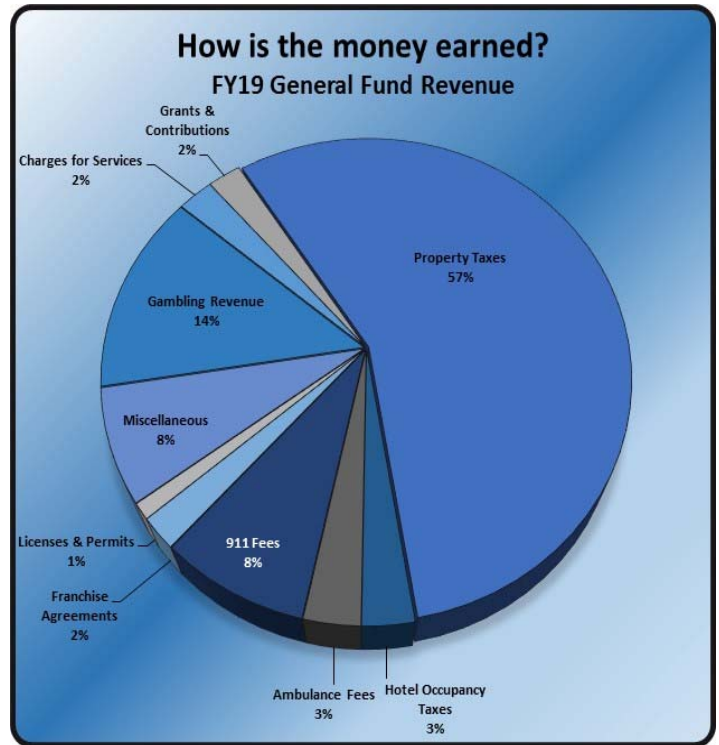
*Tax Levy Rate.* According to *WV Code 11-8-6e*, the County is permitted to increase the Levy Rate each year without a public hearing as long as the levy rate increase doesn't result in an increase of more than 1% of the prior year projected property tax revenue. In FY16, the County's Property Tax Levy Rate began approaching the maximum levy rate allowed by State law. Each year since FY16, the Commission unanimously approved a 0% rollup for the property tax levy rate. The decision in FY16, FY17 and FY18 to implement a 0% rollup better positioned the County financially for revenue sustainability in those years. Due to a slow recovery of the market values for existing properties, it is anticipated that in FY19, the County will reach the State's max levy rate of \$28.60 cents per \$100 of assessed value for Class II properties (see table below). The Levy Rate and Max Levy Rate by Class in cents per \$100 of assessed value for FY19 (Estimated), FY18, FY17, and FY16 (Actual) is as follows:

Fiscal Year	Levy Rate by Class				%	Max Levy Rate by Class			
	I	II	III	IV		I	II	III	IV
2019 Estimated	14.30	28.60	57.20	57.20	0.36%	14.30	28.60	57.20	57.20
2018	14.25	28.50	56.99	56.99	2.21%	14.30	28.60	57.20	57.20
2017	13.94	27.88	55.76	55.76	-1.76%	14.30	28.60	57.20	57.20
2016	14.19	28.38	56.76	56.76	1.07%	14.30	28.60	57.20	57.20

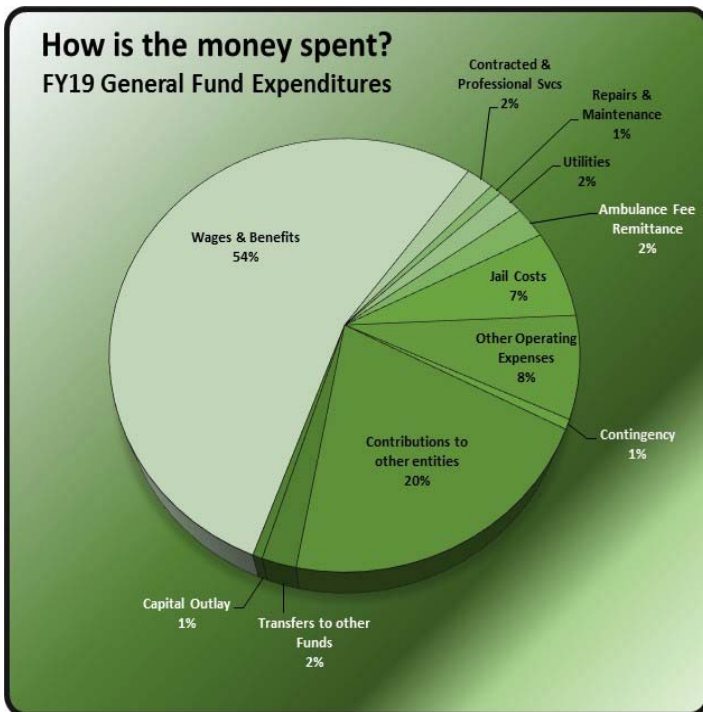
As other major events occur, future increases to other revenue sources may be needed to generate sufficient revenues to support current services. As an alternative, expenditure cuts that would result in reductions in operations, reduced service levels, or shifting services to other service providers may need to be considered. Other major events that could impact the County could include another economic or construction downturn causing loss of revenue, or a major weather event creating unexpected expenditures. Based on revenue projections and department requests for FY19, and Capital Outlay needs for FY19 and future years, the Commission must make approximately \$2.1 million in expenditure cuts or revenue additions to balance the budget for FY19.

**Where does the money come from? Where does the money go?**

Jefferson County Commission General Fund	FY19 Budget		FY18 Budget	
<b>Revenue by Type</b>				
Charges for Services	634,830	2.5%	597,980	2.3%
Grants & Contributions	586,000	2.3%	1,000,795	3.9%
Property Taxes	14,406,245	56.5%	14,039,400	54.5%
Hotel Occupancy Taxes	726,600	2.9%	695,787	2.7%
Ambulance Fees	790,000	3.1%	854,415	3.3%
911 Fees	2,104,100	8.3%	2,023,000	7.8%
Franchise Agreements	544,000	2.1%	533,300	2.1%
Licenses & Permits	275,335	1.1%	245,195	1.0%
Miscellaneous	1,938,960	7.6%	2,146,327	8.3%
Gambling Revenue	3,485,700	13.7%	3,637,700	14.1%
<b>Total Revenues</b>	<b>25,491,770</b>		<b>25,773,899</b>	

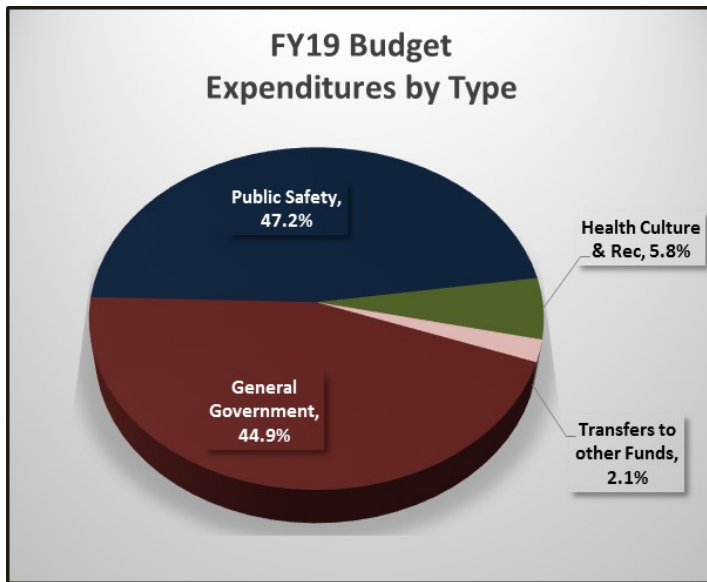


Revenue from the General Fund comes primarily from Taxes at 57% or \$14.4 million for FY19's Budget. Taxes consist of real and personal property taxes, gas & oil tax, horse racing, and hotel occupancy tax. Gambling revenue and 911 Fees make up the next largest revenue sources at 14% or \$3.5 million and 8% or \$2.1 million respectively. Total revenue is estimated at \$25.5 million for FY19's budget.



Jefferson County Commission General Fund	FY19 Budget		FY18 Budget	
<b>Expenditures by Object Type</b>				
Wages & Benefits	15,045,061	54.5%	14,423,598	55.4%
Contracted & Professional Svcs	587,406	2.1%	610,128	2.3%
Repairs & Maintenance	247,737	0.9%	236,772	0.9%
Utilities	556,037	2.0%	574,909	2.2%
Ambulance Fee Remittance	675,000	2.4%	708,168	2.7%
Jail Costs	1,850,000	6.7%	1,320,000	5.1%
Other Operating Expenses	2,099,802	7.6%	1,856,044	7.1%
Contingency	200,000	0.7%	195,382	0.8%
Contributions to other entities	5,596,314	20.3%	4,737,790	18.2%
Transfers to other Funds	577,200	2.1%	1,201,200	4.6%
Capital Outlay	163,400	0.6%	163,400	0.6%
<b>Total Expenditures</b>	<b>27,597,957</b>		<b>26,027,391</b>	
Net Surplus / (Deficit)	<b>(2,106,187)</b>		<b>(253,492)</b>	

Wages & Benefits are the largest General Fund expenditure at 54% or \$15.0 million for FY19's Budget. Other significant expenditures include \$62 million in Contributions and Transfers and \$1.85 million in Jail Costs. Total expenditures are estimated at \$27.6 million for FY19's budget.



Jefferson County Commission Expenditures by Type	FY19 Budget	
	Request	FY18 Budget
General Government	12,401,546	11,448,812
Public Safety	13,023,467	11,824,344
Health Culture & Rec	1,595,744	1,553,035
Transfers to other Funds	577,200	1,201,200
<b>Total Expenditures</b>	<b>27,597,957</b>	<b>26,027,391</b>

The County provides a variety of services, and the largest expense is for Public Safety at 47% of the FY19 submitted budget or \$13.0 million. Public Safety includes personnel and operating expenditures to maintain the County’s police department, emergency services, and the 911 communications center. General Government makes up the next largest component at 45% or \$12.4 million in submissions for FY19. General Government includes personnel and operating expenditures for departments like the County and Circuit Court Clerks, Assessor, Tax Office, Engineering, Planning, Zoning and Maintenance.

**Capital Outlay and Maintenance**

Infrastructure and facility needs are addressed in both the capital and operating budgets. The operating budget includes \$163,400 in funding for one-time maintenance, repairs and equipment purchases for various departments and buildings and \$602,200 in Transfers to the Capital Outlay Fund. The Capital Outlay Fund budget includes \$1.4 million in funding requests for (See also attached Project Listing):

- Construction work to decommission the abandoned Bardane Industrial Park wastewater treatment plant lagoon and to divert storm water runoff around the sinkhole; and sinkhole remediation.
- Resurfacing of the parking lot behind the Courthouse and Hunter House buildings.
- Remodeling the Animal Control building.
- Building, lighting and HVAC upgrades, repairs and replacements to create energy and cost savings, and improve safety
- Replacement of vehicles that include: a vehicle replacement for Engineering; an Animal Control vehicle; and 5 patrol vehicles for Law Enforcement.
- Capital contribution requests from the Shepherdstown Public Library and the Historic Landmarks Commission for building construction, renovations, repairs and upgrades.

**Employee Salary and Benefits**

In recognition of the outstanding service provided by employees for Jefferson County, the FY19 budget request includes a 1% salary increase for full-time, permanent Sheriff’s Officers. Additionally, for civilian employees the pay scale has been revised to make it consistent with that of other organizations and make it more affordable for potential future step increases. Future employee merit increases or cost of living adjustments will be evaluated for affordability annually during the budgetary process. Additionally, due to increases in medical insurance costs, an estimated increase of 8%-10% or \$225,000 is included for medical insurance benefits provided to full-time employees. Additional department requests are outlined in the Department Highlights section.

Those increases are offset by a decrease in the County's cost for employee retirement. Employer contributions to the WV Public Employees Retirement System is expected to decrease from 11.0% in FY18 to 10.0% in FY19 resulting in an estimated savings of (\$77,000). Prior to the completion of the FY19 draft budget, employer contributions for the WV Deputy Sheriff's Retirement System had not been established by their board and are estimated to remain the same at 12.0% for FY19.

Department Request Highlights

<b>Department Highlights</b>	<b>Amount</b>
<b>401-County Commission</b>	
The Day Report Center is asking for an increase from their normal grant match to fund 2 new case managers due to increased need. The total cost is approximately \$110,000. All other increases were a result of anticipated insurance renewal rates.	\$ 110,000
<b>402-County Clerk</b>	
A grant applictaion has been submitted for reformattin and conservation of documents. \$15,000 is the anticipated grant match. If the grant is not approved, \$29,293 in funding will be needed.	15,000
<b>404-Sheriff's Tax Office</b>	
The Sheriff is proposing that a vacant position not be filled in order to create savings. With that savings, he would like to add \$9,000 in funding for part-time help during the departments busy season. Net total savings is \$41,000.	(41,000)
<b>405-Prosecuting Attorney</b>	
\$35,000 is requested for case management software.	35,000
<b>406 &amp; 407-Assessor, Assessor Valuation Fund</b>	
406-The Assessor would like to fill a vacant position at a lower salary range to create savings need to provide merit increases for staff. Increases for Department 407 would be funded by the Assessor's Valuation Fund.	
<b>413-County Clerk Elections</b>	
Maintenance Contract for the new election pollbook and election system. This is a required expense.	6,300
<b>425-Other Buildings Maintenance</b>	
An increase of \$19,000 was included in maintenance & repairs of equipment because this has been deferred in recent years, and for the security system maintenance contract.	19,000
<b>428-IT Data Processing</b>	
Requesting a merit increase for an existing employee, and to add an additional employee.	68,449
<b>431- JC Development Authority</b>	
The Business coach position totalling 77,000 was added in FY18 and is fully funded by other sources. A new request for employee merit increases was submitted at a cost of 9,412.	86,412

<b>Department Highlights</b>	<b>Amount</b>
<b>440-Engineering</b> The Permit Inspector that was added in FY18 and is funded for a full year in FY19. Additionally, \$25,000 will be transferred from the Coal Severance Fund to cover Professional Services related to the wastewater treatment plant decommissioning, lagoon and sinkhol repairs.	-
<b>700-Law Enforcement</b> 1) The Sheriff would like to include increases for the part-time and full-time bailiffs. Additional funding was needed for bailiffs due to the addition of a new courtroom. The total increase for bailiffs with benefits is approximately \$129,000  2) The Sheriff is proposing to place the Chief Deputy position on hold in order to create a new position for a Crime Analyst and promote a deputy to a supervisory role to fill the duties previously performed by the Chief Deputy. Total savings is approximately \$33,000. A portion of that savings will be used to fund slight increases for equipment, materials & supplies  3) Grant funded expenditures are estimated to total \$573,947. Much of that amount is carry over from FY18's approved grants that have not been expended.	
<b>704-Regional Jail</b> Regional Jail Fees have an increase of \$530,000 based on recent trends for FY17 and FY18.	530,000
<b>712-911 Communication Center</b> New Dispatcher initiative requesting 6 additional positions for dispatchers at a total of \$331,000. With the increase in staffing, the department is requesting to upgrade 4 existng Dispatchers to Assistant Supervisors at a total of \$11,000.	342,000
<b>713-Fire Departments</b> Requesting an increase of \$193,000 in addition to last year's contribution rate of \$665,000 for a total request of \$858,000.	858,000
<b>715-JCESA</b> Requesting an additional \$233,000 to fund an administrative position, part-time wage increases, a grade scale realignment, retirement match contributions and additional training.	233,000
<b>716-Animal Control</b> Would like to eliminate the supervisor position and use that savings to add a part-time kennel assistant at a cost of \$8,000 and implement merit increases / a career path for existing employees at a cost of \$3,750. Total net savings is approximately \$23,000.	(23,000)
<b>717-Central Garage</b> An increase of \$20,000 was included for fuel expense. Additionally, \$3,700 was included to provide a merit increase for an existing employee.	23,700
<b>800-Health Department</b> Requesting funding for vaccines and personnel costs.	11,000

<b>Department Highlights</b>	<b>Amount</b>
<b>900-Parks &amp; Recreation</b> Requesting an additional county contribution of \$4,876 to fund a 2% increase for employees.	4,876
<b>909-Historic Commission</b> Requesting an additional \$5,000 to fund the asbestos removal at the Eyer House. A Capital Outlay fund request was also submitted for \$235,000 to fund site improvement at the Peter Burr Farm, Shepherdstown Battlefield and Duffield's Depot.	240,000
<b>Miscellaneous New Requests:</b>	
<b>EWRAA-Airport</b> is requesting \$20,797 to partially fund maintenance and capital improvements.	20,797
<b>Elmwood Cemetery</b> is requesting a contribution to complete repairs and maintenance on the cemetery house.	250,000
<b>CATF-Theater Festival</b> is requesting a contribution for their festival.	10,000
<b>EPCD-Conservation District</b> is requesting funding for stream monitoring, watershed associations, and youth education.	15,000

### **Budget Schedule**

County departments, component units, and community agencies presented their FY19 budget request to the Commission from February 12 through February 16, 2018, and budget balancing continued through February 28, 2018. All meetings were open to the public and can be viewed online at the County's website [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org). A public forum on the FY19 Requested Budget and Budget process will be held on February 6, 2018 at 7:00 PM. A Special Session to approve the Fiscal Year 2019 Budget will be held at the end of March 2018 and must be held prior to March 29th. Lastly, a Special Session to Lay the Levy for Fiscal Year 2019 will be held on April 17, 2018.

The preparation of the budget each year is a significant undertaking by all County Departments, and I wish to express my appreciation to everyone who assisted in the development of the FY19 Budget.

Sincerely,

Michelle Gordon  
Finance Director  
[mgordon@jeffersoncountywv.org](mailto:mgordon@jeffersoncountywv.org)

**Jefferson County Commission  
FY19 Budget**

Date Prepared: 01/31/2018

Department	No.	FY2017 Actual	FY2018 Budget	FY2019 Submitted Budget	% Chg	Commission Additions / (Cuts)	FY2019 Adjusted Budget	FY2019 Final Budget
<b>Expenditures by Dept</b>								
Commission	401	1,744,138	1,785,277	1,850,230	3.64%		1,850,230	
1% COLA		-	-	150,000			150,000	
New Req-Airport		-	-	20,797			20,797	
New Req-Conservation Dist		-	-	15,000			15,000	
New Req-CATF Theater Festival		-	-	10,000			10,000	
New Req-Elmwood Cem		-	-	250,000			250,000	
Inurance Premium Increase 8-10%		-	-	225,000			225,000	
Grade Scale Realignment		-	-	-			-	
Increase ee Portion Ins Premium		-	-	(15,000)			(15,000)	
County Clerk	402	697,793	719,326	722,926	0.50%		722,926	
Circuit Clerk	403	569,916	604,626	620,325	2.60%		620,325	
Sheriff's Tax Office	404	542,542	571,366	529,906	-7.26%		529,906	
Prosecuting Attorney	405	1,761,541	1,810,599	1,814,248	0.20%		1,814,248	
Assessor	406	520,887	528,057	539,183	2.11%		539,183	
Assesor Valuation Fund	407	446,341	523,476	515,250	-1.57%		515,250	
State Wide Computer Network	408	52,849	51,356	54,871	6.84%		54,871	
Agricultural Agent	412	122,585	127,568	133,943	5.00%		133,943	
County Clerk Elections	413	293,706	280,489	285,758	1.88%		285,758	
Magistrate Court	415	2,303	2,000	2,000	0.00%		2,000	
Maintenance Dept	424	1,119,985	1,044,079	1,050,820	0.65%		1,050,820	
Other Building	425	535,397	587,200	606,200	3.24%		606,200	
Data Processing (IT)	428	389,961	401,845	505,109	25.70%		505,109	
RDA	429	19,794	19,795	19,795	0.00%		19,795	
EC Development	431	471,372	463,051	551,375	19.07%		551,375	
Engineering, Planning, Zoning, GIS	440	1,391,517	1,471,458	1,459,598	-0.81%		1,459,598	
Contingency for Emergencies	699	-	195,382	200,000	2.36%		200,000	
Law Enforcement	700	3,722,266	4,431,556	4,381,867	-1.12%		4,381,867	
Service of Process	701	17,606	18,700	18,700	0.00%		18,700	
Regional Jail	704	1,507,475	1,320,000	1,850,000	40.15%		1,850,000	
Homeland Security	711	233,099	291,825	266,003	-8.85%		266,003	
Communication Center (911)	712	1,840,282	1,977,650	2,298,383	16.22%		2,298,383	
JCESA - Ambulance	715	2,506,747	2,848,808	3,103,648	8.95%		3,103,648	
JCESA - Fire	713	595,000	665,000	857,686	28.98%		857,686	
Animal Control	716	299,184	270,805	247,180	-8.72%		247,180	
Central Garage	717	256,812	261,862	284,212	8.54%		284,212	
Health Department	800	77,400	79,550	90,980	14.37%		90,980	
Landfill	808	-	15,600	-	-100.00%		-	
Parks and Recreation	900	749,331	711,369	731,182	2.79%		731,182	
Arts and Humanities	903	15,742	13,916	14,532	4.43%		14,532	
Historical Commission	909	23,310	20,606	26,550	28.85%		26,550	
Visitors Bureau	911	403,554	361,994	377,500	4.28%		377,500	
Library	916	330,000	330,000	330,000	0.00%		330,000	
Senior Citizens	952	-	-	-			-	
Public Transit	953	20,000	20,000	25,000	25.00%		25,000	
<b>Total Expenditures</b>		<b>\$ 23,280,435</b>	<b>\$ 24,826,191</b>	<b>\$ 27,020,757</b>	<b>8.84%</b>	<b>\$ -</b>	<b>\$ 27,020,757</b>	<b>\$ -</b>
<b>Revenue</b>		<b>\$ 24,262,872</b>	<b>\$ 25,773,899</b>	<b>\$ 25,491,770</b>	<b>-1.09%</b>		<b>\$ 25,491,770</b>	<b>\$ -</b>
<b>Operating Surplus / (Deficit)</b>		<b>\$ 982,437</b>	<b>\$ 947,708</b>	<b>\$ (1,528,987)</b>			<b>\$ (1,528,987)</b>	<b>\$ -</b>

**Transfers to Other Funds**

Trns to Capital Fund (5% Gambling)	696	\$ 194,000	\$ 377,200	\$ 550,300	45.89%		\$ 550,300	\$ -
Trns to Capital Fund	696	1,196,981	894,000	51,900	-94.19%		51,900	-
Subtotal Trns to C/O Fund		1,390,981	1,271,200	602,200		-	602,200	-
Trns (from) to Other Funds	696	615,209	(70,000)	(25,000)			(25,000)	-
<b>Total Transfers Out of General Fund</b>		<b>\$ 2,006,190</b>	<b>\$ 1,201,200</b>	<b>\$ 577,200</b>	<b>-51.95%</b>	<b>\$ -</b>	<b>\$ 577,200</b>	<b>\$ -</b>
<b>Net Use of Funds - Surplus / (Deficit)</b>		<b>\$ (1,023,753)</b>	<b>\$ (253,492)</b>	<b>\$ (2,106,187)</b>		<b>\$ -</b>	<b>\$ (2,106,187)</b>	<b>\$ -</b>
<b>Beginning Fund Balance</b>	699	<b>\$ 5,622,580</b>	<b>\$ 4,598,827</b>	<b>\$ 4,345,335</b>			<b>\$ 4,345,335</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>		<b>(1,023,753)</b>	<b>(253,492)</b>	<b>(2,106,187)</b>			<b>(2,106,187)</b>	<b>-</b>
<b>Ending Fund Balance</b>		<b>\$ 4,598,827</b>	<b>\$ 4,345,335</b>	<b>\$ 2,239,148</b>			<b>\$ 2,239,148</b>	<b>\$ -</b>
<b>Fund Balance as a % of Oper Exp</b>		<b>19.75%</b>	<b>17.50%</b>	<b>8.29%</b>			<b>8.29%</b>	

**Fund Balance Reserve Policy**

JCC Policy Minimum of 16.67% of Exp		\$ 3,880,849	\$ 4,138,526	\$ 4,504,360			\$ 4,504,360	\$ -
JCC Goal of 20.00% of Expenditures		\$ 4,656,087	\$ 4,965,238	\$ 5,404,151			\$ 5,404,151	\$ -
State Required 10.0% of Expenditures		\$ 2,328,044	\$ 2,482,619	\$ 2,702,076			\$ 2,702,076	\$ -

## Jefferson County Commission

## General Fund

## Five Year Projection (FY2019 - FY2023)

Revenue	3 Year Actuals			FY18		5 Year Projection				
	Actual	Actual	Actual	FY18		TREND	TREND	TREND	TREND	TREND
	FY15	FY16	FY17	Projection	Budget	FY19	FY20	FY21	FY22	FY23
Taxes	11,898,276	12,273,866	12,759,741	13,244,406	13,744,400	14,108,295	14,387,534	15,051,634	15,348,434	15,653,714
Tax Penalties	285,034	285,246	294,779	295,000	295,000	297,950	300,930	303,940	306,980	310,050
Property Transfer	581,924	664,414	733,432	1,174,884	773,000	795,380	843,100	893,690	947,310	1,004,150
Gas/oil	81,957	95,320	58,840	62,174	99,000	64,040	65,960	67,940	69,980	72,080
Horse Racing	12,923	12,545	11,735	12,198	8,068	12,440	12,690	12,940	13,200	13,460
Wine Liquor	32,965	36,831	43,784	47,751	37,000	49,180	50,660	52,180	53,750	55,360
Hotel Occupancy	600,591	652,945	775,514	692,000	695,787	726,600	762,930	801,080	841,130	883,190
Decal fees	68	78	116	90	65	65	65	65	65	65
Bldg Permits	160,599	241,384	252,580	275,000	245,000	275,140	280,640	286,250	294,840	303,690
Misc Permits	134	142	152	155	130	130	130	130	130	130
Grants	160,021	177,112	230,177	615,660	690,660	270,000	270,000	270,000	270,000	270,000
Payment in lieu of taxes	28,660	18,698	19,877	19,000	16,000	20,000	20,000	20,000	20,000	20,000
Sheriff Service Process	18,001	19,255	17,915	18,700	18,700	18,200	18,000	18,000	18,000	18,000
Sheriff Earnings	28,313	21,155	183,015	143,000	143,000	199,300	201,000	203,000	205,000	207,000
Clerk Earnings	174,949	201,959	195,778	214,353	199,900	191,000	195,000	199,000	203,000	207,000
Circuit Clerk Earnings	64,318	64,933	62,737	63,000	62,900	64,000	64,000	65,000	65,000	65,000
Prosecuting Earnings	1,293	1,081	1,681	1,524	1,400	1,600	1,620	1,640	1,660	1,680
Accident reports	3,800	4,060	4,860	5,640	4,300	4,700	4,750	4,800	4,850	4,900
Map Sales	2,514	2,685	1,764	-	3,200	-	-	-	-	-
Rent	43,225	46,975	334,290	352,030	352,030	352,030	352,030	352,030	352,030	352,030
Ambulance Fee	675,000	992,393	968,222	800,000	854,415	790,000	790,000	790,000	830,000	830,000
911 Fees	1,792,090	1,852,675	1,859,007	2,007,900	2,007,900	2,089,100	2,110,000	2,131,100	2,152,400	2,173,900
Franchise Agreements	427,867	470,701	518,503	533,300	533,300	544,000	549,400	554,900	560,400	566,000
IRP fees	6,030	15,496	12,069	15,100	15,100	15,000	15,200	15,400	15,600	15,800
Jail fees	96,912	97,813	69,244	112,557	98,000	100,000	100,000	101,000	101,000	102,000
Interest	25,434	30,916	33,495	31,814	31,945	32,170	32,170	32,170	32,170	32,170
Misc revenue	755	42,712	1,983	17,800	17,800	21,300	21,500	21,700	21,900	22,100
Sheriff Commission	11,619	11,563	11,536	11,500	11,200	11,600	11,700	11,800	11,900	12,000
Table Games	891,153	853,011	736,573	617,700	617,700	544,200	533,300	522,600	512,100	501,900
Recycling / Scrap Revenue	-	-	2,830	-	-	-	-	-	-	-
Filing Fees	3,542	14,846	10,752	-	-	-	-	-	-	-
Video Lottery	3,237,306	3,263,263	3,183,492	3,020,000	3,020,000	2,941,500	3,000,300	3,060,300	3,121,500	3,183,900
Defeasance of Debt	-	-	19,827	40,226	40,226	-	-	-	-	-
Reimbursements	228,635	184,020	166,213	170,000	279,200	173,600	175,300	177,100	178,900	180,700
Charges to other entities	-	166,390	8,427	70,097	70,097	-	-	-	-	-
Trans from other entities	-	14,800	-	-	-	-	-	-	-	-
General School Reimbursements	264,466	219,218	186,714	264,000	264,000	264,000	266,600	269,300	272,000	274,700
Trns Assessor Val fund	451,504	436,534	446,341	523,476	523,476	523,476	533,900	539,200	550,000	555,500
<b>Total Revenue</b>	<b>22,291,881</b>	<b>23,487,035</b>	<b>24,217,995</b>	<b>25,472,035</b>	<b>25,773,899</b>	<b>25,499,996</b>	<b>25,970,409</b>	<b>26,829,889</b>	<b>27,375,229</b>	<b>27,892,169</b>

## Jefferson County Commission

## General Fund

## Five Year Projection (FY2019 - FY2023)

	3 Year Actuals			5 Year Projection						
	Actual	Actual	Actual	FY18		TREND	TREND	TREND	TREND	TREND
	FY15	FY16	FY17	Projection	Budget	FY19	FY20	FY21	FY22	FY23
<b>Expenditures</b>										
Commission	1,617,382	1,687,540	1,744,138	1,770,277	1,785,277	1,770,277	1,805,700	1,823,800	1,842,000	1,860,400
Employee Increases (1% COLA)	-	-	-	-	-	150,000	300,000	450,000	600,000	750,000
Health Increases (10%)	-	-	-	-	-	230,000	230,000	230,000	230,000	230,000
County Clerk	698,868	720,816	697,793	704,326	719,326	704,326	718,400	725,600	740,100	747,500
Circuit Clerk	622,728	596,132	569,916	589,626	604,626	589,626	601,400	607,400	619,500	625,700
Sheriff's Tax Office	582,979	560,242	542,542	556,366	571,366	556,366	567,500	573,200	584,700	590,500
Prosecuting Attorney	1,746,878	1,776,094	1,761,541	1,795,599	1,810,599	1,795,599	1,831,500	1,849,800	1,886,800	1,905,700
Assessor	519,849	511,554	520,887	523,057	528,057	523,057	533,500	538,800	549,600	555,100
Assesor Valuation Fund	450,124	436,534	446,341	523,476	523,476	523,476	533,900	539,200	550,000	555,500
State Wide Computer Network	60,079	53,302	52,849	51,356	51,356	51,356	52,400	52,900	53,400	53,900
Agricultural Agent	125,383	115,880	122,585	122,568	127,568	122,568	125,000	126,300	128,800	130,100
County Clerk Elections	241,497	379,574	293,706	345,586	350,586	345,586	352,500	356,000	363,100	366,700
Magistrate Court	1,135	2,257	2,301	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Maintenance Dept	1,083,000	1,171,924	1,119,985	1,044,079	1,044,079	1,044,079	1,065,000	1,075,700	1,097,200	1,108,200
Other Building	593,238	556,735	535,397	596,200	596,200	596,200	608,100	614,200	626,500	632,800
Data Processing (IT)	323,913	274,039	389,961	386,845	401,845	386,845	394,600	398,500	406,500	410,600
RDA	19,794	19,794	19,794	19,795	19,795	19,795	20,200	20,200	20,200	20,200
EC Development	450,159	413,552	471,372	461,676	461,676	461,676	470,900	475,600	485,100	490,000
Engineering, Planning, Zoning, GIS	1,384,346	1,441,886	1,391,517	1,456,458	1,471,458	1,456,458	1,485,600	1,500,500	1,530,500	1,545,800
Contingency for Emergencies	-	-	-	-	100,000	200,000	204,000	204,000	204,000	204,000
Law Enforcement	3,417,649	3,637,393	3,722,266	4,391,556	4,431,556	4,391,556	4,479,400	4,503,047	4,645,147	4,617,747
Service of Process	17,534	17,564	17,606	18,700	18,700	18,200	18,600	18,000	18,000	18,000
Regional Jail	1,229,458	1,195,973	1,507,475	1,420,000	1,320,000	1,420,000	1,448,400	1,402,700	1,416,700	1,430,900
Homeland Security	226,043	229,555	233,099	261,825	291,825	261,825	267,100	269,800	275,200	280,700
Communication Center (911)	1,907,032	1,831,615	1,840,282	1,917,650	1,977,650	1,917,650	1,956,000	1,975,600	2,034,900	2,055,200
JCESA - Ambulance	1,997,562	2,439,972	2,506,548	2,848,808	2,848,808	2,848,808	2,905,800	2,934,900	3,022,900	3,053,100
JCESA - Fire	373,625	420,000	595,000	665,000	665,000	665,000	665,000	665,000	665,000	665,000
Animal Control	309,388	319,140	299,184	260,805	275,805	260,805	266,000	268,700	274,100	276,800
Central Garage	273,270	239,280	256,812	261,862	261,862	261,862	267,100	269,800	275,200	278,000
Health Department	-	-	77,400	77,400	77,400	77,400	77,400	77,400	77,400	77,400
Landfill	1,500	-	-	15,600	15,600	15,600	15,600	15,600	15,600	15,600
Parks and Recreation	550,989	536,892	749,331	708,603	710,309	723,827	745,150	762,332	780,370	799,314
Arts and Humanities	12,012	12,827	15,742	13,840	13,916	14,532	15,259	16,022	16,823	17,664
Historical Commission	17,786	18,994	23,310	20,494	20,606	21,518	22,594	23,724	24,910	26,155
Visitors Bureau	300,295	320,676	403,554	356,000	357,894	373,300	391,465	410,540	430,565	451,595
Library	234,000	250,000	330,000	330,000	330,000	330,000	330,000	330,000	330,000	330,000
Senior Citizens	-	-	-	-	-	-	-	-	-	-
Public Transit	10,275	10,275	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
<b>Total Expenditures</b>	<b>21,399,770</b>	<b>22,198,011</b>	<b>23,280,234</b>	<b>24,537,433</b>	<b>24,806,221</b>	<b>25,151,173</b>	<b>25,793,068</b>	<b>26,126,865</b>	<b>26,842,815</b>	<b>27,197,875</b>
<b>Net Surplus / (Deficit)</b>	<b>892,111</b>	<b>1,289,024</b>	<b>937,761</b>	<b>934,602</b>	<b>967,678</b>	<b>348,823</b>	<b>177,341</b>	<b>703,024</b>	<b>532,414</b>	<b>694,294</b>

## Jefferson County Commission

## General Fund

## Five Year Projection (FY2019 - FY2023)

	3 Year Actuals			FY18		5 Year Projection				
	Actual	Actual	Actual			TREND	TREND	TREND	TREND	TREND
	FY15	FY16	FY17	Projection	Budget	FY19	FY20	FY21	FY22	FY23
<b>Net Surplus / (Deficit)</b>	<b>892,111</b>	<b>1,289,024</b>	<b>937,761</b>	<b>934,602</b>	<b>967,678</b>	<b>348,823</b>	<b>177,341</b>	<b>703,024</b>	<b>532,414</b>	<b>694,294</b>
<b>Transfers from/ (to) Other Funds</b>										
Transfers to Capital Outlay Fund										
Trns to Capital Fund (5% Gambling)	-	-	(194,000)	(376,000)	(376,000)	(550,300)	(727,000)	(906,100)	(1,087,800)	(1,272,100)
Trns to Capital Fund	-	-	(1,196,981)	(671,200)	(895,200)	(51,900)	-	-	-	-
Subtotal Trns to Capital Outlay Fund	-	-	(1,390,981)	(1,047,200)	(1,271,200)	(602,200)	(727,000)	(906,100)	(1,087,800)	(1,272,100)
Trns to Financial Stabilization Fund	-	-	(610,013)	-	(1,499,077)	-	-	-	-	-
Trns from Coal Severance Fund	-	-	-	50,000	50,000	-	-	-	-	-
Trns from (to) Other Funds	(25,811)	(9,845)	39,479	-	-	-	-	-	-	-
<b>Total Transfers Out of General Fund</b>	<b>(25,811)</b>	<b>(9,845)</b>	<b>(1,961,515)</b>	<b>(997,200)</b>	<b>(2,720,277)</b>	<b>(602,200)</b>	<b>(727,000)</b>	<b>(906,100)</b>	<b>(1,087,800)</b>	<b>(1,272,100)</b>
<b>Net Uses of Funds - Surplus / (Deficit)</b>	<b>866,300</b>	<b>1,279,179</b>	<b>(1,023,754)</b>	<b>(62,598)</b>	<b>(1,752,599)</b>	<b>(253,377)</b>	<b>(549,659)</b>	<b>(203,076)</b>	<b>(555,386)</b>	<b>(577,806)</b>
<b>Fund Balance</b>										
Beginning Fund Balance	3,024,468	3,891,397	5,453,077	4,598,827	4,598,827	4,536,229	4,282,852	3,733,193	3,530,117	2,974,731
Prior Period Adjustments	629	282,501	169,504	-	-	-	-	-	-	-
Net Change in Fund Balance	866,300	1,279,179	(1,023,754)	(62,598)	(1,752,599)	(253,377)	(549,659)	(203,076)	(555,386)	(577,806)
<b>Ending Fund Balance</b>	<b>3,891,397</b>	<b>5,453,077</b>	<b>4,598,827</b>	<b>4,536,229</b>	<b>2,846,228</b>	<b>4,282,852</b>	<b>3,733,193</b>	<b>3,530,117</b>	<b>2,974,731</b>	<b>2,396,925</b>
Fund Balance as a % of Operating Exp	18.18%	24.57%	19.75%	18.49%	11.47%	17.03%	14.47%	13.51%	11.08%	8.8%

Jefferson County Commission  
Capital Outlay Fund Project Listing  
FY19 thru FY23

Priority (1-5)	Description	Page No.	Location/Building	FY18 Budget	Projection for FY19 thru FY23					Project
					FY19	FY20	FY21	FY22	FY23	Total
1	Fire Escape		Moffit/Old Jail	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0
1	Tax Office Remodel		Tax Office/Moffit	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0
1	Maintenance Van		Maintenance	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0
1	WW Trmt Plant Decommission		Engineering	\$39,000	\$0	\$0	\$0	\$0	\$0	\$0
1	NICE Audio Recorders		Communications Center	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0
1	9-1-1 Telephone System		Communications Center	\$440,000	\$0	\$0	\$0	\$0	\$0	\$0
2	HVAC		Hunter House	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0
3	HVAC		Communications Center	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0
1	Lagoon & Sinkhole Construction	1	Bardane Industrial Park	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
1	Financial System	2	IT Data Processing	\$301,675	\$100,000	\$0	\$0	\$0	\$0	\$100,000
2	Replacement Vehicle	3	Sheriff Law Enforcement	\$80,000	\$250,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,050,000
2	Replacement Vehicle	4	Animal Control	\$45,000	\$41,000	\$41,000	\$41,000	\$0	\$0	\$123,000
2	Parking Area Downtown	5	Downtown Campus	\$0	\$55,000	\$0	\$0	\$0	\$0	\$55,000
3	Demo or Repair	6	Smoot Building	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
3	Air Handler	7	Public Services Center	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
3	Lighting Retro	8	All Buildings	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
3	Remodel / Renovations	9	Animal Control / Old School House	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
3	OCE Scanner / Copier	10	Engineering	\$0	\$0	\$35,000	\$0	\$0	\$0	\$35,000
1	Vehicle Replacement	11	Engineering	\$0	\$25,000	\$25,000	\$0	\$0	\$25,000	\$75,000
4	Elevator	12	Mason/Moffit Buildings	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000
5	Area Between Buildings	13	Sheriff & 911 Communications	\$0	\$0	\$0	\$70,000	\$0	\$0	\$70,000
1	Impact Fee Recalculation	14	Engineering	\$0	\$0	\$55,000	\$0	\$0	\$0	\$55,000
3	Shepherdstown Public Library	15	Building Renovations	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
3	Historical Commission	16	Building & Site Renovations	\$0	\$235,000	\$0	\$0	\$0	\$0	\$235,000
5	Police Headquarters	17	Building Purchase & Renovation	\$0	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000
5	County Campus	18	Building Purchases, Demo, Construction	\$0	\$0	\$0	\$0	\$0	\$10,000,000	\$10,000,000
5	Police Substation	19	Renovation	\$0	\$0	\$0	\$0	\$0	\$2,200,000	\$2,200,000
5	JCESA Expansion	20	JCESA	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$2,000,000
Totals				\$1,160,675	\$1,446,000	\$621,000	\$326,000	\$215,000	\$16,940,000	\$19,548,000

	FY17 Actual	FY18 Budget	Projection for FY19 thru FY23				
			FY19	FY20	FY21	FY22	FY23
Beginning Fund Balance	3,919,896	3,112,922	2,664,959	1,657,672	1,620,184	2,215,284	3,103,084
Transfers in to CIP	1,390,981	871,200	602,200	727,000	906,100	1,087,800	1,272,100
Bond Proceeds	-	-	-	-	-	-	16,700,000
Other Revenues	43,301	15,000	15,000	35,000	15,000	15,000	15,000
Less: Debt Payments	178,488	178,488	178,488	178,488	-	-	-
Less: ESA Debt Payment	-	70,000	-	-	-	-	-
Less: Expenditures	2,062,768	1,085,675	1,446,000	621,000	326,000	215,000	16,940,000
Ending Fund Balance	3,112,922	2,664,959	1,657,672	1,620,184	2,215,284	3,103,084	4,150,184
Fund Balance Requirements	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Minimum Reserve Met	Yes	Yes	No	No	Yes	Yes	Yes

Jefferson County Commission  
 Capital Outlay Fund Project Listing  
 FY19 thru FY23

Priority (1-5)	Description	Page No.	Location/Building	FY18 Budget	Projection for FY19 thru FY23					Project
					FY19	FY20	FY21	FY22	FY23	Total
1	Fire Escape		Moffit/Old Jail	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0
1	Tax Office Remodel		Tax Office/Moffit	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0
1	Maintenance Van		Maintenance	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0
1	WW Trmt Plant Decommission		Engineering	\$39,000	\$0	\$0	\$0	\$0	\$0	\$0
1	NICE Audio Recorders		Communications Center	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0
1	9-1-1 Telephone System		Communications Center	\$440,000	\$0	\$0	\$0	\$0	\$0	\$0
2	HVAC		Hunter House	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0
3	HVAC		Communications Center	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0
1	Lagoon & Sinkhole Construction	1	Bardane Industrial Park	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
1	Financial System	2	IT Data Processing	\$301,675	\$100,000	\$0	\$0	\$0	\$0	\$100,000
2	Replacement Vehicle	3	Sheriff Law Enforcement	\$80,000	\$250,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,050,000
2	Replacement Vehicle	4	Animal Control	\$45,000	\$41,000	\$41,000	\$41,000	\$0	\$0	\$123,000
2	Parking Area Downtown	5	Downtown Campus	\$0	\$55,000	\$0	\$0	\$0	\$0	\$55,000
3	Demo or Repair	6	Smoot Building	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
3	Air Handler	7	Public Services Center	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
3	Lighting Retro	8	All Buildings	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
3	Remodel / Renovations	9	Animal Control / Old School House	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
3	OCE Scanner / Copier	10	Engineering	\$0	\$0	\$35,000	\$0	\$0	\$0	\$35,000
1	Vehicle Replacement	11	Engineering	\$0	\$25,000	\$25,000	\$0	\$0	\$25,000	\$75,000
4	Elevator	12	Mason/Moffit Buildings	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000
5	Area Between Buildings	13	Sheriff & 911 Communications	\$0	\$0	\$0	\$70,000	\$0	\$0	\$70,000
1	Impact Fee Recalculation	14	Engineering	\$0	\$0	\$55,000	\$0	\$0	\$0	\$55,000
3	Shepherdstown Public Library	15	Building Renovations	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
3	Historical Commission	16	Building & Site Renovations	\$0	\$235,000	\$0	\$0	\$0	\$0	\$235,000
5	Police Headquarters	17	Building Purchase & Renovation	\$0	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000
5	County Campus	18	Building Purchases, Demo, Construction	\$0	\$0	\$0	\$0	\$0	\$10,000,000	\$10,000,000
5	Police Substation	19	Renovation	\$0	\$0	\$0	\$0	\$0	\$2,200,000	\$2,200,000
5	JCESA Expansion	20	JCESA	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$2,000,000
Totals				\$1,160,675	\$1,446,000	\$621,000	\$326,000	\$215,000	\$16,940,000	\$19,548,000

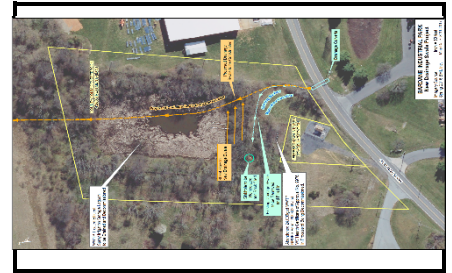
	FY17 Actual	FY18 Budget	Projection for FY19 thru FY23				
			FY19	FY20	FY21	FY22	FY23
Beginning Fund Balance	3,919,896	3,112,922	2,664,959	1,657,672	1,620,184	2,215,284	3,103,084
Transfers in to CIP	1,390,981	871,200	602,200	727,000	906,100	1,087,800	1,272,100
Bond Proceeds	-	-	-	-	-	-	16,700,000
Other Revenues	43,301	15,000	15,000	35,000	15,000	15,000	15,000
Less: Debt Payments	178,488	178,488	178,488	178,488	-	-	-
Less: ESA Debt Payment	-	70,000	-	-	-	-	-
Less: Expenditures	2,062,768	1,085,675	1,446,000	621,000	326,000	215,000	16,940,000
Ending Fund Balance	3,112,922	2,664,959	1,657,672	1,620,184	2,215,284	3,103,084	4,150,184
Fund Balance Requirements	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Minimum Reserve Met	Yes	Yes	No	No	Yes	Yes	Yes



**Capital Improvement Program**  
Jefferson County Commission, West Virginia

FY'19 thru FY'23

**Project Name** Construction-Lagoon Decommission & Sinkhole Remediation  
**Project Number**



Project Picture

**Type** Maintenance  
**Useful Life** 1 year  
**Category** Buildings & Structures  
**Location** Bardane Ind. Park  
**Fiscal Year Submitted** FY 2019  
**Department** Engineering  
**Contact** Roger Goodwin  
**Priority** 1

**Project Description**

This CIP request is for the Construction work to decommission the abandoned Bardane Industrial Park waste water treatment plant lagoon; and to divert storm water runoff around the sinkhole and remediate the sinkhole.

**Justification**

The West Virginia Department of Environmental Protection issued two violations to the county: No. w17-19-025-mkk (Sinkhole/UIC permit) and w17-19-026-mkk (WWTP & Lagoon decommission). Therefore, the county has until December 31, 2018 to properly decommission the WWTP lagoon and remediate the sinkhole, or face fines that may be imposed by the WVDEP.

**Estimated Project Time**

Construction work is scheduled to begin after July 1, 2018 and finish by October 31, 2018.

**Budget Impact/Other**

No bids received at this time and no similar projects to base a cost estimate; however, construction costs could be in the range of \$100,000 to \$200,000

<b>Expenditures</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
Buildings & Structures	200,000	-	-	-	-	200,000
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000</b>
<b>Funding Sources</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
General Fund Transfers to CIP	200,000	-	-	-	-	200,000
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000</b>

**Capital Improvement Program**  
 Jefferson County Commission, West Virginia

FY'19 thru FY'23

<b>Project Name</b>	Financial System
<b>Project Number</b>	



Project Picture

<b>Type</b>	Replacement	<b>Department</b>	IT Data Processing
<b>Useful Life</b>	10 Years	<b>Contact</b>	Russ Burgess
<b>Category</b>	Software	<b>Priority</b>	1
<b>Location</b>			
<b>Fiscal Year Submitted</b>	FY18		

**Project Description**

This project will allow for the implementation of a PC-server based municipal financial system, replacing the 20+ years old AS400 system (financials). This software will improve the County's ability to process all financial information as well as increase our ability to account for assets, inventory, work management, HR/Payroll, and subsidiary system information. The system will also provide us the ability to take advantage of integrations with our vendors in regard to order placement, price discounts, EFT/ACH, etc. Finally, the system will allow us to improve access to County government for our citizens who are increasingly becoming technologically savvy and are asking for real-time interaction with County services.

\$301,675 was approved in FY18 for this project. An additional \$100,000 is needed for optional equipment and modules.

**Justification**

Need to replace obsolete hardware and software.

**Estimated Project Time**

**Budget Impact/Other**

There will be ongoing maintenance/support fees budgeted which will take effect the year after implementation. There may also be yearly review and possible upgrade of server components. Estimated annual maintenance fees are \$26,331.00

<b>Previously Approved Budget</b>		<b>\$ 301,675</b>					
<b>Expenditures</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>	
Software & Equipment	100,000	-	-	-	-	100,000	
	-	-	-	-	-	-	
	-	-	-	-	-	-	
<b>Total</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	
<b>Funding Sources</b>		<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
Fund Balance Carry Forward from FY 18		-	-	-	-	-	-
Transfers to CIP from General Fund	100,000	-	-	-	-	100,000	
	-	-	-	-	-	-	
	-	-	-	-	-	-	
<b>Total</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	
<b>Project Total</b>	<b>\$ 401,675</b>						

Capital Improvement Program  
 Jefferson County Commission, West Virginia

FY'19 thru FY'23

**Project Name** Sheriff Law Enforcement Vehicle Replacement  
**Project Number**



Project Picture

**Type** New Purchase  
**Useful Life** 5-10 Years  
**Category** Automobiles  
**Location** Sheriff  
**Fiscal Year Submitted** FY2019  
**Department** Sheriff Law Enforcement  
**Contact** Pete Dougherty  
**Priority** 2

**Project Description**

Replacement Vehicles

**Justification**

**Estimated Project Time**

**Budget Impact/Other**

This will be a one time expenditure. There will be yearly WV state inspections and routine maintenance costs. Plus the costs of fuel.

<b>Expenditures</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
Vehicles	250,000	200,000	200,000	200,000	200,000	1,050,000
						-
						-
<b>Total</b>	<b>250,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>1,050,000</b>
<b>Funding Sources</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
General Fund Transfers to CIP	250,000	200,000	200,000	200,000	200,000	1,050,000
						-
						-
<b>Total</b>	<b>250,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>1,050,000</b>

Capital Improvement Program  
 Jefferson County Commission, West Virginia

FY'19 thru FY'23

**Project Name** Animal Control Vehicle Replacement  
**Project Number**



Project Picture

**Type** New Purchase  
**Useful Life** 5-10 Years  
**Category** Automobiles  
**Location** Animal Control  
**Fiscal Year Submitted** FY2019  
**Department** Animal Control  
**Contact** Pete Dougherty  
**Priority** 2

**Project Description**

I would like to request to purchase a replacement that we establish a replacement schedule for Animal Control Vehicles.

**Justification**

Vehicles are nearing the end of their useful life and have high mileage.

**Estimated Project Time**

**Budget Impact/Other**

This will be a one time expenditure. There will be yearly WV state inspections and routine maintenance costs. Plus the costs of fuel.

Expenditures	FY'19	FY'20	FY'21	FY'22	FY'23	Total
Vehicles	41,000	41,000	41,000			123,000
						-
						-
<b>Total</b>	<b>41,000</b>	<b>41,000</b>	<b>41,000</b>	<b>-</b>	<b>-</b>	<b>123,000</b>

Funding Sources	FY'19	FY'20	FY'21	FY'22	FY'23	Total
General Fund Transfers to CIP	41,000	41,000	41,000			123,000
						-
						-
<b>Total</b>	<b>41,000</b>	<b>41,000</b>	<b>41,000</b>	<b>-</b>	<b>-</b>	<b>123,000</b>

Capital Improvement Program  
 Jefferson County Commission, West Virginia

FY'19 thru FY'23

<b>Project Name</b>	Parking Area Downtown
<b>Project Number</b>	4



Project Picture

<b>Type</b>	Repair	<b>Department</b>	Maintenance
<b>Useful Life</b>	10 years +	<b>Contact</b>	Bill Polk
<b>Category</b>		<b>Priority</b>	2
<b>Location</b>	Charles Town		
<b>Fiscal Year Submitted</b>	FY17		

**Project Description**

Parking area behind Courthouse and Hunter House building is starting to deteriorate. The parking area needs resurfaced and redesigned to maximize the vehicle parking area.

**Justification**

Areas of the parking area are sinking and cracking. Mason building down spouts are no longer effective Pot holes and major yearly repairs are goind to start within the next couple of years.

**Estimated Project Time**

One month

**Budget Impact/Other**

If the parking area is not resurfaced it will start to have a major impact on the Maintenance Department budget in the coming years.

<b>Expenditures</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
Material and Labor	55,000	-				55,000
						-
						-
<b>Total</b>	<b>55,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>55,000</b>

<b>Funding Sources</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
General Fund	55,000	-				55,000
State Grant						-
						-
<b>Total</b>	<b>55,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>55,000</b>

Capital Improvement Program  
 Jefferson County Commission, West Virginia

FY'19 thru FY'23

<b>Project Name</b>	Smoot Bldg
<b>Project Number</b>	3



Project Picture

<b>Type</b>	Demo/Repair	<b>Department</b>	Maintenance
<b>Useful Life</b>	n/a	<b>Contact</b>	Bill Polk
<b>Category</b>	Buildings	<b>Priority</b>	2
<b>Location</b>	114 E. Washington		
<b>Fiscal Year Submitted</b>	FY17		

**Project Description**

Chimney and building are in need of repair - \$15,000 - \$20,000. Demo - \$2500

**Justification**

Chimney, external and internal parts of the building are in need of some TLC. The space is not good usable space. With a possible space crunch coming in the future, I feel demoing the facility would open up more options for the Commission to address when the time comes.

**Estimated Project Time**

3 months

**Budget Impact/Other**

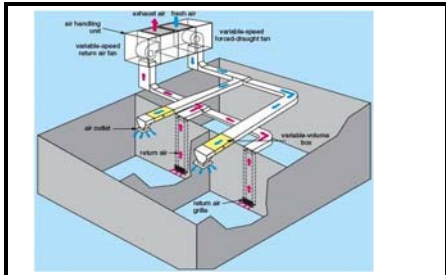
Expenditures	FY'19	FY'20	FY'21	FY'22	FY'23	Total
Maintenance	25,000	-	-	-	-	25,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	<b>25,000</b>	-	-	-	-	<b>25,000</b>

Funding Sources	FY'19	FY'20	FY'21	FY'22	FY'23	Total
General Fund Transfers to CIP	25,000	-	-	-	-	25,000
State Grant	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	<b>25,000</b>	-	-	-	-	<b>25,000</b>

Capital Improvement Program  
 Jefferson County Commission, West Virginia

FY'19 thru FY'23

**Project Name** Air Handler Public Services Center  
**Project Number**



Project Picture

**Type** Replacement  
**Useful Life** 20+ Years  
**Category** Equipment  
**Location** Public Services Center  
**Fiscal Year Submitted** FY16  
**Department** Maintenance  
**Contact** Bill Polk  
**Priority** 3

**Project Description**

The air handler unit at the Public Services Center is over 40 years old and is starting to have problems as well as the VAV's associated with this HVAC system.

**Justification**

This equipment is in a deteriorating state and could fail at any time. It is no longer energy efficient compared to today's standards.

**Estimated Project Time**

**Budget Impact/Other**

<b>Expenditures</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
Maintenance	100,000	-	-	-	-	100,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>

<b>Funding Sources</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
General Fund Transfers to CIP	100,000	-	-	-	-	100,000
State Grant	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>

Capital Improvement Program  
 Jefferson County Commission, West Virginia

FY'19 thru FY'23

**Project Name** Lighting Retro  
**Project Number**



Project Picture

**Type** Remodel  
**Useful Life** 10+ Year  
**Category** Equipment  
**Location** All Buildings  
**Fiscal Year Submitted** FY16

**Department** Maintenance  
**Contact** Bill Polk  
**Priority** 3

**Project Description**

Retro fit lights to LED lights

**Justification**

Cost saving, some lights have a payback of less than 2 years. Some rebate are out there from the power company, but most meet certain criteria.

**Estimated Project Time**

**Budget Impact/Other**

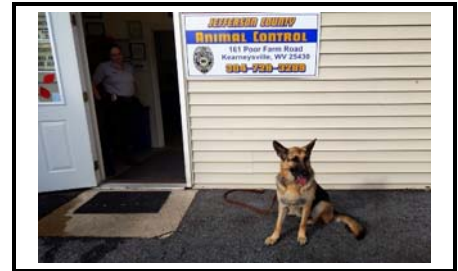
Expenditures	FY'19	FY'20	FY'21	FY'22	FY'23	Total
Maintenance	15,000	15,000	15,000	15,000	15,000	75,000
						-
						-
<b>Total</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>75,000</b>

Funding Sources	FY'19	FY'20	FY'21	FY'22	FY'23	Total
General Fund Transfers to CIP	15,000	15,000	15,000	15,000	15,000	75,000
State Grant	Limited Rebates					-
						-
<b>Total</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>75,000</b>

Capital Improvement Program  
 Jefferson County Commission, West Virginia

FY'19 thru FY'23

<b>Project Name</b>	Animal Control		
<b>Project Number</b>			
<b>Type</b>	Construction	<b>Department</b>	Maintenance
<b>Useful Life</b>	15+ Years	<b>Contact</b>	Bill Polk
<b>Category</b>	Buildings	<b>Priority</b>	3
<b>Location</b>	Animal Control		
<b>Fiscal Year Submitted</b>	FY16		



Project Picture

**Project Description**

Remodel Animal Control or begin renovations on the old school house.

**Justification**

Office space is at an minimum amount for the Animal Control Officers.

**Estimated Project Time**

**Budget Impact/Other**

<b>Expenditures</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
Maintenance	100,000	-	-	-	-	100,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>

<b>Funding Sources</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
General Fund Transfers to CIP	100,000	-	-	-	-	100,000
State Grant	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>

**Capital Improvement Program**  
 Jefferson County Commission, West Virginia

FY'19 thru FY'23

**Project Name** Oce Large Format Scanner / Copier  
**Project Number**



Project Picture

**Type** Replacement      **Department** Engineering  
**Useful Life** 10 Years      **Contact** Roger Goodwin  
**Category** Equipment      **Priority** 3  
**Location** Engineering  
**Fiscal Year Submitted** FY18

**Project Description**

Replacement of the County's large format Océ Scanner/ copier. This piece of equipment is nearing the end of its useful life and becoming obsolete. It is approximately 13 years old.

**Justification**

Need to replace obsolete equipment.

**Estimated Project Time**

**Budget Impact/Other**

<b>Expenditures</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
Machinery & Equipment	-	35,000	-	-	-	35,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	-	<b>35,000</b>	-	-	-	<b>35,000</b>

<b>Funding Sources</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
General Fund Transfers to CIP	-	35,000	-	-	-	35,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	-	<b>35,000</b>	-	-	-	<b>35,000</b>

**Capital Improvement Program**  
 Jefferson County Commission, West Virginia

FY'19 thru FY'23

<b>Project Name</b>	Engineering Vehicles
<b>Project Number</b>	



Project Picture

<b>Type</b>	Replacement	<b>Department</b>	Engineering
<b>Useful Life</b>	10 Years	<b>Contact</b>	Roger Goodwin
<b>Category</b>	Automobiles & Trucks	<b>Priority</b>	1
<b>Location</b>	Engineering		
<b>Fiscal Year Submitted</b>	FY19		

**Project Description**

FY19: Requesting funding for the purchase of a vehicle for the Department of Engineering, Planning & Zoning - Office of Building Permits & Inspections. The primary use of this vehicle would be by the building inspectors for performing building inspections. The vehicle could also be utilized by other department staff, as needed. Also, replace deteriorating Vehicles to improve safety for Inspectors and county employees utilizing pool vehicles, and to improve customer service.

FY20: Requesting funding for the purchase of a vehicle for the Department of Engineering, Planning & Zoning - Office of Building Permits & Inspections. The primary use of this vehicle would be by the building inspectors for performing building inspections. The vehicle needs to be replaced with another small all-wheel drive SUV/Crossover type vehicle (e.g, Jeep Patriot). The vehicle could also be utilized by other department staff, as needed. Also, to replace deteriorating vehicles to improve safety and reliability for Inspectors and for county employees utilizing pool vehicles, and to improve customer service.

FY23: As part of our replacement schedule

**Justification**

FY19: The building inspectors use vehicles to perform building inspections on a daily basis. One of the vehicles was involved in a vehicle accident. It was determined to be "totaled" by the insurance company and the county received \$3,875 from the insurance company. The vehicle needs to be replaced with another small all-wheel drive SUV/Crossover type vehicle (e.g, Jeep Patriot).

FY20: The building inspectors use vehicles to perform building inspections on a daily basis. This purchase would replace an obsolete 2004 Jeep Liberty.

**Estimated Project Time**

FY19: Would like to order and take delivery of vehicle in July 2018.  
 FY20: Would like to order and take delivery of vehicle in July 2019.

**Budget Impact/Other**

This will be a one time expenditure. There will be yearly WV state inspections and routine maintenance costs. Plus the costs of fuel.

<b>Expenditures</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
Automobiles & Trucks	25,000	25,000	-	-	25,000	75,000
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>75,000</b>

<b>Funding Sources</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
General Fund Transfers to CIP	25,000	25,000	-	-	25,000	75,000
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>75,000</b>

Capital Improvement Program  
 Jefferson County Commission, West Virginia

FY'19 thru FY'23

**Project Name** Elevator for Mason/Moffit  
**Project Number**



Project Picture

**Type** Construction  
**Useful Life** 20 +years  
**Category** Equipment  
**Location** Mason/Moffit  
**Fiscal Year Submitted** FY16  
**Department** Maintenance  
**Contact** Bill Polk  
**Priority** 4

**Project Description**

Install an elevator to access the Moffit and Mason buildings. The ideal location would be where the Smoot building is located.

**Justification**

This would make both buildings ADA compliant. At which point, the space on the second floor could be better utilized.

**Estimated Project Time**

3 to 6 months

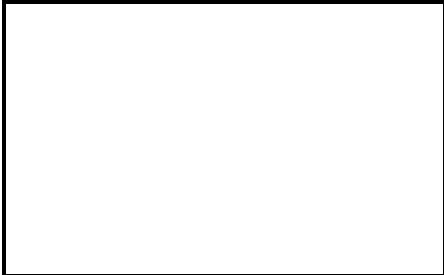
**Budget Impact/Other**

<b>Expenditures</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
Equipment		250,000				250,000
						-
						-
<b>Total</b>	-	<b>250,000</b>	-	-	-	<b>250,000</b>
<b>Funding Sources</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
General Fund Transfers to CIP		250,000				250,000
State Grant						-
						-
<b>Total</b>	-	<b>250,000</b>	-	-	-	<b>250,000</b>

Capital Improvement Program  
 Jefferson County Commission, West Virginia

FY'19 thru FY'23

**Project Name** Area between Sheriff and Communications Ctr  
**Project Number** 5



Project Picture

**Type** Construction      **Department** Maintenance  
**Useful Life** 20+ years      **Contact** Bill Polk  
**Category** Land Improvements      **Priority** 5  
**Location** Bardane Campus  
**Fiscal Year Submitted** FY17

**Project Description**

Utilize the area between the Sheriff's office and the 911 Communications Center for parking or a small office/storage building for Sheriff.

**Justification**

Parking is becoming a premium at the Communications Center and Sheriff's building. As well as, space needed for the reserves and deputies and storage.

**Estimated Project Time**

3 to 6 months

**Budget Impact/Other**

There is no budget impact at this time.

<b>Expenditures</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
Professional Services/	-	-	70,000	-	-	70,000
Construction/Labor	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	-	-	<b>70,000</b>	-	-	<b>70,000</b>

<b>Funding Sources</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
General Fund Transfers to CIP	-	-	70,000	-	-	70,000
State Grant	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	-	-	<b>70,000</b>	-	-	<b>70,000</b>

Capital Improvement Program  
 Jefferson County Commission, West Virginia

FY'19 thru FY'23

**Project Name** Impact Fees Level of Service & Fees Recalculation  
**Project Number**



Project Picture

**Type** Analysis & Study **Department** Engineering  
**Useful Life** 5 Years **Contact** Roger Goodwin/Todd Fagan  
**Category** Contracted Services **Priority** 1  
**Location** Engineering/Impact Fees  
**Fiscal Year Submitted** FY 2019

**Project Description**

Approximately every 5 years, as noted in the Impact Fees Annual Reports, the level of service (LOS) is usually updated, and the impact fees recalculated, for the following entities: Schools, Emergency Ambulance Authority, Parks & Recreation, and Sheriff/Law Enforcement. Therefore, the LOS and impact fee amounts are due for recalculation in year 2020. The total cost in 2014 was \$52,720 and was performed by the TishlerBise consulting firm.

**Justification**

The level of service - and the impact fee amounts required to maintain that level of service - usually change due to the change in assets owned by each impact fee entity and the change in value of those assets over time. Thus requiring periodic updates and recalculation. The recalculation of the impact fee amounts is planned to occur on a 5-year cycle. The administration of impact fees and the costs of studies cannot be paid for from impact fee revenue.

**Estimated Project Time**

Consultant would be hired to perform the analysis and study after January 1, 2020.

**Budget Impact/Other**

This is a one time expenditure until the next study that should be performed in FY 2025. Note: The Jefferson County School Board, in 2014, paid the cost of their share of the study for the "Schools" impact fee entity, in the amount of \$19,500. In the funding sources shown below, it is expected that the Board of Education will continue to pay for the cost of the study for recalculating the "Schools" impact fee amount.

Expenditures	FY'19	FY'20	FY'21	FY'22	FY'23	Total
Contracted Services - Consultant	-	55,000	-	-	-	55,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	-	<b>55,000</b>	-	-	-	<b>55,000</b>

Funding Sources	FY'19	FY'20	FY'21	FY'22	FY'23	Total
General Fund Transfers to CIP	-	35,000	-	-	-	35,000
Board of Education	-	20,000	-	-	-	20,000
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	-	<b>55,000</b>	-	-	-	<b>55,000</b>

**Capital Improvement Program**  
 Jefferson County Commission, West Virginia

FY'19 thru FY'23

**Project Name** Shepherdstown Public Library  
**Project Number**



Project Picture

**Type** Improvement                      **Department** Libraries  
**Useful Life** 30 Years                      **Contact** Hali Taylor  
**Category** Buildings                      **Priority** 2  
**Location** Shepherdstown  
**Fiscal Year Submitted** FY19

**Project Description**

The Shepherdstown Public Library is required, by law, to serve 1/3 of Jefferson County residents, which translates to a 19,000-person service area. The current facility, at 2,000sf, is completely insufficient as determined by the West Virginia Library Commission's Needs Assessment Report, including being out of compliance with ADA. Over the past five years, we have worked diligently to raise funds for a new building. The community has demonstrated its deep commitment to and support for the project by contributing \$2.56 million of the \$2.95 million needed. We request that the County Commission commit to a level of investment equivalent to 10% of the estimated total project cost, which comes to approximately \$300,000.

**Justification**

Investment by the Jefferson County Commission demonstrates not only its compliance with West Virginia state requirements, but also its commitment to economic expansion and improved quality of life for the citizens of Jefferson County. As you know, libraries attract businesses, families and are catalysts for economic development and growth, and provide access and services for all community members.

**Estimated Project Time**

**Budget Impact/Other**

One-time Contribution

<b>Expenditures</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
Contributions to Other Entities	300,000	-	-	-	-	300,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300,000</b>

<b>Funding Sources</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
General Fund Transfers to CIP	300,000	-	-	-	-	300,000
Impact Fees	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300,000</b>

**Capital Improvement Program**  
 Jefferson County Commission, West Virginia

FY'19 thru FY'23

**Project Name** Historic Landmarks Commission  
**Project Number**



Project Picture

**Type** Improvement **Department** JCHLC  
**Useful Life** 30 Years **Contact** Martin Burke  
**Category** Buildings **Priority** 3  
**Location** Jefferson County  
**Fiscal Year Submitted** FY19

**Project Description**

1) Site improvements and security upgrades at Peter Burr Farm \$150,000  
 Purchase of approximately three acres of property in front of main house to provide visual buffer and community garden area. Improve site definition and security. Relocate chain link fence away from main house & spring house. Construct perimeter fencing to define and protect site and visitors. Install additional security sensors and cameras. Install crushed stone paths to provide ADA access to all structures. Repair upstairs lath and plaster in main house. Restore main house fire place. Extend water line to kitchen garden. Utility building renovations, kitchen and bathrooms .

2) Ruins stabilization, safety upgrades, and construction of a pull off at Shepherdstown Battlefield \$50,000  
 Removal of trees and vegetation from stone foundations. Preservation treatment of stone and brick walls. Install guardrail along River Rd to protect ruins and visitors.

3) Stabilization of Duffield's Depot \$35,000  
 Removal of debris and collapsed section of building. Grading or construction of a beam to prevent water intrusion in basement. Mothball the stone portion of the structure.

**Justification**

**Estimated Project Time**

**Budget Impact/Other**

One-time Contribution

<b>Expenditures</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
Contributions to Other Entitites	235,000	-	-	-	-	235,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	<b>235,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>235,000</b>

<b>Funding Sources</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
General Fund Transfers to CIP	235,000	-	-	-	-	235,000
Impact Fees	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	<b>235,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>235,000</b>

Capital Improvement Program  
 Jefferson County Commission, West Virginia

FY'19 thru FY'23

<b>Project Name</b>	Police Headquarters
<b>Project Number</b>	



Project Picture

<b>Type</b>	Improvement	<b>Department</b>	Sheriff
<b>Useful Life</b>	30 Years	<b>Contact</b>	Pete Dougherty
<b>Category</b>	Buildings	<b>Priority</b>	5
<b>Location</b>	To be determined		
<b>Fiscal Year Submitted</b>	FY19		

<b>Project Description</b>
Purchase and renovations to a building in the County Seat for the Sheriff's headquarters.

<b>Justification</b>

<b>Estimated Project Time</b>

<b>Budget Impact/Other</b>

Expenditures	FY'19	FY'20	FY'21	FY'22	FY'23	Total
Buildings	-	-	-	-	2,500,000	2,500,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	<b>2,500,000</b>	<b>2,500,000</b>

Funding Sources	FY'19	FY'20	FY'21	FY'22	FY'23	Total
Bond Proceeds	-	-	-	-	2,500,000	2,500,000
Impact Fees	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	<b>2,500,000</b>	<b>2,500,000</b>

**Capital Improvement Program**  
 Jefferson County Commission, West Virginia

FY'19 thru FY'23

<b>Project Name</b>	County Campus
<b>Project Number</b>	



Project Picture

<b>Type</b>	Improvement	<b>Department</b>	Commission
<b>Useful Life</b>	30 Years	<b>Contact</b>	Stephanie Grove
<b>Category</b>	Buildings	<b>Priority</b>	5
<b>Location</b>	To be determined		
<b>Fiscal Year Submitted</b>	FY19		

**Project Description**

Purchase, demolition and construction of buildings to create a County Campus in Charles Town.

**Justification**

**Estimated Project Time**

**Budget Impact/Other**

<b>Expenditures</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
Buildings	-	-	-	-	10,000,000	10,000,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	<b>10,000,000</b>	<b>10,000,000</b>

<b>Funding Sources</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
Bond Proceeds	-	-	-	-	10,000,000	10,000,000
Impact Fees	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	<b>10,000,000</b>	<b>10,000,000</b>

Capital Improvement Program  
 Jefferson County Commission, West Virginia

FY'19 thru FY'23

**Project Name** Police Substation  
**Project Number**



Project Picture

**Type** Improvement **Department** Sheriff  
**Useful Life** 30 Years **Contact** Pete Dougherty  
**Category** Buildings **Priority** 5  
**Location** To be determined  
**Fiscal Year Submitted** FY17

**Project Description**

Renovations to police substation. A Police Substation will reduce response time for complaints and calls in that immediate area creating efficiencies and increasing safety

**Justification**

**Estimated Project Time**

**Budget Impact/Other**

Expenditures	FY'19	FY'20	FY'21	FY'22	FY'23	Total
Buildings	-	-	-	-	2,200,000	2,200,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	<b>2,200,000</b>	<b>2,200,000</b>

Funding Sources	FY'19	FY'20	FY'21	FY'22	FY'23	Total
Bond Proceeds	-	-	-	-	2,200,000	2,200,000
Impact Fees	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	<b>2,200,000</b>	<b>2,200,000</b>

**Capital Improvement Program**  
 Jefferson County Commission, West Virginia

FY'19 thru FY'23

**Project Name** JCESA Facility Expansion  
**Project Number**



Project Picture

**Type** Improvement **Department** JCESA  
**Useful Life** 30 Years **Contact** Denise Pouget  
**Category** Buildings **Priority** 5  
**Location** To be determined  
**Fiscal Year Submitted** FY19

**Project Description**

Expansion of the JCESA facility is expected to be needed in the future. Expansion is a result of growth in commercial and residential construction throughout the County and increased need resulting from the Opiod Drug problem.

**Justification**

**Estimated Project Time**

**Budget Impact/Other**

<b>Expenditures</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
Contributions to Other Agencies for Buildings	-	-	-	-	2,000,000	2,000,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	<b>2,000,000</b>	<b>2,000,000</b>

<b>Funding Sources</b>	<b>FY'19</b>	<b>FY'20</b>	<b>FY'21</b>	<b>FY'22</b>	<b>FY'23</b>	<b>Total</b>
Bond Proceeds	-	-	-	-	2,000,000	2,000,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	<b>2,000,000</b>	<b>2,000,000</b>



## **Capital Development Budget Request FY-19**

Jefferson County Historic Landmarks Commission

- I. Site improvements and security upgrades at Peter Burr Farm** **\$150,000**
1. Purchase of approximately three acres of property in front of main house to provide visual buffer and community garden area
  2. Improve site definition and security
    - a. Relocate chain link fence away from main house & spring house
    - b. Construct perimeter fencing to define and protect site and visitors
    - c. Install additional security sensors and cameras
  3. Install crushed stone paths to provide ADA access to all structures
  4. Repair upstairs lath and plaster in main house
  5. Restore main house fire place
  6. Extend water line to kitchen garden
  7. Utility building renovations, kitchen and bathrooms
- II. Ruins stabilization, safety upgrades, and construction of a pull off at Shepherdstown Battlefield** **\$50,000**
1. Removal of trees and vegetation from stone foundations
  2. Preservation treatment of stone and brick walls
  3. Install guardrail along River Rd to protect ruins and visitors
- III. Stabilization of Duffield's Depot** **\$35,000**
1. Removal of debris and collapsed section of building
  2. Grading or construction of a beam to prevent water intrusion in basement
  3. Mothball the stone portion of the structure





Name: **HALI TAYLOR**

Department or Organization: **SHEPHERDSTOWN PUBLIC LIBRARY**

Estimation of amount of time needed for appointment: **20 MINUTES**

Date Requested – 1<sup>st</sup> Choice: **FEBRUARY (TBD)**

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

Date Requested – 2<sup>nd</sup> Choice: **FEBRUARY (TBD)**

Subject (*Wording to be placed on agenda*): **UPDATE ON THE NORTHERN JEFFERSON COUNTY PUBLIC LIBRARY AND REQUEST FOR CAPITAL FUNDING**

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

**The Shepherdstown Public Library is required, by law, to serve 1/3 of Jefferson County residents, which translates to a 19,000-person service area. The current facility, at 2,000sf, is completely insufficient as determined by the West Virginia Library Commission's Needs Assessment Report, including being out of compliance with ADA. Over the past five years, we have worked diligently to raise funds for a new building. The community has demonstrated its deep commitment to and support for the project by contributing \$2.56 million of the \$2.95 million needed. We request that the County Commission commit to a level of investment equivalent to 10% of the estimated total project cost, which comes to approximately \$300,000.**

Is this a funding request? **YES**

If so, how much? **\$300,000**

Provide exact financial impact/request: **Investment by the Jefferson County Commission demonstrates not only its compliance with West Virginia state requirements, but also its commitment to economic expansion and improved quality of life for the citizens of Jefferson County. As you know, libraries attract businesses, families and are catalysts for economic development and growth, and provide access and services for all community members.**

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:

- 1. Space Needs Assessment (West Virginia Library Commission, February 2013)**
- 2. Most Recent Conceptual Drawings for the New Facility**

Is equipment needed? Projector **NO** Internet/Wi Fi **NO** Telephone for conference call **NO**

Contact information:

Email address: [taylor\\_h@martin.lib.wv.us](mailto:taylor_h@martin.lib.wv.us)

Phone Number: [\(304\) 876-2783](tel:(304)876-2783)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



2013



# **SPACE NEEDS ASSESSMENT AND RECOMMENDATIONS**

**Shepherdstown Public Library, Shepherdstown, West Virginia**

# **Space Needs Assessment and Recommendations**

**Shepherdstown Public Library  
Shepherdstown, Jefferson County, West Virginia**



**February 5, 2013**

## **Transmittal and Introduction:**

February 5, 2013

Ms. Hali Taylor, Director  
Shepherdstown Public Library  
P.O. Box 278  
Shepherdstown, WV 25443

Subject: Space Needs Assessment, Shepherdstown Public Library

Dear Ms. Taylor:

Recently, you requested the assistance of the West Virginia Library Commission (WVLC) in helping the Shepherdstown Public Library plan appropriate library facilities for your service area. Last year, I began studying population, service needs, and space availability. As you know, I have made numerous trips to the county in recent months to review the situation.

This report provides those findings, and I forward it to you for consideration and adoption by your Board of Trustees.

Please keep in mind that this is a space analysis and needs study document. It is not a building program document to guide an architect in planning the functional operation or layout of proposed public library facilities.

If I may answer any questions, please do not hesitate to call on me.

Respectfully submitted,

John Paul Myrick, B.A., MLS  
Library Development Director  
West Virginia Library Commission, Charleston.

Adjunct Professor, Library Administration and Management/Public Librarianship  
School of Library and Information Studies,  
College of Communications and Information Sciences  
The University of Alabama, Tuscaloosa

CC. The Honorable Karen E. Goff, Secretary/State Librarian

## **Executive Summary:**

To appropriately meet the informational, recreational, and educational needs of Shepherdstown and its service area, the Shepherdstown Public Library requires library space of 8,286 square feet of useable floor space currently, and will require 16,581 square feet by the year 2030, based on population growth projections, current service needs and current library service benchmarks and recommendations. Estimated costs for addressing these needs, based on state recommendations, vary from \$3.38 to \$3.91 million.

## Known Data:

The Shepherdstown Public Library (hereafter referred to as SPL) is a municipal public library located in Shepherdstown, West Virginia, in Jefferson County. SPL is one of three public libraries serving Jefferson County, the others being the South Jefferson Public Library in Summit Point and Bolivar Harpers Ferry Public Library. There is also a private membership library serving the county seat of Charles Town, which (as it is a private library) is not taken into account in this study.

Square footage availability in the facility/facilities as of December 1, 2012 is as follows:

Current Library Facility (Old Market House): 2000 square feet

There are no set standards for public library square footage in West Virginia. For planning purposes, like many other states, WVLC uses *Public Library Space Needs: A Planning Outline, 2009 edition*, developed by Anders Dahlgren for the Wisconsin Department of Public Instruction (Wisconsin's state library development agency), as its guide to determine space needs for public library facilities. This document is located on the web at [http://pld.dpi.wi.gov/pld\\_plspace](http://pld.dpi.wi.gov/pld_plspace). The Wisconsin model is widely recognized as the national standard for determining library space needs.

The WVLC also recommends that public library facilities in the state be planned to accommodate the population needs of 15 to 20 years from now. As such, this assessment will project needs of the library through the year 2030.

## **Libraries, Variables and Other Issues Taken Into Consideration:**

Based on data provided and personal observation, the current location at 100 East German Street is packed far beyond capacity and cannot accommodate any space additions. This facility was constructed as the public market house in 1800. It was occupied by the Library in roughly 1970. In the ensuing 43 years, technological and service needs have negated its usefulness as a public library facility. Any additions or modifications to the 100 East German Street structure would require significant upgrades to bring it into compliance with modern building, fire, electrical, plumbing, seismic and other codes; substantial parking space adjacent to the facility would also be needed. Such costs would be extremely prohibitive, considering the construction of the building, and would likely detract from the historic character of the site. The facility is registered on the National Register of Historic Places, and any alterations would be subject to strict scrutiny and excessive cost.

Since the 1970s, the City of Shepherdstown and its library have been under contract by the West Virginia Library Commission to provide services to residents of North Jefferson County. As a consequence, any new library facility for Shepherdstown should be designed not only to provide library services to all municipal residents, but to county residents in the surrounding area.

Extension library services, such as Books-By-Mail programs or bookmobiles do not offset the square footage requirements. Only fixed public library facilities are taken into consideration for the purposes of this study.

Libraries of the Jefferson County School System, area private schools, and area colleges and universities and their square footage are not included in this review. These libraries serve specific school students and faculty and not the general population, and there are no statutory requirements for them to do so. This is not likely to change, based on education funding in West Virginia and applicable state and federal laws.

For many years, the SPL Board of Trustees and administration have worked hard and carefully planned a replacement library facility. In recent years the Shepherdstown City County and the Jefferson County Development Authority entered into an agreement to remediate an existing brownfields site (the old city dump property) into a site for a public library. Work is beginning on this effort, and I applaud all individuals involved in the process to return public land to a suitable and working condition.

Recently, alternative sites have been proposed as alternatives to the chosen site in Shepherdstown. Careful study by this consultant in 2012 has determined that none of these sites are suitable due to size, noise, drainage, safety factors, and likely chemical contamination of the proposed sites. A site chosen as a main library should be centrally located within the service area, in an area which is appealing aesthetically as well as

practically, and in an area which will accommodate future growth of the library as well as the community served. It is the opinion of this consultant that the site selected by the Town Council and the Library Board for remediation several years ago in an open, public process is the most suitable for the library.

## Population Growth Projections:

There are numerous resources for projecting the population of the Shepherdstown area into the future. Data available from the U.S. Bureau of the Census provides benchmarks for making calculations. Most states also have an affiliated geographical/demographic research agency to make projections based on U.S. Bureau of the Census data, demographics and perceived trends. In West Virginia, the Bureau of Business and Economic Research (BBER) of the College of Business and Economics at West Virginia University regularly develops such projections for the state and the counties therein.

Such projections are based on the county population as a whole, making it extremely hard to project the growth of population in the designated area served by SPL (Shepherdstown proper and the North Jefferson County area). To determine the population growth of the area, the growth rate of the entire county was extrapolated against the population of the SPL service area to complete the calculations.

As such, the most recent BBER-based projections for the service population is as follows:

<i>2012 service population</i>	<i>17,833</i>
<i>2030 projected population</i>	<i>23,718</i>

### ***How BBER develops their projections:***

The BBER projection uses the cohort component model in which each population cohort (by age and sex) is projected forward according to their age-sex specific survival and migration rates. The cohort of a newly born population is computed by applying the age-sex-specific birth rates to the survived female population and female in-migrants. People living in group quarters (dorms, prisons, etc.) are assumed to remain relatively constant or exhibit their own growth pattern. Regardless, the model assumes they maintain their age and sex distribution.

This projection utilizes records of births and deaths as well as population changes between 2000 and 2010 to gauge migration rates between 2000 and 2010. In addition, it utilizes other migration data from the Internal Revenue Service tax-return files and U.S. Census Bureau population estimates to anticipate future migration trends.

The base population (by age and sex) is the April 1, 2010 population from the Census 2010 population count, on which the July 1, 2010 population is estimated. The projection shows the July 1 population of every fifth year through 2035. For purposes of this study, WVLC has used the projected data for the period 2015-2030.

## Findings:

Based on calculations based on BBER's population projections and the Wisconsin standards, SPL needs useable public library space through the year 2030 as follows:

<b>Year and Projected Population</b>	<b>Square footage Needed</b>	<b>Deficit</b>
<i>2012 population</i>	<i>8,286 square feet</i>	<i>6,286 square feet</i>
<i>2030 population</i>	<i>16,581 square feet</i>	<i>14, 581 square feet</i>

The general uses of such space, based on functional area, are outlined in two spreadsheets included as Appendices A and B to this assessment.

### Options:

Clearly, the construction of a new Shepherdstown Public Library is the optimum solution to the critical space deficit. Based on current estimates, the cost for a new 16,581 square feet Library for the service area would be as follows:

<i>Construction of new facility</i>	<i>\$3,316,200.00 (16,581 square feet at \$200 per square foot)</i>
<i>Architectural &amp; Engineering</i>	<i>\$ 265,296.00 (8% of above)</i>
<i>Variance</i>	<i>\$ 331,620.00 (10% of above)</i>
<i>Maximum Total</i>	<i>\$3,913,116.00</i>

These estimates do not include any land acquisition costs, land remediation costs or furnishings. Land has already been selected and acquired for a new library that is appropriately suited for the purpose. Careful planning and supervision of the construction process may keep variances down to a minimum.

Another option would be to locate an existing empty structure and renovate the facility into a library building. Issues such as location, condition, parking, etc. would have to be addressed. Based on my numerous visits to Shepherdstown, I have not found an appropriate facility to meet this purpose. If such a facility were located, it is estimated that renovation costs for a 16,851 square foot structure would be as follows:

<i>Renovation costs</i>	<i>\$2,864,670.00 (at \$170 per square foot)</i>
<i>Architectural and Engineering</i>	<i>\$ 229,173.60 (at 8% of square footage cost)</i>
<i>Variance</i>	<i>\$ 286,467.00 (at 10% of square footage cost)</i>
<i>Maximum Total</i>	<i>\$3,380,310.60</i>

These estimates do not include any land acquisition costs or furnishings. Again, I have not located any property which would be suitable for this purpose. Again, careful

planning and supervision of the construction process may keep variances down to a minimum.

## **Other Recommendations:**

Based on the variables discussed in this assessment, it is recommended that any additional library space planned for SPL strive to meet the needs demonstrated by the calculated population projections for the year 2030 as noted by BBER. It is recommended that the design of such space take the following factors into consideration:

### **Library Trends and Related Design Practices**

A review of emerging trends in the provision of library and information services and best practices in library design sheds some light on the libraries of the future. In contrast to the demise of libraries as some had predicted with the growth of the Information Age, libraries are taking on an even more important and expanded role in their communities. The design and function of these facilities are changing in response to demographic shifts, emerging technologies and increasing consumer expectations. These emerging trends and expanded roles are described below.

### **A Note about the Internet and the Future of Library Facilities**

The Internet has taken its place in the library, but has not taken the place of the library. Virtual library services similarly supplement traditional library services rather than replace them. In considering the need for a new library facility, planning should assess the impact of the Internet and "virtual library" services on library services and use.

Shepherdstown library users come to the library to access information online and/or supplement the information they get online. They look to librarians to help them find information and explain what they find. Libraries now offer users, including Jefferson Countians, access from home to an array of online information, including the contents of the catalog, databases purchased by the library, and current government information. Library websites offer many direct, interactive, virtual library services to constituents.

The Internet creates new information needs for West Virginia citizens and new opportunities for state and local government. The state's public libraries are actively involved in addressing both. The Internet as an information source is a reality today, yet communities throughout the U.S. are funding new library buildings. Public libraries continue to be heavily used, for they are the lifelong learning centers for people of all ages, all economic and educational levels. When an industry finds an optimal new place for expansion or relocation, they consider the amenities various cities would provide their employees. Good schools and good libraries are at the top of their "quality of life" list.

## **Emerging Trends in Library Design**

### ***Libraries as Community Anchor Institutions***

Increasingly, libraries are being thought of as centers of a community. The United States Institute for Museum and Library Services calls such institutions “community anchors.” They are spacious, welcoming, highly visible, accessible places where people come together to gather information and exchange ideas. They can also provide a quiet refuge from the demands of urban life, and they can provide an “oasis” for quiet reading, rest and relaxation within an otherwise lively urban center. While providing a similar “oasis” in rural areas, modern rural libraries also function as a place where scattered residents can come together. Whether patrons come to participate in a book club, “surf the Net,” join a parent and tot program, or just curl up in a cozy chair sipping a coffee and browsing the latest periodicals, libraries are becoming community gathering places in all demographic conditions.

### ***Libraries as High Profile, Civic Institutions***

West Virginians have a high awareness of libraries, and libraries are important to the fabric of American cultural and economic life. The libraries of the future are attractive, functional, flexible, barrier-free, high-profile public spaces. They increasingly incorporate heritage, art and cultural displays and presentation spaces to promote learning, debate and the exchange of ideas in the community. Libraries and other cultural institutions provide “cultural capital” to their economic, architectural and cultural presence. The outside environment is as important as the internal environment in the overall contribution. Ample parking, accessible pathways, reading gardens and attractive landscaping are considerations that add to an enjoyable, rewarding destination.

### ***Libraries as Multi-Service Providers***

Lifelong learning, adult literacy, and reading readiness are examples of some of the traditional contributions libraries make to their communities. Through elements of design and service enhancements, libraries today provide and expanded the range of benefits and services. They are emerging as forums for community learning and expression, serving as technological, employment, business development, cultural, art and heritage centers for their communities.

Entrepreneurs and small businesses, which increasingly form the foundation of West Virginia’s economy, are depending on today’s libraries as they plan their products and services, investigate financial resources, and ultimately expand employment opportunities and prosperity in their communities. Parents, teachers and homeschoolers are using the library’s programs and resources to improve literacy, computer-literacy, and as a complement to more traditional forms of education. People

from all walks of life use information services provided in libraries to make decisions regarding their personal well-being, improve their consumer health, and to meet socio-economic challenges. Increasingly, libraries are providing employment services through databases linked with government agencies. Research has always been a cornerstone of library service, and today's libraries provide an expanded research function with links to educational, institutional and business databases in the United States and around the world.

### ***Libraries as Centers for Digital Literacy***

Technology has changed the way core library services are delivered, and it will continue to have a major impact on future services. Libraries are offering more services online (and doing so at an accelerating rate), including virtual/digital reference services, electronic databases and e-books. Libraries are also using technology to improve customer service. Increasingly, support for community social and economic development is becoming a core function of the library in an information economy characterized by rapid change. Libraries are providing workshops and training in digital literacy, e-technology, and navigation through the Information Age. Libraries are contributing to community knowledge bases via their highly trained staff, state-of-the-art technologies and accessible programming. The library increasingly plays a role in supporting small businesses, home-based businesses, the self-employed and individuals who must continually upgrade skills and search for new careers in a changing marketplace.

### ***Libraries with a Customer-First Focus***

Today's libraries are adopting a customer-first focus. For many, this has resulted in improved hours of operation; self-checkout technology; on-line booking systems to pay fines, register for programs and computers, renew and reserve items; quiet spaces for study and work; comfortable spaces for socializing; expanded programming and dedicated resources for target groups (children, teens, seniors, cultural groups, etc.); helpful, available staff who "walk the floor"; as well as information-rich technology and training opportunities.

These are some of the ways libraries are playing expanded and slightly different roles in response to new and emerging trends and changing expectations. The following table presents some of the key design objectives and considerations in modern library design.

## ***Design Considerations for Modern Libraries***

### **Design Objectives**

### **Possible/Specific Design Considerations**

<p><b>A Welcoming Destination, A Community Hub or Focal Point</b></p>	<ul style="list-style-type: none"> <li>• Modern, well-designed building that invites the community in; strong street orientation and visibility; use of glass to promote transparency</li> <li>• Large reception area with a community information area and places for sitting</li> <li>• Community garden, reading garden, sculpture garden and other landscaping to create a relationship to the outdoors and functional outdoor area</li> <li>• Designated drop off and waiting area</li> <li>• Adequate on-site parking</li> </ul>
<p><b>An Attractive and Comfortable Environment for all Users</b></p>	<ul style="list-style-type: none"> <li>• Adequate space well designed for working and reading</li> <li>• Appropriately designed and designated furnished areas for children, youth and adults</li> <li>• Attractive furnishings and interior design and décor, consideration to window placement and an abundance of natural light</li> <li>• Separate coffee kiosk, gas fireplaces, lounge area</li> <li>• Modern accessible washrooms</li> <li>• Single floor, fully accessible design</li> </ul>
<p><b>A Functional Environment for Working, Reading, Research and Study</b></p>	<ul style="list-style-type: none"> <li>• Adequate space and well-designed areas for individual study and group work</li> <li>• Comfortable reading areas with appropriate furnishings, natural light, fireplace, etc.</li> <li>• Appropriate task lighting and modern, comfortable furniture</li> <li>• Design and equipment fully compatible with current and emerging technologies</li> <li>• Adequate, well placed power outlets; plug-ins for laptops or wireless technology</li> <li>• Separate, designated Internet workstations and training areas</li> </ul>
<p><b>An Operationally Efficient Design that Maximizes Convenience and Flexibility for the User and Service Efficiency for Staff</b></p>	<ul style="list-style-type: none"> <li>• Appropriate layout, signage and self-serve features</li> <li>• Single floor design with user space situated to maximize casual surveillance by staff; good site lines and visibility throughout the library</li> <li>• Appropriate office space and staff spaces</li> <li>• Wide aisles and shelving designed for customer convenience</li> <li>• Self-serve features including self-sort bookdrops, self-checkout, and OPACs throughout the library</li> </ul>
<p><b>A Sustainable, Energy Efficient Design</b></p>	<ul style="list-style-type: none"> <li>• Layout and design compatible with the ecology of the site</li> <li>• Use of locally available building materials or recycled/historic features</li> <li>• Energy efficient, passive solar design</li> <li>• Energy efficient interior fixtures and equipment</li> <li>• Use of “Green” building systems; ability to achieve the LEED Silver or Gold level certification.</li> </ul>

## **Trend Implications**

The trends and best practices outlined above describe library functions and services and design objectives that are space dependent, recognizing that libraries cannot effectively deliver their services, retain existing users or attract new ones without providing at least the minimum required amount of facility space. Libraries that fail to provide the minimum standard in library space seldom achieve their core service objectives and rarely offer any of the enhanced services or amenities described above. These trends point to the development of larger, single-floor designs that take advantage of economies of scale to provide a higher level of service, including longer operating hours and more resources.

All appropriate library facilities built today provide for cost-effective operation, accessibility by all persons, including the handicapped, adaptability to meet future service needs and technologies and exceptional functionality; they also provide community-appropriate and inspiring exterior and interior designs, and hopefully space for future expansion.

## **Additional Guidance**

In 2012, WVLC published *Guidance Statement 2012-4: Public Library Construction*. This statement provides a checklist for libraries, boards of trustees, and local governments to follow in the process of planning, designing, constructing and opening new public library facilities or renovating existing facilities. It is included as Appendix C to this document.

## **Review:**

Based upon acceptance by the Board of Trustees, this study should be reviewed annually and significantly revised in February 2018.

## **Appendices**

**Appendix A:** *SPL Space Needs Calculation Worksheet, 2012*

**Appendix B:** *SPL Space Needs Calculation Worksheet, 2030*

**Appendix C:** *West Virginia Library Commission Guidance Statement 2012-4: Public Library Construction*

**Appendix D:** *Public Library Planning and Construction: A Select Bibliography of items in the Professional Collection of the West Virginia Library Commission, Charleston.*



## **GUIDANCE STATEMENT 2012-4: PUBLIC LIBRARY CONSTRUCTION IN WEST VIRGINIA**

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*The longest journey begins with the first step.*

The history of public library buildings in West Virginia is long and varied. The earliest libraries in the state were located in homes, storefronts, schools and churches, courthouses and in other facilities. Andrew Carnegie provided funding for construction in the late 19<sup>th</sup> and early 20<sup>th</sup> centuries, and some “Carnegie Libraries” were built in the state. With the advent of federal and state construction monies in the mid-20th century, purpose-built libraries were constructed, and the West Virginia Library Commission (WVLC) actually had a building consultant on staff. Beginning in 1973, the Commission built “Carousel” and “Outpost” libraries across the state, intending these structures to be temporary facilities until communities could do better. Most of these facilities are still in use today. Declining revenues in the 1980s and 1990s led to the curtailment of the state’s ambitious program. To help West Virginia libraries build or expand in this new environment, the Library Commission provides planning assistance when possible. This guidance statement is part of that assistance. It is based on a checklist published in 2006 by the Massachusetts Board of Library Commissioners and has been revised in accordance with West Virginia history and laws.

Once you have recognized the need to expand or improve your library facility, follow these guidelines:

### ***DEVELOP A LONG-RANGE PLAN FOR THE LIBRARY IN GENERAL***

- Create a Planning Team to include the library director and any key staff, the library board, a representative from the appointing authority and/or local governments and others that would have insight into the community.
- Use the WVLC’s books, development materials and consulting advice to assist in the planning process.
- Identify and review community needs for information and library services.
- Evaluate present library services, materials and facilities in relation to community needs. This may mean that existing services need to be changed or even curtailed and/or new services added.
- Compare your library services with those provided by similar communities using documents like WVLC’s annual *Statistical Report* and electronic statistical comparison tools made available by WVLC (Bibliostat Connect).
- Compare your library to existing state and national guidelines and standards for service. Such materials are available in WVLC’s Professional Collection.
- Consider using a simple survey for users and non-users to identify “hidden” issues, or use focus groups to give you input. Community input in the planning process is essential.

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- Prepare a formal long-range planning document including a mission statement and service goals based on community needs. West Virginia Library Commission's Administrative Rule requires that such plans cover 3-5 years.

### ***STUDY YOUR BUILDING AND YOUR NEEDS***

- Establish a Library Facility Needs Committee. In some communities this committee is appointed by Library Trustees and serves as a subcommittee to that body. In other communities this committee might be appointed by the library's appointing authority, or appointed by both. And in others, a standing Building Committee deals with all public facility issues. Determine the appropriate path in your community.
- Compare the services identified in your long-range plan with your current facility; determine what works, what does not and what you need to change.
- Identify space, service, staff and program issues that need to be addressed.
- Compare your facility to (a) building codes; (b) Americans with Disabilities Act (ADA) requirements; (c) library space standards, such as those contained in *Building Blocks for Planning Functional Library Space* by the American Library Association; and (d) other resources. WVLC staff will assist you with these tasks.
- Call upon the Library Commission to prepare a written *Space Needs Assessment*. Such a document will explain how much space is needed to provide excellent public services in your community based on the current and projected service population. This assessment, along with a collection analysis, will be incorporated into your Library Building Program.
- Identify, review and evaluate potential solutions. Include all possible solutions—not just preferred ones. This might include renovation of your existing facility, replacement of the facility onsite or at another location, renovation of another facility, or even downsizing if the population is projected to decline.

### ***PLAN YOUR PROJECT***

- Write, or hire a consultant to write, a Library Building Program Statement that incorporates the Space Needs Assessment and your other planning documents. If you need assistance, talk with WVLC and other library groups who have written it; WVLC can provide guidelines, workbooks, access to professionals and advice to help you write the statement. Note that the Library Building Program Statement will become the basis of the architect's design. The statement will also serve as a guide by which to judge project implementation.
- Review your Library Building Program Statement to make sure it accommodates the needs of your community for at least 20 years. Populations can and will change, as will their service needs. WVLC staff can help determine population projections and service trends.
- Set objectives that will move the library toward your goal. Divide the project, including fundraising, into discrete steps and develop a preliminary time frame for accomplishment. Determine a basis for evaluating progress toward goals and review it regularly.
- Assign priorities and clarify responsibilities of staff, trustees, the Building Committee, friends, and town officials. Develop written charges for all committees and subcommittees. These charges should include areas of responsibility and authority. Be sure to identify the body that will have ultimate decision-making authority.

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### ***DEVELOP A FUNDRAISING STRATEGY***

- Form a Fundraising Committee. Use your Friends Group as a base, but expand membership beyond the usual group of supporters. Appoint a chair who is well-known and a community leader.
- Identify all possible sources of funding. Check out possible state and federal grants, corporations or businesses in your region, private foundations, and wealthy individuals with links with your community. The Foundation Center collections within West Virginia have resources to help with this task.
- Remember that you will need to raise funds for the feasibility study and the preliminary architectural work early in the project if they cannot be covered within your library's existing budget.
- Write a draft fundraising plan with a timeline and a chart of responsibilities. Since total project costs will not yet be known, identify goals using percentages of total costs.
- Examine library "treasures" (property, endowments or trusts, valuable paintings or other artifacts) and consider whether these should (or could) be sold to fund expanded services to your community.

### ***INFORM THE COMMUNITY AND GAIN SUPPORT***

- Present planning information and documents to local officials and the entire community.
- Publicize Needs Assessment Committee meetings and actively encourage community participation.
- Have a copy of the planning documents on reserve in your library and publicize this fact.
- Develop a good working relationship with local newspaper staff and other media. Be informative, friendly, and very careful in what you say. Consider appointing one person the media liaison—maybe the director or an involved trustee.
- Be proactive in getting your message out to your community. Local meetings will often decide the fate of your project; make sure the community and its leaders understand your project fully.

### ***IF NECESSARY, CONDUCT A FEASIBILITY STUDY TO DECIDE THE BEST OPTION***

- Determine the goals of the Architectural Feasibility Study.
- Work with local officials to prepare a request for quotation (RFQ) using your appointing authority's written procedures; follow any applicable state and federal guidelines.
- Advertise in local papers and in other resources designed to attract as many bidders as possible. If you are expanding an existing library and there is a chance you may want to continue with the original architect, your ad and RFQ must include this option.
- Hold a briefing session about the library and invite all potential applicants. Describe your Library Building Program needs and answer questions. Avoid private sessions with individual applicants and make sure that all applicants have equal access to project information.

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- Talk with library directors about their experiences with project management and architectural firms. Visit libraries designed by the architects who apply for the contract.
  - Retain an AIA-certified, West Virginia-registered architect.
  - Conduct an Architectural Feasibility Study on the present building and any alternative library sites; include schematic drawings, cost estimates and conformity to service needs as outlined in the Library Building Program statement.
  - Carefully review the feasibility study in relation to the library's Long-Range Plan, Space Needs Analysis and Library Building Program. Have an architect revise the study if it is not satisfactory.
  - If the main plan falls through, decide which alternative is best. If a land purchase or property transfer is necessary, complete this before moving to the next step.
  - Gather members for a Construction Committee to oversee the next phase of project. Sometimes the Assessment Committee (plus or minus a few members) serves this function.

### ***WORK WITH YOUR ARCHITECT BEFORE GROUNDBREAKING***

- Select the project architect using the same selection procedures used in the feasibility study.
- Develop the library design and final cost estimates. Meet with the architect and project manager during development to clarify any issues. Review the completed plans to see if they fulfill the requirements of your library's Building Program statement. Review them with WVLC staff to determine if the plans (a) indicate appropriate spatial and functional relationships and (b) comply with ADA guidelines and other regulations.
- Estimate the total cost. Include an inflationary escalation figure and contingency funding. Secure local appropriations. Notify the Fundraising Committee of the total dollar amount needed to be raised.
- Develop working drawings and bid/contract documents.
- Implement the public bidding process and select contractors.
- Check with the West Virginia Division of Labor to insure that all applicable labor-related laws are followed in construction (prevailing wages, safety guidelines, etc.).
- Complete pre-construction conferences and negotiations. Sign contracts.
- Hold a well-publicized groundbreaking ceremony that celebrates reaching this important milestone in your project.

### ***WORK WITH YOUR ARCHITECT: AFTER THE GROUNDBREAKING***

- Appoint a construction liaison; possible candidates include the library director, trustees, the chair of the Building Committee, etc. Make sure the construction liaison is an active, equal partner with the architect and contractors. Involve library staff and trustees as construction moves forward.
- Establish procedures for handling communications, change orders, reporting, and payments between the construction liaison, project manager, architect, contractors, appointing authority, etc. Consult with the West Virginia State Auditor's Office to insure that laws related to finance, auditing, etc. are followed. If necessary, consult with WVLC's Library Development group or Administrative Services.

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- Obtain a commitment from the architect that he/she will provide adequate architectural and technical assistance throughout the term of the project.
  - Carefully assess how any changes suggested by the architect or contractor will alter the building program, provision of services, or general library functioning. Identify the aspects of the project that cannot be altered and remain firm on these.
  - When the project is nearing completion, make a “punch-list” that targets problem areas needing resolution; address those issues with the architect/contractors.
  - Accept the completed facility after inspections, commissioning of the major systems and the granting of an occupancy permit (if necessary).

### ***WHEN IT'S ALL DONE***

- Establish a building maintenance schedule.
- Hold a grand opening to celebrate project completion. Make sure to invite everyone who has helped your project in any way; be gracious to all those who want to participate in your celebration. Mail the invitations in a timely manner.
- Take a long vacation very far away and give no one your phone number.



**Public Library Planning and Construction: A Select Bibliography of items in the Professional Collection of the West Virginia Library Commission, Charleston.**

*These items are recent publications within the Professional Collection of the West Virginia Library Commission. They are representative of many additional materials in the collection on the subject of library building planning and design. Additional materials can be located via the Library Commission's online catalog.*

*The annual architectural issue of Library Journal is an excellent reference point for guidance on current trends and costs of library construction. Library Journal, and other professional publications are excellent sources for up-to-date information and are available for free via **WVInfoDepot.org** databases. Use search terms such as "public library construction" or "public library buildings", or contact the WVLC State Library Services Unit to perform a bibliographic search for you.*

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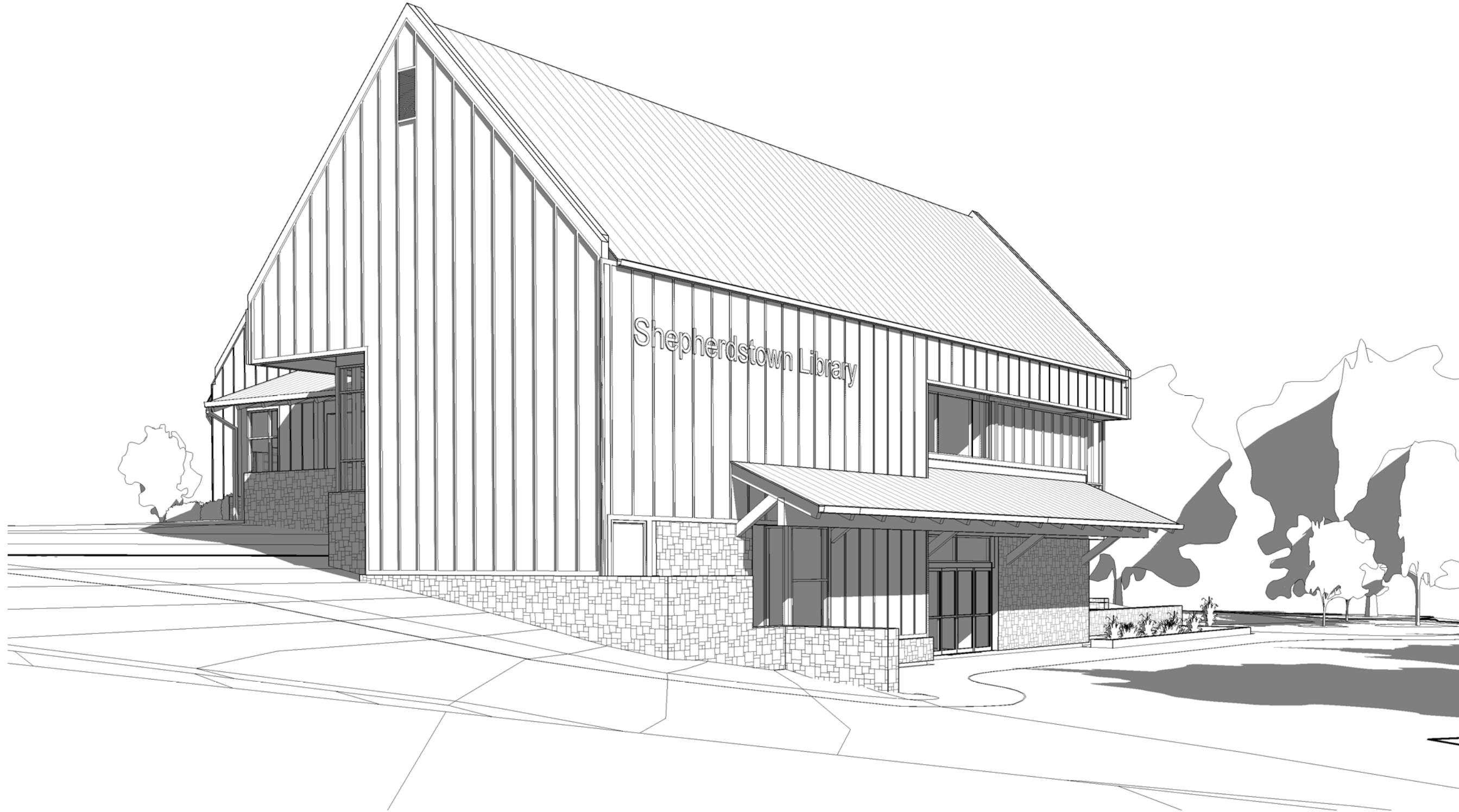
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Woodward, Jeannette. ***Countdown to a new library : managing the building project.*** Chicago : American Library Association, 2010. Call Number: 022.3 WOODWARD



*Shepherdstown Public Library*



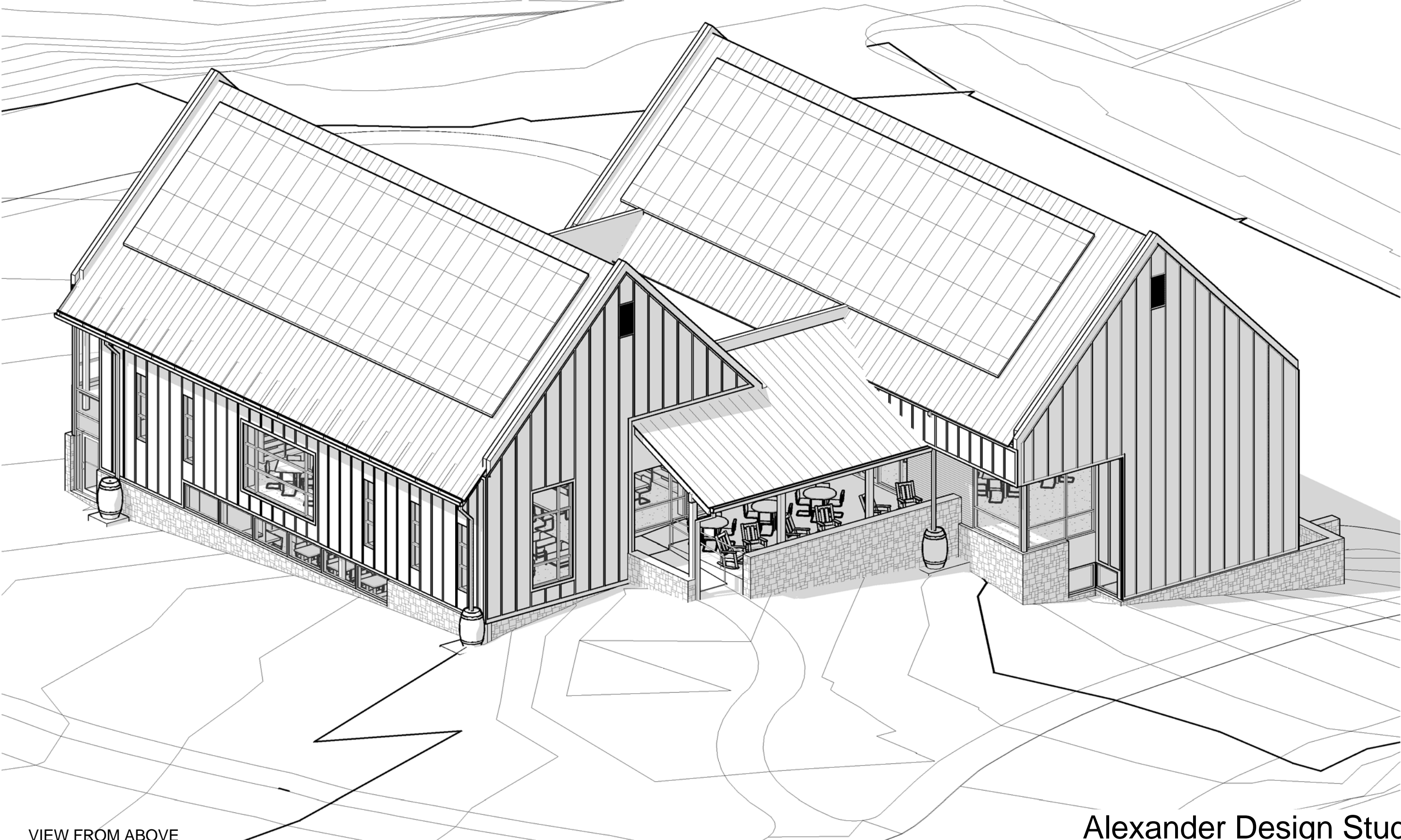
VIEW FROM ENTRANCE DRIVE

DECEMBER 4, 2017

**Alexander Design Studio**

8212 Main Street, Ellicott City, Maryland 21043 | 410.465.8207

*Shepherdstown Public Library*



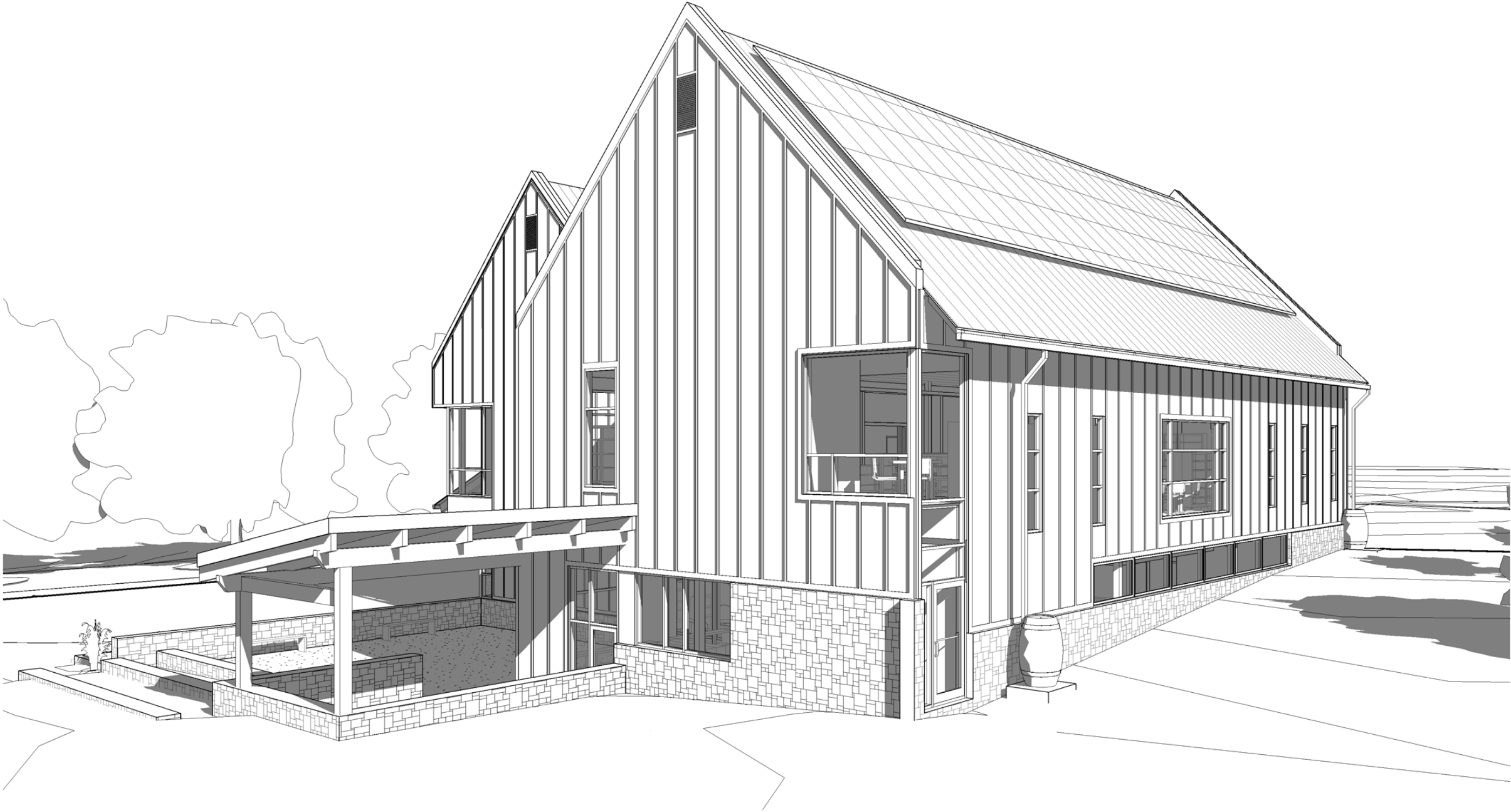
VIEW FROM ABOVE

DECEMBER 4, 2017

**Alexander Design Studio**

8212 Main Street, Ellicott City, Maryland 21043 | 410.465.8207

*Shepherdstown Public Library*



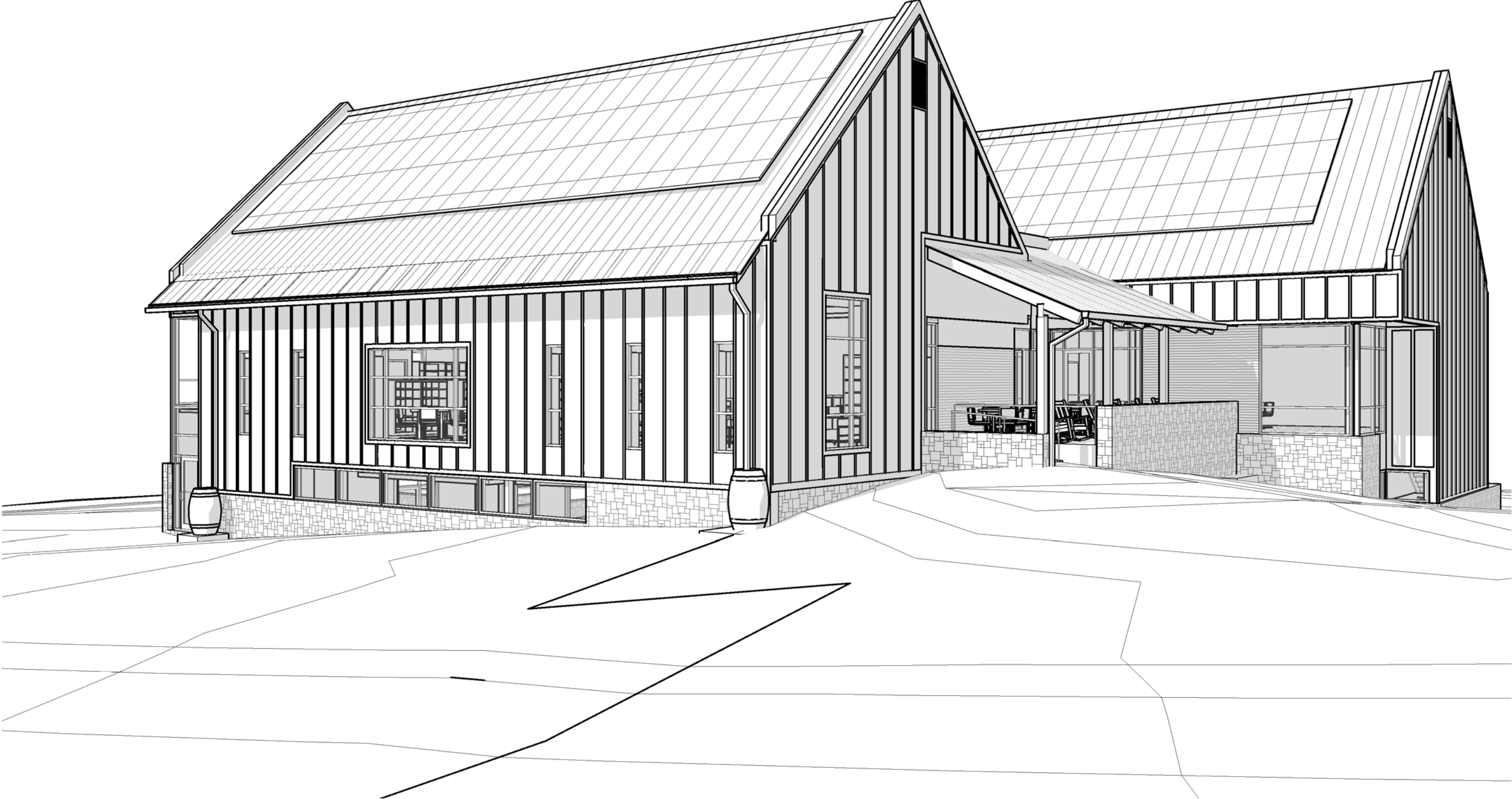
VIEW FROM INTERSECTION

DECEMBER 4, 2017

**Alexander Design Studio**

8212 Main Street, Ellicott City, Maryland 21043 | 410.465.8207

*Shepherdstown Public Library*



VIEW FROM LOWE DRIVE

DECEMBER 4, 2017

**Alexander Design Studio**

8212 Main Street, Ellicott City, Maryland 21043 | 410.465.8207

*Shepherdstown Public Library*



PARKING VIEW

DECEMBER 4, 2017

**Alexander Design Studio**

8212 Main Street, Ellicott City, Maryland 21043 | 410.465.8207

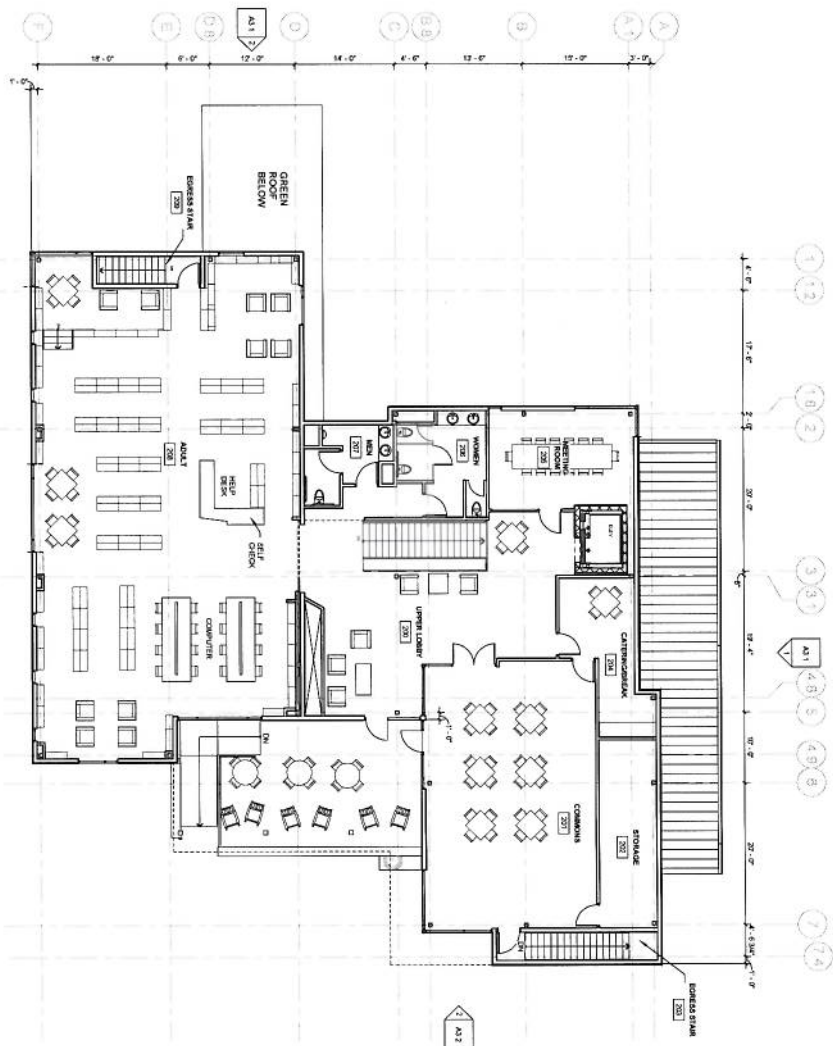


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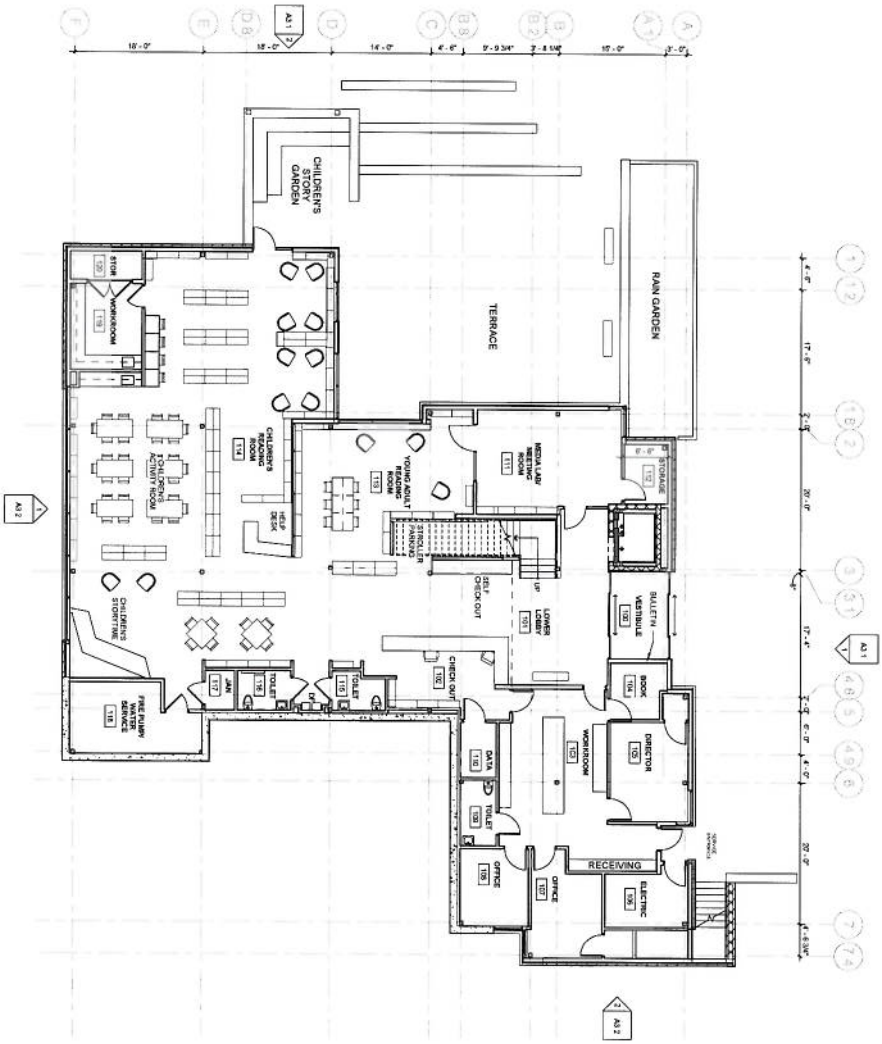
Job Number \_\_\_\_\_  
UPPER FLOOR PLAN  
Simpertown Public Library

12/4/17 | **A1.2**



1 UPPER LEVEL FLOOR PLAN  
1/8" = 1'-0"

**1**  
LOWER LEVEL FLOOR PLAN  
1/8" = 1'-0"



Alexander Design Studio  
www.alexanderdesignstudio.com



DATE:	12/17/11
PROJECT:	Shepherdstown Public Library
OWNER:	Shepherdstown Public Library
DESIGNER:	Alexander Design Studio
ARCHITECT:	Alexander Design Studio
ENGINEER:	
PLUMBER:	
ELECTRICIAN:	
MECHANICAL:	
INTERIOR DESIGNER:	
LANDSCAPE ARCHITECT:	
CONTRACTOR:	
JOBS NUMBER:	12K417

LOWER FLOOR PLAN

12K417 | **A1.1**

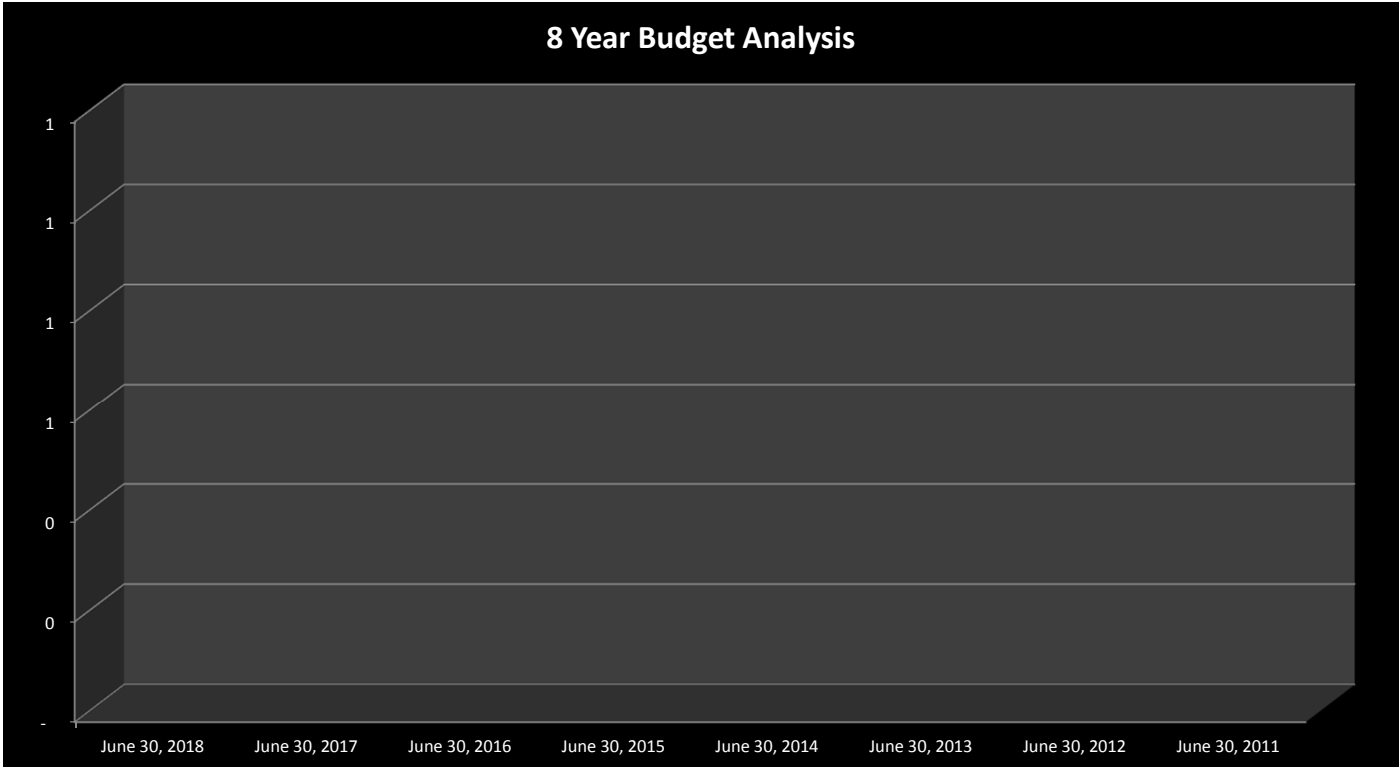
Jefferson County Commission  
Coal Severance Fund 002

Description	FY16	FY17	FY18		FY19
	Actual	Actual	Budget	Projected	Budget
<b>Revenues</b>					
Coal Severance Tax	109,718	92,799	86,000	90,000	90,000
Interest	378	786	730	934	900
Total Revenue	<u>110,096</u>	<u>93,585</u>	<u>86,730</u>	<u>90,934</u>	<u>90,900</u>
<b>Expenditures</b>					
Other Buildings	-	-	-	-	-
County Commission	-	-	152,522	-	129,021
Ambulance Authority	-	-	17,000	17,000	17,000
Mental Health	10,138	14,308	15,000	15,000	15,000
Total Expenditures	<u>10,138</u>	<u>14,308</u>	<u>184,522</u>	<u>32,000</u>	<u>161,021</u>
Excess / (Deficiency) of Revenues over Expenditures	<u>99,958</u>	<u>79,277</u>	<u>(97,792)</u>	<u>58,934</u>	<u>(70,121)</u>
Transfers from (to) General Fund	<u>-</u>	<u>-</u>	<u>(70,000)</u>	<u>(70,000)</u>	<u>(25,000)</u>
Excess / (Deficiency) of Revenues over Expenditures and Transfers to Other Funds	<u>99,958</u>	<u>79,277</u>	<u>(167,792)</u>	<u>(11,066)</u>	<u>(95,121)</u>
Fund Bal Beginning	6,229	106,187	185,464	106,187	95,121
Net Change in Fund Bal	<u>99,958</u>	<u>79,277</u>	<u>(167,792)</u>	<u>(11,066)</u>	<u>(95,121)</u>
Fund Bal Ending	<u><u>106,187</u></u>	<u><u>185,464</u></u>	<u><u>17,672</u></u>	<u><u>95,121</u></u>	<u><u>-</u></u>

**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: WV Regional Airport  
 Account Number:  
 Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Contributions/Transfers</b>							
567 Contributions/Transfers oth Gov. Ent	\$ -	\$ -	\$ -		\$ 20,797		
<b>Total Contributions/Transfers</b>	\$ -	\$ -	\$ -		\$ 20,797	\$ -	\$ -
<b>Department Grand Total</b>	\$ -	\$ -	\$ -		\$ 20,797	\$ -	\$ -



567 Contributions to Other Govt Entities

FY17 Actual      FY18 YTD as of 11/30/2017      FY18 Budget  
 \$ -      \$ -      \$ -

**NOTE: \$5,000 was distributed to EWVRAA in FY17 was included in the budget for JCDA Dept 431. It hasn't been funded since FY17.**

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Jefferson County Appointment	5,000				Mr. Dan Zappe's appointment to EWVRAA (TERM: 08/18/2016 - 07/02/2019)
Yearly Airfield Maintenance*		3,102			Subsidizes the airfield maintenance expenses incurred with the Military Joint Use Agreement and the huge scale of the airport
					Military only pays the EWVRAA a total of \$27,248 per year!
Local Match FAA Capital Improvements**		7,695			Helps fund badly-needed airport maintenance position
					*1/13 share of total expenses based upon appointments to EWVRAA 6 seats City of Martinsburg / 6 seats Berkeley Co / 1 seat Jefferson Co
					** Funds for up to \$2 million in projects for FY2018-19. Construction: Runway Precision Approach Path Indicators on both ends of Runway 08-26 Pavement Rehab of Aprons, Taxiway C; Airfield Marking/Sealcoating Also Design for Wiring/Signage/Lighting project expected in FY2019-2020
Critical New Initiative Hire				5,000	Hire critically needed Administrative Staffmember (Assistant Airport Director or Economic Development Professional) See attached documents for more details
Total	5,000	10,797	-	5,000	
Total Object Code	20,797				

# Eastern West Virginia Regional Airport Authority



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FAX (304) 267-6350  
[ewvraa@frontier.com](mailto:ewvraa@frontier.com)

1. This is a partial list of what we accomplished in FY2017-2018:

## Planning:

- \$375,000 Airport Master Plan Update (FAA Funded 90%, WVAC 5%, EWVRAA 5%)
- \$40,000 Strategic Business Plan (with successful award of \$30,000 Grant Funding from USDA)

## Economic Development / Community Benefit:

- Obtained FAA Land Release Authorization – \$2.25 million purchase agreement – IT data center project expected to employ up to 125 workers with wages of \$75,000
- Sylvanus Aviation Center – negotiated ground lease – project expected to employ numerous veterans and skilled workers with a Part 145 Aircraft Repair Station, Part 135 Air Charter operation and Part 141 Flight School.
- Working closely with BCDA - Economic Project underway for industrial park land could generate up to \$600,000 in a land sale, as many as 250 full-time jobs paying average wages of \$55-80,000/ year for the community.
- Working on the purchase or construction of a corporate hangar facility with WVEDA and interested tenants
- Coordinating with Martinsburg-Berkeley Parks and Recreation to develop Outdoor Center for Aviation Education (incl. Playground)

## Facility Maintenance / Improvements:

- Airfield Rubber Removal, Runway Threshold Marking Painting, Assault Landing Box Painting, Tree & Vegetation removal on Northeast side, Airfield Taxiway D FBO Sign, Terminal Conference Room Ceiling Insulation project, additional fence signs, wire gates and combination locks securing Gun Range Road and Approach Light Lane. Resurfacing of Airport Road with 50' asphalt tie-in at Aviation Way, New Roof and Exterior Painting of T-Hangar Charlie (Some projects in coordination with Air Guard, EWVRAA and WVDOH)

## Improved Marketing:

- New website and airport email addresses FlyMRB.com
- Local Radio and Television Interviews
- Marketing video project underway
- Other printed marketing materials forth-coming
- Attended WV Aviation conference and Aeronautics Commission Meetings

## Improved Policies / Procedures

- Established procurement processes
- Procured Financial Audits and Professional Accounting Services
- Selected New Legal Counsel (Enhanced aviation expertise and experience – also potential to save \$\$ for services)
- Review and Update to Minimum Standards underway
- Air Cargo concept refinement – meetings, development of RFQ
- Published uniform rates and charges
- Published Hangar Waiting List procedures
- Discovered oversights and errors in airport property leases (providing new property and revenue options)

2. This is what we need under 3 different growth scenarios contemplated with our Strategic Business Plan. **We are asking for the amount listed in Plan C – this will serve as “Bridge Money” as we continue to pursue an envisioned aggressive growth scenario.**

STAFFING MODELS & BUDGET SCENARIOS	
Plan A - Status quo (2018-2025)	Plan B - Modest growth (2018-2025)
<p><i>Airport Management and Partial Maintenance Function</i></p> <ul style="list-style-type: none"> <li>Continue with one full-time and one part-time office worker</li> <li>Continue with one full-time maintenance worker</li> <li>Continue audit and correction of lease matters (gaining new revenue)</li> <li>Annual operating budget \$350-600,000</li> <li><b>Jefferson County gives \$0</b></li> </ul>	<p><i>Airport Management with Enhanced Maintenance &amp; Economic Development Functions</i></p> <ul style="list-style-type: none"> <li>Three FT office &amp; maintenance staff members</li> <li>Hire PT Assistant Airport Manager or Economic Development Professional</li> <li>Hire PT Airport Maintenance Specialist</li> <li>Annual operating budget \$500-750,000</li> <li><b>Jefferson County gives \$16,460</b></li> </ul>
Plan C - Aggressive growth (2018-2025)	
<ul style="list-style-type: none"> <li><i>Maximized Airport Management / Enhanced Maintenance / Economic Development Functions</i></li> <li><b>Supports five full-time staff members for FY2018-19, Jefferson County gives \$20,797</b></li> </ul> <p><b>If FBO Operations are recommended by EWRVRAA board and Strategic Business Plan, here is some estimates of what that staffing model and related budget increases could look like:</b> Create separate EWRVRAA FBO division</p> <ul style="list-style-type: none"> <li>Hire FBO Manager, 2 Customer Service Reps and 5 Aviation Service Workers</li> <li>ADDITIONAL Wage and benefit costs depend on scope of package: <span style="float: right;">\$320,000-\$600,000+ annually</span></li> </ul>	

4. This is what we can achieve with resources incrementally moving in the direction of these strategic goals:

Plan A - Status quo (\$0)	Plan B - Modest growth (\$16,460)
<ul style="list-style-type: none"> <li>Work to market the airport properties to prospective buyers</li> <li>Based aircraft count remains somewhat stagnant as our hangars are full</li> <li>Growth in based aircraft occurs with interested parties wishing to fund/build t-and-box hangars with eventual return to the airport when term is expired. Perhaps one FAA-funded project to build an 8-10 unit t-hangar is possible within a decade with AIP monies.</li> <li>Current FBO arrangement continues, providing less than \$50,000 in financial benefit to the EWRVRAA</li> <li>Within the financial constraints associated with FAA funding, work on maintenance and small capital improvements are made to airfield</li> </ul>	<ul style="list-style-type: none"> <li>Work with FAA and Berkeley County EDA to release, sell and develop 1-3 industrial park land parcels south of Novak Drive</li> <li>Prepare Economic Impact Study to precisely define the beneficial financial impacts on local community</li> <li>Improve the maintenance and upkeep of facilities with additional part-time staff member</li> <li>Modestly increase based aircraft count by 10-20 with t-hangar and box hangar construction and improved marketing</li> <li>Construct or purchase one corporate Hangar facility</li> <li>Improved policies, procedures and staff output in all areas</li> </ul>
PLAN C - Aggressive growth (\$20,797)	
<p><b>ADDITIONAL CAPITAL IMPROVEMENT / AIRPORT DEVELOPMENT EXPENSES</b></p> <ul style="list-style-type: none"> <li>Current FBO Asset and Lease Agreement Buyout <span style="float: right;">est. \$3-5 million*</span></li> <li>*Price unknown – professional valuation sites “on-going business concern value of \$7.95 million”, however, the majority of this potential value is in Flight Charter Services and other assets the EWRVRAA would not acquire or need for a FBO. Additionally potential for Air Cargo fuel contract is included in price.</li> </ul> <p>(continued)</p>	

- Purchase needed aviation ground support equipment, radios, software and office equipment that current FBO doesn't possess \$100,000
- In addition to Current FBO's hangar facilities, add corporate hangar with ceiling height to accommodate large business class jets:

Option 1: Purchase existing Hangar 20,000 sf hangar + 4,000sf offices approx. \$2 million  
 (Compare with up to \$7 million to build similar facility today)

Option 2: Construction of a new 12,000 sq ft corporate hangar with 3,000 sq ft offices est. \$2-3 million

**POSSIBLE NEW REVENUES**

- Work with FAA and Berkeley EDA to release, sell and develop all industrial park land parcels south of Novak Drive. 75 additional acres could perhaps generate \$60-\$100,000 per acre one-time \$4.5 – 7.5 million generated
- Using Current FBO reported numbers: If EWVRAA becomes FBO approx. \$600-900,000 annually\*  
 \*existing civilian general aviation traffic and FBO hangar tenant rents alone
- As many aircraft owners are not in the habit of buying fuel from the current FBO – with more competitive pricing and Self-Serve AvGas – the EWVRAA may be able to bring increased sales over time
- Market our corporate hangar – either existing facility we purchase or one newly constructed. Attract business aircraft and businesses from neighboring states. Nationwide, \$1-\$1.50 per sf per month for hangar floor space is common. In other situations, long-term renters may find an airport desperate with an empty building and only pay \$25,000 – \$50,000 per year to occupy an entire hangar. Pricing can vary widely. Real estate agent advises \$12-\$14 per sf per year for attached office space possible. Contracts can specify that tenant pay 50% of any real estate taxes, electricity, insurance, maintenance, janitorial, etc.
- Aggressive growth scenario also provides us with at least one additional office professional to pursue Air Cargo concept with client (SEE BELOW)

**--- AIR CARGO CONCEPT BRIEF---**

- Air Cargo clients speaks of using private money to develop a 100,000 sq ft Air Freight Terminal, large fuel facility and improvements to Taxiway A. Also additional wider, stronger segments of Taxiway E and a Cargo Apron for use by heavy aircraft
- Air Cargo client speaks of leasing large portions of the Industrial Park land from the EWVRAA at up-to-date market rates to be determined by professional market value study
- Air Cargo client speaks of the EWVRAA having ability to achieve as much as “\$5 million in revenue within five years”. This could include land lease revenues, fees and tariffs, air cargo-related aircraft landing and parking fees, commercial business permits, etc.
- This \$5 million figure does not appear to include fuel revenues. The current FBO could perhaps continue and could obtain this fueling contract
- Air Cargo client speaks of initial annual fuel volume need of 4.4 million gallons.  
 (Compare that with our current FBO's 130,000 gallons for CY 2017).  
 Scope of fuel contract appears to be an “into-plane” arrangement with estimated revenue for the fuel dispenser to be \$1,118,000 annually
- We could conservatively estimate a \$1-2 million annual budget for our FBO Division and our existing Airport Management/Maintenance Office PLUS up to \$5 million additional monies possible from initial Air Cargo concept using regional jet models
- Future large aircraft Air Cargo services could have much greater revenue generating potential

BACKGROUND INFO & JUSTIFICATION

<b>Recent Local Government Funding History</b>			
Fiscal Year	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
<b>Berkeley County Totals \$</b>	<b>34,285</b>	<b>30,000</b>	<b>55,000</b>
<i>Per seat funding</i>	30,000	30,000	30,000
<i>Yearly maintenance</i>	4,285	-	25,000
<i>FAA AIP Local Match Assistance</i>	-	-	-
<b>City of Martinsburg Totals \$</b>	<b>34,285</b>	<b>30,000</b>	<b>38,195</b>
<i>Per seat funding</i>	30,000	30,000	30,000
<i>Yearly maintenance</i>	4,285	-	8,195
<i>FAA AIP Local Match Assistance</i>	-	-	-
<b>Jefferson County Totals \$</b>	<b>11,428</b>	<b>5,000</b>	-
<i>Per seat funding</i>	5,000	5,000	-
<i>Yearly maintenance</i>	6,428	-	-
<i>FAA AIP Local Match Assistance</i>	-	-	-

Historically, the airport has requested local government funds on the basis of three factors:

- 1) **Funding of \$5,000 per appointment seat (or vote) as specified in West Virginia code (Mandated Function)**
- 2) **Funds for yearly maintenance personnel costs and projects on shared-used airfield facilities.**

In consideration of the following factors:

- a. *the very large scale and scope of the facilities requiring maintenance*
- b. *the fact that the FAA will not provide sufficient funds to maintain facilities that are of such a large size for reasons associated with military needs alone*
- c. *in view of the very modest financial contribution made by the Air Guard to the EWVRAA for maintenance and upkeep, in amounts lower than levels received in the 1990s, despite large increases in facility size, complexity and associated expense. 1999 payment = \$45,000 / 2017 payment \$27,248. (Adjusting for inflation the 1999 payment of 45,000 becomes \$67,560 in today's dollars.)*
- d. *The fact that the airport's businesses, military presence and jobs provide a huge monetary impact on the 3-counties of the Eastern Panhandle and their governments. This includes federal and state investment, and indirect and induced financial impacts not yet fully quantified. Organizations on the airport provide as many as 1,500 jobs, with direct spending of 83+ million dollars annually by the Air Guard alone\* and critical support services for the Jefferson County tourism industry, casino/racetrack/entertainment events and travel needs associated with Shepherd University.*

See: [\\*https://www.wvnews.com/statejournal/w-va-national-guard-becoming-major-economic-driver-for-state/article\\_f4a4479e-a0a9-56f2-a406-b9f19a5febd1.html](https://www.wvnews.com/statejournal/w-va-national-guard-becoming-major-economic-driver-for-state/article_f4a4479e-a0a9-56f2-a406-b9f19a5febd1.html)

- 3) **Assistance with local matching funds to participate in necessary FAA Airport Improvement Projects (AIP)**

All funding requests are based upon shares equal to the makeup of EWVRAA appointment seats

- 6/13<sup>th</sup> share                      Berkeley County Council (6 seats)
- 6/13<sup>th</sup> share                      City of Martinsburg Council (6 seats)
- 1/13<sup>th</sup> share                        Jefferson County Commission (1 seat)

Accordingly, during FY 2018-2019, we require and respectfully request:

- A) State-mandated funds for regional airport authority members as appointed** **\$65,000**
- \$30,000 from Berkeley County Council
  - \$30,000 from City of Martinsburg Council
  - \$5,000 from Jefferson County Council
  - Funds to be used in support of the EWVRAA operational budget
- B) AJUA Subsidy / Yearly Airfield Maintenance Funds** **\$40,312**
- \$18,605 from Berkeley County
  - \$18,605 from City of Martinsburg
  - \$3,102 from Jefferson County Commission
  - *Airfield Maintenance Funds \$67,560 – 27,248 AJUA payment = \$40,312 shortfall*
  - As FY2018-2019 should feature a large FAA airport maintenance project addressing airfield markings and pavement needs, funds will be used to hire a full-time airport maintenance specialist. (If funding matches Plan B, we will seek to hire a part-time maintenance worker; If Plan A: no hiring at this time for maintenance)
- C) Local Match Assistance for FY2018-2019 Capital Improvement Projects** **\$100,000**
- \$46,155 from Berkeley County
  - \$46,155 from City of Martinsburg
  - \$7,695 from Jefferson County Commission
  - One-time funds to be used to complete up to \$2,000,000 in planned Airport Improvements in consultation with the FAA Airport District Office and our Michael Baker Engineering Consultants. Project details below.

MRB - 2018 ACIP Preliminary Budget Estimate				
	Funding			
	FAA Funds	State Share	Local Match	
Maximum	\$ 2,000,000.00	\$ 100,000.00	\$ 100,000.00	
Minimum	\$ 1,000,000.00	\$ 50,000.00	\$ 50,000.00	
	Projects			Estimated Budget
	Airfield Wiring, Lighting, Signage (Design Only)			\$ 200,000.00
	PAPIs for RWY 08 & 26 (Design/Construction)			\$ 125,000.00
	Airfield Marking /Sealcoating (Design/Construction)			\$ 175,000.00
	Pavement Rehabilitation Aprons, TWY C (Design/Construction)			\$ 1,500,000.00
				\$ 2,000,000.00

- D) Critical New Initiative Funding (Assistant Director or Economic Development Professional)** **\$65,000**
- \$30,000 from Berkeley County
  - \$30,000 from City of Martinsburg
  - \$5,000 from Jefferson County Commission
  - Funds to be used for the hiring of an economic development/airport management/office professional

**TOTALS**

- **Total Funds Requested of Berkeley County for FY 2018-2019** **\$124,760**
- **Total Funds Requested of the City of Martinsburg for FY 2018-2019** **\$124,760**
- **Total Funds Requested of Jefferson County for FY 2018-2019** **\$20,797**

Total Funds Requested from all local governments for FY2018-2019 **\$270,317**

Justification: **Hiring an experienced Assistant Airport Director or Economic Development Professional would greatly assist in the timely completion of goals and objectives, increasing the pace of our accomplishments and improving follow-through on our many ideas and initiatives**

An additional skilled, trained person knowledgeable in both aviation and professional office procedures could:

- Provide assistance with finance-related duties, reducing what is paid to outside accountants and producing better and more detailed reports. This will allow for handling more complex financial tasks associated with expanded operations such as FBO or Air Cargo lines of business
- Assist with Marketing / Promotion, Grant Writing and in-house completion of an Economic Impact Study report
- Oversee Airfield Maintenance, Construction Oversight & Project Management
- Serve as Liaison with County Planning for Airspace & Project Analysis
- If veteran is hired: Liaison with Air Guard and Military (important to initiating needed military spending/projects)
- Produce enhanced security, serving as Ground Security Coordinator / Badging Officer
- If desired, assist with future efforts to seek Part 139 Airport Certification (needed for Airline operations)
- Complete Special Projects, and other tasks as assigned
- By comparison, Charleston Yeager employs 10 managers and administrative staff; Lewisburg employs 6.

**We have a critical need to hire an additional maintenance worker.**

With a property size of more than 1,000 acres – MRB is one of the largest and most-developed airports in our state. We have hundreds of acres of grass to mow; numerous buildings to maintain, repair and keep clean including our terminal with its restaurant, conference facilities, kitchen, bathrooms, and more than 40 aircraft hangar units. At our facility, we have millions of square feet of pavement to inspect and maintain, along with the upkeep and repair of navigation instruments and systems. We have snow to plow, ice to remove, airfield wiring, signs and lights to keep in good working order; birds and wildlife to control; miles of fencing, gates and associated vegetation to trim; trash and animal carcasses to remove; and many varying types of equipment to be installed and repaired. We have special events held at the terminal building that require special after-hours support and assistance. Just a few of the maintenance skills needed include: basic carpentry, plumbing, electrical, HVAC, heavy equipment operation, etc.

- The previous airport manager spent much of his time engaged in airfield maintenance activity. Now, with the hire of a professional Airport Director spending all his time in the office – the EWVRAA only has one airport maintenance worker!
- Even with Mr. Walkup – due to the scope of the work to be done – on some parts of the property we have airport tenants, including the Air Guard and Howard Aircraft performing tasks such as mowing, snow and ice removal. Other areas are Farm Leases that lessen the amount of mowing that must be completed
- We have an experienced maintenance worker nearing retirement – we will soon need a replacement. We must have a skilled, local person hired with time enough to train with our experienced worker, become familiar with the airport and learning the necessary skills to lead these maintenance activities in the future. The airport is limited in its ability to use outside contractors for reasons of cost, safety, security and contractor's general lack of awareness of airfield operations. Maintenance personnel need extensive background checks, gain experience and training in Air Traffic Control communications, airfield driving, aircraft operations, safety considerations, situational awareness and other topics before they be allowed to mow grass and plow snow in the Air Operations Area.
- **Hiring another airport maintenance staff worker actually saves money.** The EWVRAA has contemplated terminal cleaning service contracts which can be expensive and can be avoided with this hire. Snow removal contractors with heavy equipment and appropriate insurance can ask \$90+ per hour for their services at some U.S. airports.
- Monies spent by the EWVRAA on maintenance projects, expenses and staff can be submitted within the Airport Joint Use Agreement negotiations to calculate a higher payment. Generally speaking, more maintenance activity and more workers = more \$\$ from military.
- By comparison, Hagerstown employs 14 for Airport operations and Maintenance-related Duties

## Conclusion

We are moving at a very quick pace – being simultaneously engaged in exciting economic development projects and numerous planning activities including an Airport Master Plan and Strategic Business Plan.

While this proposal is aggressive, it signals the EWVRAA’s willingness to improve the airport as an economic engine for our community.

The critical maintenance and improvement projects mentioned above along with a strengthening of our “team” will well-position staff-members to execute the exciting vision now being conceptualized by community leaders, Strategic Business Plan participants and the Airport Authority Board.

Thank you for your attention.

*Neil R. Doran, C.M., A.C.E.*

Executive Director / Airport Manager

**Eastern West Virginia Regional Airport Authority**

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URL: [facebook.com/EWVRAA](https://facebook.com/EWVRAA)

**Eastern WV Regional Airport Authority**  
**DRAFT FY 2018-19 Budget (UNAPPROVED)**

**Income/Revenue**

<b>Airport Fees</b>	
Through-the-Fence Airfield Access Fees	\$ 29,913.76
Commercial Operating Permit (Service Fees)	\$ 3,600.00
Aircraft Landing Fees	\$ 10,000.00
Maintenance Service Fees (Snowing/Mowing)	\$ 2,900.00
Fuel Flowage Fees	\$ 16,000.00
Action Aviation (Sino) Maintenance & Use Fee	\$ 16,103.10
NGB Air Guard Joint Use Agreement	\$ 27,247.00
<b>Total Airport Fees</b>	<b>\$ 105,763.86</b>
<b>Hangar/Ramp Lease Income</b>	
EWVRAA-Owned Hangar Leases	\$ 99,096.00
EWVRAA Ramp Tie Down Leases	\$ 2,052.00
<b>Total Hangar/Ramp Lease Income</b>	<b>\$ 101,148.00</b>
<b>Land Lease Income</b>	
NGB Air Guard Land Lease	\$ 1.00
Action Aviation (Sino-Swearingen)	\$ 33.04
Aero-Smith West (Former Tiger Aircraft)	\$ 25,038.00
Aero-Smith East Parcels/Tracts	\$ 12,206.83
Sylvanus Aviation Center (Former Arcadia)	\$ 19,798.08
EAA Chapter 1071 Ground Lease	\$ 300.00
Farm Leases	\$ 299.20
Shentel Ground Lease	\$ 13,112.73
<b>Total Land Lease Income</b>	<b>\$ 70,788.88</b>
<b>Terminal Lease Income</b>	
Office Leases	\$ 22,800.00
Restaurant Lease Agreement	\$ 12,000.00
Conference Room Lease/Special Event Lease	\$ 175.00
<b>Total Terminal Lease Income</b>	<b>\$ 34,975.00</b>
<b>Local Gov't Contributions/Allocations</b>	
Berkeley County	\$ 124,760.00
City of Martinsburg	\$ 124,760.00
Jefferson County	\$ 20,797.00
<b>Total Local Gov't Contributions/Allocations</b>	<b>\$ 270,317.00</b>
Interest Income	\$ 600.00

**Total Operational Income/Revenue** **\$ 583,592.74**

## Expenses

Professional Accounting Services/Audit	\$	13,300.00
Legal Services	\$	12,000.00
Office Supplies/Expense	\$	6,600.00
Office Equipment	\$	1,455.00
Postage	\$	800.00
Dues & Subscriptions	\$	800.00
Marketing/Advertising	\$	12,500.00
Meals & Entertainment	\$	1,000.00
Training, Travel, & Business Development	\$	5,000.00
<b>Total Admin/Office Expense</b>	<b>\$</b>	<b>53,455.00</b>
<b>Insurance Expense-Property/Liability</b>		
Airport Liability	\$	3,120.00
Directors/Officers	\$	4,368.00
Hangars/Equipment	\$	6,773.52
Terminal/Contents Coverage	\$	6,710.08
Workers Compensation	\$	1,768.00
<b>Total Insurance Expense-Property/Liability</b>	<b>\$</b>	<b>22,739.60</b>
<b>Maintenance &amp; Repairs Expense</b>		
Gas/Diesel Fuel	\$	5,000.00
Airfield	\$	5,000.00
Equipment & Safety	\$	6,000.00
Hangars	\$	12,000.00
Terminal	\$	10,000.00
Licenses, Permits, & Fees	\$	1,800.00
<b>Total Maintenance Expense</b>	<b>\$</b>	<b>39,800.00</b>
<b>Payroll/Payroll Liability Expense</b>		
Employees Salaries/Wages	\$	219,099.71
Additional Benefit Costs for Two New Workers	\$	27,458.33
Employee Merit	\$	20,000.00
Payroll Taxes	\$	9,800.00
Employer-Health/Dental/Life Insurance	\$	22,760.10
Employer-Retirement	\$	12,500.00
<b>Total Payroll/Payroll Liability Expense</b>	<b>\$</b>	<b>311,618.14</b>
<b>Utilities Expense</b>		
Electric-Maintenance/Hangars	\$	3,080.00
Electric-Terminal/Airfield	\$	29,700.00
Water & Sewer-Terminal/Maintenance	\$	2,640.00
Dumpster Expense	\$	1,210.00
Telephone/Internet	\$	5,500.00
Restaurant Utilities	\$	3,850.00
<b>Total Utilities Expense</b>	<b>\$</b>	<b>45,980.00</b>
EWVRAA Match - FAA AIP Projects FY 2018-19	\$	100,000.00
<b>Total EWVRAA 5% Match</b>	<b>\$</b>	<b>100,000.00</b>
<b>Other Expenses</b>		
Capitol Improvements	\$	10,000.00
<b>Total Other Expenses</b>	<b>\$</b>	<b>10,000.00</b>

**Total Operational Expenses** \$ **583,592.74**

## Neil Doran

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**From:** Deana Bittorie  
**Sent:** Thursday, January 04, 2018 1:12 PM  
**To:** Neil Doran  
**Subject:** Bank Balances as of 12/31/17

### United Bank balances as of 12/31/17

General Acct	\$88,376.16
Super Money Market	\$250,557.67 (Intermodal)
Airfield Maintenance	\$34,060.00
Deposit for Hangars	\$824.00

**Eastern WV Regional Airport Authority**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through December 2017

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Airport Fees</b>				
Through-Fence Airfld Access Fee	3,494.37	5,913.76	-2,419.39	59.09%
Comm Op. Permit (Service Fees)	1,200.00	3,600.00	-2,400.00	33.33%
Aircraft Landing Fees	2,127.21	7,000.00	-4,872.79	30.39%
Maint Service Fee (Snow/Mowing)	1,200.00	2,900.00	-1,700.00	41.38%
Fuel Flowage Fees	8,654.18	14,000.00	-5,345.82	61.82%
Triumph Prop (Sino) Maint/Use	10,016.96	10,000.00	16.96	100.17%
NGB Air Guard Joint Use Agrmnt	6,812.00	27,247.00	-20,435.00	25.0%
<b>Total Airport Fees</b>	<b>33,504.72</b>	<b>70,660.76</b>	<b>-37,156.04</b>	<b>47.42%</b>
<b>Hangar/Ramp Lease Income</b>				
AA-Owned Hangar Leases	47,441.16	96,096.00	-48,654.84	49.37%
RampTie Down Leases	950.00	4,032.00	-3,082.00	23.56%
<b>Total Hangar/Ramp Lease Income</b>	<b>48,391.16</b>	<b>100,128.00</b>	<b>-51,736.84</b>	<b>48.33%</b>
<b>Land Lease Income</b>				
NGB Air Guard Land Lease	0.00	1.00	-1.00	0.0%
Triumph Properties (Sino Land Lease)	33.04	33.04	0.00	100.0%
AeroSmith West (Former Tiger)	12,519.00	25,038.00	-12,519.00	50.0%
Aero Smith East Parcels/Tracts	2,453.82	4,953.83	-2,500.01	49.53%
Syvanus Aviation Ctr (Arcadia)	1,992.50	20,998.08	-19,005.58	9.49%
Panhandle Real Estate Trust	25,500.00	17,000.00	8,500.00	150.0%
EAA Chapter 1071 Land Lease	0.00	300.00	-300.00	0.0%
Farm Leases	0.00	299.20	-299.20	0.0%
Shentel Land Lease	6,365.40	12,360.00	-5,994.60	51.5%
<b>Total Land Lease Income</b>	<b>48,863.76</b>	<b>80,983.15</b>	<b>-32,119.39</b>	<b>60.34%</b>
<b>Terminal Lease Income</b>				
Office Leases	12,800.00	24,600.00	-11,800.00	52.03%
Restaurant Lease	2,976.00	7,464.00	-4,488.00	39.87%
Conference Rm Lease/Spec. Event	85.00	855.00	-770.00	9.94%
<b>Total Terminal Lease Income</b>	<b>15,861.00</b>	<b>32,919.00</b>	<b>-17,058.00</b>	<b>48.18%</b>
<b>Local Gov't Contributions/Alloc</b>				
Berkeley County	27,500.00	55,000.00	-27,500.00	50.0%
City of Martinsburg	19,097.50	38,195.00	-19,097.50	50.0%
Jefferson County	0.00	0.00	0.00	0.0%
<b>Total Local Gov't Contributions/Alloc</b>	<b>46,597.50</b>	<b>93,195.00</b>	<b>-46,597.50</b>	<b>50.0%</b>
<b>Other Income</b>				
Interest Income	314.77	200.00	114.77	157.39%
<b>Grants</b>				
FAA Grant 034	15,750.00	120,828.25	-105,078.25	13.04%
WV State Grant EWVR0402017	1,750.00	7,587.89	-5,837.89	23.06%
WV AIP Grant-EWVR0172018	0.00	15,000.00	0.00	0.0%
<b>Total Other Income</b>	<b>17,814.77</b>	<b>128,616.14</b>	<b>-110,801.37</b>	<b>13.85%</b>
<b>Total Operational Income/Revenue</b>	<b>211,032.91</b>	<b>506,502.05</b>	<b>-295,469.14</b>	<b>41.67%</b>

**Eastern WV Regional Airport Authority**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through December 2017

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
<b>Other Income/Non-Budgeted</b>				
Misc. Other Income/Non-Budgeted	4,170.21			
Memorial Contributions-Museum	250.00			
<b>Total Other Income/Non-Budgeted</b>	<b>4,420.21</b>			
 <b>Expense</b>				
<b>Admin/Office Expense</b>				
Accounting Services/Audit	0.00	13,300.00	-13,300.00	0.0%
Legal Services	3,655.83	12,000.00	-8,344.17	30.47%
Office Supplies/Expenses	2,964.53	4,000.00	-1,035.47	74.11%
Office Equipment	695.06	1,162.50	-467.44	59.79%
Computer/Network Expenses	0.00	5,000.00	-5,000.00	0.0%
Postage	290.86	600.00	-309.14	48.48%
Dues & Subscriptions	323.00	650.00	-327.00	49.69%
Marketing/Advertising	973.55	10,000.00	-9,026.45	9.74%
Meals & Entertainment	328.64	500.00	-171.36	65.73%
Travel & Training/Bus Developmnt	627.70	4,000.00	-3,372.30	15.69%
<b>Total Admin/Office Expense</b>	<b>9,859.17</b>	<b>51,212.50</b>	<b>-41,353.33</b>	<b>19.25%</b>
<b>Insurance-Property/Liability</b>				
Airport Liability	0.00	3,000.00	-3,000.00	0.0%
Directors/Officers	4,459.60	4,200.00	259.60	106.18%
Hangars/Equipment	0.00	6,513.00	-6,513.00	0.0%
Terminal/Contents	3,226.00	6,452.00	-3,226.00	50.0%
Workers Compensation	651.00	1,700.00	-1,049.00	38.29%
<b>Total Insurance-Property/Liability</b>	<b>8,336.60</b>	<b>21,865.00</b>	<b>-13,528.40</b>	<b>38.13%</b>
<b>Maintenance &amp; Repairs Expense</b>				
Gas/Diesel Fuel	1,884.59	5,000.00	-3,115.41	37.69%
Airfield	5,216.11	5,000.00	216.11	104.32%
Equipment & Safety	202.55	6,000.00	-5,797.45	3.38%
Hangars	442.76	12,000.00	-11,557.24	3.69%
Terminal	2,887.29	10,000.00	-7,112.71	28.87%
Licenses, Permits, & Fees	782.34	900.00	-117.66	86.93%
<b>Total Maintenance &amp; Repairs Expense</b>	<b>11,415.64</b>	<b>38,900.00</b>	<b>-27,484.36</b>	<b>29.35%</b>
<b>Payroll &amp; Liability Expense</b>				
Employees Salaries/Wages	70,170.18	135,899.71	-65,729.53	51.63%
Contracted Labor	0.00	10,000.00	-10,000.00	0.0%
Employee Merit	0.00	10,000.00	-10,000.00	0.0%
Payroll Taxes	5,021.29	9,800.00	-4,778.71	51.24%
Employer-Health/Dental/Life Insurance	11,730.93	22,715.82	-10,984.89	51.64%
Employer-Retirement	7,718.73	12,500.00	-4,781.27	61.75%
<b>Total Payroll &amp; Liability Expense</b>	<b>94,641.13</b>	<b>200,915.53</b>	<b>-106,274.40</b>	<b>47.11%</b>
<b>Utilities Expense</b>				
Electric-Maint/Hangar	1,193.89	2,800.00	-1,606.11	42.64%
Electric-Terminal/Airfield	9,716.96	27,000.00	-17,283.04	35.99%

**Eastern WV Regional Airport Authority**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through December 2017

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Water-Terminal/Maintenance Hang	1,469.40	2,400.00	-930.60	61.23%
Dumpster Expense	586.62	1,100.00	-513.38	53.33%
Telephone & Internet	1,621.24	5,000.00	-3,378.76	32.43%
Restaurant Utilities	984.97	3,500.00	-2,515.03	28.14%
<b>Total Utilities Expense</b>	<b>15,573.08</b>	<b>41,800.00</b>	<b>-26,226.92</b>	<b>37.26%</b>
EWVRAA Match-Master Plan/Delta	0.00	7,588.00	-7,588.00	0.0%
<b>Other Expense</b>				
Master Plan/Delta Consulting	19,656.00	134,254.06	-114,598.06	14.64%
Capitol Improvements	0.00	10,000.00	-10,000.00	0.0%
<b>Total Other Expense</b>	<b>19,656.00</b>	<b>144,254.06</b>	<b>-124,598.06</b>	<b>13.63%</b>
<b>Total Operational Expense</b>	<b>159,481.62</b>	<b>506,535.09</b>	<b>-347,053.47</b>	<b>31.49%</b>

**Other Expense/Non-Budgeted**

Misc. Other Expense/Non-Budgeted	3,884.51
Bank/Credit Card Fees	60.71
Panhandle Trust Land Purchase	17,898.75
Wall Hangar Personal Property Taxes	2,786.02
Airport Strategic Plan	10,000.00
<b>Total Other Expense/Non-Budgeted</b>	<b>34,629.99</b>

**United Bank Balances as of 12/31/17**

General Account	\$ 88,376.16
Airfield Maintenance Account	\$ 34,060.00
Deposit for Hangar Account	\$ 824.00
Intermodel Account	\$ 250,557.67
<b>Total Bank Balances</b>	<b>\$ 373,817.83</b>

# Eastern WV Regional Airport Authority

FY 2017-18 Budget

## Income/Revenue

### Airport Fees

Through-the-Fence Airfield Access Fees	\$	5,913.76
Commercial Operating Permit (Service Fees)	\$	3,600.00
Aircraft Landing Fees	\$	7,000.00
Maintenance Service Fees (Snowing/Mowing)	\$	2,900.00
Fuel Flowage Fees	\$	14,000.00
Action Aviation (Sino) Maintenance & Use Fee	\$	10,033.04
NGB Air Guard Joint Use Agreement	\$	27,247.00

**Total Airport Fees** \$ **70,693.80**

### Hangar/Ramp Lease Income

EWVRAA-Owned Hangar Leases	\$	96,096.00
EWVRAA Ramp Tie Down Leases	\$	4,032.00

**Total Hangar/Ramp Lease Income** \$ **100,128.00**

### Land Lease Income

NGB Air Guard Land Lease	\$	1.00
Action Aviation (Sino-Swearingen)	\$	33.04
Aero-Smith West (Former Tiger Aircraft)	\$	25,038.00
Aero-Smith East Parcels/Tracts	\$	4,953.83
Syvanus Aviation Center (Former Arcadia)	\$	20,998.08
Panhandle Real Estate Trust (Schwab)	\$	17,000.00
EAA Chapter 1071 Ground Lease	\$	300.00
Farm Leases	\$	299.20
Shentel Ground Lease	\$	12,360.00

**Total Land Lease Income** \$ **80,983.15**

### Terminal Lease Income

Office Leases	\$	24,600.00
Restaurant Lease Agreement	\$	7,464.00
Conference Room Lease/Special Event Lease	\$	855.00

**Total Terminal Lease Income** \$ **32,919.00**

### Local Gov't Contributions/Allocations

Berkeley County	\$	55,000.00
City of Martinsburg	\$	38,195.00
Jefferson County	\$	-

**Total Local Gov't Contributions/Allocations** \$ **93,195.00**

### Other Income

#### Active Fed/State Grants

FAA Grant 034	\$	120,828.25
WV State Grant	\$	7,587.89

**Total Fed/State Grants** \$ **128,416.14**

Interest Income \$ **200.00**

**Total Other Income** \$ **128,616.14**

**Total Operational Income/Revenue** \$ **506,535.09**

## Expenses

Professional Accounting Services/Audit	\$	13,300.00
Legal Services	\$	12,000.00
Office Supplies/Expense	\$	4,000.00
Office Equipment	\$	1,162.50
Computer/Network Expenses	\$	5,000.00
Postage	\$	600.00
Dues & Subscriptions	\$	650.00
Marketing/Advertising	\$	10,000.00
Meals & Entertainment	\$	500.00
Training, Travel, & Business Development	\$	4,000.00
<b>Total Admin/Office Expense</b>	<b>\$</b>	<b>51,212.50</b>
<b>Insurance Expense-Property/Liability</b>		
Airport Liability	\$	3,000.00
Directors/Officers	\$	4,200.00
Hangars/Equipment	\$	6,513.00
Terminal/Contents Coverage	\$	6,452.00
Workers Compensation	\$	1,700.00
<b>Total Insurance Expense-Property/Liability</b>	<b>\$</b>	<b>21,865.00</b>
<b>Maintenance &amp; Repairs Expense</b>		
Gas/Diesel Fuel	\$	5,000.00
Airfield	\$	5,000.00
Equipment & Safety	\$	6,000.00
Hangars	\$	12,000.00
Terminal	\$	10,000.00
Licenses, Permits, & Fees	\$	900.00
<b>Total Maintenance Expense</b>	<b>\$</b>	<b>38,900.00</b>
<b>Payroll/Payroll Liability Expense</b>		
Employees Salaries/Wages	\$	135,899.71
Contracted Labor	\$	10,000.00
Employee Merit	\$	10,000.00
Payroll Taxes	\$	9,800.00
Employer-Health/Dental/Life Insurance	\$	22,715.82
Employer-Retirement	\$	12,500.00
<b>Total Payroll/Payroll Liability Expense</b>	<b>\$</b>	<b>200,915.53</b>
<b>Utilities Expense</b>		
Electric-Maintenance/Hangars	\$	2,800.00
Electric-Terminal/Airfield	\$	27,000.00
Water & Sewer-Terminal/Maintenance	\$	2,400.00
Dumpster Expense	\$	1,100.00
Telephone/Internet	\$	5,000.00
Restaurant Utilities	\$	3,500.00
<b>Total Utilities Expense</b>	<b>\$</b>	<b>41,800.00</b>
EWVRAA Match - Master Plan/Delta Consulting	\$	7,588.00
<b>Total EWVRAA 5% Match</b>	<b>\$</b>	<b>7,588.00</b>

**Other Expenses**

Master Plan/Delta Consulting	\$	134,254.06
Capitol Improvements	\$	10,000.00
<b>Total Other Expenses</b>	<b>\$</b>	<b>144,254.06</b>

<b>Total Operational Expenses</b>	<b>\$</b>	<b>506,535.09</b>
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**Non-Budgeted/Other Income**

Panhandle Trust Land Purchase-748 Novak Drive	\$	2,250,000.00
FAA Grant AIP Airfield Lighting-Phase 1 (est)	\$	1,080,000.00
WV State Portion (AIP 5% Match)	\$	60,000.00

<b>Total Non-Budgeted/Other Income</b>	<b>\$</b>	<b>3,390,000.00</b>
----------------------------------------	-----------	---------------------

**BUDGET REQUEST**

Fiscal Year: 2018 - 2019

Department: CATF-Contemporary American Theater Festival - Shepherd

Account Number:

Notes: Expenditure data as of 11/30/2017

		FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Contributions/Transfers</b>								
567	Contributions/Transfers oth Gov. Ent	\$ -	\$ -	\$ -		\$ 10,000		
<b>Total Contributions/Transfers</b>		\$ -	\$ -	\$ -		\$ 10,000	\$ -	\$ -
<b>Department Grand Total</b>		\$ -	\$ -	\$ -		\$ 10,000	\$ -	\$ -

567 Contributions to Other Govt Entities

FY17 Actual    FY18 YTD as of    FY18 Budget  
 \$        -        \$        -        \$        -  
 11/30/2017

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Festival			10,000		Contemporary American Theater Festival - Shepherd University
					<a href="http://www.catf.org">www.catf.org</a>
					See attached brochure
					Joshua Midgett
					The Festival project will take place over 3 fiscal years and as an alternative, a multi-year funding schedule is possible.
Total	-	-	10,000	-	
Total Object Code	10,000				

**contemporaryamericantheaterfestival**

AT SHEPHERD UNIVERSITY

**2018 ECONOMIC IMPACT STUDY**

# CATF = CULTURAL TOURISM

- Nonprofit arts and cultural organizations are also businesses. They employ people locally, purchase goods and services from local businesses, make communities more vibrant, and attract tourists.
- Event-related spending by arts audiences generates valuable revenue for local merchants such as restaurants, retail stores, hotels, etc.
- The arts increase the quality of life in an area providing inspiration to residents, beautifying public spaces, and strengthening the social fabric of our communities. This quality of life increase is in turn, attractive to other businesses.

## Economic Impact of the Nonprofit Arts & Culture Industry (2015)



**Total Direct Expenditures**  
\$63.8 BIL + \$102.5 BIL



**Resident Household Incomes**  
\$49.43 BIL + \$46.64 BIL



**Total Government Revenue**  
\$11.86 BIL + \$15.68 BIL



**Full-time Equivalent Jobs**  
2.3 MIL + 2.3 MIL

■ Organization ■ Audiences ■ Total

# BACKGROUND

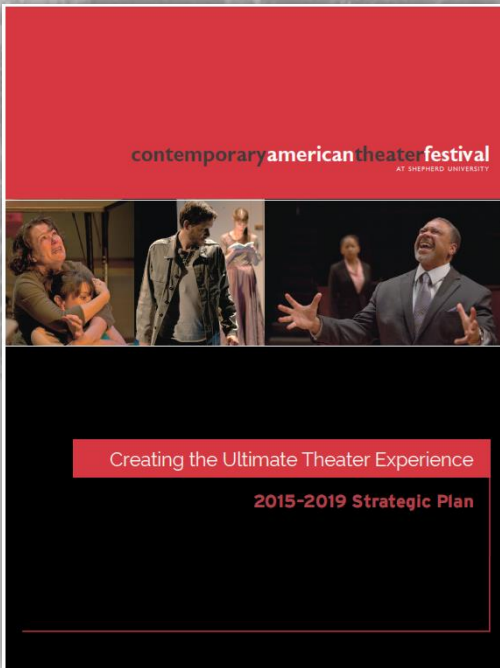
## THE BUSINESS OF THEATER

THE CONTEMPORARY AMERICAN THEATER FESTIVAL'S  
ECONOMIC IMPACT ON WEST VIRGINIA

FEBRUARY 2009  
SHEPHERDSTOWN, WEST VIRGINIA

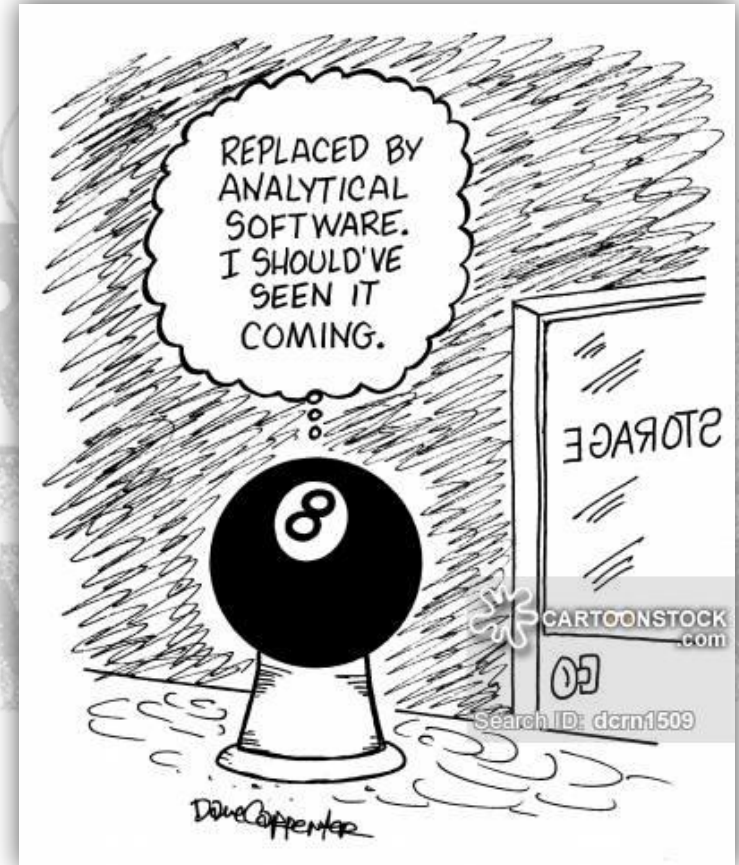
THE CONTEMPORARY AMERICAN THEATER FESTIVAL  
PO BOX 429 SHEPHERDSTOWN, WV 25443  
304.876.3304 | WWW.CATF.ORG

- Original study conducted in 2009
  - 5,500 surveys given to CATF Patrons
  - \$2.1m assessed impact of patrons
  - \$1.1m assessed CATF spending impact
- 
- CATF's current Strategic Plan lays out four primary goals:
    - To Make Great Art
    - To Inspire & Educate through the Theater Experience
    - To Initiate & Enhance Partnerships
    - To Sustain Growth with Integrity



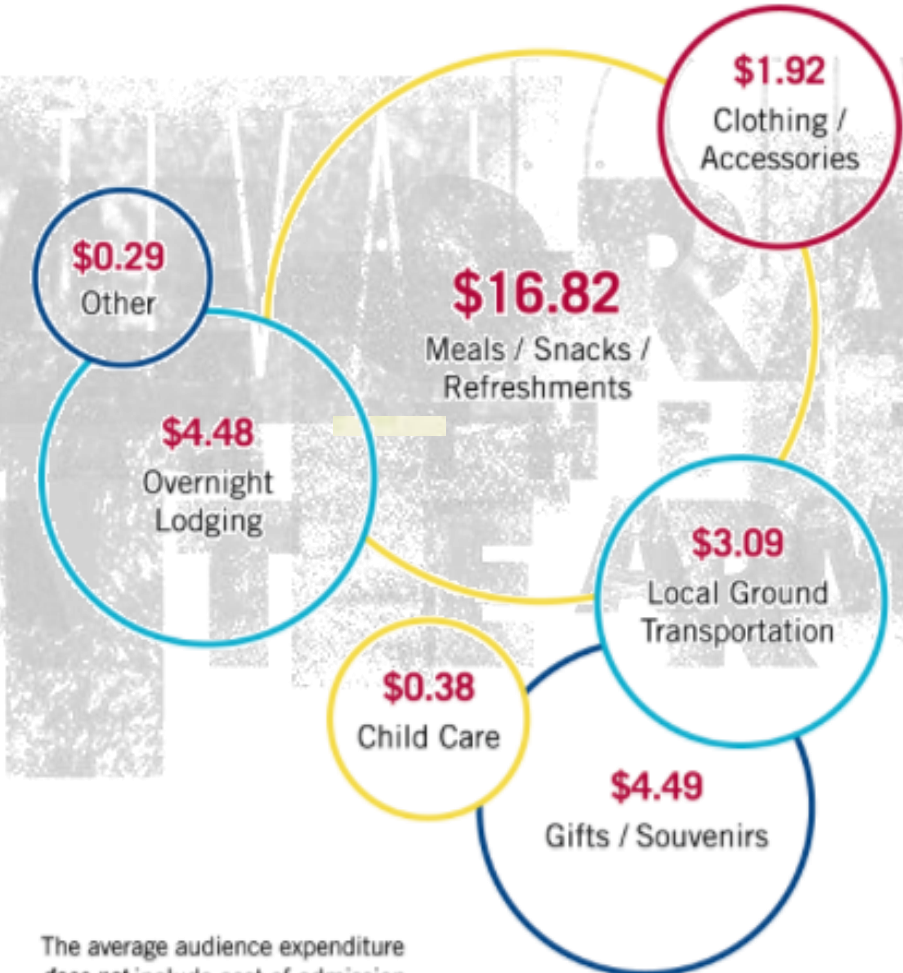
# INITIAL GOALS

- Quantify Direct & Indirect Economic Impact of the Festival
- Quantitative & Qualitative Analysis of CATF's Value Added Impact
- A Tangible Research Study - Professionally Presented & Expertly Explained
- Concise and Well-Designed Outcomes
- Third-party Evidence of the Significance of the Festival as a Tourism Engine
- Secondary Support for the Possible Impact of the Festival on Future Regional Economic Development Opportunities
- Internal data tracking improvements



# AUDIENCE IMPACT

**Average Per Person Per Event**  
Audience Expenditures: \$31.47



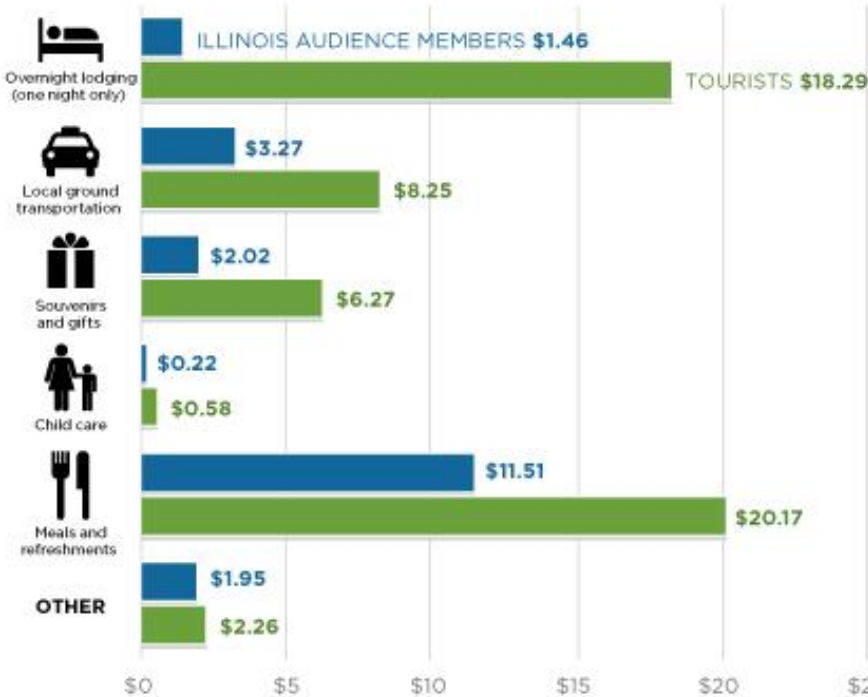
The average audience expenditure **does not** include cost of admission.

# AUDIENCE IMPACT



## RESIDENT VS. CULTURAL TOURIST SPENDING IN ILLINOIS

### EVENT-RELATED EXPENSES



Illinois Arts Audiences Spend on Average **\$20.43**



Cultural Tourists spend **two-and-a-half times more** on average than Illinois-based audiences.



Cultural Tourists Spend on Average **\$55.82**

Source: *Arts & Economic Prosperity IV: The Economic Impact of Nonprofit Arts and Culture Organizations and Their Audiences in the State of Illinois*.  
 For more information about this study, visit the Arts Alliance Illinois website at [www.artsalliance.org](http://www.artsalliance.org).  
 Copyright 2013 by Americans for the Arts ([www.americansforthearts.org](http://www.americansforthearts.org)).

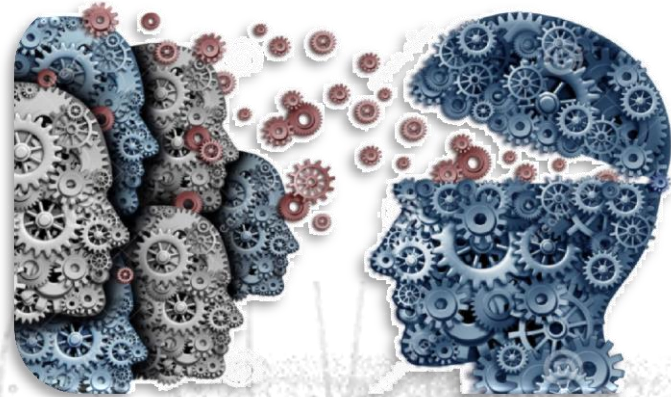


# PARTNERSHIP GOALS



- Deeper understanding of profiles and interests of the over 7,500 visitors to the Festival, Shepherdstown, and Jefferson County
- Quantifiable impact on the Festival on WV Tourism and local and regional economy
- Raw data of current attendance trends with recommendations of regions for potential growth
- Analysis of current marketing strategies and recommendations for increasing ROI.

# PARTNERSHIP GOALS



- Third-Party conducted stakeholder interviews to better understand the role of the destination (Shepherdstown and Jefferson County) in ticket purchase trends
- A commitment to work with Shepherd University and leverage business students to create a hands on learning experience
- Recommendations and possible paths for future growth of the Festival and its business partnership with the community

# TIMELINE



- **TO DATE**
  - Identified potential EIS providers & requested letters of interest
  - Of 12 requests, 7 responses received; those firms invited to the Festival in July
  - Of those firms, 5 were asked to submit full proposals (one being Shepherd University)
  - Proposals due by the end of September
  - Firm selected in October 2017

# TIMELINE



- **TO COME**

- Visits & Initial conversations with CATF Board & Staff in January 2018
- Survey Creation in the Spring of 2018
- Stakeholder Interviews in April/May
- Distribution Training in June
- Survey Delivery in July
- Data collection & analysis in August
- Presentation to the Board and Community in Fall of 2018
- Rollout in Shepherdstown, Jefferson County, Charleston, and to Foundation Funders in 2018/2019



## **CREDENTIALIALS**

- Shugoll is a leading firm in culture and arts marketing research
- Has worked with Alliance Theatre, Arena Stage, Berkeley Rep, Center Stage, Woolly Mammoth Theatre Company, Milwaukee Rep, Yale Rep, Signature Theatre, and many others
- Studies for these theaters include: economic impact analysis, marketplace competitive analysis, perception evaluation, identification of market segments, satisfaction assessments, and more.

## **GRANT EXPERIENCE**

- Has extensive experience working with arts organizations who are funded through grants, and would be more than willing to meet the needs those grants might supply
- Mentioned the example of working directly with the Wallace Foundation



## • **ECONOMIC IMPACT**

### *Attendee Survey:*

- Intercept survey to be used on 2018 Patrons
- Use American for the Arts model survey
- Well-proven, has been used five times nationally and would offer credibility to CATF's results
- Slight modifications to suit CATF's needs and purposes

### *Staff Survey:*

- Checklist for internal costs and benefits
- Completed by CATF Staff

The cost for the survey methodology includes: design of the questions to be added to Americans for the Arts' existing survey, rights to use the Americans for the Arts survey, design of a sampling plan, field and project management, printing and shipping 2,000 surveys to CATF, purchasing and shipping golf pencils to attach to surveys, one day of volunteer training, data entry of responses and analysis which will then be incorporated into a final report.

### **COSTS**

**\$13,700**  
**(+/- 10%)**





## • DINE & DISCUSS

### *Focus Groups:*

- Conducted directly by Shugoll in person, during the Festival
- Will focus on both in season spending AND customer satisfaction
- Incentivized participation (food, but likely also cash incentive)
- Two groups of 12, twice in one day
- CATF will provide space and catering costs

The cost for this methodology includes: design of the recruitment screener and moderator's guide, recruitment of 24 respondents, project and field management, moderation of two 1-hour focus groups, videography of the focus groups, transcription and analysis which will then be incorporated into a final report.

### **COSTS**

**\$13,800**  
**(+/- 10%)**





## • DIRECT INTERVIEWS

*Retail Owner*

*Interviews:*

- Conducted directly by Shugoll over the phone
- Incentivized
- Quote collecting method
- Scheduled following the 2018 Festival
- Screener for participants will be designed by Shugoll and approved by CATF

The cost for this methodology includes: design of the recruitment screener and moderator's guide, recruitment of 10 local business owner respondents, honoraria for 10 local business owner respondents, project and field management, moderation of 10, 20-minute telephone depth interviews, audio recording of the interviews, transcription and analysis which will then be incorporated into a final report.

### COSTS

**\$18,200**  
**(+/- 10%)**





## • **SYNOPSIS**

- Four phased plan that can be bought piecemeal: **Economic Impact Research, TDI's, Dine & Discuss, Patron Satisfaction Survey** (not discussed).
- Extensive history with the organization and with similar arts organizations in the region
- Leverages the use of an established arts patron survey
- Rudimentary presentation options
- One of the most cost efficient firm options
- Would work with CEO Mark Shugoll, Ph.D. and project consultant, Ms. Merrill Shugoll

### The Arts Provide Meaning to our Lives



73% Agree the Arts are a "positive experience in a troubled world"



64% Agree the Arts give them "pure pleasure to experience and participate in"



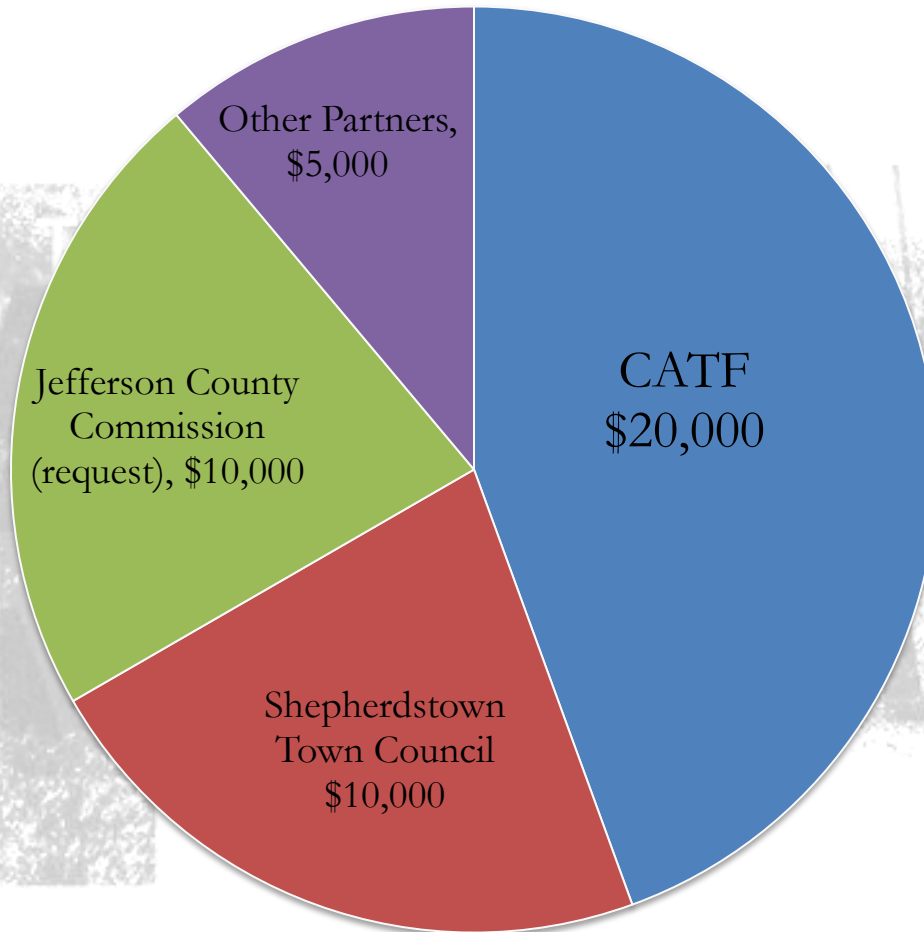
63% Agree the Arts "lift me beyond everyday experiences"

The arts transform people and communities every day. To learn more about how the arts impact all of our lives every day, browse more findings from the Americans for the Arts' Public Opinion Poll.

Learn More at [www.AmericansForTheArts.org/PublicOpinion](http://www.AmericansForTheArts.org/PublicOpinion)



# REQUEST FOR SUPPORT



**TOTAL STUDY  
COST**

**~\$45k**

**JEFFERSON COUNTY  
COMMISSION REQUEST**

**\$10k**

**contemporaryamericantheaterfestival**

AT SHEPHERD UNIVERSITY

**2018 ECONOMIC IMPACT STUDY**



**BUDGET REQUEST**

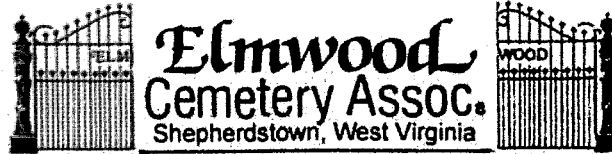
Fiscal Year: 2018 - 2019  
 Department: Elmwood Cemetery  
 Account Number:  
 Notes: Expenditure data as of 11/30/2017

		FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Contributions/Transfers</b>								
567	Contributions/Transfers oth Gov. Ent	\$ -	\$ -	\$ -		\$ 250,000		
<b>Total Contributions/Transfers</b>		\$ -	\$ -	\$ -		\$ 250,000	\$ -	\$ -
<b>Department Grand Total</b>		\$ -	\$ -	\$ -		\$ 250,000	\$ -	\$ -

567 Contributions to Other Govt Entities

FY17 Actual      FY18 YTD as of 11/30/2017      FY18 Budget  
 \$ -      \$ -      \$ -

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Elmwood Cemetery			250,000		See Letter for more detail.
					Repair roof, paint exterior, correct drainage problem for Historic house built in 1882.
Total	-	-	250,000	-	
Total Object Code	250,000				



Post Office Box 561  
Shepherdstown, West Virginia 25443

Friday, January 12<sup>th</sup>, 2018

Received

JAN 19 2018

Commissioner Caleb Wayne Hudson  
124 East Washington Street  
Post Office Box 250  
Charles Town WV 25414

Jefferson County Commission

Dear Commissioner Hudson:

Since 1869, Historic Elmwood Cemetery has served the Shepherdstown community and is the final resting place for more than 6,000 men, women, and children who called Shepherdstown their home. Three Shepherd College Presidents, ministers from many of Shepherdstown's churches, and soldiers who fought in all of America's wars are buried there.

In 1882, the cemetery built a two-story frame house which became the residence of the caretaker. Since then, the Superintendent's House has provided a home for a succession of men and their families who performed necessary maintenance and provided security for the grounds. The most recent caretaker, Mr. Onie Rush, just passed away after serving for 35 years. Both Elmwood Cemetery and the Gate (Superintendent's) House are included in the Shepherdstown Historic District (#312) on the National Register of Historic Places.

Although over the years necessary repairs have been made to the house, it is now time to replace the roof, repaint the exterior, and correct a drainage problem. To accomplish that, the directors have contracted with Douglass C. Reed, Historic Structures Consultant, who will oversee the project. The current estimate for completion of all repairs is \$250,000.

Elmwood's board of directors is soliciting financial support from our community to complete repairs of the Superintendent's House. We are currently contacting contractors to submit bids with the intention of beginning work in the spring of 2018. Please consider helping us meet the cost of making these needed repairs. Copies of the Historic Structure Report and the Solicitation for Bids are available for review. If you have questions or need additional information, please feel free to contact me.

Thank you in advance for your support of our efforts to preserve the Shepherdstown's heritage.

Sincerely,

P. Douglas Perks, Historian



**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: EPCD-Eastern Panhandle Conservation District  
 Account Number:  
 Notes: Expenditure data as of 11/30/2017

		FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Contributions/Transfers</b>								
567	Contributions/Transfers oth Gov. Ent	\$ -	\$ -	\$ -		\$ 15,000		
<b>Total Contributions/Transfers</b>		\$ -	\$ -	\$ -		\$ 15,000	\$ -	\$ -
<b>Department Grand Total</b>		\$ -	\$ -	\$ -		\$ 15,000	\$ -	\$ -

567 Contributions to Other Govt Entities

FY17 Actual \$ - FY18 YTD as of 11/30/2017 \$ - FY18 Budget \$ -

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Blue Ridge Watershed Association			2,000		stream monitoring, runoff abatement, etc.
Elks Run Watershed Association			3,000		establishing monitoring programs, pollution abatement, vertebrate and invertebrate studies, etc.
Bullskin Run Watershed Association			3,000		establishing organization, initiating studies, etc.
Youth Conservation Education			3,000		scholarships, studies, seminars, science fairs, and a display at Jefferson County Fair.
Stream Bank Restoration			2,500		planting native trees, shrubs, etc. to stabilize degrading stream banks and to replace dead and invasive species.
Morgan's Grove Park			1,500		Treatment of Green Ash Trees at Morgan's Grove Park for the Emerald Ash Borer
					<b>\$15,000 was requested in FY18 and was not approved. MGORDON</b>
Total	-	-	15,000	-	
Total Object Code	15,000				

## Michelle Gordon

---

**From:** Daniel Lutz <p.lutz007@gmail.com>  
**Sent:** Tuesday, January 09, 2018 5:50 PM  
**To:** Michelle Gordon  
**Subject:** Eastern Panhandle Conservation District Proposal for Funding

TO: Michelle Gordon, Budget Officer  
Jefferson County Commission

FROM: Danny Lutz  
Conservation District Supervisor,  
Jefferson County

DATE: 9 January 2018

SUBJECT: Breakdown of expenditures of proposed county funds for Conservation District

Ms. Gordon:

Here is the breakdown I believe you requested for the spreadsheet to present to the County Commission for developing the FY 2019 Budget.

As I mentioned on the phone last week, since we did not have any Jefferson County funds for FY 2017 or FY 2018, the spread sheet should show all zeroes ("0's").

We request \$15,000 for FY 2019 to be expended as follows in Jefferson County:

- 1) Blue Ridge Watershed Association for stream monitoring, runoff abatement, etc.  
\$2000 requested  
(BRWA received an appropriation for FY 2018 from general funds, not Jefferson County funds.)
- 2) Elks Run Watershed Association for establishing monitoring programs, pollution abatement, vertebrate and invertebrate studies, etc.  
\$3000 requested
- 3) Bullskin Run Watershed Association for establishing organization, initiating studies, etc.  
\$3000 requested
- 4) Youth Conservation Education for scholarships, studies, seminars, science fairs, and a display at Jefferson County Fair.  
\$3000 requested
- 5) Stream Bank Restoration in Jefferson County for planting native trees, shrubs, etc. to stabilize degrading stream banks and to replace dead and invasive species.  
\$2500 requested
- 6) Treatment of Green Ash Trees at Morgan's Grove Park for the Emerald Ash Borer.

\$1500 requested

The Conservation Agency is already involved in all these projects. This proposal will allow the Conservation District to target more funds directly to Jefferson County.

Danny Lutz  
Conservation District Supervisor,  
Jefferson County

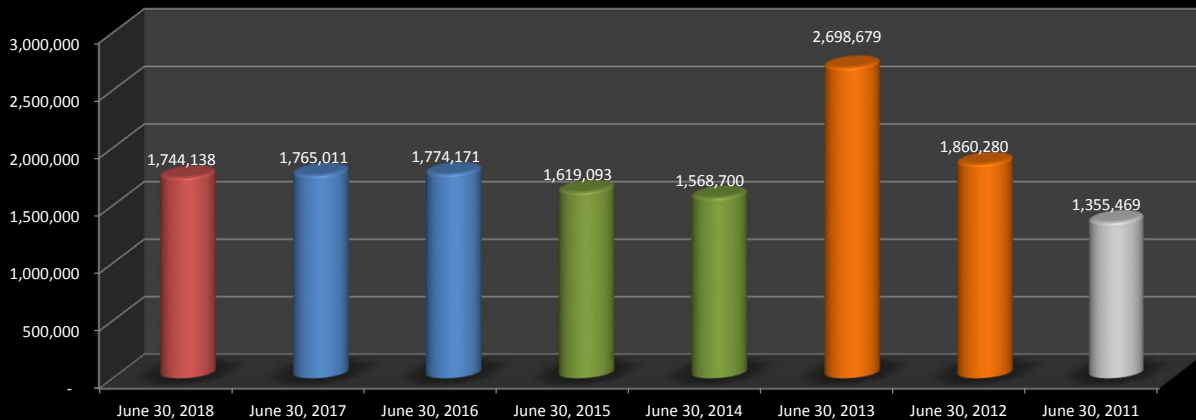
**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Commission  
 Account Number: 401

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Personnel Services</b>							
101 Official Salary	\$ 200,948	\$ 201,008	\$ 85,690	42.63%	\$ 202,541		
103 Salary & Wages of Employees	\$ 317,990	\$ 338,723	\$ 151,345	44.68%	\$ 338,635		
104 FICA Tax - Social Security	\$ 31,331	\$ 33,592	\$ 14,336	42.68%	\$ 33,614		
104 Medicare	\$ 7,328	\$ 7,859	\$ 3,353	42.66%	\$ 7,853		
105 Group Insurance Expense	\$ 89,953	\$ 86,808	\$ 39,518	45.52%	\$ 87,030		
106 Retirement Expense	\$ 40,343	\$ 36,489	\$ 18,386	50.39%	\$ 37,564		
108 Overtime	\$ 904	\$ 2,000	\$ 424	21.20%	\$ 1,000		
<b>Total Personnel Services</b>	<b>\$ 688,797</b>	<b>\$ 706,479</b>	<b>\$ 313,052</b>	<b>44.31%</b>	<b>\$ 708,237</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contractual Services</b>							
211 Telephone	\$ 1,098	\$ 850	\$ 116	13.65%	\$ 850		
214 Travel	\$ 4,921	\$ 6,000	\$ 363	6.05%	\$ 5,000		
218 Postage	\$ 29,998	\$ 118,700	\$ 62,635	52.77%	\$ 120,000		
219 Briel Bldg Rent	\$ 38,556	\$ -	\$ -		\$ -		
220 Advertising & Legal Publications	\$ 5,476	\$ 7,700	\$ 263	3.42%	\$ 6,200		
221 Training & Education	\$ 450	\$ 3,000	\$ 99	3.30%	\$ 2,500		
222 Dues & Subscription	\$ 8,310	\$ 8,515	\$ 7,776	91.32%	\$ 12,615		
223 Professional Services	\$ 54,374	\$ 27,868	\$ 10,824	38.84%	\$ 40,750		
223-001 HRA	\$ 219,618	\$ 120,000	\$ 33,054	27.55%	\$ 120,000		
223-002 Employee Asst Program	\$ 3,744	\$ 3,900	\$ 1,872	48.00%	\$ 3,800		
224 Audit Costs	\$ 35,000	\$ 35,000	\$ (17,695)	-50.56%	\$ 35,000		
226 Insurance & Bonds	\$ 308,189	\$ 315,899	\$ 314,543	99.57%	\$ 321,100		
226-001 Workers Comp	\$ 148,611	\$ 145,631	\$ 78,203	53.70%	\$ 154,972		
226-002 Unemployment	\$ 13,157	\$ 15,000	\$ 3,081	20.54%	\$ 15,000		
229 Court Costs & Damages	\$ -	\$ 500	\$ -	0.00%	\$ -		
230 Contracted Services	\$ 4,336	\$ 3,090	\$ 745	24.11%	\$ 3,000		
239 Insurance Premium for Retirees	\$ 74,320	\$ 78,700	\$ 30,630		\$ 73,512		
240 Refunds & Reimbursements	\$ (1,030)	\$ -	\$ -		\$ -		
<b>Total Contractual Services</b>	<b>\$ 949,128</b>	<b>\$ 890,353</b>	<b>\$ 526,509</b>	<b>59.13%</b>	<b>\$ 914,299</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Commodities</b>							
341 Departmental Supplies & Materials	\$ 1,413	\$ 800	\$ 300	37.50%	\$ 1,000		
<b>Total Commodities</b>	<b>\$ 1,413</b>	<b>\$ 800</b>	<b>\$ 300</b>	<b>37.50%</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contributions/Transfers</b>							
566 Contributions/Transfers to Othr Funds	\$ -	\$ 25,000	\$ -	0.00%	\$ -		
567 Contributions/Transfers oth Gov. Ent	\$ 4,800	\$ 4,800	\$ 4,800	100.00%	\$ 4,800		
568 Other Contributions/Transfers	\$ 100,000	\$ 150,010	\$ 75,005	50.00%	\$ 213,411		
568-001 Contribution Ozone	\$ -	\$ 7,835	\$ -	0.00%	\$ 8,483		
<b>Total Contributions/Transfers</b>	<b>\$ 104,800</b>	<b>\$ 187,645</b>	<b>\$ 79,805</b>	<b>42.53%</b>	<b>\$ 226,694</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 1,744,138</b>	<b>\$ 1,785,277</b>	<b>\$ 919,666</b>	<b>51.51%</b>	<b>\$ 1,850,230</b>	<b>\$ -</b>	<b>\$ -</b>

**8 Year Budget Analysis**



101 Elected Officials Salary

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	200,948	\$ 85,690	\$ 201,008

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Elected Salaries	202,541				Per wage schedule
Total	202,541	-	-	-	
Total Object Code	202,541				

103 Salary/Wages

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	317,990	\$ 151,345	\$ 338,723

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Salaries non-elected	369,683				Per wage schedule
Transfer Ambulance Billing	(31,048)				The ambulance billing specialist reports to the County Administrator. That position is included in the wage listing. By Ordinance, the costs associated with Ambulance billing are charged to Dept 715 and deducted from remittances.
Total	338,635	-	-	-	
Total Object Code	338,635				

104 FICA

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
	\$ 31,331	\$ 14,336	\$ 33,592

Description	FY19	FY19	FY19	FY19	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Elected FICA	12,560				
Non-Elected FICA	22,923				
Overtime	62				
Transfer Ambulance Billing	(1,931)				
Total	33,614	-	-	-	
Total Object Code	33,614				

104 Medicare

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 7,328	\$ 3,353	\$ 7,859

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Elected Medicare	2,940				
Non-Elected Medicare	5,363				
Overtime	15				
Transfer Ambulance Billing	(465)				
Total	7,853	-	-	-	
Total Object Code	7,853				

105 Health Insurance

	FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
	\$ 89,953	\$ 39,518	\$ 86,808

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Life Insurance		1,692			Per wage schedule
Dental Insurance		2,256			
Vision Insurance		672			
Medical Insurance		92,052			
Transfer Ambulance Billing		(9,642)			
Total	-	87,030	-	-	
Total Object Code	87,030				

106 Retirement

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
	\$ 40,343	\$ 18,386	\$ 36,489

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Retirement elected	3,697				Per wage schedule
Retirement non-elected	36,972				
Overtime	100				
Transfer Ambulance Billing	(3,205)				
Total	37,564	-	-	-	
Total Object Code	37,564				

108 Overtime

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
	\$ 904	\$ 424	\$ 2,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Clerical Staff			1,000		Evening Meetings
Ambulance Billing			1,000		Seasonal Processing, Possible assistance with new fee schedule
Transfer Ambulance Billing			(1,000)		
Total	-	-	1,000	-	
Total Object Code	1,000				

211 Telephone

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
	\$ 1,098	\$ 116	\$ 850

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Deputy Administrator Cell			850		Serves as backup to Administrator and EM Director
Total	-	-	850	-	
Total Object Code	850				

214 Travel

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 4,921	\$ 363	\$ 6,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Travel Auditor's Training		2,000			State Code requires annual training for Commissioners
Commissioner Travel			2,000		Travel to Legislature, training, and other state meetings
Staff Travel			1,000		Travel for training or attendance at various meetings throughout state
Total	-	2,000	3,000	-	
Total Object Code	5,000				

218 Postage

FY17 Actual \$ 29,998    FY18 YTD as of 11/30/2017 \$ 62,635    FY18 Budget \$ 118,700

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
County Mail Room		120,000			Postage for entire county, including large volume notices for the Assessor and County Clerk
Total	-	120,000	-	-	
Total Object Code	120,000				

220 Ads/Legal Publications

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 5,476	\$ 263	\$ 7,700

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Publish Financial Statement	3,200				Required by State Code
Legal Ads	3,000				Publication of notices, boards and commission appointmentsm public hearings, etc.
Total	6,200	-	-	-	
Total Object Code	6,200				

221 Training/Education

FY17 Actual \$ 450    FY18 YTD as of 11/30/2017 \$ 99    FY18 Budget \$ 3,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Seminar Registration			2,500		Registration Fees for Training and Conferences
Total	-	-	2,500	-	
Total Object Code	2,500				

222 Dues/Subscriptions

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 8,310	\$ 7,776	\$ 8,515

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
WVACO Dues		6,500			Annual Dues to West Virginia Association of Counties
National Association of Counties		965	600		Annual NACO dues, provides benefits including discount purchasing
CCAWV				3,500	County Commissioner Association, JCC has not been a member for 4 years
Society Human Resources Management			200		Provides resources for HR managements
WV State Bar			250		Dues for State Bar membership for Administrator
Government Finance Officer Assoc.			600		Annual dues fo Finance Director
Total	-	7,465	1,650	3,500	
Total Object Code	12,615				

223 Professional Services

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	54,374	\$ 10,824	\$ 27,868

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Hire Right		250			Background checks for new hires
Mental Health Hearings/Lewis Co. Clerk		500			required fee for mental hygiene cases when person admitted
Attorney for specilaized legal issues			40,000		Fees for attorneys representing CC in various matters. Some employment
					litigation as well as continuing PSD litigation. We will well exceed the 20,000
					that was budgeted in FY 18
Total	-	750	40,000	-	
Total Object Code	40,750				

223 HRA

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 219,618	\$ 33,054	\$ 120,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Employee HRA		120,000			Program used to reduce employee deductible
Total	-	120,000	-	-	
Total Object Code	120,000				

223 Employee Assistance Program

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 3,744	\$ 1,872	\$ 3,900

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Mazzitti and Sullivan			3,800		Employee Assistance Program
Total	-	-	3,800	-	
Total Object Code	3,800				

224 Audit

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 35,000	\$ (17,695)	\$ 35,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Audit	35,000				Fee set by State Auditor's Office
Total	35,000	-	-	-	
Total Object Code	35,000				

226 Bond Insurance

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 308,189	\$ 314,543	\$ 315,899

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
WVCorp-Liability for FY18					
Property Insurance	38,321				Actual Cost will not be known until the renewal in March
General Liability	148,493				Actual Cost will not be known until the renewal in March
Auto	85,744				Actual Cost will not be known until the renewal in March
Director's Liability	40,115				Actual Cost will not be known until the renewal in March
Employee Dishonesty	950				Actual Cost will not be known until the renewal in March
WV Corp-Volunteer Policy for FY18	713				Actual Cost will not be known until the renewal in March
Include a 2.1% estimated increase	6,764				Estimate an increase of 2.1% for FY19. FY18 experienced a 2.1% increase over FY17.
Total	321,100	-	-	-	
Total Object Code	321,100				

226 Workers Comp Insurance

FY17 Actual \$ 148,611      FY18 YTD as of 11/30/2017 \$ 78,203      FY18 Budget \$ 145,631

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
WVCorp FY18 Policy Amount	153,432				Actual Cost will not be known until the renewal in March
Estimate a 1.0% Increase	1,540				Estimate a decrease of 2.0% for FY19. FY18 experienced a 4.2% decrease over FY17.
					=> In FY18, the County's experience Mod Factor Increased from 0.96 in FY2017 to 1.12 in FY2018.
					=>For FY19, the County's experience Mod Factor is preliminarily expected to decrease from 1.12 in FY2018 to 1.10 in FY19.
Total	154,972	-	-	-	
Total Object Code	154,972				



226 Unemployment Insurance

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 13,157	\$ 3,081	\$ 15,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
WV Unemployment	15,000				The County pays nased upon the actual number of employees who file and receive unemployment. The amount requested is based on historical trend.

Total	15,000	-	-	-
Total Object Code	15,000			

230 Contracted Services

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	4,336	\$ 745	\$ 3,090

Description	FY19	FY19	FY19	FY19	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Copier		3,000			2235.84 for contract plus additional for overage of color copies
Ambulance Fee Billing			750		Sheltered workshop stuffs ambulance invoices, saving on overtime expenses
Transfer Ambulance Billing			(750)		
Total	-	3,000	-	-	
Total Object Code	3,000				

239 Retiree Medical Insurance

FY17      FY18 YTD as of      FY18  
 Actual      11/30/2017      Budget  
 \$ 74,320   \$      30,630   \$ 78,700

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Retiree Health Insurance PEIA	73,512				Based on FY18 Estimated actual of \$73,512 MGORDON
Total	73,512	-	-	-	
Total Object Code	73,512				

240 Refunds/Reimbursements

FY17 Actual      FY18 YTD as of 11/30/2017      FY18 Budget  
 \$ (1,030)      \$ -      \$ -

Description	FY19 Request	FY19 Request	FY19 Request	FY19 Request	Justification/ Purpose
	Mandated	Mission Critical	Discretionary	New Initiative	
Total	-	-	-	-	
Total Object Code	-				

341 Materials and Supplies

FY17 Actual \$ 1,413  
 FY18 YTD as of 11/30/2017 \$ 300  
 FY18 Budget \$ 800

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Misc Office Supplies		1,000			Various Supplies, batteries for microphones, ink stamps, binder and paper for law order books
Total	-	1,000	-	-	
Total Object Code	1,000				

566 Contributions to Other Funds

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	-	\$	- \$ 25,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Total	-	-	-	-	
Total Object Code	-				

567 Contributions to Other Govt Entities

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	4,800	\$ 4,800	\$ 4,800

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Prosecuting Attorney's Institute	4,800				Mandated fee by State Code
Total	4,800	-	-	-	
Total Object Code	4,800				

568 Other Contributions

FY17 Actual      FY18 YTD as of 11/30/2017      FY18 Budget  
 \$ 100,000    \$ 75,005    \$ 150,010

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Case Managers (2) w/Fringe (\$54,803 x 2)		109,606			Increase in population/ERJ Visits for Assessments/Increase in CPS Cases
Rent	33,486				Cash Match for CC Grant
Utilities	24,711				Cash Match for CC Grant
BRIM		17,500			Cash Match for CC Grant
Workers' Compensation		7,506			Cash Match for CC Grant
Driver/Drug Screener w/Fringe	20,602				Cash Match for CC Grant
Total	78,799	134,612	-	-	
Total Object Code	213,411				

568 Contribution - Ozone

FY17 Actual      FY18 YTD as of 11/30/2017      FY18 Budget  
 \$ -      \$ -      \$ 7,835

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Watershed and Air Quality		8,483			Match to WVDEP Grant through Region 9, assists counties in compliance with water and air quality
Total	-	8,483	-	-	
Total Object Code	8,483				

Payroll Dept: FY 2018

Elected Officials	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 10.0% Sheriff Dep 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	
Noland, Patsy	401	1,592.12	41,395.12	2,567.00	601.00	-	12.70	23.46	6.94	760.40	803.50	
Compton, Josh	401	1,592.12	41,395.12	2,567.00	601.00	-	12.70			-	12.70	
Hudson, Caleb	401	1,592.12	41,395.12	2,567.00	601.00	-	12.70			-	12.70	
Tabb, J	401	1,421.54	36,960.04	2,292.00	536.00	3,697.00	12.70	23.46	6.94	760.40	803.50	
Onoszko, Peter	401	1,592.12	41,395.12	2,567.00	601.00	-	12.70			-	12.70	
		<u>7,790.02</u>	<u>202,541.00</u>	<u>12,560.00</u>	<u>2,940.00</u>	<u>3,697.00</u>	<u>64.00</u>	<u>47.00</u>	<u>14.00</u>	<u>1,521.00</u>	<u>1,646.00</u>	
Carroll, Jessica	401	1,340.43	34,851.18	2,161.00	506.00	3,486.00	12.70	23.46	6.94	760.40	803.50	
Gordon, Michelle	401	3,222.23	83,777.98	5,195.00	1,215.00	8,378.00	12.70	23.46	6.94	1,554.01	1,597.11	
Grove, Stepahanie	401	3,923.88	102,020.88	6,326.00	1,480.00	10,203.00	12.70	23.46	6.94	1,554.01	1,597.11	
McDonald, S	401	2,941.59	76,481.34	4,742.00	1,109.00	7,649.00	12.70	23.46	6.94	760.40	803.50	
Perkins, Bryan	401	1,596.26	41,502.76	2,574.00	602.00	4,151.00	12.70	23.46	6.94	760.40	803.50	
Weimer, Dawn	401	1,194.16	31,048.16	1,925.00	451.00	3,105.00	12.70	23.46	6.94	760.40	803.50	
		<u>14,219.00</u>	<u>369,683.00</u>	<u>22,923.00</u>	<u>5,363.00</u>	<u>36,972.00</u>	<u>77.00</u>	<u>141.00</u>	<u>42.00</u>	<u>6,150.00</u>	<u>6,409.00</u>	
Elected Official Count	5						Elected Insurance	768.00	564.00	168.00	18,252.00	19,752.00
Employee Count	6						Employee Insurance	924.00	1,692.00	504.00	73,800.00	76,920.00
Department Count	<u>11</u>						Department Total	<u>1,692.00</u>	<u>2,256.00</u>	<u>672.00</u>	<u>92,052.00</u>	<u>96,672.00</u>

Jefferson County Commission  
Insurance Expenditure History  
Commission Budget

Account	Description	Actual					FY2018			FY2019
		FY2013	FY2014	FY2015	FY2016	FY2017	Budget	YTD	Projected	Estimate
223.001	HRA	164,846	131,391	77,764	115,705	219,619	120,000	68,605	156,705	120,000
		-10.3%	-20.3%	-40.8%	48.8%	89.8%	-45.4%			0.0%
223.002	EAP	3,866	3,866	3,866	3,744	3,744	3,900	2,808	3,744	3,800
			0.0%	0.0%	-3.2%	0.0%	4.2%			-2.6%
226.000	Insurance & Bonds	248,607	242,942	288,004	301,756	308,189	315,899	314,543	314,543	321,100
		-3.0%	-2.3%	18.5%	4.8%	2.1%	2.5%		2.1%	1.6%
226.001	W/C	152,488	121,512	130,624	158,564	148,611	145,631	116,561	154,919	154,972
		-14.0%	-20.3%	7.5%	21.4%	-6.3%	-2.0%		4.2%	6.4%
	W/C Experience Rating				1.10	0.96	1.12			1.10
							16.7%			-1.8%
226.002	Unemployment	-	-	13,108	11,236	13,157	15,000	3,633	13,633	13,900
					-14.3%	17.1%	14.0%			-7.3%
239.000	Retiree Premiums	77,476	81,240	86,655	84,506	84,506	89,484	43,690	74,320	78,700
		-6.6%	4.9%	6.7%	-2.5%	0.0%	5.9%			-12.1%

STATE OF WEST VIRGINIA  
TWENTY-THIRD JUDICIAL CIRCUIT  
BERKELEY, JEFFERSON AND MORGAN COUNTIES  
JEFFERSON COUNTY COURTHOUSE  
110 NORTH GEORGE STREET, SECOND FLOOR  
CHARLES TOWN, WV 25414

BRIDGET M. COHEE, JUDGE

TELEPHONE (304) 596-2140

January 16, 2018

Josh Compton, President  
Jefferson County Commission  
PO Box 250  
Charles Town, Wv 25414

Received

JAN 19 2018

**RE: Jefferson Day Report Center**

Jefferson County Commission

Dear Mr. Compton:

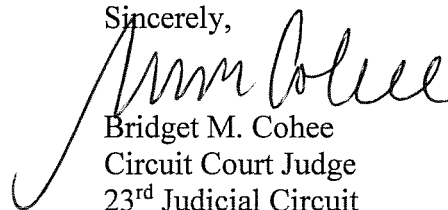
This letter is in support of the Jefferson Day Report Center (DRC) request for funding for additional case management. For the past year, I have had the benefit of meeting with the DRC leadership and treatment providers on a monthly basis to discuss services that support treatment for individuals whose criminal or abuse and neglect case involves mental health and substance use. The DRC has been very responsive and timely in implementing tools to address the issues of addiction and criminal activity that lead to many of our circuit court filings.

Continuous monitoring of alcohol is a service that is very much needed for cases that involve alcohol abuse in the home where the safety of children is at risk and where alcohol use has led to charges for DUI. The Director of the DRC was successful in obtaining funding for an alcohol monitoring system; however, it has been brought to my attention that the implementation and supervision of this system requires additional work for the case managers at the Day Report Center.

In addition to the alcohol monitoring system, the DRC has been called upon often to assess individuals at the Eastern Regional Jail to determine suitability for release on Vivitrol. Vivitrol is a monthly injection that treats opiate addiction by countering the effect of opiates helping users to prevent relapse to dependence so they can focus on treatment and counseling. Both of these services have added additional responsibilities to the staff at the Day Report Center, but are critical to the health and safety of families coping with substance use.

It is my hope that additional funding can be allocated to the Day Report Center, so they can continue to enhance, and expand the critical services they provide. Thank you for considering my letter of support.

Sincerely,



Bridget M. Cohee  
Circuit Court Judge  
23<sup>rd</sup> Judicial Circuit



January 19, 2018

Received

JAN 23 2018

**DO  
NOT  
PAY**

Jefferson County Commission  
PO Box 250  
124 E. Washington Street  
Charles Town, WV 25414

Jefferson County Commission

**Re: FY 2019 Annual Assessment – Region 9 Planning & Development Council**

In preparation for your annual budget, we are notifying local governments of the fiscal year 2019 assessment required by State Code §8-25-12 (attached) for the period of July 1, 2018 through June 30, 2019. The breakdown of your assessment is reflected below. Region 9 receives \$.25 per capita of the assessment with the remaining \$.12 per capita being directed toward the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Federal Transportation Program.

Your assessment below is based on 2010 U.S. Census Bureau population numbers.

THIS IS NOT A BILL. A separate invoice will be sent in July 2018.

Member	2010 Census Population	Region 9 Assessment Fee Per Capita	Region 9 Assessment
Jefferson County	53,498	\$0.25	\$13,374.50

Member	2010 Census Population	HEPMPO Assessment Fee Per Capita	HEPMPO Assessment
Jefferson County	53,498	\$0.12	\$6,419.76

**Total Assessment for FY 2019**

**\$19,794.26**

If you have any questions regarding the assessment, please feel free to contact me.

Sincerely,

William R. Clark  
Executive Director

January 19, 2018

Patsy Noland, Commissioner  
Jefferson County Commission  
PO Box 250  
124 E. Washington Street  
Charles Town, WV 25414

RE: FY 2019 Watershed/Air Quality Program

Dear Ms. Noland:

In preparation for your FY 2019 budget, the Jefferson County Commission's allocation for the Watershed and Air Quality Initiative is **\$8,482.50**. These funds are used to match a WVDEP grant that funds the Region 9 WIP Coordinator. The Region 9 WIP Coordinator works as liaison between local governments and WVDEP to ensure the region remains in compliance with water and air quality standards, which is vital not only for the health of citizens but also allows the region to remain economically competitive when vying for new industries wishing to locate in the area.

Enclosed is the budget allocation for FY2019. The total matching funds needed are \$25,000 to obtain an additional \$50,000 from WVDEP for the program.

If you have any questions, please feel free to contact me.

Sincerely,



William Clark  
Executive Director

**Watershed & Air Quality Program  
Allocation of Funds**

	2010 Est Population	% Based on Population
Jefferson County	53,498	33.93%
Berkeley County	104,169	66.07%
totals:	<u>157,667</u>	<u>100%</u>

**% of Population between Berkeley County  
& City of Martinsburg**

Berkeley County less City of Martinsburg	86,942	83.46%
City of Martinsburg	17,227	16.54%
totals:	<u>104,169</u>	<u>100%</u>

**% of Allocation within Berkeley County**

Berkeley County Council	27.49%
Berkeley County Development Authority	27.49%
City of Martinsburg	11.09%
totals:	<u>66.07%</u>

TOTAL PROGRAM COST \$ 25,000.00

**2019 Allocation of Funds**

Jefferson County Commission	\$ 8,482.50	33.93%
Berkeley County Council	\$ 6,872.50	27.49%
Berkeley County Development Authority	\$ 6,872.50	27.49%
City of Martinsburg	\$ 2,772.50	11.09%

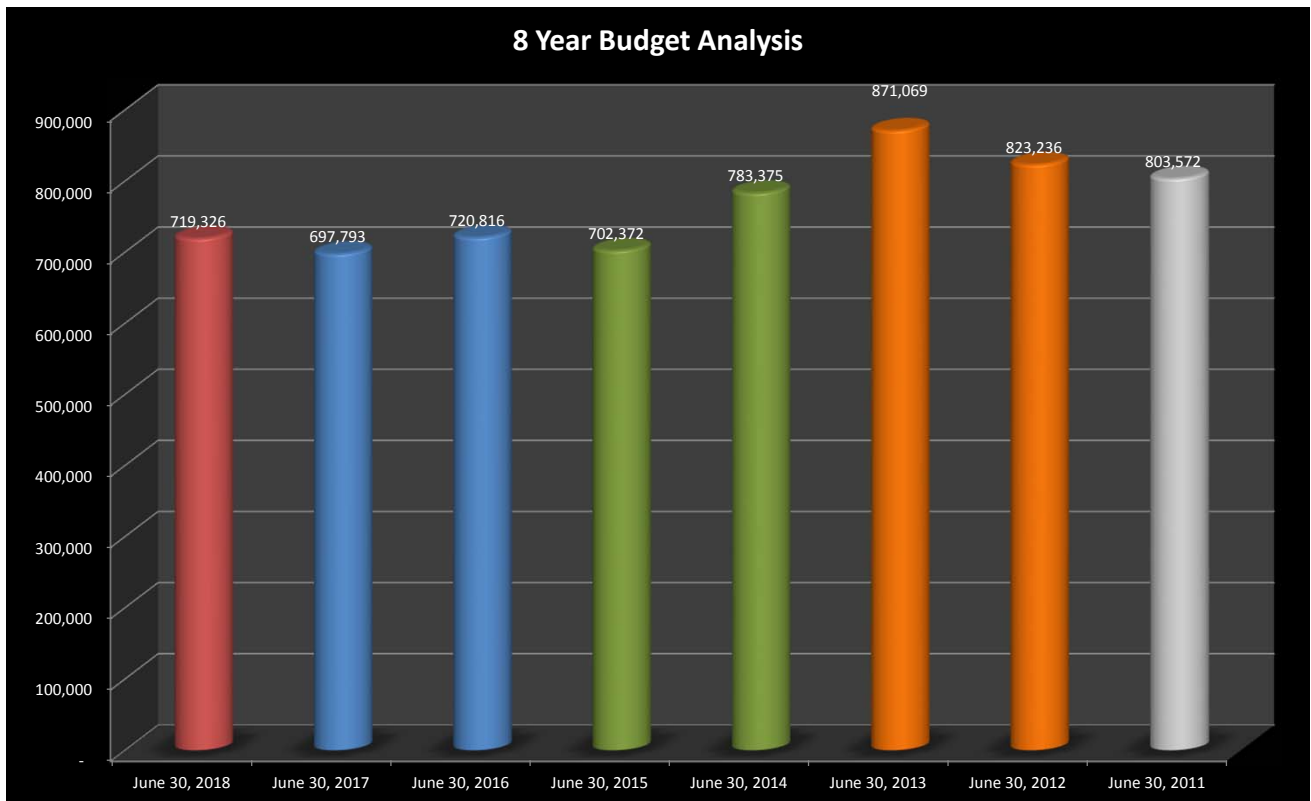
Totals \$ 25,000.00 100%

**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: County Clerk  
 Account Number: 402

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Personnel Services</b>							
101 Official Salary	\$ 58,766	\$ 62,093	\$ 26,270	42.31%	\$ 62,093		
103 Salary & Wages of Employees	\$ 407,323	\$ 423,156	\$ 168,149	39.74%	\$ 416,929		
104 FICA Tax - Social Security	\$ 28,147	\$ 30,402	\$ 11,647	38.31%	\$ 29,705		
104 Medicare	\$ 6,583	\$ 7,115	\$ 2,724	38.29%	\$ 6,952		
105 Group Insurance Expense	\$ 79,957	\$ 80,366	\$ 31,549	39.26%	\$ 75,735		
106 Retirement Expense	\$ 55,923	\$ 53,933	\$ 21,325	39.54%	\$ 47,907		
108 Overtime	\$ 2,178	\$ 5,000	\$ -	0.00%	\$ -		
<b>Total Personnel Services</b>	<b>\$ 638,877</b>	<b>\$ 662,065</b>	<b>\$ 261,664</b>	<b>39.52%</b>	<b>\$ 639,321</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contractual Services</b>							
212 Printing	\$ 395	\$ 500	\$ -	0.00%	\$ 500		
214 Travel	\$ 1,913	\$ 3,450	\$ -	0.00%	\$ 3,150		
216 M&R- Equipment	\$ 67	\$ 175	\$ -	0.00%	\$ 200		
218 Postage	\$ -	\$ -	\$ 112	-100.00%	\$ 120		
220 Advertising & Legal Publications	\$ 3,565	\$ 4,100	\$ 846	20.63%	\$ 4,100		
221 Training & Education	\$ 1,395	\$ 3,460	\$ 144	4.16%	\$ 3,290		
222 Dues & Subscription	\$ 1,064	\$ 904	\$ 542	59.96%	\$ 904		
223 Professional Services	\$ 252	\$ -	\$ -		\$ -		
230 Contracted Services	\$ 35,660	\$ 39,227	\$ 26,460	67.45%	\$ 34,300	\$ -	
<b>Total Contractual Services</b>	<b>\$ 44,311</b>	<b>\$ 51,816</b>	<b>\$ 28,104</b>	<b>54.24%</b>	<b>\$ 46,564</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Commodities</b>							
341 Departmental Supplies & Materials	\$ 14,605	\$ 4,445	\$ 3,601	81.01%	\$ 7,748		
342 Record books	\$ -	\$ 1,000	\$ -	0.00%	\$ 29,293		
<b>Total Commodities</b>	<b>\$ 14,605</b>	<b>\$ 5,445</b>	<b>\$ 3,601</b>	<b>66.13%</b>	<b>\$ 37,041</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 697,793</b>	<b>\$ 719,326</b>	<b>\$ 293,369</b>	<b>40.78%</b>	<b>\$ 722,926</b>	<b>\$ -</b>	<b>\$ -</b>



101 Elected Officials Salary

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 58,766	\$ 26,270	\$ 62,093

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Per attached wage sheet	62,093				Do not change this line, make any adjustments below it
<b>Total</b>	<b>62,093</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Object Code</b>	<b>62,093</b>				

103 Salary/Wages

FY17 Actual      FY18 YTD as of 11/30/2017      FY18 Budget  
 \$ 407,323    \$ 168,149    \$ 423,156

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Per attached wage sheet		416,929			Do not change this line, make any adjustments below it
Total	-	416,929	-	-	

Total  
 Total Object Code

-  
 416,929

104 FICA

	FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$	28,147	\$ 11,647	\$ 30,402

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
FICA Elected	3,850				Do not change this line
FICA Regular Salaries	25,855				Do not change this line
FICA Overtime	-				Do not change this line
					Do not change this line
Total	29,705	-	-	-	
Total Object Code	29,705				

104 Medicare

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 6,583	\$ 2,724	\$ 7,115

Description	FY19	FY19	FY19	FY19	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Medicare Elected	901				Do not change this line
Medicare Regular Salaries	6,051				Do not change this line
Medicare Overtime	-				Do not change this line
					Do not change this line
Total	6,952	-	-	-	
Total Object Code	6,952				

105 Health Insurance

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	79,957	\$ 31,549	\$ 80,366

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Life		1,677			Do not change this line
Dental		2,538			Do not change this line
Vision		756			Do not change this line
Medical		70,764			Do not change this line
Total	-	75,735	-	-	

Total Object Code               75,735

106 Retirement

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	55,923	\$ 21,325	\$ 53,933

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Retirement Elected	6,210				Do not change this line
Retirement Regular Salaries	41,697				Do not change this line
Retirement Overtime	-				Do not change this line
Total	47,907	-	-	-	
Total Object Code	47,907				

108 Overtime

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 2,178	\$ -	\$ 5,000

Description	FY19	FY19	FY19	FY19	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	

Total	-	-	-	-	
Total Object Code	-				

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 395	\$ -	\$ 500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Folders for vital records			500		For birth certificates and marriage license
Total	-	-	500	-	
Total Object Code	500				

214 Travel

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 1,913	\$ -	\$ 3,450

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
\$100. per diem & \$150.00/night pp		500			WVACO-Charleston, 1 person for 3 days (2 nights)
\$300. per diem \$ \$150.00/night pp		1,650			State Auditor Annual training, 3 people for 4 days (3 nights)
Misc.		1,000			Additional training, if offered
Total	-	3,150	-	-	
Total Object Code	3,150				

216 Maintenance/Repair of Equipment

FY17     FY18 YTD as of     FY18  
 Actual     11/30/2017     Budget  
 \$     67     \$     -     \$     175

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Typewriter repair/maintenance		200			Upkeep of typewriters
Total	-	200	-	-	
Total Object Code	200				

218 Postage

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ -	\$ 112	\$ -

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
Post Office box rental	120				County Clerk PO Box
Total	120	-	-	-	
Total Object Code	120				

220 Ads/Legal Publications

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	3,565	\$ 846	\$ 4,100

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Probate ads	4,000				Estate notices of administration
Employment ads	100				Advertise job openings, if needed
Total	4,100	-	-	-	
Total Object Code	4,100				

221 Training/Education

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 1,395	\$ 144	\$ 3,460

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
Conference fees		225			WVACO annual meeting
Conference fees \$275.00 x 3		825			State Auditor training
Webinar W2's and 1099's		400			Finance
Webinar affordable care		200			Finance
Local Chapter APA		140			Payroll
American Payroll Association		500			Update and new books for payroll
Misc		1,000			Additional training, if available
Total	-	3,290	-	-	
Total Object Code	3,290				

222 Dues/Subscriptions

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 1,064	\$ 542	\$ 904

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
WVACO	650				Dues
Spirit of Jefferson		35			Yearly subscription for Probate
American Payroll Association		219			Sally's dues
Total	650	254	-	-	
Total Object Code	904				

223 Professional Services

FY17 Actual \$ 252      FY18 YTD as of 11/30/2017 \$ -      FY18 Budget \$ -

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose

Total - - - -  
Total Object Code -

230 Contracted Services

FY17      FY18 YTD as of      FY18  
 Actual      11/30/2017      Budget  
 \$ 35,660      \$ 26,460      \$ 39,227

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Record management shred		700			2 shred boxes & add'l trips, as needed
SSI		800			Payroll/Finance
Xerox		15,000			3 machines
Compiled Technologies		16,800			Annual contract (includes 6 trips per year)
Misc		1,000			
<b>Total</b>	-	34,300	-	-	
Total Object Code	34,300				

341 Materials and Supplies

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
	\$ 14,605	\$ 3,601	\$ 4,445

Description	FY19	FY19	FY19	FY19	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Signature pads (2 @440)		880			needed for issuing marriage licenses
Expanding file pockets		136			Payroll-employee folders
Notary seals 2 @ 36		72			Purchase notary seals
Ribbons	300				Receipt printers
Gold seals	300				Certify vital records
Self Inkers	25				Darken embossed seals
Disbursement folders		250			Finance
Deposit and check orders	300				County Clerk Account
Envelopes		2,000			Printed regular and window envelopes & payroll window envelopes
Security paper	750				Paper for vital records
Business card stock		35			Business cards
Batteries		50			
Canned air		20			
Storage boxes		250			
Receipt tapes	150				receipts
Typewriter ribbons/tapes		25			
Binders		50			Binders for vital records
2 office chairs @175		350			replace chairs as needed
Signature stamps		60			Stamps for new County Commission President and Vice President
BCT		50			Safe deposit box
Locker Room		200			T-shirts for election night
Calculaters		250			
Acco data binders		145			Payroll
Pens/tacky finger/ highlighters		100			misc office supplies
Misc		1,000			
Total	1,825	5,923	-	-	
Total Object Code	7,748				

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ -	\$ -	\$ 1,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Reformatting and conservation		29,293			Reformatting-\$17,167.90
					Conservation-\$12,125.00
					Total \$29,292.90
					Grant is for \$15,000.00
Total	-	29,293	-	-	
Total Object Code	29,293				

Payroll Dept: FY 2019

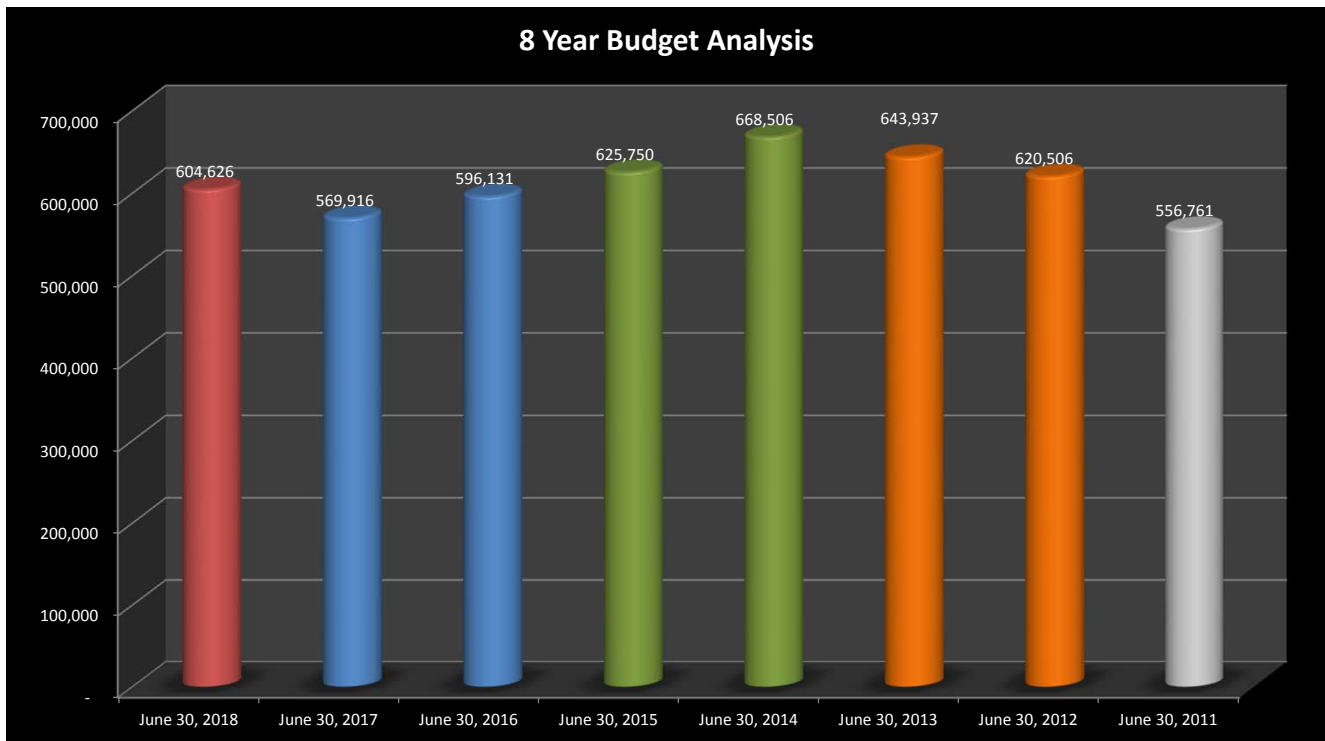
	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's Sheriff Dep	10.0% 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	
Shadle, J	402	2,388.19	62,092.94	3,850	901	6,210		12.70	23.46	6.94	-	43.10	
Clark, Katrina	402	1,624.85	42,246.10	2,620	613	4,225		12.70	23.46	6.94	1,554.01	1,597.11	
Dardis, Kelly	402	1,155.65	30,046.90	1,863	436	3,005		12.70			-	12.70	
Fields, Shakira	402	1,504.57	39,118.82	2,426	568	3,912		12.70	23.46	6.94	760.40	803.50	
Fields, Vivian	402	1,827.88	47,524.88	2,947	690	4,753		12.70	23.46	6.94	-	43.10	
Gran, Sally	402	2,181.79	56,726.54	3,518	823	5,673		12.70			-	12.70	
Hudson, Renee	402	1,565.52	40,703.52	2,524	591	4,071		12.70	23.46	6.94	760.40	803.50	
Magaha, Gail	402	2,238.32	58,196.32	3,609	844	5,820		12.70	23.46	6.94	760.40	803.50	
Maze, Elaina	402	1,234.94	32,108.44	1,991	466	3,211		12.70	23.46	6.94	-	43.10	
Olden, Karen	402	1,560.25	40,566.50	2,516	589	4,057		12.70	23.46	6.94	760.40	803.50	
Weiss, Connie	402	1,141.94	29,690.44	1,841	431	2,970		12.70	23.46	6.94	1,300.79	1,343.89	
		<u>16,036.00</u>	<u>416,929.00</u>	<u>25,855</u>	<u>6,051</u>	<u>41,697</u>	<u>-</u>	<u>127.00</u>	<u>188.00</u>	<u>56.00</u>	<u>5,897.00</u>	<u>6,267.00</u>	
Elected Official Count	1							Elected Insurance	153.00	282.00	84.00	-	519.00
Employee Count	10							Employee Insurance	1,524.00	2,256.00	672.00	70,764.00	75,216.00
Department Count	<u>11</u>							<u>Department Total</u>	<u>1,677.00</u>	<u>2,538.00</u>	<u>756.00</u>	<u>70,764.00</u>	<u>75,735.00</u>

**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Circuit Clerk  
 Account Number: 403

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Personnel Services</b>							
101 Official Salary	\$ 62,093	\$ 62,093	\$ 26,270	42.31%	\$ 62,093		
103 Salary & Wages of Employees	\$ 313,375	\$ 333,445	\$ 132,711	39.80%	\$ 337,614		
104 FICA Tax - Social Security	\$ 21,955	\$ 24,529	\$ 9,179	37.42%	\$ 24,787		
104 Medicare	\$ 5,134	\$ 5,739	\$ 2,147	37.41%	\$ 5,801		
105 Group Insurance Expense	\$ 105,259	\$ 111,755	\$ 51,072	45.70%	\$ 128,864		
106 Retirement Expense	\$ 44,885	\$ 43,515	\$ 17,365	39.91%	\$ 39,976		
<b>Total Personnel Services</b>	<b>\$ 552,701</b>	<b>\$ 581,076</b>	<b>\$ 238,744</b>	<b>41.09%</b>	<b>599,135</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contractual Services</b>							
211 Telephone	\$ 461	\$ -	\$ -		\$ -		
212 Printing	\$ -	\$ 2,200	\$ -	0.00%	\$ 2,000		
214 Travel	\$ 3,746	\$ 3,500	\$ -	0.00%	\$ 3,500		
221 Training & Education	\$ 1,145	\$ 1,400	\$ -	0.00%	\$ 1,400		
222 Dues & Subscription	\$ 140	\$ 300	\$ 179	59.67%	\$ 300		
230 Contracted Services	\$ 5,891	\$ 6,750	\$ 2,255	33.41%	\$ 5,490		
<b>Total Contractual Services</b>	<b>\$ 11,383</b>	<b>\$ 14,150</b>	<b>\$ 2,434</b>	<b>17.20%</b>	<b>12,690</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Commodities</b>							
341 Departmental Supplies & Materials	\$ 4,163	\$ 6,400	\$ 1,881	29.39%	\$ 5,500		
342 Record books	\$ 1,669	\$ 2,500	\$ 431	17.24%	\$ 2,500		
355 IT Support	\$ -	\$ 500	\$ -	0.00%	\$ 500		
<b>Total Commodities</b>	<b>\$ 5,832</b>	<b>\$ 9,400</b>	<b>\$ 2,312</b>	<b>24.60%</b>	<b>8,500</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 569,916</b>	<b>\$ 604,626</b>	<b>\$ 243,490</b>	<b>40.27%</b>	<b>\$ 620,325</b>	<b>\$ -</b>	<b>\$ -</b>



101 Elected Officials Salary

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	62,093	\$ 26,270	\$ 62,093

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Per attached wage schedule	62,093				Do not change this line, make any adjustments below it
<b>Total</b>	62,093	-	-	-	
<b>Total Object Code</b>	62,093				

103 Salary/Wages

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 313,375	\$ 132,711	\$ 333,445

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Per attached wage schedule		337,614			Do not change this line, make any adjustments below it
Total	-	337,614	-	-	
Total Object Code	337,614				

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	21,955	\$ 9,179	\$ 24,529

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
FICA Elected	3,850				Do not change this line
FICA Regular Salaries	20,937				Do not change this line
Total	24,787	-	-	-	
Total Object Code	24,787				

104 Medicare

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	5,134	\$ 2,147	\$ 5,739

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Medicare Elected	901				Do not change this line
Medicare Regular Salaries	4,900				Do not change this line
Total	5,801	-	-	-	
Total Object Code	5,801				

105 Health Insurance

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	105,259	\$ 51,072	\$ 111,755

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Life		1,533			Do not change this line
Dental		2,826			Do not change this line
Vision		840			Do not change this line
Medical		123,665			Do not change this line
Total	-	128,864	-	-	
Total Object Code	128,864				

106 Retirement

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 44,885	\$ 17,365	\$ 43,515

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
Retirement Elected	6,210				
Retirement Regular Salaries	33,766				
Total	39,976	-	-	-	
Total Object Code	39,976				

211 Telephone

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 461	\$ -	\$ -

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Total	-	-	-	-	
Total Object Code	-				

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ -	\$ -	\$ 2,200

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
Vital Signs		750			Envelopes
Envelope Superstore		1,250			Special sized envelopes for jury
Total	-	2,000	-	-	
Total Object Code	2,000				

214 Travel

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 3,746	\$ -	\$ 3,500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Mileage Reimbursement		750			Related to work
Hotel		2,750			Related to work/Continuing education for myself and staff
Total	-	3,500	-	-	
Total Object Code	3,500				

221 Training/Education

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	1,145	\$ -	\$ 1,400

Description	FY19	FY19	FY19	FY19	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
WV Assoc. Circuit Clerks		800			Clerks Conference
WVACo		300			related to work and legislation
MAACM		300			Continuing Education
Total	-	1,400	-	-	
Total Object Code	1,400				

222 Dues/Subscriptions

FY17 Actual \$ 140    FY18 YTD as of 11/30/2017 \$ 179    FY18 Budget \$ 300

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
WV Circuit Clerks Association		200			Annual Dues
MAACM		100			Annual Dues
Total	-	300	-	-	
Total Object Code	300				

230 Contracted Services

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 5,891	\$ 2,255	\$ 6,750

Description	FY19	FY19	FY19	FY19	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
USPS		120			Post Office Box
RMS Shredding		400			Shredding of confidential/allowed court documents
GoDaddy.com		50			Circuit Clerks website
Ricoh copy machines	3,000				Necessary for office function
JCCOA		1,200			Sorting and stuffing jury envelopes
Software Computer Group		720			Juror calling/email/texting subscription fee
<b>Total</b>	<b>3,000</b>	<b>2,490</b>	<b>-</b>	<b>-</b>	
<b>Total Object Code</b>	<b>5,490</b>				

341 Materials and Supplies

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	4,163	\$ 1,881	\$ 6,400

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Bank of Charles Town		100			Deposit slips
Shoplet.com		3,000			Office supplies
Casto & Harris		1,500			File folders
Pifer Office Supply		300			Office supplies
Walz		600			Certified Mail cards for service
Total	-	5,500	-	-	
Total Object Code	5,500				

342 Record Books

FY17 Actual \$ 1,669  
 FY18 YTD as of 11/30/2017 \$ 431  
 FY18 Budget \$ 2,500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
Matthew Bender		2,500			Updated WV Code books with new legislation
Total	-	2,500	-	-	
Total Object Code	2,500				

355 IT Support

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	-	\$ -	\$ 500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
Software Systems Inc.			500		Support for Circuit Clerks Website
Total	-	-	500	-	
Total Object Code	500				

Payroll Dept: FY 2018

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's Sheriff Dep	10.0% 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	
Storm, L	403	2,388.19	62,092.94	3,850	901	6,210		12.70	23.46	6.94	760.40	804.00	
Chalk, R.	403	1,348.69	35,065.94	2,175	509	3,507		12.70	23.46	6.94	760.40	804.00	
Combs, S	403	1,127.40	29,312.40	1,818	426	2,932		12.70	23.46	6.94	1,554.01	1,598.00	
Cooper, Edith	403	1,214.04	31,565.04	1,958	458	3,157		12.70	23.46	6.94	760.40	804.00	
Mason, Shayna	403	1,715.55	44,604.30	2,766	647	4,461		12.70	23.46	6.94	1,554.01	1,598.00	
Nobrega, Nicole	403	1,242.14	32,295.64	2,003	469	3,230		12.70	23.46	6.94	760.40	804.00	
Reynolds, A	403	1,361.54	35,400.04	2,195	514	3,541		12.70	23.46	6.94	-	44.00	
Walters, Lisa	403	1,475.20	38,355.20	2,379	557	3,836		12.70	23.46	6.94	1,300.79	1,344.00	
Wolfe, Jamie	403	1,461.54	38,000.00	2,356	551	3,800		12.70	23.46	6.94	1,554.01	1,598.00	
Yokley, Tammy	403	2,039.04	53,015.04	3,287	769	5,302		12.70	23.46	6.94	1,300.79	1,344.00	
		<u>12,986.00</u>	<u>337,614.00</u>	<u>20,937</u>	<u>4,900</u>	<u>33,766</u>	<u>-</u>	<u>115.00</u>	<u>212.00</u>	<u>63.00</u>	<u>9,545.00</u>	<u>9,938.00</u>	
Elected Official Count	1							Elected Insurance	153	282	84	9,125	9,644
Employee Count	9							Employee Insurance	1,380	2,544	756	114,540	119,220
Department Count	<u>10</u>							Department Total	<u>1,533</u>	<u>2,826</u>	<u>840</u>	<u>123,665</u>	<u>128,864</u>

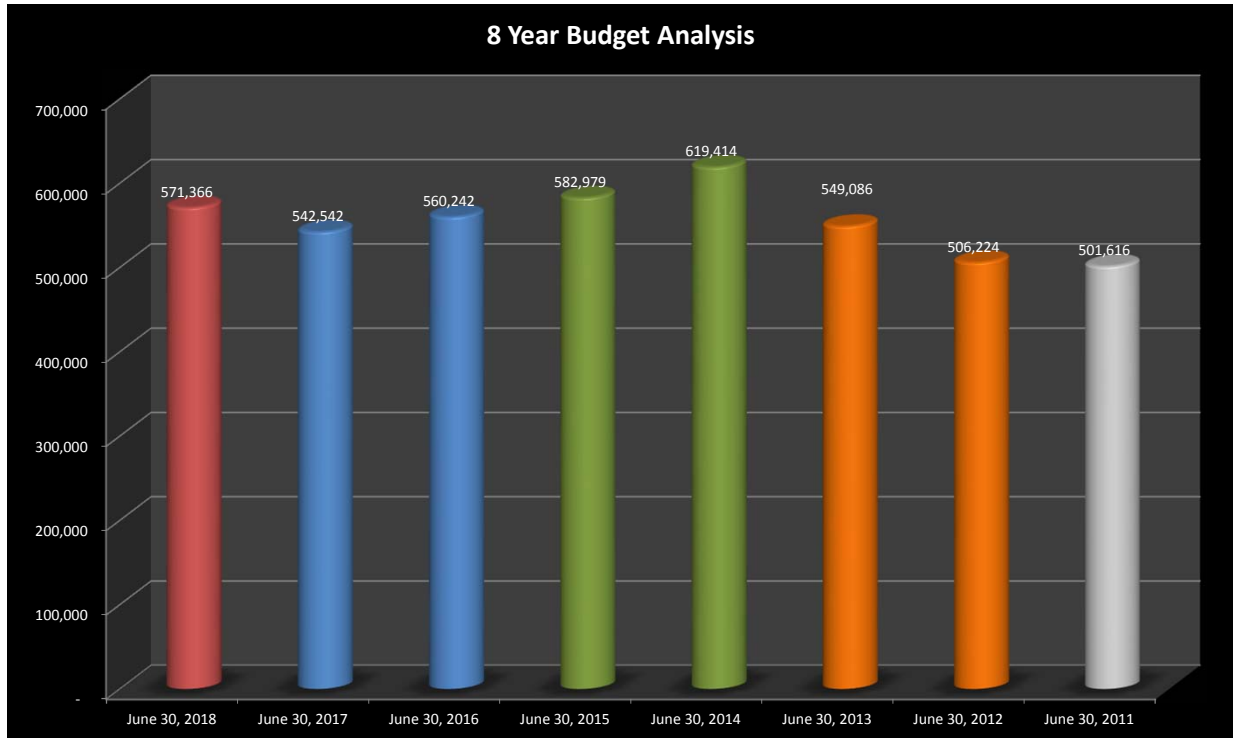


**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Sheriff's Tax Office  
 Account Number: 404

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Personnel Services</b>							
101 Official Salary	\$ 50,266	\$ 50,267	\$ 21,266	42.31%	\$ 50,266		
102 Official's Salary Supplement	\$ 15,000	\$ 15,000	\$ 15,000	100.00%	\$ 15,000		
103 Salary & Wages of Employees	\$ 317,729	\$ 322,020	\$ 130,046	40.38%	\$ 280,175		
104 FICA Tax - Social Security	\$ 23,409	\$ 24,079	\$ 10,102	41.95%	\$ 22,073		
104 Medicare	\$ 5,475	\$ 5,635	\$ 2,362	41.92%	\$ 5,166		
105 Group Insurance Expense	\$ 47,417	\$ 47,148	\$ 25,986	55.12%	\$ 46,263		
106 Retirement Expense	\$ 45,330	\$ 42,717	\$ 18,365	42.99%	\$ 35,113		
108-001 Overtime	\$ 637	\$ 1,000	\$ 646	64.60%	\$ 1,500		
108-002 Part Time / Extra Help	\$ -	\$ -	\$ -	0.00%	\$ 9,000		
<b>Total Personnel Services</b>	<b>\$ 505,263</b>	<b>\$ 507,866</b>	<b>\$ 223,773</b>	<b>44.06%</b>	<b>\$ 464,556</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contractual Services</b>							
212 Printing	\$ 4,318	\$ 10,000	\$ 3,048	30.48%	\$ 10,000		
214 Travel	\$ 13	\$ 500	\$ 34	6.80%	\$ 1,000		
220 Advertising & Legal Publications	\$ 11,631	\$ 12,500	\$ 650	5.20%	\$ 12,500		
221 Training & Education	\$ -	\$ 750	\$ -	0.00%	\$ 1,000		
222 Dues & Subscription	\$ 35	\$ 50	\$ 23	46.00%	\$ 100		
223 Professional Services	\$ 4,200	\$ 4,200	\$ 4,200	100.00%	\$ 5,000		
229 Court Costs & Damages	\$ -	\$ 1,000	\$ -	0.00%	\$ 1,000		
230 Contracted Services	\$ 14,233	\$ 31,500	\$ 3,192	10.13%	\$ 31,500		
232 Bank Charges	\$ 415	\$ 500	\$ 23	4.60%	\$ 750		
<b>Total Contractual Services</b>	<b>\$ 34,845</b>	<b>\$ 61,000</b>	<b>\$ 11,170</b>	<b>18.31%</b>	<b>\$ 62,850</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Commodities</b>							
341 Departmental Supplies & Materials	\$ 2,434	\$ 2,500	\$ 890	35.60%	\$ 2,500		
<b>Total Commodities</b>	<b>\$ 2,434</b>	<b>\$ 2,500</b>	<b>\$ 890</b>	<b>35.60%</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 542,542</b>	<b>\$ 571,366</b>	<b>\$ 235,833</b>	<b>41.28%</b>	<b>\$ 529,906</b>	<b>\$ -</b>	<b>\$ -</b>



101 Elected Officials Salary

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	50,266	\$ 21,266	\$ 50,267

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Per attached wage sheet	50,266				Do not change this line, make any adjustments below it
Total	50,266	-	-	-	
Total Object Code	50,266				

102 Official's Salary Supplement

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 15,000	\$ 15,000	\$ 15,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Supplemental Salary	15,000				
Total	15,000	-	-	-	
Total Object Code	15,000				

103 Salary/Wages

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 317,729	\$ 130,046	\$ 322,020

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Per attached wage sheet		280,175			Do not change this line, make adjustments below it
Total	-	280,175	-	-	
Total Object Code	280,175				

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 23,409	\$ 10,102	\$ 24,079

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
FICA Elected	3,117				Do not change this line
FICA Regular Salaries	17,375				Do not change this line
FICA Supplemental	930				Do not change this line
FICA Overtime	93				Do not change this line
FICA Part time / Extra Help	558				
Total	22,073	-	-	-	
Total Object Code	22,073				

104 Medicare

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	5,475	\$ 2,362	\$ 5,635

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Medicare Elected	729				Do not change this line
Medicare Regular Salaries	4,066				Do not change this line
Medicare Supplemental	218				Do not change this line
Medicare Overtime	22				Do not change this line
Medicare Part time / Extra Help	131				Do not change this line
Total	5,166	-	-	-	
Total Object Code	5,166				

105 Health Insurance

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 47,417	\$ 25,986	\$ 47,148

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Life		1,077			
Dental		1,698			
Vision		504			
Medical		42,984			
Total	-	46,263	-	-	
Total Object Code	46,263				

106 Retirement

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 45,330	\$ 18,365	\$ 42,717

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Retirement elected	5,027				Do not change this line
Retirement supplement	1,875				Do not change this line
Retirement regular salaries	28,023				Do not change this line
Retirement overtime	188				Do not change this line
Total	35,113	-	-	-	
Total Object Code	35,113				

108 Overtime

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 637	\$ 646	\$ 1,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
			1,500		
Total	-	-	1,500	-	
Total Object Code	1,500				

FY17 Actual \$ -	FY18 YTD as of 11/30/2017 \$ -	FY18 Budget \$ -
------------------------	--------------------------------------	------------------------

Description	FY19	FY19	FY19	FY19	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Part - time / Extra Help		9,000			
Total	-	9,000	-	-	
Total Object Code	9,000				

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 4,318	\$ 3,048	\$ 10,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
		10,000			
Total	-	10,000	-	-	
Total Object Code	10,000				

214 Travel

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 13	\$ 34	\$ 500

Description	FY19	FY19	FY19	FY19	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			1,000		
Total	-	-	1,000	-	
Total Object Code	1,000				

220 Ads/Legal Publications

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 11,631	\$ 650	\$ 12,500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
		12,500			
Total	-	12,500	-	-	
Total Object Code	12,500				

221 Training/Education

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ -	\$ -	\$ 750

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
			1,000		
Total	-	-	1,000	-	
Total Object Code	1,000				

222 Dues/Subscriptions

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 35	\$ 23	\$ 50

Description	FY19	FY19	FY19	FY19	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			100		
Total	-	-	100	-	
Total Object Code	100				

223 Professional Services

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 4,200	\$ 4,200	\$ 4,200

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
		5,000			
Total	-	5,000	-	-	
Total Object Code	5,000				

229 Court Costs and Damages

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ -	\$ -	\$ 1,000

Description	FY19	FY19	FY19	FY19	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		1,000			
Total	-	1,000	-	-	
Total Object Code	1,000				

230 Contracted Services

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 14,233	\$ 3,192	\$ 31,500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
			31,500		
Total	-	-	31,500	-	
Total Object Code	31,500				

232 Bank Charges

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 415	\$ 23	\$ 500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
		750			
Total	-	750	-	-	
Total Object Code	750				

341 Materials and Supplies

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 2,434	\$ 890	\$ 2,500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
			2,500		
Total	-	-	2,500	-	
Total Object Code	2,500				

Payroll Dept: FY 2018

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's Sheriff Dep	10.0% 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	
Dougherty, Peter	404	1,933.31	50,266.06	3,117	729	5,027		12.70	23.46	6.94	-	43.10	
Brown, D	404	1,625.04	42,251.04	2,620	613	4,226		12.70	23.46	6.94	1,300.79	1,343.89	
Hendricks, Teresa	404	2,923.08	76,000.08	4,713	1,103	7,601		12.70	23.46	6.94	760.40	803.50	
Nick, Karen	404	1,596.26	41,502.76	2,574	602	4,151		12.70	-	-	-	12.70	
Puttock, Christy	404	1,320.77	34,340.02	2,130	498	3,435		12.70	23.46	6.94	-	43.10	
Stephenson, E	404	1,655.39	43,040.14	2,669	625	4,305		12.70	23.46	6.94	760.40	803.50	
Thompson, MK	404	1,655.39	43,040.14	2,669	625	4,305		12.70	23.46	6.94	760.40	803.50	
Part-time Seasonal			9,000.00	558	131								
		<u>10,776.00</u>	<u>289,175.00</u>	<u>17,933</u>	<u>4,197</u>	<u>28,023</u>	<u>-</u>	<u>77.00</u>	<u>118.00</u>	<u>35.00</u>	<u>3,582.00</u>	<u>3,811.00</u>	
Elected Official Count	1							Elected Insurance	153	282	84	-	519
FT Employee Count	6							Employee Insurance	924	1,416	420	42,984	45,744
Department Count	<u>7</u>							Department Total	<u>1,077</u>	<u>1,698</u>	<u>504</u>	<u>42,984</u>	<u>46,263</u>



# Tax Office

FY19 Budget Presentation

## Savings

- Not filling current vacancy; promoting current employee to vacant Assistant Chief Tax Deputy position

## Increases

- Add Part-time seasonal position - \$9,000
- Modest changes to Overtime; Travel; Training; Dues; Professional Services; Bank Charges - \$1,850

## Net Effect

- FY18 Total Budget - \$571,366
- FY19 Total Request - \$529,906
- 41,460 Savings

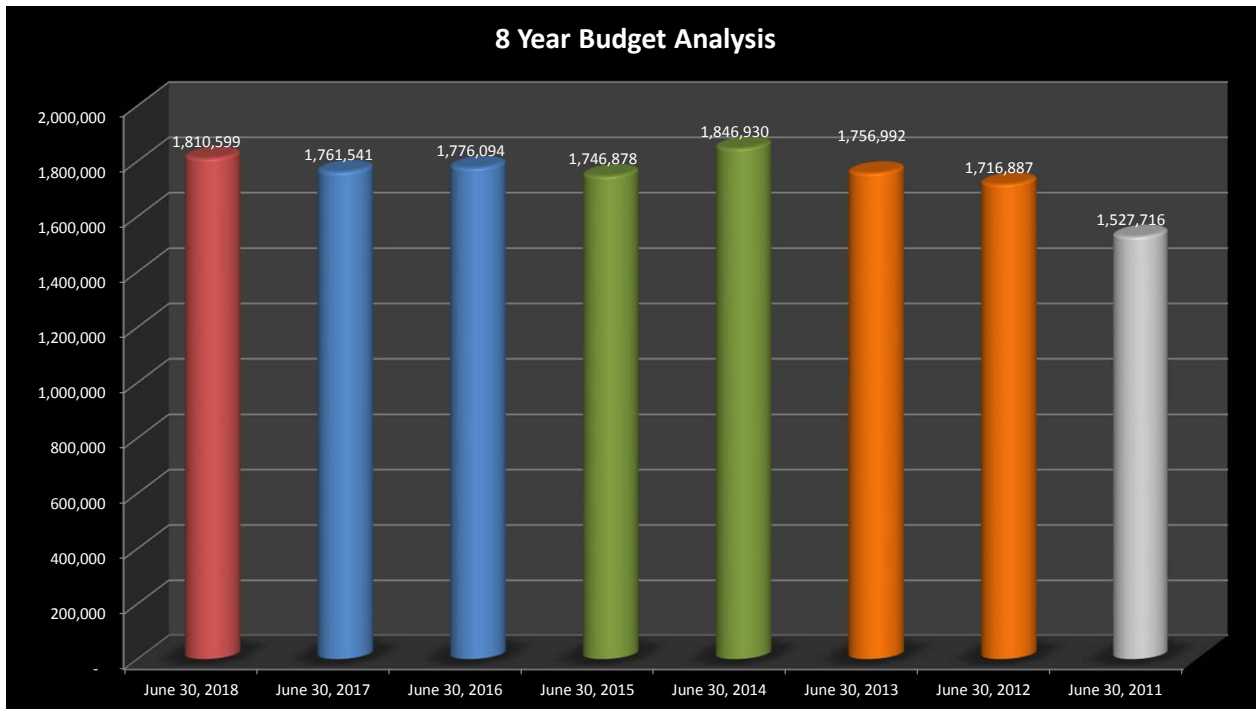


**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Prosecuting Attorney  
 Account Number: 405

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Personnel Services</b>							
101 Official Salary	\$ 108,192	\$ 108,192	\$ 45,774	42.31%	\$ 108,192		
103 Salary & Wages of Employees	\$ 1,118,383	\$ 1,174,118	\$ 466,853	39.76%	\$ 1,161,340		
104 FICA Tax - Social Security	\$ 74,343	\$ 79,515	\$ 30,710	38.62%	\$ 78,843		
104 Medicare	\$ 17,387	\$ 18,602	\$ 7,182	38.61%	\$ 18,447		
105 Group Insurance Expense	\$ 206,203	\$ 222,258	\$ 94,672	42.60%	\$ 221,568		
106 Retirement Expense	\$ 145,014	\$ 141,064	\$ 55,987	39.69%	\$ 126,963		
108 Extra Help	\$ 3,879	\$ -	\$ -		\$ 2,000		
<b>Total Personnel Services</b>	<b>\$ 1,673,401</b>	<b>\$ 1,743,749</b>	<b>\$ 701,178</b>	<b>40.21%</b>	<b>\$ 1,717,353</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contractual Services</b>							
211 Telephone	\$ 652	\$ -	\$ 204	-100.00%	\$ 1,200		
214 Travel	\$ 9,553	\$ 12,000	\$ 1,132	9.43%	\$ 12,000		
218 Postage	\$ 467	\$ 550	\$ 33	6.00%	\$ 550		
220 Advertising & Legal Publications	\$ 290	\$ 1,000	\$ -	0.00%	\$ 1,000		
221 Training & Education	\$ 3,725	\$ 3,800	\$ 309	8.13%	\$ -		
222 Dues & Subscription	\$ 44,110	\$ 25,500	\$ 9,946	39.00%	\$ 25,145		
223 Professional Services	\$ 10,167	\$ 12,000	\$ 12,016	100.13%	\$ 12,000		
229 Court Costs & Damages	\$ 5,585	\$ -	\$ -		\$ -		
230 Contracted Services	\$ 5,970	\$ 6,000	\$ 2,087	34.78%	\$ 6,000		
<b>Total Contractual Services</b>	<b>\$ 80,519</b>	<b>\$ 60,850</b>	<b>\$ 25,727</b>	<b>42.28%</b>	<b>\$ 57,895</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Commodities</b>							
341 Departmental Supplies & Materials	\$ 7,501	\$ 6,000	\$ 1,176	19.60%	\$ 4,000		
353 Computer Software	\$ 120	\$ -	\$ 2,767	-100.00%	\$ 35,000		
<b>Total Commodities</b>	<b>\$ 7,621</b>	<b>\$ 6,000</b>	<b>\$ 3,943</b>	<b>65.72%</b>	<b>\$ 39,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 1,761,541</b>	<b>\$ 1,810,599</b>	<b>\$ 730,848</b>	<b>40.36%</b>	<b>\$ 1,814,248</b>	<b>\$ -</b>	<b>\$ -</b>





103 Salary/Wages

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 1,118,383	\$ 466,853	\$ 1,174,118

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Per attached wage sheet		1,161,340			Do not change this line, make any adjustments below it
Total	-	1,161,340	-	-	
Total Object Code	1,161,340				

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 74,343	\$ 30,710	\$ 79,515

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
FICA Elected	6,708				Do not change this line
FICA Regular salaries	72,011				Do not change this line
FICA Extra Help	124				Do not change this line
Total	78,843	-	-	-	
Total Object Code	78,843				

104 Medicare

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	17,387	\$ 7,182	\$ 18,602

Description	FY19	FY19	FY19	FY19	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Medicare Elected	1,569				Do not change this line
Medicare Regular salaries	16,849				Do not change this line
Medicare Extra Help	29				Do not change this line
<b>Total</b>	<b>18,447</b>	-	-	-	
<b>Total Object Code</b>	<b>18,447</b>				

105 Health Insurance

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 206,203	\$ 94,672	\$ 222,258

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Life		3,060			Do not change this line
Dental		4,800			Do not change this line
Vision		1,428			Do not change this line
Medical		212,280			Do not change this line
Total	-	221,568	-	-	
Total Object Code	221,568				

106 Retirement

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 145,014	\$ 55,987	\$ 141,064

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Retirement elected	10,820				Do not change this line
Retirement regular salaries	116,143				Do not change this line
Total	126,963	-	-	-	
Total Object Code	126,963				

108-002 Extra Help

FY17 Actual \$ 3,879  
FY18 YTD as of 11/30/2017 \$ -  
FY18 Budget \$ -

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Extra Help			2,000		To allow for a Lawyer Internship program
Total	-	-	2,000	-	
Total Object Code	2,000				

211 Telephone

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 652	\$ 204	\$ -

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Duty phone	1,200				Add two duty cell phones
Total	1,200	-	-	-	
Total Object Code	1,200				

214 Travel

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 9,553	\$ 1,132	\$ 12,000

Description	FY19	FY19	FY19	FY19	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Summer Prosecutor Conference		5,000			Mandatory continuing legal education for lawyers
Winter Prosecutor Conference		3,500			Mandatory continuing legal education for lawyers
Witness Travel/Misc		3,500			Out of venue hearings, travel to Crime Lab, Charleston, etc.
Total	-	12,000	-	-	
Total Object Code	12,000				

218 Postage

FY17 Actual \$ 467  
 FY18 YTD as of 11/30/2017 \$ 33  
 FY18 Budget \$ 550

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Federal Express		350			WV Supreme Court cost to mail filings
Filing Fees		200			for WV Supreme Court
Total	-	550	-	-	
Total Object Code	550				

220 Ads/Legal Publications

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 290	\$ -	\$ 1,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Legal Publications		1,000			Legal notices required to post for various office and legal functions
Total	-	1,000	-	-	
Total Object Code	1,000				

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 3,725	\$ 309	\$ 3,800

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Summer Prosecutor Conference	1,800				Mandatory CLE for attorneys
Witner Prosecutor Conference	1,000				Mandatory CLE for attorneys
State Bar Meeting Eastern Panhandle	500				Mandatory CLE for attorneys
CLE miscellaneous	500				Mandatory CLE for attorneys or key staff
Total					
Total Object Code	-	-	-	-	

222 Dues/Subscriptions

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 44,110	\$ 9,946	\$ 25,500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
WV State bar dues	2,250				Annual license dues
NDAAs		395			National District Attorney Dues
Lexis-Nexis/Matthew Bender		5,500			Research Books for in-court uses
Westlaw (Lexis-Nexis)		17,000			Online access to legal research and investigative tools
Total	2,250	22,895	-	-	
Total Object Code	25,145				

223 Professional Services

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 10,167	\$ 12,016	\$ 12,000

Description	FY19	FY19	FY19	FY19	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Transcripts		6,000			Hearing and trial transcripts for litigation
Witness Fees		6,000			Expert witness fees and expenses
Total	-	12,000	-	-	
Total Object Code	12,000				

230 Contracted Services

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 5,970	\$ 2,087	\$ 6,000

Description	FY19	FY19	FY19	FY19	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
RICOH		6,000			Contracted Copier Services
Total	-	6,000	-	-	
Total Object Code	6,000				

341 Materials and Supplies

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 7,501	\$ 1,176	\$ 6,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Materials/Supplies		4,000			Various office supplies not available through Maintenance
Total	-	4,000	-	-	
Total Object Code	4,000				

353 Computer Software

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 120	\$ 2,767	\$ -

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Case Management Software		35,000			RFP currently out
					Typically receive one year of free maintenance. Russ will put annual maintenance cost into Dept 428 in FY20 if approved.
Total	-	35,000	-	-	
Total Object Code	35,000				

Elected Officials	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's Sheriff Dep 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	Gr. Insurance Annual	
Harvey, Matt	405	4,161.23	108,191.98	6,708.00	1,569.00	10,820.00	12.70	23.46	6.94	760.40	803.50	9,642.00	
		<u>4,162.00</u>	<u>108,192.00</u>	<u>6,708.00</u>	<u>1,569.00</u>	<u>10,820.00</u>	-	<u>13.00</u>	<u>24.00</u>	<u>7.00</u>	<u>761.00</u>	<u>804.00</u>	<u>9,642.00</u>
Ainsworth, Charlotte	405	1,586.90	41,259.40	2,559.00	599.00	4,126.00	12.70	-	-	-	12.70	152.40	
Bright, Myoshia	405	1,727.42	44,912.92	2,785.00	652.00	4,492.00	12.70	23.46	6.94	760.40	803.50	9,642.00	
Burlett, Shannon	405	1,147.28	29,829.28	1,850.00	433.00	2,983.00	12.70	23.46	6.94	760.40	803.50	9,642.00	
Cochran, Nathan	405	3,697.70	96,140.20	5,961.00	1,395.00	9,615.00	12.70	23.46	6.94	1,554.01	1,597.11	19,165.32	
Creamer, Morgan	405	2,307.69	59,999.94	3,720.00	870.00	6,000.00	12.70	23.46	6.94	760.40	803.50	9,642.00	
Danner, Cynthia	405	1,376.98	35,801.48	2,220.00	520.00	3,581.00	12.70	-	-	-	12.70	152.40	
Groh, Stephen	405	3,702.48	96,264.48	5,969.00	1,396.00	9,627.00	12.70	-	-	760.40	773.10	9,277.20	
Gumble-Shade, Crystal	405	1,642.00	42,692.00	2,647.00	620.00	4,270.00	12.70	23.46	6.94	1,300.79	1,343.89	16,126.68	
Helman Timothy	405	3,461.58	90,001.08	5,581.00	1,306.00	9,001.00	12.70	23.46	6.94	1,554.01	1,597.11	19,165.32	
Howard, Charles	405	3,997.30	103,929.80	6,444.00	1,507.00	10,393.00	12.70	23.46	6.94	760.40	803.50	9,642.00	
Jones, Gregory	405	3,846.15	99,999.90	6,200.00	1,450.00	10,000.00	12.70	23.46	6.94	1,300.79	1,343.89	16,126.68	
Kidwell, Patsy	405	1,252.84	32,573.84	2,020.00	473.00	3,258.00	12.70	23.46	6.94	760.40	803.50	9,642.00	
Matschat, Lyndsey	405	3,076.92	79,999.92	4,960.00	1,160.00	8,000.00	12.70	23.46	6.94	1,554.01	1,597.11	19,165.32	
May, Jonelle	405	1,466.61	38,131.86	2,365.00	553.00	3,814.00	12.70	23.46	6.94	760.40	803.50	9,642.00	
McMillion, Gail	405	1,376.98	35,801.48	2,220.00	520.00	3,581.00	12.70	23.46	6.94	760.40	803.50	9,642.00	
Rideoutt, Denise	405	2,105.67	54,747.42	3,395.00	794.00	5,475.00	12.70	23.46	6.94	760.40	803.50	9,642.00	
Stellato, Deborah	405	1,167.33	30,350.58	1,882.00	441.00	3,036.00	12.70	23.46	6.94	760.40	803.50	9,642.00	
Young, Deborah	405	2,650.17	68,904.42	4,273.00	1,000.00	6,891.00	12.70	23.46	6.94	1,300.79	1,343.89	16,126.68	
Zahradnik, Neil	405	3,076.92	79,999.92	4,960.00	1,160.00	8,000.00	12.70	23.46	6.94	760.40	803.50	9,642.00	
		<u>44,667</u>	<u>1,161,340</u>	<u>72,011</u>	<u>16,849</u>	<u>116,143</u>	-	<u>242</u>	<u>376</u>	<u>112</u>	<u>16,929</u>	<u>17,657</u>	<u>211,878</u>
Elected Official Count	1					Elected Insurance	156	288	84	9,132	9,660		
Employee Count	19					Employee Insurance	2,904	4,512	1,344	203,148	211,908		
Department Count	20					Department Total	<u>3,060</u>	<u>4,800</u>	<u>1,428</u>	<u>212,280</u>	<u>221,568</u>		

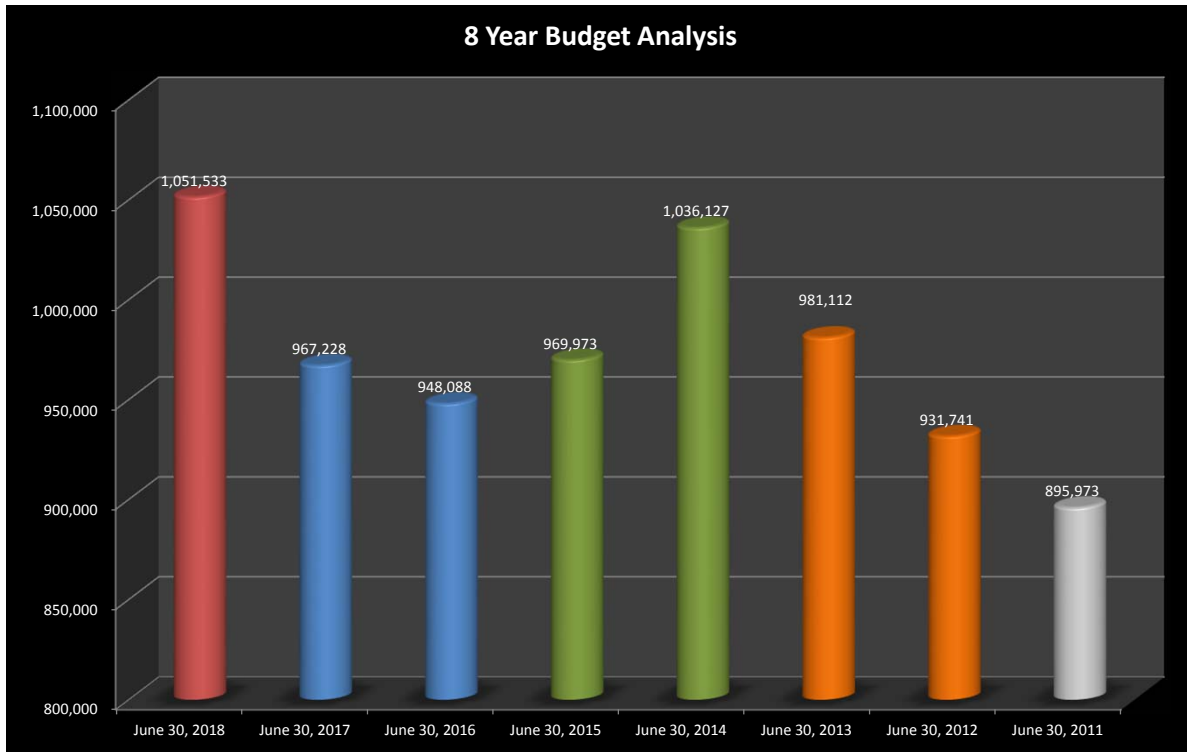


**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Assessor  
 Account Number: 406

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Personnel Services</b>							
101 Official Salary	\$ 50,266	\$ 50,267	\$ 21,266	42.31%	\$ 50,267		
102 Official's Salary Supplement	\$ 20,027	\$ 20,027	\$ 20,027	100.00%	\$ 20,027		
103 Salary & Wages of Employees	\$ 267,789	\$ 270,082	\$ 105,925	39.22%	\$ 269,515		
104 FICA Tax - Social Security	\$ 22,393	\$ 23,630	\$ 10,530	44.56%	\$ 23,304		
104 Medicare	\$ 5,237	\$ 5,530	\$ 2,463	44.54%	\$ 5,453		
105 Group Insurance Expense	\$ 65,631	\$ 67,916	\$ 29,327	43.18%	\$ 83,533		
106 Retirement Expense	\$ 40,972	\$ 38,105	\$ 16,404	43.05%	\$ 34,584		
108 Overtime	\$ 4,054	\$ 6,000	\$ 5,070	84.50%	\$ 6,000		
108 Extra Help	\$ 29,046	\$ 30,000	\$ 22,145	73.82%	\$ 30,000		
<b>Total Personnel Services</b>	<b>\$ 505,415</b>	<b>\$ 511,557</b>	<b>\$ 233,157</b>	<b>45.58%</b>	<b>\$ 522,683</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contractual Services</b>							
212 Printing	\$ 4,537	\$ 5,100	\$ -	0.00%	\$ 5,100		
214 Travel	\$ 1,236	\$ 1,500	\$ 184	12.27%	\$ 1,500		
220 Advertising & Legal Publications	\$ 1,224	\$ 1,500	\$ 1,141	76.07%	\$ 1,500		
222 Dues & Subscription	\$ 100	\$ 100	\$ 100	100.00%	\$ 100		
230 Contracted Services	\$ 3,097	\$ 3,500	\$ 1,222	34.91%	\$ 3,500		
<b>Total Contractual Services</b>	<b>\$ 10,194</b>	<b>\$ 11,700</b>	<b>\$ 2,647</b>	<b>22.62%</b>	<b>\$ 11,700</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Commodities</b>							
341 Departmental Supplies & Materials	\$ 4,054	\$ 3,600	\$ 818	22.72%	\$ 3,600		
342 Record books	\$ 1,224	\$ 1,200	\$ -	0.00%	\$ 1,200		
<b>Total Commodities</b>	<b>\$ 5,278</b>	<b>\$ 4,800</b>	<b>\$ 818</b>	<b>17.04%</b>	<b>\$ 4,800</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 520,887</b>	<b>\$ 528,057</b>	<b>\$ 236,622</b>	<b>44.81%</b>	<b>\$ 539,183</b>	<b>\$ -</b>	<b>\$ -</b>



101 Elected Officials Salary

FY17      FY18 YTD as of      FY18  
 Actual      11/30/2017      Budget  
 \$ 50,266   \$ 21,266   \$ 50,267

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Per attached wage sheet	50,267				Do not change this line, make any adjustments below it
Total	50,267	-	-	-	
Total Object Code	50,267				

102 Official's Salary Supplement

FY17 Actual \$ 20,027    FY18 YTD as of 11/30/2017 \$ 20,027    FY18 Budget \$ 20,027

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
Additional duty supplement	20,027				
Total	20,027	-	-	-	
Total Object Code	20,027				

103 Salary/Wages

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 267,789	\$ 105,925	\$ 270,082

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Per attached wage sheet		269,515			Do not change this line, make any adjustments below it
Total	-	269,515	-	-	
Total Object Code	269,515				

Attached wage sheet.

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 22,393	\$ 10,530	\$ 23,630

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
FICA elected salary	3,117				Do not change this line
FICA supplemental wage	1,242				Do not change this line
FICA regular salaries	16,713				Do not change this line
FICA overtime	372				Do not change this line
FICA extra help	1,860				Do not change this line
Total	23,304	-	-	-	
Total Object Code	23,304				

104 Medicare

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 5,237	\$ 2,463	\$ 5,530

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Medicare elected salary	729				Do not change this line
Medicare supplemental wage	291				Do not change this line
Medicare regular salaries	3,911				Do not change this line
Medicare overtime	87				Do not change this line
Medicare extra help	435				Do not change this line
Total	5,453	-	-	-	
Total Object Code	5,453				

105 Health Insurance

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 65,631	\$ 29,327	\$ 67,916

Description	FY19	FY19	FY19	FY19	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Life		1,077			Do not change this line
Dental		1,974			Do not change this line
Vision		588			Do not change this line
Medical		79,894			Do not change this line
Total	-	83,533	-	-	
Total Object Code	83,533				

106 Retirement

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 40,972	\$ 16,404	\$ 38,105

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Retirement elected	5,027				Do not change this line
Retirement supplemental	2,003				Do not change this line
Retirement regular wages	26,954				Do not change this line
Retirement overtime	600				Do not change this line
Total	34,584	-	-	-	
Total Object Code	34,584				

108 Overtime

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 4,054	\$ 5,070	\$ 6,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Overtime		6,000			Needed to get all work done by mandated deadlines.
Total	-	6,000	-	-	
Total Object Code	6,000				

FY17 Actual \$ 29,046  
 FY18 YTD as of 11/30/2017 \$ 22,145  
 FY18 Budget \$ 30,000

Description	FY19 Request	FY19 Request	FY19 Request	FY19 Request	Justiication/ Purpose
	Mandated	Mission Critical	Discretionary	New Initiative	
Part-time		30,000			Needed during busy time to process mail and meet statutory deadlines.
Total	-	30,000	-	-	
Total Object Code	30,000				

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 4,537	\$ -	\$ 5,100

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
envelopes, dogs cards, homestead exemption applications...etc	5,100				These are needed to acquire and process taxpayer assessments.
Total	5,100	-	-	-	
Total Object Code	5,100				

214 Travel

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 1,236	\$ 184	\$ 1,500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Assessor/Deputy meetings		1,500			Keeping up with legislative changes and education
Total	-	1,500	-	-	
Total Object Code	1,500				

220 Ads/Legal Publications

FY17 Actual \$ 1,224    FY18 YTD as of 11/30/2017 \$ 1,141    FY18 Budget \$ 1,500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
legal ads	1,500				Notifications to the public for need to know deadlines
Total	1,500	-	-	-	
Total Object Code	1,500				

222 Dues/Subscriptions

FY17 Actual \$ 100  
 FY18 YTD as of 11/30/2017 \$ 100  
 FY18 Budget \$ 100

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Assessor Dues		100			AWVA dues. These need to be paid in order to have a vote. Helps pay for meetings.
Total	-	100	-	-	
Total Object Code	100				

230 Contracted Services

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 3,097	\$ 1,222	\$ 3,500

Description	FY19	FY19	FY19	FY19	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Software Systems supplement progam		700			help process tax bills
Copier contract		1,800			make copies
GST Software contract		1,000			dog program/online filing
Total	-	3,500	-	-	
Total Object Code	3,500				

341 Materials and Supplies

FY17 Actual \$ 4,054  
 FY18 YTD as of 11/30/2017 \$ 818  
 FY18 Budget \$ 3,600

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Dog tags	1,500				needed to asist with dogs
Office supplies		2,100			ink, ribbons, toners, folders, binders,
Total	1,500	2,100	-	-	
Total Object Code	3,600				

342 Record Books

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 1,224	\$ -	\$ 1,200

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
Land & Personal Property Books	1,200				need to have binders for the books in my office, the clerk's office and the Sheriff's Office.
Total	1,200	-	-	-	
Total Object Code	1,200				

Payroll Dept: FY 2018

Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's Sheriff Dep	10.0% 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	Gr. Insurance Annual	
Banks, Angela	406	1,933.31 \$	50,267	3,117.00	729.00	5,027.00	12.70	23.46	6.94	\$ 1,300.79	\$ 1,343.89	\$ 16,126.68	
Hardy,Paula	406	2,179.93 \$	56,678	3,515.00	822.00	5,668.00	12.70	23.46	6.94	\$ 760.40	\$ 803.50	\$ 9,642.00	
<b>VACANT</b>	406	1,818.41 \$	47,279	2,932.00	686.00	4,728.00	12.70	23.46	6.94	\$ 760.40	\$ 803.50	\$ 9,642.00	
Mickey, Jason	406	1,794.61 \$	46,660	2,893.00	677.00	4,666.00	12.70	23.46	6.94	\$ 1,554.01	\$ 1,597.11	\$ 19,165.32	
Nelson, Vanda	406	1,402.43 \$	36,463	2,261.00	529.00	3,647.00	12.70	23.46	6.94	\$ 760.40	\$ 803.50	\$ 9,642.00	
Silvious, Rachel	406	1,443.11 \$	37,521	2,327.00	545.00	3,753.00	12.70	23.46	6.94	\$ 760.40	\$ 803.50	\$ 9,642.00	
Thompson, H	406	1,727.44 \$	44,913	2,785.00	652.00	4,492.00	12.70	23.46	6.94	\$ 760.40	\$ 803.50	\$ 9,642.00	
		<u>\$ 10,366.00</u>	<u>\$ 269,515.00</u>	<u>\$ 16,713.00</u>	<u>\$ 3,911.00</u>	<u>\$ 26,954.00</u>	<u>\$ -</u>	<u>\$ 77.00</u>	<u>\$ 141.00</u>	<u>\$ 42.00</u>	<u>\$ 5,357.00</u>	<u>\$ 5,615.00</u>	<u>\$ 67,376.00</u>
Elected Official Count	1					Elected Insurance		\$ 153.00	\$ 282.00	\$ 84.00	\$ 15,610.00	\$ 16,129.00	
Employee Count	6					Employee Insurance		\$ 924.00	\$ 1,692.00	\$ 504.00	\$ 64,284.00	\$ 67,404.00	
Department Count	<u>7</u>					Department Total		<u>\$ 1,077.00</u>	<u>\$ 1,974.00</u>	<u>\$ 588.00</u>	<u>\$ 79,894.00</u>	<u>\$ 83,533.00</u>	

**BUDGET REQUEST**

Fiscal Year: 2018 - 2019

Department: Assesor Valuation Fund

Account Number: 407

Notes:

Expenditure data as of 11/30/2017

		FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Personnel Services</b>								
103	Salary & Wages of Employees	\$ 319,097	\$ 361,550	\$ 145,372	40.21%	\$ 364,600		
104	FICA Tax - Social Security	\$ 19,449	\$ 23,350	\$ 9,008	38.58%	\$ 23,973		
104	Medicare	\$ 4,549	\$ 5,464	\$ 2,107	38.56%	\$ 5,653		
105	Group Insurance Expense	\$ 59,561	\$ 77,463	\$ 25,733	33.22%	\$ 61,860		
106	Retirement Expense	\$ 38,544	\$ 40,649	\$ 15,637	38.47%	\$ 37,164		
108-001	Overtime	\$ 4,661	\$ 7,000	\$ 4,973	71.04%	\$ 7,000		
108-002	Extra Help	\$ 480	\$ 8,000	\$ (480)	-6.00%	\$ 15,000		
<b>Total Personnel Services</b>		<b>\$ 446,341</b>	<b>\$ 523,476</b>	<b>\$ 202,350</b>	<b>38.66%</b>	<b>\$ 515,250</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>		<b>\$ 446,341</b>	<b>\$ 523,476</b>	<b>\$ 202,350</b>	<b>38.66%</b>	<b>\$ 515,250</b>	<b>\$ -</b>	<b>\$ -</b>

103 Salary/Wages

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	319,097	\$ 145,372	\$ 361,550

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Per attached wage sheet		353,761			Do not change this line, make adjustments below it
salary adjustments		10,839			restructured staff and had one new that needed an increase
Total	-	364,600	-	-	
Total Object Code	364,600				

104 FICA

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 19,449	\$ 9,008	\$ 23,350

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
FICA regular salaries	21,937				Do not change this line
FICA overtime	434				Do not change this line
FICA Part Time	930				
FICA ADJ. To Salaries	672				
<b>Total</b>	<b>23,973</b>	-	-	-	

Total	23,973
Total Object Code	23,973

104 Medicare

FY17 Actual \$ 4,549  
 FY18 YTD as of 11/30/2017 \$ 2,107  
 FY18 Budget \$ 5,464

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
Medicare regular salaries	5,133				Do not change this line
Medicare overtime	102				Do not change this line
Part time	218				
Medicare Salary Adj.	200				
Total	5,653	-	-	-	
Total Object Code	5,653				

105 Health Insurance

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 59,561	\$ 25,733	\$ 77,463

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Life		1,068			Do not change this line
Dental		1,692			Do not change this line
Vision		504			Do not change this line
Medical		58,596			Do not change this line
Total	-	61,860	-	-	
Total Object Code	61,860				

106 Retirement

FY17 Actual \$ 38,544  
 FY18 YTD as of 11/30/2017 \$ 15,637  
 FY18 Budget \$ 40,649

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
Retirement regular salaries	35,380				Do not change this line
Retirement overtime	700				Do not change this line
retirement adjustment based on regular salaries of \$464,600 at 11 percent	1,084				
<b>Total</b>	<b>37,164</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Total Object Code	37,164				

108 Overtime

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 4,661	\$ 4,973	\$ 7,000

Description	FY19	FY19	FY19	FY19	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Overtime		7,000			Assist in meeting real property deadlines and any additional hours needed for the Board of Review
Total	-	7,000	-	-	
Total Object Code	7,000				

108-002 Part time/ extra help

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 480	\$ (480)	\$ 8,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Part time/ extra help		15,000			
Total	-	15,000	-	-	
Total Object Code	15,000				

Payroll Dept: FY 2018

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 10.0% Sheriff Dep 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	
Barnhart, L	407	1,238.94	32,212.44	1,998.00	468.00	3,222.00	12.70			760.40	773.10	
Bennett, Monica	407	1,840.23	47,845.98	2,967.00	694.00	4,785.00	12.70	23.46	6.94	-	43.10	
Bowers, E June	407	2,207.55	57,396.30	3,559.00	833.00	5,740.00	12.70	23.46	6.94	-	43.10	
Gainey, Margaret	407	1,331.27	34,613.02	2,147.00	502.00	3,462.00	12.70	23.46	6.94	760.40	803.50	
Myers, V	407	2,561.56	66,600.56	4,130.00	966.00	6,661.00	12.70	23.46	6.94	1,300.79	1,343.89	
Williams, R	407	1,899.38	49,383.88	3,062.00	717.00	4,939.00	12.70	23.46	6.94	1,300.79	1,343.89	
Willingham, Rhonda	407	2,527.25	65,708.50	4,074.00	953.00	6,571.00	12.70	23.46	6.94	760.40	803.50	
		<u>13,607.00</u>	<u>353,761.00</u>	<u>21,937.00</u>	<u>5,133.00</u>	<u>35,380.00</u>	<u>-</u>	<u>89.00</u>	<u>141.00</u>	<u>42.00</u>	<u>4,883.00</u>	<u>5,155.00</u>
Employee Count	7					Employee Insurance	1,068.00	1,692.00	504.00	58,596.00	61,860.00	



**BUDGET REQUEST**

Fiscal Year: 2018 - 2019

Department: State Wide Computer Network

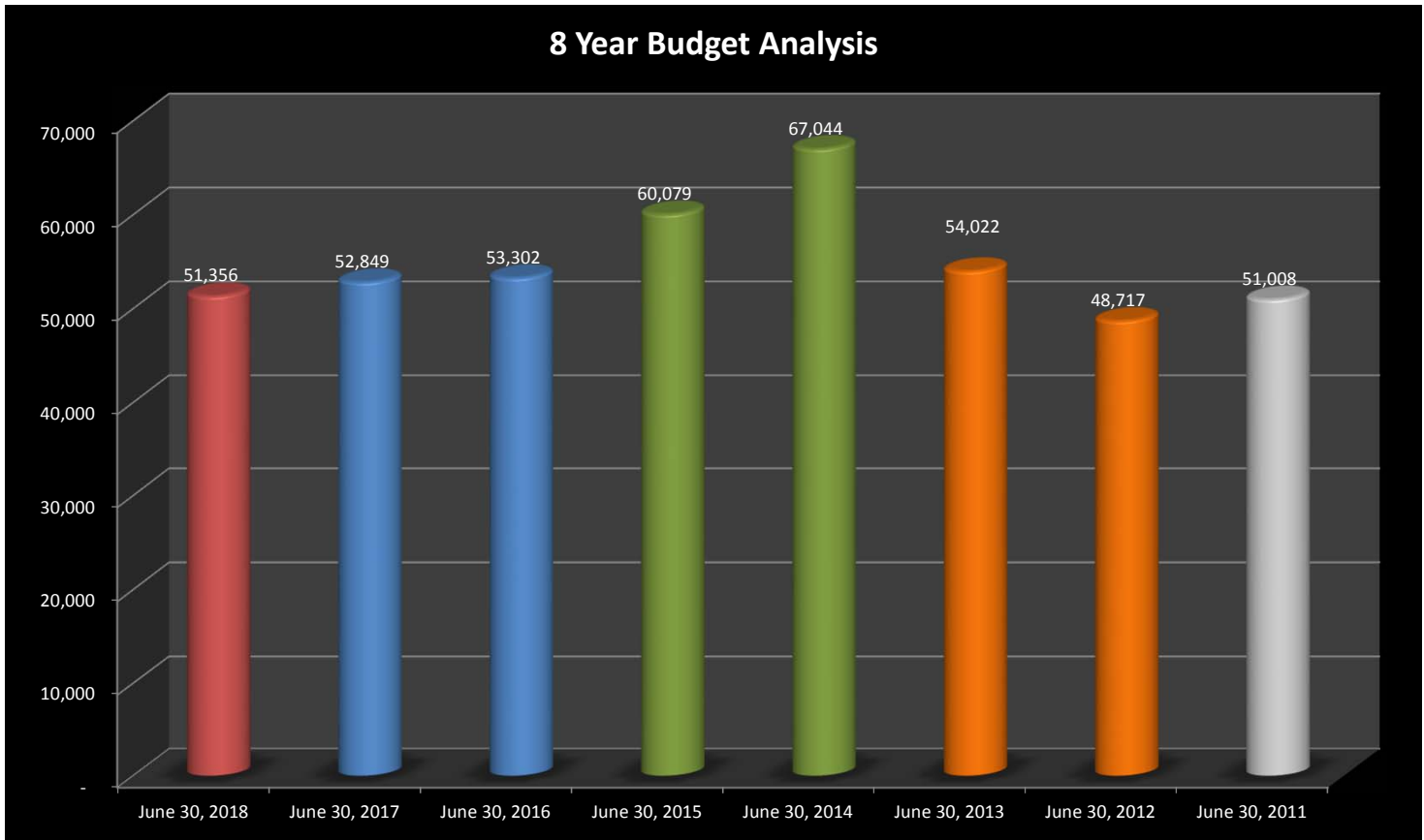
Account Number: 408

Notes:

Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Commodities</b>							
349 Charges by Other Gov. Entities	\$ 52,849	\$ 51,356	\$ 13,445	26.18%	\$ 54,871		
<b>Total Commodities</b>	<b>\$ 52,849</b>	<b>\$ 51,356</b>	<b>\$ 13,445</b>	<b>26.18%</b>	<b>\$ 54,871</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 52,849</b>	<b>\$ 51,356</b>	<b>\$ 13,445</b>	<b>26.18%</b>	<b>\$ 54,871</b>	<b>\$ -</b>	<b>\$ -</b>

Based on figure as provided by State of WV



349 Charges by Other Gov't Entity

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 52,849	\$ 13,445	\$ 51,356

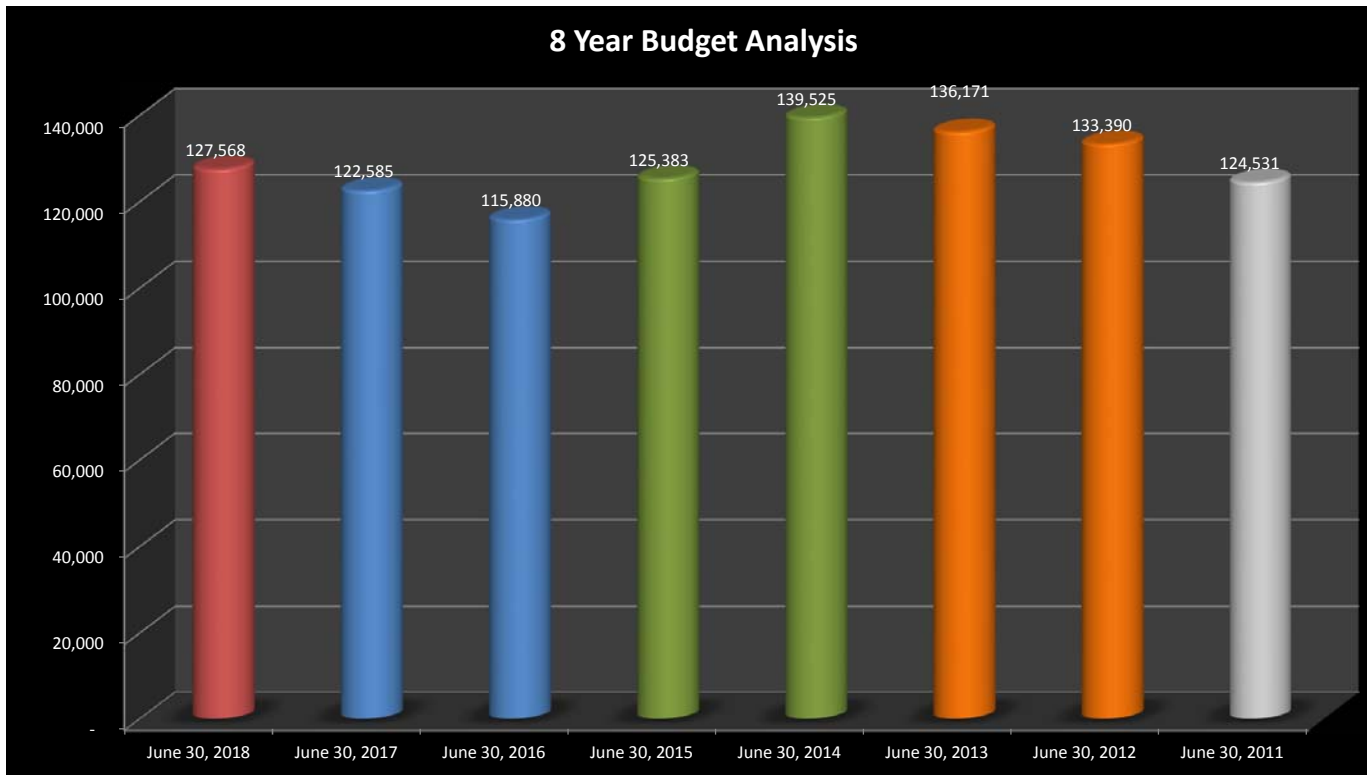
Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
	54,871				
Total	54,871	-	-	-	
Total Object Code	54,871				

**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Agricultural Agent  
 Account Number: 412

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Personnel Services</b>							
103 Salary & Wages of Employees	\$ 65,050	\$ 61,741	\$ 18,895	30.60%	\$ 67,870		
104 FICA Tax - Social Security	\$ 3,957	\$ 3,854	\$ 1,164	30.20%	\$ 4,234		
104 Medicare	\$ 926	\$ 902	\$ 272	30.16%	\$ 991		
105 Group Insurance Expense	\$ 17,702	\$ 19,534	\$ 5,564	28.48%	\$ 19,320		
106 Retirement Expense	\$ 7,388	\$ 6,837	\$ 2,035	29.76%	\$ 6,828		
108 Overtime	\$ 103	\$ 400	\$ 247	61.75%	\$ 400		
<b>Total Personnel Services</b>	<b>\$ 95,126</b>	<b>\$ 93,268</b>	<b>\$ 28,177</b>	<b>30.21%</b>	<b>\$ 99,643</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contractual Services</b>							
214 Travel	\$ 2,412	\$ 5,000	\$ 1,456	29.12%	\$ 5,000		
216 Maintenance /Equip Repair	\$ 150	\$ 1,000	\$ -	0.00%	\$ 1,000		
222 Dues & Subscription	\$ 32	\$ 150	\$ 30	20.00%	\$ 150		
230 Contracted Services	\$ 7,771	\$ 8,950	\$ 3,152	35.22%	\$ 8,950		
<b>Total Contractual Services</b>	<b>\$ 10,365</b>	<b>\$ 15,100</b>	<b>\$ 4,638</b>	<b>30.72%</b>	<b>\$ 15,100</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Commodities</b>							
341 Departmental Supplies & Materials	\$ 1,399	\$ 2,500	\$ 100	4.00%	\$ 2,500		
354 Computer Hardware	\$ 895	\$ 1,900	\$ 398	20.95%	\$ 1,900		
<b>Total Commodities</b>	<b>\$ 2,294</b>	<b>\$ 4,400</b>	<b>\$ 498</b>	<b>11.32%</b>	<b>\$ 4,400</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contributions/Transfers</b>							
567 Contributions/Transfers oth Gov. Ent	\$ 14,800	\$ 14,800	\$ 7,400	50.00%	\$ 14,800		
<b>Total Contributions/Transfers</b>	<b>\$ 14,800</b>	<b>\$ 14,800</b>	<b>\$ 7,400</b>	<b>50.00%</b>	<b>\$ 14,800</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 122,585</b>	<b>\$ 127,568</b>	<b>\$ 40,713</b>	<b>31.91%</b>	<b>\$ 133,943</b>	<b>\$ -</b>	<b>\$ -</b>



103 Salary/Wages

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 65,050	\$ 18,895	\$ 61,741

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Per attached wage sheet		67,870			Do not change this line, make adjustments below it
<b>Total</b>	-	67,870	-	-	
<b>Total Object Code</b>	67,870				

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 3,957	\$ 1,164	\$ 3,854

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
FICA Regular Salaries	4,209				Do not change this line
FICA overtime	25				Do not change this line
Total	4,234	-	-	-	
Total Object Code	4,234				

104 Medicare

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 926	\$ 272	\$ 902

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Medicare Regular Salaries	985				Do not change this line
Medicare overtime	6				Do not change this line
Total	991	-	-	-	
Total Object Code	991				

FY17 Actual \$ 17,702    FY18 YTD as of 11/30/2017 \$ 5,564    FY18 Budget \$ 19,534

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Life		156			Do not change this line
Dental		288			Do not change this line
Vision		84			Do not change this line
Medical		9,132			Do not change this line
Benefits to make for FT position		9,660			We filled our vacant FT position with PT help in FY2018. We will consider making that employee FT in FY2019 in conjunction with the approved status of the position she is in.
Total	-	19,320	-	-	
Total Object Code	19,320				

106 Retirement

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 7,388	\$ 2,035	\$ 6,837

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
Retirement Regular Salaries	6,788				Do not change this line
Retirement overtime	40				Do not change this line
Total	6,828	-	-	-	
Total Object Code	6,828				

108 Overtime

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 103	\$ 247	\$ 400

Description	FY19	FY19	FY19	FY19	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		400			Our secretaries are non-exempt employees and are entitled to overtime pay or comp time if they work over. We try to keep it to a minimum but occasionally it is necessary
Total	-	400	-	-	
Total Object Code	400				

214 Travel

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 2,412	\$ 1,456	\$ 5,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose	
		5,000			Part of the requirement to have 3 Extension Agents for Jefferson County is that the county provides travel funds as well as funds for professional development. Our 2 secretaries and program assistant (when we have one) also use these funds when they are asked to travel around the county for programmatic purposes.	
Total	-	5,000	-	-		
Total Object Code	5,000					

216 Maintenance Repair of Equip

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 150	\$ -	\$ 1,000

Description	FY19	FY19	FY19	FY19	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		1,000			This will cover the cost of repairs for equipment as well as replacement of smaller items such as electric staplers, paper cutters, etc.
Total	-	1,000	-	-	
Total Object Code	1,000				

222 Dues/Subscriptions

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 32	\$ 30	\$ 150

Description	FY19	FY19	FY19	FY19	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		150			This will be \$50 for each Extension Agent to cover part of the cost of dues for professional associations.
Total	-	150	-	-	
Total Object Code	150				

230 Contracted Services

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 7,771	\$ 3,152	\$ 8,950

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
Internet		1,250			This covers the cost of our internet access. (Comcast)
Copier		6,200			
Color Printer		1,500			The two secretaries, the 3 Extension Agents and the program assistant (when we have one) are networked to these 2 printers.
Total	-	8,950	-	-	
Total Object Code	8,950				

341 Materials and Supplies

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 1,399	\$ 100	\$ 2,500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
		2,500			We try our best to use these funds wisely. We get supplies from WVU
					Extension's federal surplus property when possible and get what
					supplies we can from the County Maintenance supply.
Total	-	2,500	-	-	
Total Object Code	2,500				

354 Computer Hardware

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 895	\$ 398	\$ 1,900

Description	FY19	FY19	FY19	FY19	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		1,900			We anticipate using some of these funds to purchase a new computer through WVU's bulk purchasing order, which takes place around April. WVU matches funds and reduces the cost of equipment for each county.
Total	-	1,900	-	-	
Total Object Code	1,900				

567 Contributions to Other Govt Entities

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 14,800	\$ 7,400	\$ 14,800

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Travel		7,800			Travel for Extension Agents and the program assistant. These funds makes it possible for us to rent cars under the WVU contract and provides insurance for the Extension Agents as drivers. On most trips, the savings is significant. We also pay for lodging, registration fees, etc. with these funds.
Program Assistant		7,000			This is not enough for a half time program assistant but it does provide some funds that we can hire extra help during busy times through WVU Mountaineer Temps. We currently have a hired Program Assistant.
Total	-	14,800	-	-	
Total Object Code	14,800				

Payroll Dept: FY 2018

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 10.0% Sheriff Dep 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	
Masters, Amanda	412	1,086.64	28,252.64	1,752.00	410.00	2,826.00					-	
Blaker, April	412	1,523.73	39,616.98	2,457.00	575.00	3,962.00	12.70	23.46	6.94	760.40	803.50	
		<u>2,611.00</u>	<u>67,870.00</u>	<u>4,209.00</u>	<u>985.00</u>	<u>6,788.00</u>	-	13.00	24.00	7.00	761.00	804.00
Employee Count	2						Employee Insurance	156.00	288.00	84.00	9,132.00	9,660.00



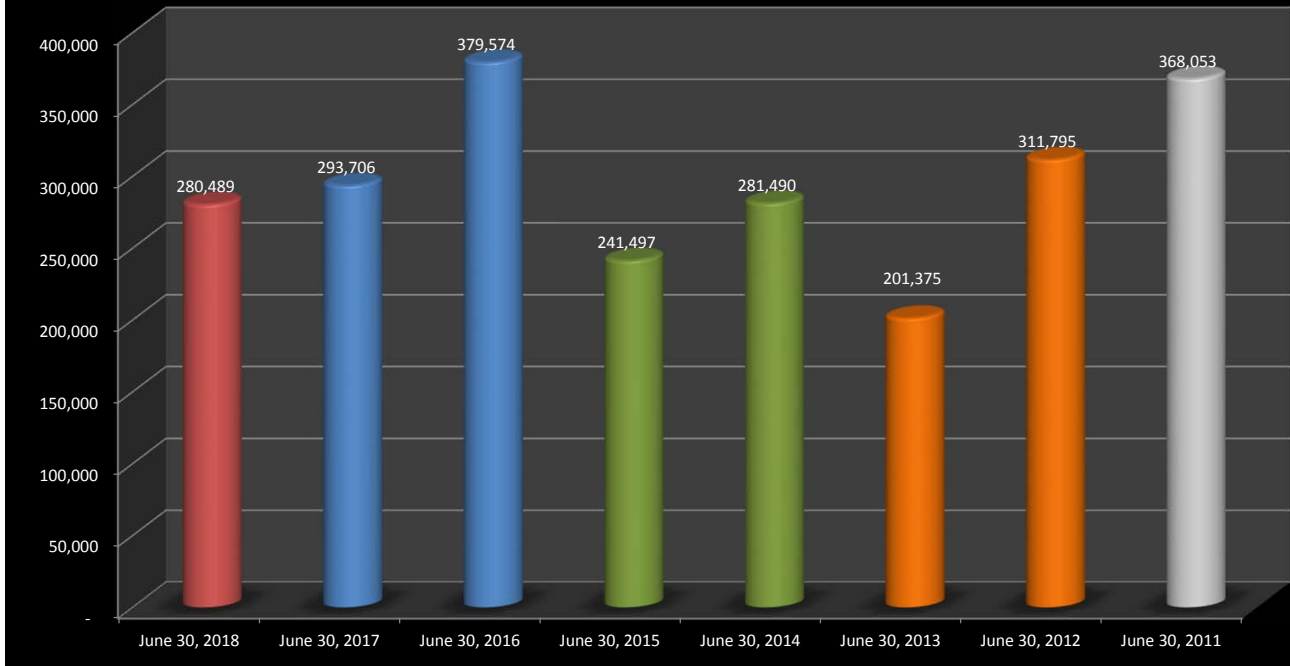
**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: County Clerk Elections  
 Account Number: 413

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Personnel Services</b>							
103 Salary & Wages of Employees	\$ 78,861	\$ 84,700	\$ 34,206	40.38%	\$ 84,700		
104 FICA Tax - Social Security	\$ 5,977	\$ 9,778	\$ 2,552	26.10%	\$ 9,778		
104 Medicare	\$ 1,398	\$ 2,289	\$ 597	26.08%	\$ 2,289		
105 Group Insurance Expense	\$ 19,030	\$ 4,204	\$ 8,201	195.08%	\$ 3,284		
106 Retirement Expense	\$ 11,218	\$ 10,418	\$ 4,139	39.73%	\$ 9,471		
108 Overtime	\$ 14,186	\$ 10,000	\$ 2,399	23.99%	\$ 10,000		
108 Extra Help	\$ 58,865	\$ 63,000	\$ 55,080	87.43%	\$ 63,000		
<b>Total Personnel Services</b>	<b>\$ 189,535</b>	<b>\$ 184,389</b>	<b>\$ 107,174</b>	<b>58.12%</b>	<b>\$ 182,522</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contractual Services</b>							
212 Printing	\$ 526	\$ 900	\$ -	0.00%	\$ 1,700		
214 Travel	\$ 935	\$ 1,600	\$ 1,375	85.94%	\$ 1,600		
216 M&R- Equipment	\$ 8,556	\$ 38,000	\$ 2,600	6.84%	\$ 44,336		
219 Buildings & Equipment & Rents	\$ 3,727	\$ 4,600	\$ 3,290	71.52%	\$ 4,600		
220 Advertising & Legal Publications	\$ 3,294	\$ 4,500	\$ 256	5.69%	\$ 4,500		
223 Professional Services	\$ 1,575	\$ 1,700	\$ -	0.00%	\$ 1,700		
<b>Total Contractual Services</b>	<b>\$ 18,613</b>	<b>\$ 51,300</b>	<b>\$ 7,521</b>	<b>14.66%</b>	<b>\$ 58,436</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Commodities</b>							
341 Departmental Supplies & Materials	\$ 85,558	\$ 44,800	\$ 7,376	16.46%	\$ 44,800		
<b>Total Commodities</b>	<b>\$ 85,558</b>	<b>\$ 44,800</b>	<b>\$ 7,376</b>	<b>16.46%</b>	<b>\$ 44,800</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 293,706</b>	<b>\$ 280,489</b>	<b>\$ 122,071</b>	<b>43.52%</b>	<b>\$ 285,758</b>	<b>\$ -</b>	<b>\$ -</b>

**8 Year Budget Analysis**



103 Salary/Wages

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 78,861	\$ 34,206	\$ 84,700

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Per attached wage sheet		84,700			Do not change this line, make any adjustments below it
<b>Total</b>	-	84,700	-	-	

Total	-	84,700	-	-
Total Object Code	84,700			



104 Medicare

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 1,398	\$ 597	\$ 2,289

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Medicare regualr salaries	1,230				Do not change this line
Medicare overtime	145				Do not change this line
Medicare extra help	914				Do not change this line
Total	2,289	-	-	-	
Total Object Code	2,289				

105 Health Insurance

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	2	\$ 8,201	\$ 4,204

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Life		52			Do not change this line
Dental		94			Do not change this line
Vision		28			Do not change this line
Medical		3,110			Do not change this line
Total	-	3,284	-	-	

Total Object Code 3,284

106 Retirement

FY17 Actual \$ 11,218  
 FY18 YTD as of 11/30/2017 \$ 4,139  
 FY18 Budget \$ 10,418

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Retirement regualr salaries	8,471				Do not change this line
Retirement overtime	1,000				Do not change this line
Total	9,471	-	-	-	
Total Object Code	9,471				

108 Overtime

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 14,186	\$ 2,399	\$ 10,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Overtime for:		10,000			General Election 2018
Early Voting Staff					
County Clerk Staff (preparing for election)					
Election Day/Night Staff					
Total	-	10,000	-	-	
Total Object Code	10,000				



212 Printing

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 526	\$ -	\$ 900

Description	FY19	FY19	FY19	FY19	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
NCOA/ERIC postcards	1,300				State Code mandates we mail postcards to each voter identified in NCOA (National Change of Address) and we also participate in ERIC (Electronic Registration Information Center). This will be the first year we are required to print ERIC postcards which accounts for the \$800 increase.
Poll Worker Manuals, Epollbook Manual		400			2018 General Election
Total	1,300	400	-	-	
Total Object Code	1,700				

214 Travel

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 935	\$ 1,375	\$ 1,600

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
Poll Worker Mileage	600				2018 General Election Code requires mileage reimbursement for supply clerks.
Mandatory Election Training		1,000			3 staff members to attend the WVSOS training
Total	600	1,000	-	-	
Total Object Code	1,600				

216 Maintenance/Repair of Equipment

FY17 Actual \$ 8,556  
 FY18 YTD as of 11/30/2017 \$ 2,600  
 FY18 Budget \$ 38,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
ES&S Maintenance Contract		38,000			Maintenance for DS200 and ExpressVote
Maintenance on Contract for Epollbooks		6,336			This may need to be added; was not included in original contract
Total	-	44,336	-	-	
Total Object Code	44,336				

219 Building & Equip Rent

FY17 Actual \$ 3,727	FY18 YTD as of 11/30/2017 \$ 3,290	FY18 Budget \$ 4,600
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Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Polling Place Rental	4,000				2018 General Election
Truck Rental		600			Equipment Delivery for 2018 General Election
Total	4,000	600	-	-	
Total Object Code	4,600				

220 Ads/Legal Publications

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
	\$ 3,294	\$ 256	\$ 4,500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
Election Legal Ads	4,500				2018 General Election
-Polling Place					
-Election Announcements					
- Public Test Notice					
-Sample Ballots					
-Early Voting Information					
Total	4,500	-	-	-	
Total Object Code	4,500				

223 - Professional Services

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 1,575	\$ -	\$ 1,700

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/Purpose
Election Day/Night Tech		1,700			2018 General Election
Total	-	1,700	-	-	
Total Object Code	1,700				

341 Materials and Supplies

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
	\$ 85,558	\$ 7,376	\$ 44,800

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Ballots (Card Stock/Absentee)	5,000				All for the 2018 General Election
Ballot Layout	16,000				
Ballot Coding	11,000				
Misc Election Supplies		8,000			
-Security Seals					
-Early Voting Supplies					
-Wallet Voter Cards					
-Mail-in Voter Forms					
-3-part voter cards					
-Absentee Voting Materials					
-Replacement Supply Bags					
-I Voted Stickers					
EAC certified 4GB jumpdrives (BACKUP)		1,500			
Epollbook setup/conversion		2,500			
Epollbook paper rolls		800			
Total	32,000	12,800	-	-	
Total Object Code	44,800				

Payroll Dept: FY 2018

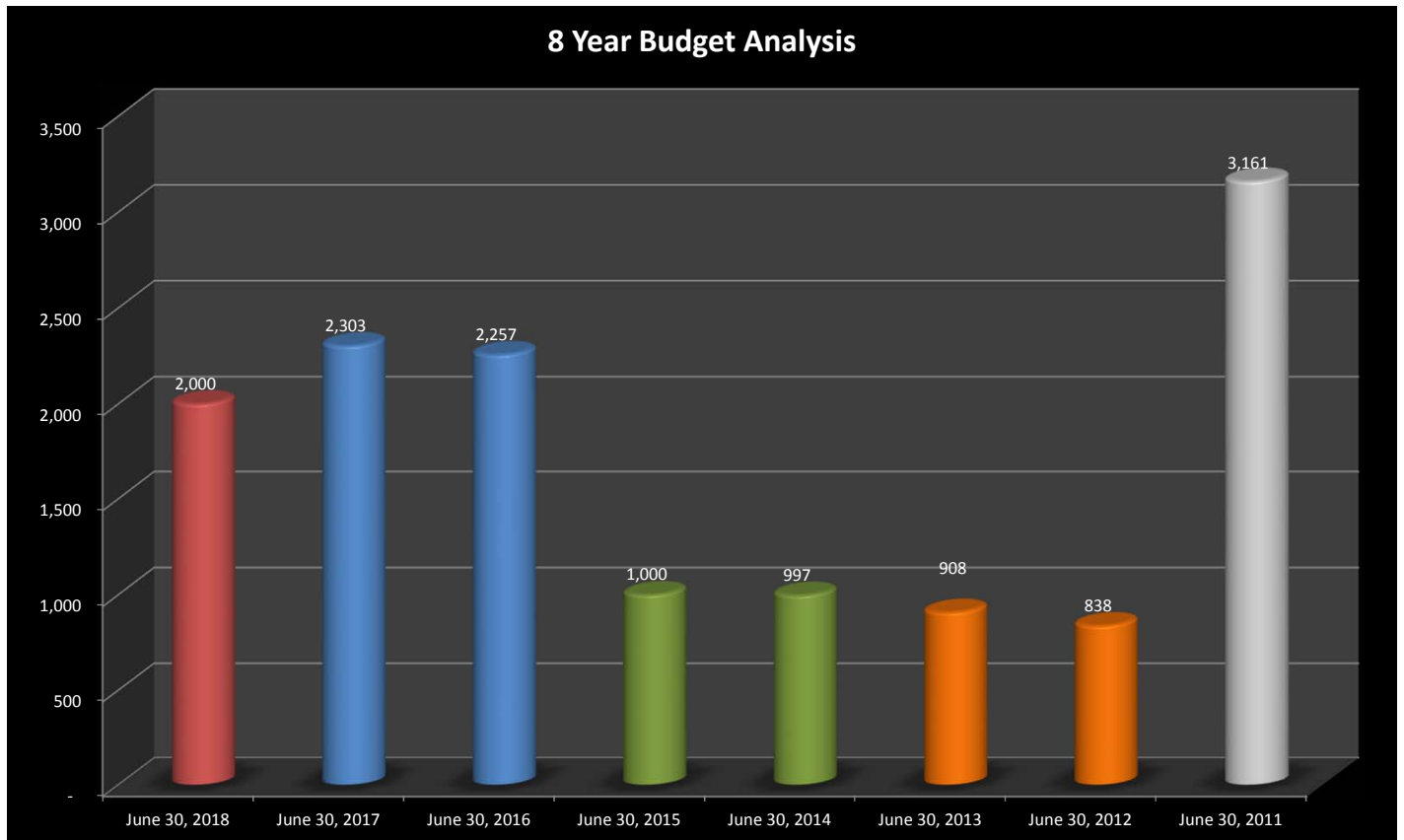
	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 10.0% Sheriff Dep 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly
Hughes, Genevieve	413	1,262.86	\$ 32,834	2,036.00	477.00	3,284.00	12.70	23.46	6.94	\$ -	\$ 43.10
Painter, N	413	1,994.81	\$ 51,865	3,216.00	753.00	5,187.00	12.70	23.46	6.94	\$ 1,554.01	\$ 1,597.11
		<u>\$ 3,258.00</u>	<u>\$ 84,700.00</u>	<u>\$ 5,252.00</u>	<u>\$ 1,230.00</u>	<u>\$ 8,471.00</u>	<u>\$ 26.00</u>	<u>\$ 47.00</u>	<u>\$ 14.00</u>	<u>\$ 1,555.00</u>	<u>\$ 1,641.00</u>
Employee Count	2					Employee Insurance	<u>\$ 52.00</u>	<u>\$ 94.00</u>	<u>\$ 28.00</u>	<u>\$ 3,110.00</u>	<u>\$ 3,284.00</u>

**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Magistrate Court  
 Account Number: 415

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Contractual Services</b>							
211 Telephone	\$ 2,303	\$ 2,000	\$ 582	29.10%	\$ 2,000		
<b>Total Contractual Services</b>	<b>\$ 2,303</b>	<b>\$ 2,000</b>	<b>\$ 582</b>	<b>29.10%</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 2,303</b>	<b>\$ 2,000</b>	<b>\$ 582</b>	<b>29.10%</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ -</b>



211 Telephone

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 2,303	\$ 582	\$ 2,000

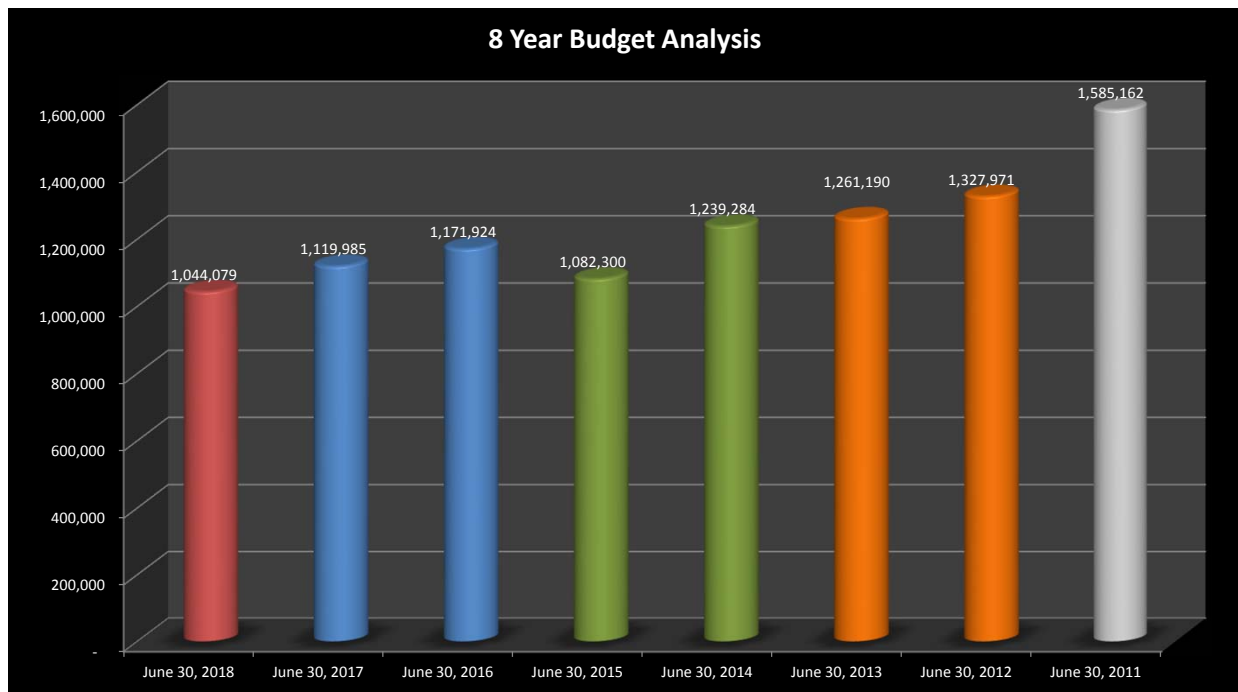
Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justiication/ Purpose
	2,000				
Total	2,000	-	-	-	
Total Object Code	2,000				

**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Courthouse  
 Account Number: 424

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Personnel Services</b>							
103 Salary & Wages of Employees	\$ 568,081	\$ 580,789	\$ 236,212	40.67%	\$ 588,378		
104 FICA Tax - Social Security	\$ 34,884	\$ 36,632	\$ 14,190	38.74%	\$ 37,723		
104 Medicare	\$ 8,158	\$ 8,574	\$ 3,319	38.71%	\$ 8,830		
105 Group Insurance Expense	\$ 157,011	\$ 152,690	\$ 63,299	41.46%	\$ 148,044		
106 Retirement Expense	\$ 69,772	\$ 63,894	\$ 26,400	41.32%	\$ 60,845		
108 Overtime	\$ 20,373	\$ 10,000	\$ 3,879	38.79%	\$ 20,000		
<b>Total Personnel Services</b>	<b>\$ 858,279</b>	<b>\$ 852,579</b>	<b>\$ 347,299</b>	<b>40.74%</b>	<b>\$ 863,820</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contractual Services</b>							
211 Telephone	\$ 129,881	\$ 120,000	\$ 40,984	34.15%	\$ 115,000		
213-001 Utilities	\$ 25,124	\$ 22,000	\$ 8,431	38.32%	\$ 22,000		
213-002 Fuel Oil	\$ 6,768	\$ 8,000	\$ -	0.00%	\$ 8,000		
213-003 Water/Sewer	\$ 1,496	\$ 1,000	\$ 330	33.00%	\$ 1,000		
214 Travel	\$ 102	\$ 1,000	\$ -	0.00%	\$ 1,000		
215 M&R - Buildings&Grounds	\$ 14,900	\$ 10,000	\$ -	0.00%	\$ 10,000		
216 M&R - Equipment	\$ 4,774	\$ 8,000	\$ 401	5.01%	\$ 8,000		
218 Postage	\$ 63,272	\$ -	\$ -	-	\$ -		
220 Advertising & Legal Publications	\$ 982	\$ 1,000	\$ 35	3.50%	\$ 1,000		
221 Training & Education	\$ -	\$ 500	\$ 399	79.80%	\$ 1,000		
222 Dues & Subscription	\$ 2,127	\$ 500	\$ 203	40.60%	\$ 500		
223 Professional Services	\$ 358	\$ 5,000	\$ 425	8.50%	\$ 5,000		
230 Contracted Services	\$ 6,541	\$ 7,000	\$ 1,995	28.50%	\$ 7,000	\$ -	
<b>Total Contractual Services</b>	<b>\$ 256,325</b>	<b>\$ 184,000</b>	<b>\$ 53,203</b>	<b>28.91%</b>	<b>\$ 179,500</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Commodities</b>							
341 Departmental Supplies & Materials	\$ 3,384	\$ 6,000	\$ 62	1.03%	\$ 6,000		
345 Uniforms	\$ 1,997	\$ 1,500	\$ 579	38.60%	\$ 1,500		
<b>Total Commodities</b>	<b>\$ 5,381</b>	<b>\$ 7,500</b>	<b>\$ 641</b>	<b>8.55%</b>	<b>\$ 7,500</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 1,119,985</b>	<b>\$ 1,044,079</b>	<b>\$ 401,143</b>	<b>38.42%</b>	<b>\$ 1,050,820</b>	<b>\$ -</b>	<b>\$ -</b>





**The County Commission of Jefferson County**  
**Department of Maintenance**  
**128 Industrial Blvd.**  
**Kearneysville, WV 25430**  
**304-728-3355 • 304-728-3376 (f)**  
**William Polk, Director**  
[bpolk@jeffersoncountywv.org](mailto:bpolk@jeffersoncountywv.org)

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TO: Jefferson County Commission

FROM: Bill Polk, Maintenance Director

DATE: January 12, 2018

RE: Telephone Budget Reduction

The Maintenance Department began the process of researching new phone systems in 2012. At that time, the County's phone system was out of date and very costly. For Fiscal Year 2013, the County's phone budget was approximately \$300,000. In 2013, the Maintenance Department managed the project that brought the Shoretel phone system to the County.

With the implementation of the Shoretel phone system, the Maintenance Department was able to become administrator of the phone system. All phone administration is handled in-house by the Maintenance Department. The County is no longer dependent on calling Frontier to send a truck and technician out to move lines, add lines or make programming changes. This has drastically cut down on our service costs. We are able to add/move lines and phones and can change programming. For example, we can change call routing, auto-attendant recordings, add/delete users, change schedules, troubleshoot issues, etc. Most departments understand now that the phone system can be adjusted and changed with their needs and contact us frequently to make changes. These are all things that we could not do without a call to Frontier before the new phone system.

In the past year, the Maintenance Department has also implemented a County fax server. Faxing is not used as frequently anymore as everyone tends to use email but there are still departments that need faxing capabilities. Fax lines cost the County approximately \$50 per fax line. With the implementation of the fax server, we eliminated this cost per line. We now have 15 fax lines on the server. That's a cost savings of approximately \$9,000 per year.

Since the implementation of the phone system in 2013, the County has seen a drastic reduction in the telephone budget. We went from a budget of \$300,000 to a budget of \$120,000 for Fiscal Year 2017. Now with the fax server implementation, the cost has been further reduced. Therefore, for Fiscal Year 2019, I am asking to reduce the telephone budget line by \$5,000 to bring that budget line down to \$115,000.

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	568,081	\$ 236,212	\$ 580,789

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Per attached wage sheet		588,378			Do not change this line, make any adjustments below it
Total	-	588,378	-	-	

Total Object Code                        588,378

104 FICA

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 34,884	\$ 14,190	\$ 36,632

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
FICA regular salaries		36,483			Do not change this line
FICA overtime		1,240			Do not change this line
Total	-	37,723	-	-	
Total Object Code	37,723				

104 Medicare

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 8,158	\$ 3,319	\$ 8,574

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Medicare regular salaries		8,540			Do not change this line
Medicare overtime		290			Do not change this line
Total	-	8,830	-	-	
Total Object Code	8,830				

105 Health Insurance

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	157,011	\$ 63,299	\$ 152,690

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Life		2,136			Do not change this line
Dental		3,384			Do not change this line
Vision		1,008			Do not change this line
Medical		141,516			Do not change this line
Total	-	148,044	-	-	
Total Object Code	148,044				

106 Retirement

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 69,772	\$ 26,400	\$ 63,894

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Retirement regular salaries	58,845				Do not change this line
Retirement overtime	2,000				Do not change this line
Total	60,845	-	-	-	
Total Object Code	60,845				

108 Overtime

FY17 Actual \$ 20,373   
 FY18 YTD as of 11/30/2017 \$ 3,879   
 FY18 Budget \$ 10,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Overtime		20,000			Need for 24/7 coverage
Total	-	20,000	-	-	

Total  
 Total Object Code            20,000

211 Telephone

FY17 Actual \$ 129,881  
 FY18 YTD as of 11/30/2017 \$ 40,984  
 FY18 Budget \$ 120,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Telephone		115,000			reduced \$5000 because of new implementations see report
Total	-	115,000	-	-	
Total Object Code	115,000				

213-001 Utilities

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 25,124	\$ 8,431	\$ 22,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Electricity		22,000			
Total	-	22,000	-	-	
Total Object Code	22,000				

213-002 Fuel Oil

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 6,768	\$ -	\$ 8,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Heating Fuel		8,000			
Total	-	8,000	-	-	

Total Object Code                                8,000

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 1,496	\$ 330	\$ 1,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Water/Sewer		1,000			
Total	-	1,000	-	-	
Total Object Code	1,000				

214 Travel

FY17 Actual \$ 102    FY18 YTD as of 11/30/2017 \$ -    FY18 Budget \$ 1,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Travel		1,000			
Total	-	1,000	-	-	
Total Object Code	1,000				



216 Maintenance/Repair of Equipment

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	4,774	\$ 401	\$ 8,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Equipment Repair		8,000			
Total	-	8,000	-	-	

Total Object Code                    8,000



220 Ads/Legal Publications

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 982	\$ 35	\$ 1,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Ads/Publications			1,000		
Total	-	-	1,000	-	
Total Object Code	1,000				

221 Training/Education

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ -	\$ 399	\$ 500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Training/Educaton			1,000		raised \$500 as we are trying to find more training classes for the staff
Total	-	-	1,000	-	
Total Object Code	1,000				

222 Dues/Subscriptions

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 2,127	\$ 203	\$ 500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Dues/Subscriptions			500		
Total	-	-	500	-	
Total Object Code	500				

223 Professional Services

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	358	\$ 425	\$ 5,000

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Professional Services			5,000		services needed out of normal contracts, fire, elevators, ETC
Total	-	-	5,000	-	
Total Object Code	5,000				

230 Contracted Services

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 6,541	\$ 1,995	\$ 7,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Contracted Services		7,000			Most contracts are Federally mandated, fire, elevater, fuel, HVAC, ETC.
Total	-	7,000	-	-	
Total Object Code	7,000				

341 Materials and Supplies

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 3,384	\$ 62	\$ 6,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Material and Supplies			6,000		
<b>Total</b>	-	-	6,000	-	
<b>Total Object Code</b>	6,000				

345 Uniforms

FY17 Actual \$ 1,997  
FY18 YTD as of 11/30/2017 \$ 579  
FY18 Budget \$ 1,500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Uniforms			1,500		
Total	-	-	1,500	-	
Total Object Code	1,500				

Payroll Dept: FY 2018

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's Sheriff Dep	10.0% 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	Gr. Insurance Annual
Brun, Noemi	424	1,194.16	31,048.16	1,925.00	451.00	3,105.00		12.70	23.46	6.94	760.40	803.50	9,642.00
Collier, Janet	424	1,571.23	40,851.98	2,533.00	593.00	4,086.00		12.70	23.46	6.94	760.40	803.50	9,642.00
Feris, Megan	424	1,194.16	31,048.16	1,925.00	451.00	3,105.00		12.70	-	-	-	12.70	152.40
Gainey, Tony	424	1,551.18	40,330.68	2,501.00	585.00	4,034.00		12.70	23.46	6.94	760.40	803.50	9,642.00
Gregory, M	424	1,862.75	48,431.50	3,003.00	703.00	4,844.00		12.70	23.46	6.94	1,300.79	1,343.89	16,126.68
Kemp, David	424	1,194.16	31,048.16	1,925.00	451.00	3,105.00		12.70	23.46	6.94	760.40	803.50	9,642.00
Kuhn, Laura	424	1,731.68	45,023.68	2,792.00	653.00	4,503.00		12.70	23.46	6.94	1,554.01	1,597.11	19,165.32
McIntyre, Ricci	424	1,194.16	31,048.16	1,925.00	451.00	3,105.00		12.70	23.46	6.94	760.40	803.50	9,642.00
Milbourne, R	424	1,673.70	43,516.20	2,699.00	631.00	4,352.00		12.70	23.46	6.94	1,554.01	1,597.11	19,165.32
Polk, W	424	3,005.40	78,140.40	4,845.00	1,134.00	7,815.00		12.70	23.46	6.94	760.40	803.50	9,642.00
Thomas, L	424	2,032.20	52,837.20	3,276.00	767.00	5,284.00		12.70	23.46	6.94	1,300.79	1,343.89	16,126.68
Weiss, D	424	1,862.75	48,431.50	3,003.00	703.00	4,844.00		12.70	23.46	6.94	760.40	803.50	9,642.00
Wise, Charles	424	1,368.22	35,573.72	2,206.00	516.00	3,558.00		12.70	-	-	-	12.70	152.40
Zaleski, Juana	424	1,194.16	31,048.16	1,925.00	451.00	3,105.00		12.70	23.46	6.94	760.40	803.50	9,642.00
		<u>22,630.00</u>	<u>588,378.00</u>	<u>36,483.00</u>	<u>8,540.00</u>	<u>58,845.00</u>	<u>-</u>	<u>178.00</u>	<u>282.00</u>	<u>84.00</u>	<u>11,793.00</u>	<u>12,336.00</u>	<u>148,025.00</u>
Employee Count	14							Employee Insurance	<u>2,136.00</u>	<u>3,384.00</u>	<u>1,008.00</u>	<u>141,516.00</u>	<u>148,044.00</u>



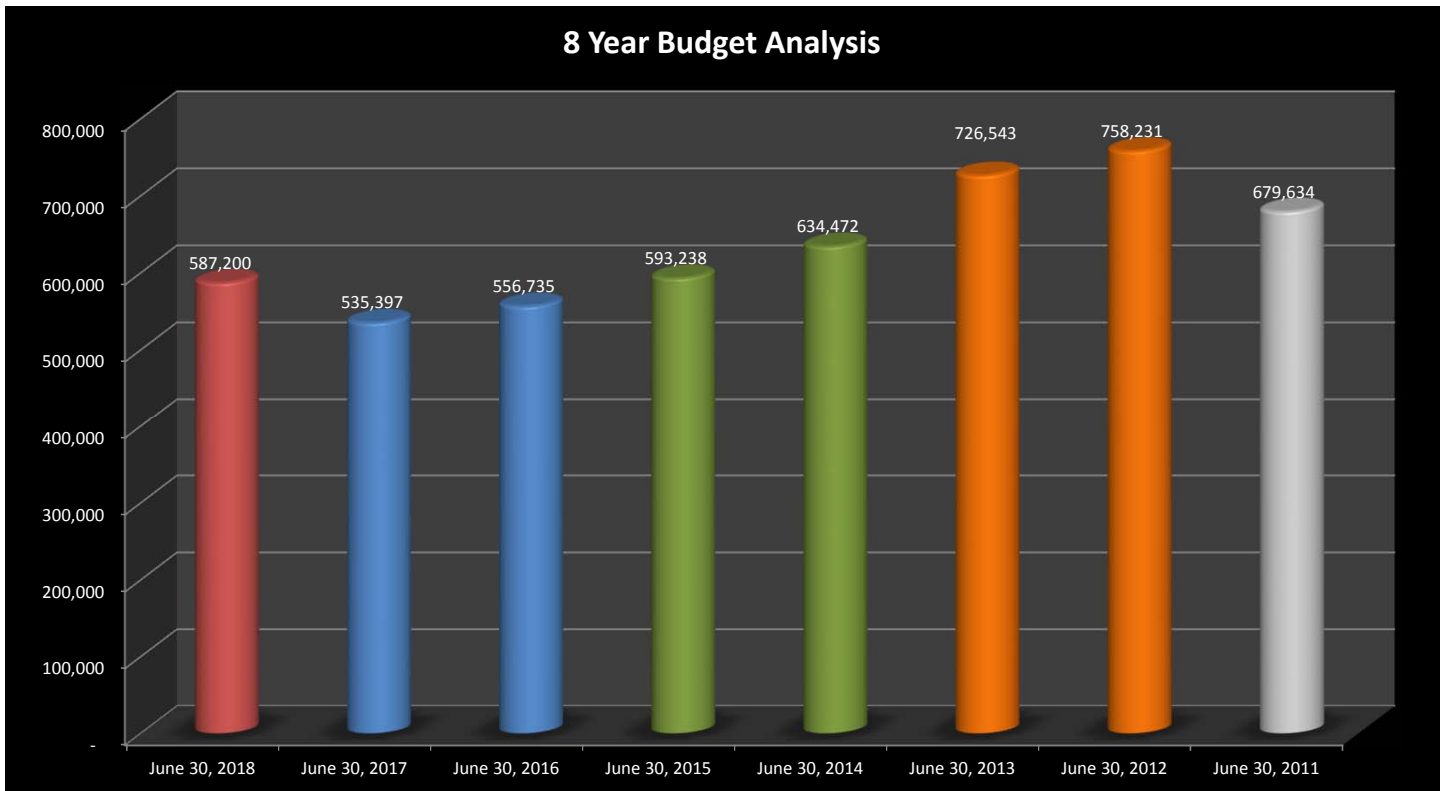
**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Other Building  
 Account Number: 425

Notes: Expenditure data as of 11/30/2017

		FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Contractual Services</b>								
213-001	Utilities	\$ 260,842	\$ 250,400	\$ 75,215	30.04%	\$ 250,400		
213-002	Fuel Oil	\$ 10,977	\$ 18,000	\$ 125	0.69%	\$ 18,000		
213-003	Water/Sewer	\$ 27,682	\$ 30,000	\$ 8,293	27.64%	\$ 30,000		
213-004	Electricity	\$ 24,144	\$ 20,000	\$ 7,881	39.41%	\$ 20,000		
215	M&R - Buildings&Grounds	\$ 20,083	\$ 50,000	\$ 13,162	26.32%	\$ 50,000		
216	M&R- Equipment	\$ 10,795	\$ 20,000	\$ 26,046	130.23%	\$ 30,000		
216-001	M&R- Security System	\$ 6,356	\$ -	\$ 5,069	-100.00%	\$ 9,000		
219-001	Equipment Rent	\$ 1,064	\$ 800	\$ -	0.00%	\$ 800		
219-002	Library Rent	\$ 18,000	\$ 18,000	\$ 7,500	41.67%	\$ 18,000		
223	Professional Services	\$ 8,456	\$ 15,000	\$ 7,091	47.27%	\$ 15,000		
230	Contracted Services	\$ 61,223	\$ 75,000	\$ 28,633	38.18%	\$ 75,000		
<b>Total Contractual Services</b>		<b>\$ 449,622</b>	<b>\$ 497,200</b>	<b>\$ 179,015</b>	<b>36.00%</b>	<b>\$ 516,200</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Commodities</b>								
341	Departmental Supplies & Materials	\$ 85,775	\$ 90,000	\$ 32,422	36.02%	\$ 90,000		
<b>Total Commodities</b>		<b>\$ 85,775</b>	<b>\$ 90,000</b>	<b>\$ 32,422</b>	<b>36.02%</b>	<b>\$ 90,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>		<b>\$ 535,397</b>	<b>\$ 587,200</b>	<b>\$ 211,437</b>	<b>36.01%</b>	<b>\$ 606,200</b>	<b>\$ -</b>	<b>\$ -</b>

**8 Year Budget Analysis**



213-001 Electricity

FY17 Actual \$ 260,842    FY18 YTD as of 11/30/2017 \$ 75,215    FY18 Budget \$ 250,400

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Electricity		250,400			Electricity for all county buildings
Total	-	250,400	-	-	

Total Object Code

250,400

213-002 Fuel Oil

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 10,977	\$ 125	\$ 18,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Fuel Oil		18,000			Required to heat some facilities.
Total	-	18,000	-	-	
Total Object Code	18,000				

213-003 Water/Sewer

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	27,682	\$ 8,293	\$ 30,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Water/Sewer		30,000			Water and sewer for facilities
Total	-	30,000	-	-	

Total Object Code                            30,000

213-004 Other Utilities

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 24,144	\$ 7,881	\$ 20,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Other Utilities		20,000			Trash removal, septic cleaning, Comcast, etc.
Total	-	20,000	-	-	
Total Object Code	20,000				

215 M&R Bldg/Equip

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	20,083	\$ 13,162	\$ 50,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Maintenance/Repair Buildings			50,000		Upkeep of the County facilities, painting, repairs, upgrades, general maintenance.
Total	-	-	50,000	-	
Total Object Code	50,000				

216-000 Maintenance/Repair of Equipment

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	10,795	\$ 26,046	\$ 20,000

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Maintenance/Repair Equipment			30,000		Increase \$10000. Mainly repair of HVAC equipment
Total	-	-	30,000	-	
Total Object Code	30,000				

216-001 Maintenance/Repair Security System

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	6,356	\$ 5,069	\$ -

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		9,000			Security System installed in FY17. Related maintenance agreement.
Total	-	9,000	-	-	
Total Object Code	9,000				

219-001 Equipment Rent

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 1,064	\$ -	\$ 800

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Equipment Rent			800		For the rental of specialty equipment
Total	-	-	800	-	
Total Object Code	800				



223 Professional Services

FY17      FY18 YTD as of      FY18  
 Actual      11/30/2017      Budget  
 \$ 8,456    \$ 7,091    \$ 15,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Professional Services		15,000			Needed for specialty services outside of normal contracts.
Total	-	15,000	-	-	
Total Object Code	15,000				

230 Contracted Services

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	61,223	\$ 28,633	\$ 75,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Contracted Services	75,000				Most of the contracts are required by state and federal laws( fire alarm, elevator, etc)
Total	75,000	-	-	-	
Total Object Code	75,000				

341 Materials and Supplies

FY17 Actual \$ 85,775  
 FY18 YTD as of 11/30/2017 \$ 32,422  
 FY18 Budget \$ 90,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Materials and Supplies		90,000			These are materials and supplies that allow county government to operate. Materials include office supplies, cleaning supplies, sanitary supplies, etc.
Total	-	90,000	-	-	
Total Object Code	90,000				



**BUDGET REQUEST**

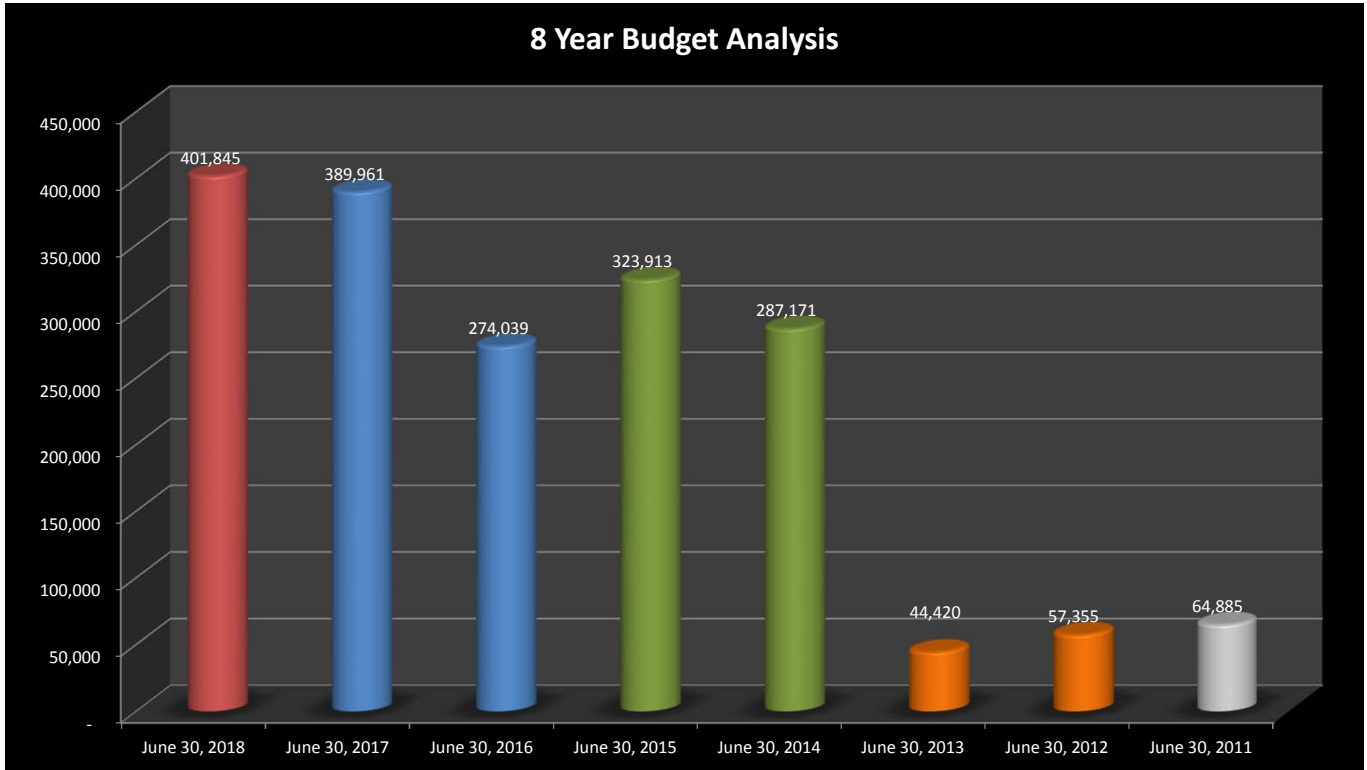
Fiscal Year: 2018 - 2019  
 Department: Data Processing (IT)  
 Account Number: 428

Notes:

Expenditure data as of 11/30/2017

**\*\* Budget Increase due to additional employee, CAD System components support,  
 \*\* Network Security Malware/Ransomware, Addtl dept support, New 911 Center support,  
 \*\* Technical Training Increase, Learning Mgmt System Implementation  
 \*\* MCX refers to the Modern Citizen Experience Initiative  
 \*\* The IT Department does have a new request this year in staffing  
 \*\* all the department changes and inclusions into the department.**

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Personnel Services</b>							
103 Salary & Wages of Employees	\$ 87,943	\$ 113,147	\$ 45,694	40.38%	\$ 163,147		
104 FICA Tax - Social Security	\$ 5,225	\$ 7,016	\$ 2,731	38.93%	\$ 10,116		
104 Medicare	\$ 1,222	\$ 1,642	\$ 639	38.92%	\$ 2,367		
105 Group Insurance Expense	\$ 23,827	\$ 25,788	\$ 6,783	26.30%	\$ 25,896		
106 Retirement Expense	\$ 10,531	\$ 12,448	\$ 5,026	40.38%	\$ 16,316		
<b>Total Personnel Services</b>	<b>\$ 128,748</b>	<b>\$ 160,041</b>	<b>\$ 60,873</b>	<b>38.04%</b>	<b>\$ 217,842</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contractual Services</b>							
211 Telephone	\$ 1,528	\$ 1,850	\$ 279	15.08%	\$ 2,150		
223 Professional Services	\$ 9,312	\$ 3,986	\$ 10,585	265.55%	\$ 10,050		
<b>Total Contractual Services</b>	<b>\$ 10,840</b>	<b>\$ 5,836</b>	<b>\$ 10,864</b>	<b>186.15%</b>	<b>\$ 12,200</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Commodities</b>							
341 Departmental Supplies & Materials	\$ 26,265	\$ 27,500	\$ 3,954	14.38%	\$ 27,500		
353 Computer Software	\$ 37,587	\$ 27,500	\$ 11,614	42.23%	\$ 28,610		
354 Computer Hardware	\$ 85,369	\$ 64,800	\$ 7,444	11.49%	\$ 86,820		
355 IT Consulting	\$ 52,197	\$ 56,790	\$ 23,794	41.90%	\$ 55,290		
356 Lic&Annual Fees	\$ 48,955	\$ 59,378	\$ 37,677	63.45%	\$ 76,847		
<b>Total Commodities</b>	<b>\$ 250,373</b>	<b>\$ 235,968</b>	<b>\$ 84,483</b>	<b>35.80%</b>	<b>\$ 275,067</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 389,961</b>	<b>\$ 401,845</b>	<b>\$ 156,220</b>	<b>38.88%</b>	<b>\$ 505,109</b>	<b>\$ -</b>	<b>\$ -</b>



103 Salary/Wages

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	87,943	\$ 45,694	\$ 113,147

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Full-time employee		113,147			Do not change this line, make any adjustments below it
<b>New Requests</b>					
Full-time employee			5,000		Tinadawn Stratton IT Specialist Salary Increase
Full-time employee		45,000			Additional Employee IT
Total	-	158,147	5,000	-	
Total Object Code	163,147				

FY17 Actual \$ 5,225  
 FY18 YTD as of 11/30/2017 \$ 2,731  
 FY18 Budget \$ 7,016

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
FICA regular salaries	7,016				Do not change this line
Increase for 1 employee			310		
NEW position request		2,790			
Total	7,016	2,790	310	-	
Total Object Code	10,116				

104 Medicare

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 1,222	\$ 639	\$ 1,642

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Medicare regular salaries	1,641				Do not change this line
Increase for 1 employee			73		
NEW position request		653			
Total	1,641	653	73	-	
Total Object Code	2,367				



106 Retirement

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	10,531	\$ 5,026	\$ 12,448

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Retirement regular FT salary	11,316				Do not change this line
Increase for 1 employee			500		
NEW position request		4,500			
Total	11,316	4,500	500	-	
Total Object Code	16,316				

211 Telephone

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 1,528	\$ 279	\$ 1,850

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Sprint		2,150			Cellular Phone Service/Engineering Field Mifi
Total	-	2,150	-	-	
Total Object Code	2,150				

223 Professional Services

FY17 Actual \$ 9,312  
 FY18 YTD as of 11/30/2017 \$ 10,585  
 FY18 Budget \$ 3,986

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Vision Internet	10,050				Yearly Contract service on Jefferson County Website - includes all maintenance updates, code changes for new browsers/smart phones, analytics
Total	10,050	-	-	-	
Total Object Code	10,050				

341 Materials and Supplies

	FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$	26,265	\$ 3,954	\$ 27,500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Materials and Supplies		13,500			Cables, Monitors, USB, Backups, Batteries, Keyboards, CD/DVD
Printer Toner Printer Heads Related		11,250			Printer Toner, PrintHeads and other related Printer Supplies - All County Offices
Battery Backup Replacements		2,750			Battery Backups Utilizing IT Dept Replacement Schedule - 50 Units @\$55 per unit
Total	-	27,500	-	-	
Total Object Code	27,500				

353 Computer Software

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
	\$ 37,587	\$ 11,614	\$ 27,500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
911 Software		3,300			Software for 911 Center
Engineering - MyGovOnline		13,260			Engineering Modern Citizen Experience Digital Online Permitting Process
Microsoft		5,700			Microsoft Exchange email licenses 100 (Compliance Issue - Out of Compliance)
Microsoft Office		3,200			Licenses for compliance
Adobe Acrobat DC/Online		3,150			Prosecutors/Engineering Office
Total	-	28,610	-	-	
Total Object Code	28,610				

354 Computer Hardware

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 85,369	\$ 7,444	\$ 64,800

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Dell Optiplex Workstations		16,000			Outdated PC Replacements and Updating Workstations All county
HewlettPackard		4,000			Replacement of outdated/nonfunctioning printers
Voting Results Computer		4,500			Voting
Hewlett Packard		720			Replacement Network Switch
Ubiquiti Networks		4,250			Replacement Air Fiber Units
Laptop/Tablet Replacements		7,500			Replacement of old nonfunctioning laptops
Fujitsu Scanners		1,600			County Clerk and Commission Scanners
Dell Precision/OptiPlex Laptops		4,200			Public Safety Replacements
ThecusOS Backup Storage Network		11,000			Replication/Storage/Area Network Backup Infrastructure CAD BodyCameras
Dell R720 Server Class System		12,250			Virtualization Host Infrastructure Backup/Replication Downtown for 911
Commission Meeting Room Camera			1,500		Replacement/Additional for Meeting Security
Network Host Memory		4,500			VMware ESXi Host upgrades
Panasonic ToughBooks		5,000			ToughBook Replacements
Public Safety Fire SonicWall CAD		6,500			13 @\$500 Replacements for End of Life Units/No Support
Cisco 2921 Downtown Router		3,300			Replace with 4331/K9 for End of Life Unit/No support
Total	-	85,320	1,500	-	
Total Object Code	86,820				

355 IT Consulting

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 52,197	\$ 23,794	\$ 56,790

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Advantage Technology		52,800			Information Technology Consulting Contract
Software Systems, Inc. SSI		1,500			Network Software Support
Microsoft		990			Microsoft Support Incidents (2)
Total	-	55,290	-	-	
Total Object Code	55,290				

356 Lic & Annual Fees

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 48,955	\$ 37,677	\$ 59,378

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
ESRI GIS Software Maintenance		12,045			GIS Software Annual License Fee - required for GIS Operations
Duncan Parnell GPS Maintenance		975			GPS Software Annual License Fee - required for GIS Operations
Profound Logic AS/400		880			AS/400 Software Maintenance GUI/Point/Click Assessor, Tax Office, Circuit Clerk
EMC Storage Network		3,500			911 Licensing EMC Storage Contract 310054757HS Networks Support Maintenance
Veeam Backup/Replication		3,255			Licensing for Veeam Backup/Replication Software 911 Center 3YRS
Barracuda Email AV/FW/Spam		1,558			Licensing for Barracuda Email/Anti-Virus/EmailFireWall/County Wide Network 1YR
SolarWinds Patch Management		766			SsystemWide Updates Patch Management Microsoft and others
WatchGuard		3,242			Licensing for WatchGuard Firewall Network Security Bardane Campus
Xerox/ACS PayrollFinance AS400		15,204			Licensing for AS400 software payroll finance
Dell R720 Hardware Maintenance		4,678			Maintenance on Dell R720 Host Systems/Virtualization Infrastructure Downtown
Global Science and Technology		1,980			Licensing for Ambulance Fee Server Software
Expectations Scheduling Software		145			911 Scheduling Software Support
Print-O-Stat		1,250			HP T2530 PS Support Engineering
Technical Training		6,500			Technical Training Programs (Veeam/VMware/Network/Security)
Stimulus Software		1,150			Mail Archive Software Support Maintenance
Sophos		6,690			End User Malware Protection - Root RansomWare
Cisco Smartnet Network Maintenance		2,100			Countywide Ciscos Router Maintenance
VMware Virtualization Support		5,619			Support/Maintenance 911 Center and Downtown DataCenters
Quality Uptime Services		3,100			911 Center Uninterruptible Power System
BlueBeam		985			Engineering Software Support MCX MyGovOnline
Trimble Software		985			Engineering - GIS Spatial Data Software
Textedly		240			MCX Text Messaging Alerts
Total	-	76,847	-	-	
Total Object Code	76,847				

Payroll Dept: FY 2018

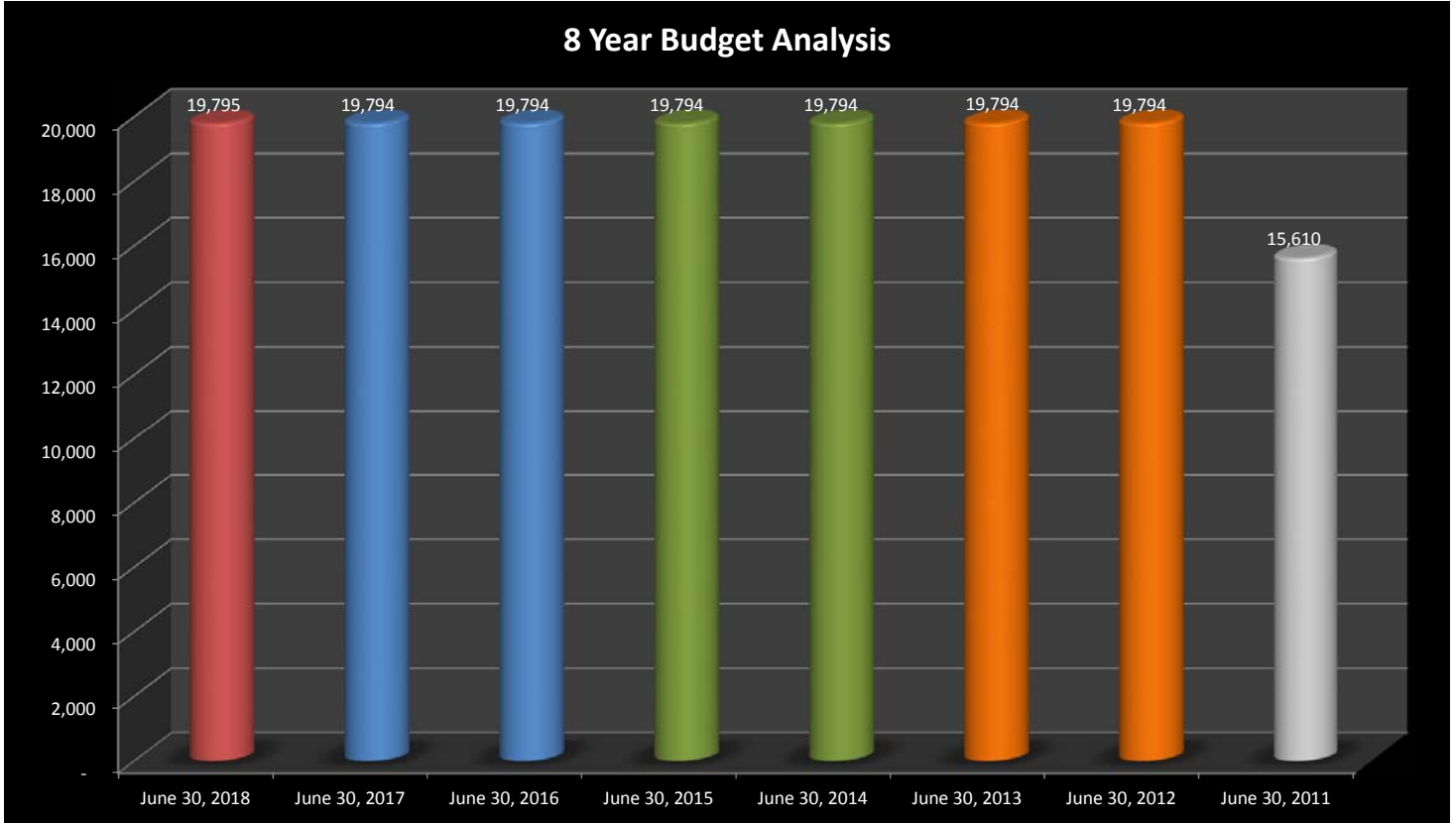
	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 10.0% Sheriff Dep 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly
Burgess, Russ	428	2,813.55	73,152.30	4,536.00	1,061.00	7,316.00	12.70	23.46	6.94	1,300.79	1,343.89
Stratton, Tina Dawn	428	1,538.24	39,994.24	2,480.00	580.00	4,000.00	12.70			-	12.70
		<u>4,352.00</u>	<u>113,147.00</u>	<u>7,016.00</u>	<u>1,641.00</u>	<u>11,316.00</u>	<u>26.00</u>	<u>24.00</u>	<u>7.00</u>	<u>1,301.00</u>	<u>1,357.00</u>
Employee Count	2					Employee Insurance	<u>312.00</u>	<u>288.00</u>	<u>84.00</u>	<u>15,612.00</u>	<u>16,296.00</u>

**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: RDA  
 Account Number: 429

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Contributions/Transfers</b>							
567 Contributions/Transfers oth Gov. Ent	\$ 19,794	\$ 19,795	\$ 19,794	99.99%	\$ 19,795		
<b>Total Contributions/Transfers</b>	<b>\$ 19,794</b>	<b>\$ 19,795</b>	<b>\$ 19,794</b>	<b>99.99%</b>	<b>\$ 19,795</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 19,794</b>	<b>\$ 19,795</b>	<b>\$ 19,794</b>	<b>99.99%</b>	<b>\$ 19,795</b>	<b>\$ -</b>	<b>\$ -</b>





January 23, 2018

**DO  
NOT  
PAY**

Jefferson County Commission  
PO Box 250  
124 E. Washington Street  
Charles Town, WV 25414

**Re: FY 2019 Annual Assessment – Region 9 Planning & Development Council**

In preparation for your annual budget, we are notifying local governments of the fiscal year 2019 assessment required by State Code §8-25-12 (attached) for the period of July 1, 2018 through June 30, 2019. The breakdown of your assessment is reflected below. Region 9 receives \$.25 per capita of the assessment with the remaining \$.12 per capita being directed toward the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Federal Transportation Program.

Your assessment below is based on 2010 U.S. Census Bureau population numbers.

THIS IS NOT A BILL. A separate invoice will be sent in July 2018.

Member	2010 Census Population	Region 9 Assessment Fee Per Capita	Region 9 Assessment
Jefferson County	53,498	\$0.25	\$13,374.50

Member	2010 Census Population	HEPMPO Assessment Fee Per Capita	HEPMPO Assessment
Jefferson County	53,498	\$0.12	\$6,419.76

***Total Assessment for FY 2019*                      \$19,794.26**

If you have any questions regarding the assessment, please feel free to contact me.

Sincerely,

William R. Clark  
Executive Director

567 Contributions to Other Govt Entities

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	19,794	\$ 19,794	\$ 19,795

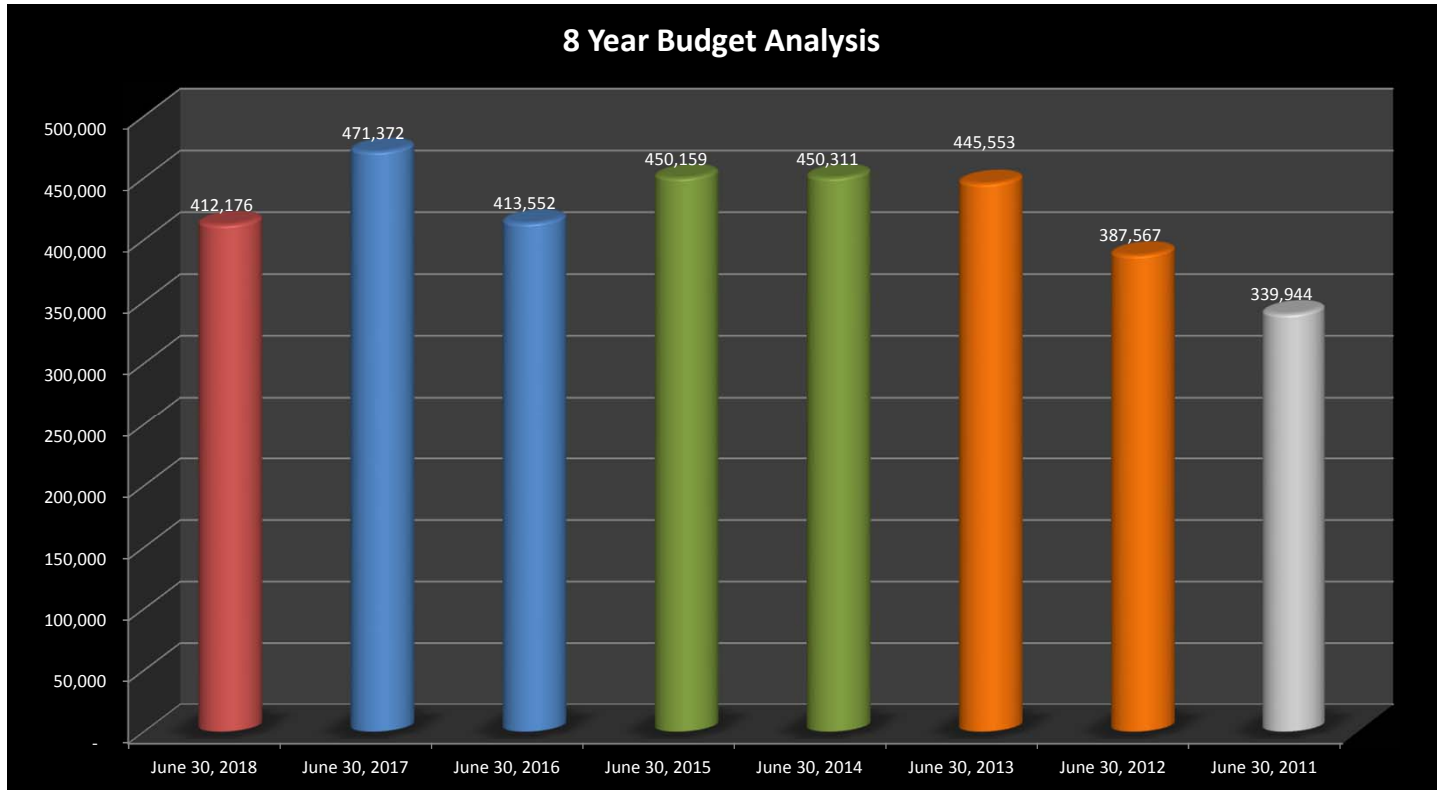
Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Region 9 Planning & Dev Council	19,795				Fiscal year 2019 assessment required by State Code §8-25-12 (attached) for the period of July 1, 2018 through June 30, 2020 See Attached.
Total	19,795	-	-	-	
Total Object Code	19,795				

**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: EC Development  
 Account Number: 431

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	Request	Working Total	Approved FY19
<b>Personnel Services</b>							
103 Salary & Wages of Employees	\$ 212,288	\$ 217,305	\$ 91,630	42.17%	\$ 264,121		
104 FICA Tax - Social Security	\$ 12,742	\$ 13,476	\$ 5,492	40.75%	\$ 16,380		
104 Medicare	\$ 2,980	\$ 3,152	\$ 1,284	40.74%	\$ 3,832		
105 Group Insurance Expense	\$ 37,347	\$ 38,337	\$ 17,260	45.02%	\$ 73,476		
106 Retirement Expense	\$ 25,433	\$ 23,906	\$ 9,564	40.01%	\$ 26,416		
<b>Total Personnel Services</b>	<b>\$ 290,790</b>	<b>\$ 296,176</b>	<b>\$ 125,230</b>	<b>42.28%</b>	<b>\$ 384,225</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contractual Services</b>							
223 Professional Services	\$ 10,000	\$ 10,000	\$ -	0.00%	\$ 10,000		
<b>Total Contractual Services</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>
567-000 In-Kind Rent - Econ Dev	\$ 36,000	\$ 37,000	\$ -	0.00%	\$ 37,200		
567-001 In-Kind Rent - Farm Prot Bd	\$ 13,500	\$ 13,875	\$ -	0.00%	\$ 13,950		
568 Other Contribution	\$ 116,082	\$ 106,000	\$ 53,000	50.00%	\$ 106,000		
568-001 Airport Authority	\$ 5,000	\$ -	\$ -		\$ -		
<b>Total Contributions/Transfers</b>	<b>\$ 170,582</b>	<b>\$ 156,875</b>	<b>\$ 53,000</b>	<b>33.78%</b>	<b>\$ 157,150</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 471,372</b>	<b>\$ 463,051</b>	<b>\$ 178,230</b>	<b>38.49%</b>	<b>\$ 551,375</b>	<b>\$ -</b>	<b>\$ -</b>



103 Salary/Wages

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 212,288	\$ 91,630	\$ 217,305

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Per attached wage sheet		256,121			Do not change this line, make any adjustments below it
Executive Director salary adjustment				5,000	
Administrative Assistant raise request				1,000	
Program Manager raise request				2,000	
					<b>FUNDING NOTES:</b>
					1) JCDA must reimburse JCC for payment of Business Coach. The agreement requires that this position approval is contingent upon obtaining an outside funding source made up of State, Berkely Co, JCDA, etc. No Jefferson County Funding was approved on 8/3/2017 for this position or related benefits. Total amount of salaries for the Business Coach is 77,712 in GL 382.
					2) FPB also reimburses JCC for one position for a total of 65,035 in GL 382
					<b>Total Funding From Other Sources: \$142,747</b>
<b>Total</b>	<b>-</b>	<b>256,121</b>	<b>-</b>	<b>8,000</b>	
<b>Total Object Code</b>	<b>264,121</b>				

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 12,742	\$ 5,492	\$ 13,476

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
FICA regular wages	15,884				Do not change this line
Salary Increases Requested				496	
<b>Total</b>	<b>15,884</b>	<b>-</b>	<b>-</b>	<b>496</b>	
<b>Total Object Code</b>	<b>16,380</b>				

104 Medicare

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	2,980	\$ 1,284	\$ 3,152

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Medicare regular wages	3,716				Do not change this line
Salary Increases Requested				116	
Total	3,716	-	-	116	
Total Object Code	3,832				

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	37,347	\$ 17,260	\$ 38,337

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Life		768			Do not change this line
Dental		1,128			Do not change this line
Vision		420			Do not change this line
Medical		71,160			Do not change this line
<b>Total</b>	-	73,476	-	-	

Total	-	73,476	-	-
Total Object Code	73,476			



223 Professional Services

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 10,000	\$ -	\$ 10,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
SBDC Business Coach match		10,000			JCDA portion of contract
Total	-	10,000	-	-	
Total Object Code	10,000				

567-000 In-Kind Contributions-Rent Econ Dev

FY17 Actual \$ 36,000    FY18 YTD as of 11/30/2017 \$ -    FY18 Budget \$ 37,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
JCDA office space		37,200			in-kind rent
Total	-	37,200	-	-	
Total Object Code	37,200				

567-001 In-Kind Contributions-Rent Farm Prot Bd

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	13,500	\$ -	\$ 13,875

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Farm Protection Board		13,950			in-kind rent
Total	-	13,950	-	-	
Total Object Code	13,950				

568 Other Contributions

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	116,082	\$ 53,000	\$ 106,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Other contribution		106,000			This line item funds our operating budget, excluding salaries and benefits
Total	-	106,000	-	-	
Total Object Code	106,000				

568 Contribution - Airport Authority

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 5,000	\$ -	\$ -

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
N/A				-	Airport Auth
Total	-	-	-	-	
Total Object Code	-				

Payroll Dept: FY 2018

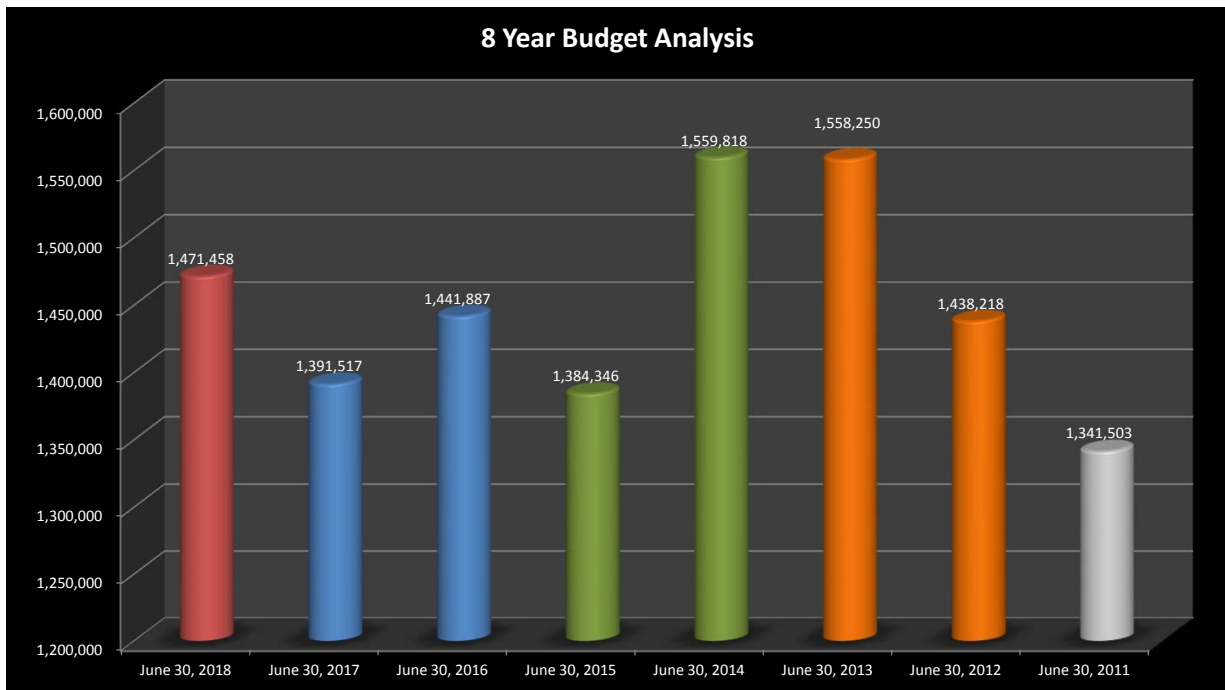
	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 10.0% Sheriff Dep 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	
Coffey, Matt **	431	1,923.08	50,000.08	3,101.00	726.00	5,001.00	12.70	-	6.94	1,554.01	1,573.65	
Diehl, Nic *	431	2,884.62	75,000.12	4,651.00	1,088.00	7,501.00	12.70	23.46	6.94	1,554.01	1,597.11	
Goodwin, Lyn *	431	1,707.40	44,392.40	2,753.00	644.00	4,440.00	12.70	23.46	6.94	760.40	803.50	
Jones, Jane R. *	431	1,524.88	39,646.88	2,459.00	575.00	3,965.00	12.70	23.46	6.94	1,300.79	1,343.89	
Wheeler, Elizabeth ***	431	1,810.82	47,081.32	2,920.00	683.00	4,709.00	12.70	23.46	6.94	760.40	803.50	
		<u>9,851.00</u>	<u>256,121.00</u>	<u>15,884.00</u>	<u>3,716.00</u>	<u>25,616.00</u>	<u>-</u>	<u>64.00</u>	<u>94.00</u>	<u>35.00</u>	<u>5,930.00</u>	<u>6,122.00</u>
						Employee Insurance	<u>768.00</u>	<u>1,128.00</u>	<u>420.00</u>	<u>71,160.00</u>	<u>73,476.00</u>	
County Funded	3 * County Funded Positions											
Non County Funded	2 ** Business Coach was approved on 8/3/2017 as fully funded by other sources. No JCC funding was approved for this position. See Line 568-000.											
	*** Farmland Protection Board reimburses the County for 100 % of this position											
Total Employee Count	<u>5</u>											

**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Engineering, GIS, Planning & Zoning  
 Account Number: 440

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Personnel Services</b>							
103 Salary & Wages of Employees	\$ 937,598	\$ 967,091	\$ 377,375	39.02%	\$ 987,392		
104 FICA Tax - Social Security	\$ 56,416	\$ 60,404	\$ 22,515	37.27%	\$ 61,539		
104 Medicare	\$ 13,194	\$ 14,134	\$ 5,266	37.26%	\$ 14,400		
105 Group Insurance Expense	\$ 207,488	\$ 223,524	\$ 89,575	40.07%	\$ 224,640		
106 Retirement Expense	\$ 112,822	\$ 106,388	\$ 41,717	39.21%	\$ 99,250		
108 Overtime	\$ 4,446	\$ 7,000	\$ 2,122	30.31%	\$ 5,000		
108 Extra Help	\$ 5,543	\$ -	\$ -		\$ -		
<b>Total Personnel Services</b>	<b>\$ 1,337,507</b>	<b>\$ 1,378,541</b>	<b>\$ 538,570</b>	<b>39.07%</b>	<b>\$ 1,392,221</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contractual Services</b>							
211 Telephone	\$ 1,994	\$ 2,711	\$ 348	12.84%	\$ 2,711		
212 Printing	\$ -	\$ 200	\$ -	0.00%	\$ 200		
214 Travel	\$ 2,179	\$ 3,720	\$ -	0.00%	\$ 3,990		
216 M&R- Equipment	\$ -	\$ 2,809	\$ 609	21.68%	\$ 609		
220 Advertising & Legal Publications	\$ 1,308	\$ 3,700	\$ 175	4.73%	\$ 3,700		
221 Training & Education	\$ 3,201	\$ 4,722	\$ 527	11.16%	\$ 5,447		
222 Dues & Subscription	\$ 1,142	\$ 2,430	\$ 1,384	56.95%	\$ 2,595		
223 Professional Services	\$ 22,579	\$ 50,000	\$ 25,347	50.69%	\$ 25,000		
230 Contracted Services-Eng	\$ 5,585	\$ 5,000	\$ 866	17.32%	\$ 5,500		
230-001 Contracted Services-GIS	\$ 2,662	\$ 1,600	\$ 506	31.63%	\$ 1,600		
230-002 Contracted Services-PLN	\$ 6,337	\$ 6,300	\$ 2,063	32.75%	\$ 6,300		
236 Refunding Erroneous Payments	\$ 801	\$ -	\$ 312	-100.00%	\$ -		
<b>Total Contractual Services</b>	<b>\$ 47,788</b>	<b>\$ 83,192</b>	<b>\$ 32,137</b>	<b>38.63%</b>	<b>\$ 57,652</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Commodities</b>							
341 Departmental Supplies & Materials	\$ 3,258	\$ 3,100	\$ 872	28.13%	\$ 3,100		
341-001 Departmental Supplies & Materials-GIS	\$ 2,509	\$ 5,625	\$ 690	12.27%	\$ 5,625		
341-002 Departmental Supplies & Materials-PLN	\$ 455	\$ 1,000	\$ 17	1.70%	\$ 1,000		
<b>Total Commodities</b>	<b>\$ 6,222</b>	<b>\$ 9,725</b>	<b>\$ 1,579</b>	<b>16.24%</b>	<b>\$ 9,725</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 1,391,517</b>	<b>\$ 1,471,458</b>	<b>\$ 572,286</b>	<b>38.89%</b>	<b>\$ 1,459,598</b>	<b>\$ -</b>	<b>\$ -</b>





## MEMORANDUM

### Jefferson County, West Virginia Engineering Department

TO: Jefferson County Commission

FROM: Roger Goodwin, P.E., CFM  
Chief County Engineer

DATE: February 16, 2018

SUBJECT: FY 2019 (440) Budget  
Department of Engineering, Planning & Zoning

#### FY 2019 Budget Overview

1. The Department of Engineering, Planning & Zoning currently has 17 employees in six offices:
  - Planning & Zoning
  - Engineering & Land Development
  - GIS & Addressing
  - Impact Fees
  - Building Permits & Inspections
  - Ordinance Compliance & Floodplain Management

A part-time Addressing Technician position was eliminated in December, 2016 as part of the prior department restructuring project.

Over the past six years – through the merging of the departments and attrition - there has been a reduction in personnel costs by the elimination of 5 positions (Planning Director, Planning Office Manager, Impact Fees Director, Capital Planning Construction Manager, GIS-Addressing Technician) and by not filling 3 vacant positions (Building Plans Reviewer, Building Inspector, Building Permits Technician). By my calculations this resulted in a reduction in personnel costs of approximately \$408,000.

However, the FY 2019 budget request includes funding for filling the position of a building code plans reviewer/inspector (see the attached Proposed FY 2019 Organizational Chart). During the Engineering, Planning & Zoning department's restructuring project in 2016, I informed the County Commission that as the work load increases in the Office of Building Permits & Inspections we will need to consider filling a vacant position.

The position is for a building plans and permit application reviewer. The person will be cross 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 a minimum of \$65,000 per year.

At this point in time it is highly unlikely that we will find and be able to simply hire a person who is already trained and certified. Recently, both the City of Martinsburg and the City of Ranson made offers of employment to our lead building inspector (and code enforcement officer) because they could not find any other candidate in the area who is already certified.

Under West Virginia State Code, Legislative Rules, Title 87, Series 7 (see attached document), §87-7-3 "Certification of Building Code Officials, Plans Examiners and Inspectors", we are required to have certified personnel. Under §87-7-6 "Alternative for Probationary Employment of Uncertified Officials", we have two years to get a person trained and certified as a building inspector and/or building plans reviewer. (See attached Therefore, it is advisable to hire a person well before the need arises so they can complete the training and certification exams (which typically takes at least 18 months). Until then, their ability to review plans and perform inspections is limited by law.

There is already funding in the FY18 budget for another building inspector/plans reviewer for ½ of the FY (beginning January 1, 2018). Before I move forward with hiring the plans reviewer/inspector in FY18, I want to be assured that funding will also be provided in the FY19 budget for the position.

The need to add funding in the FY19 budget for additional personnel in the other offices in the department is not anticipated at this time. For these offices, 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.).

2. The Department of Engineering Planning & Zoning's FY 2019 Budget Request is a "Zero Budget" submission with justifications for each line item. I met with Todd Fagan, GIS Manager and Jennie Brockman, County Planner, to also get their input on the budget.

The combined total amount for "Contractual Services" and "Commodities" in the FY 2019 budget is \$42,377.00, which is \$540.00 less than the FY 2018 budget amount. The amount in the "Personnel Services" category includes funding for the additional building plans reviewer/inspector position, but the amount will increase if there is an increase in the cost of employee compensation and/or benefits.

*Note: In 2013, the County Commission put the administration of impact fees under the Engineering Department and eliminated the Department of Impact Fees and Capital Planning & Management, thus the reason for the significant increase in the budget amount shown in the historical chart.*

The following are the key reasons for the travel and training costs:

- Professional Continuing Education – is a state code requirement for Engineers, Building Inspectors and Floodplain Managers in order to maintain certifications.
- Continuing Education is also required for County Planner in order to maintain American Institute of Certified Planners (AICP) certification.
- Also have training costs for GIS staff to stay current on GIS technology and software in order to maintain our GIS mapping system.

3. Permit fee revenue for FY 2017 is \$252,580, an increase of 4.6% from the \$241,384 received in FY 2016. Permit fee revenue has been increasing each year since 2012, along with an increase in building permit activity.

The following are the fees collected by the Department of Engineering, Planning & Zoning over the past 12 years. Engineering accounts for 80 – 90% of fees collected, Planning & Zoning accounts for approximately 10 – 20% of fees collected:

<b>Table 1</b>	
<b>Engineering, Planning &amp; Zoning Combined Fees/Revenue</b>	
Fiscal Year	Fees Collected
2006	\$1,043,310
2007	\$635,825
2008	\$577,755
2009	\$309,435
2010	\$209,482
2011	\$262,478
2012	\$163,730
2013	\$182,298
2014	\$200,140
2015	\$211,533
2016	\$241,384
2017	\$252,580

Permit fees were raised in 2014 by 10%. It is the only time fees have been raised since permit fees were first adopted in 2001. If permit fees had been adjusted every year since 2001 (16 years), based on a 2% inflation rate, then permit fees would be 37.68% higher today in order to equal the value of the permit fee in 2001 (time-value of money). An additional 25.16% fee increase is needed, on top of the 10% increase already made in 2014, to fully adjust the permit fees for inflation. An increase of this amount may result in an additional \$70,000 of permit fee revenue at the current permit activity rate.

4. Generally, the Department of Engineering, Planning & Zoning is responsible for:

- Administering & enforcing the Building Codes (both our building inspectors are trained and certified in accordance with state code)
- Administering & enforcing the Subdivision & Zoning Regulations and reviewing subdivision/site plans for the Planning Commission
- Administering the bonding policy, tolling of bonding agreements, and bank escrow accounts as part of the subdivision regulations approval process.
- Reviewing stormwater management plans and enforcing the Stormwater Management Ordinance
- Administering & enforcing the Floodplain Ordinance (Mason Carter & I are both Certified Floodplain Managers)
- Administering & enforcing the 911/Addressing Ordinance
- Administering & enforcing the Property Safety Ordinance (has a board)
- Administration of Impact Fees, including processing applications and the collection, accounting & disbursement of funds; selection and approval of fee fundable projects; and the drafting of the Annual Report and the Annual Capital Improvement Plan
- Carrying out code enforcement responsibilities for numerous ordinances (the Ordinance Compliance Officer has not lost a case in magistrate court)
- Maintaining the county's Geographic Information System (GIS) and providing support to the 911 CAD emergency dispatch system and the digital floodplain mapping system, etc.
- Providing project management for resolving WVDEP violations:

1. Emergency Ambulance Authority – Stormwater Industrial Discharge Permit violation; and
  2. Bardane Industrial Park WWTP & Lagoon Decommissioning and Sinkhole Remediation Project.
- Providing project management for various impact fee and engineering studies, such as the:
    1. Mountain Water Study; and
    2. Mountain Test Wells Project; and
    3. County Wide Groundwater Budget Study; and
    4. Impact Fees Recalculation Project
    5. Implementation of the new Content Management System (CMS), which is moving the office toward a digital permit application and information management system and away from the paper system.
  - Drafting ordinances and amendments
  - Responding to citizens, builders, consultants, attorneys and developers information requests and inquiries, etc.
  - Managing the FEMA mapped floodplains under the Floodplain Ordinance and trying to protect or lessen the exposure of structures to potential flood damage and the cost of repair/replacement
  - Ensuring the proper location of fire hydrants in subdivisions as required under the Subdivision ordinance
  - Protecting life and property by ensuring that commercial & residential building construction meets the Building Code requirements, in accordance with state building codes.
  - Protecting the public from the hazards associated with abandoned and dilapidated structures under the Property Safety Ordinance
  - Providing construction project management for subdivisions where the developer is in default of bonding agreements:

Value of Bonded Land Development Projects in Default:

The following table lists all the projects and the bond amounts for the projects where the developer has defaulted on their bonding agreement. The ones shown in bold type are the remaining ones in which the Engineering Department still needs to manage the bidding, construction and completion of the projects:

<b>Land Development Projects with Bond Agreements in Default</b>			
No.	File No.	Project Name	Bond Amount
1	<del>00-32</del>	<del>Clear Field Subdivision</del>	<del>\$11,492</del>
2	02-06	<b>Smith Mountain Estates Subdivision</b>	<b>\$38,120</b>
3	02-09	<b>Rose Hill Subdivision</b>	<b>\$50,664</b>
4	<del>02-12</del>	<del>Burch Manor Subdivision</del>	<del>\$5,950</del>
5	03-11	<b>Chapel View Subdivision</b>	<b>\$225,638</b>
6	<del>03-21</del>	<del>Summit View Estates Subdivision</del>	<del>\$250,000</del>
7	<del>04-17</del>	<del>Demory Farm Subdivision</del>	<del>\$163,704</del>
8	<del>05-28</del>	<del>Pleasant Hills Subdivision</del>	<del>\$12,768</del>
9	<del>08-01</del>	<del>Nuannit Vasuvat Minor Subdivision</del>	<del>\$10,001</del>
Total Amount of Work Remaining to Finish =			<b>\$314,422</b>

In closing, the Department of Engineering, Planning & Zoning is involved in a wide range of issues and responsibilities, and our staffing level is at the bare minimum necessary to carry out all the functions. We have several positions where we have only one employee who can perform the job. We do not have the additional staff (plus the skill sets) to train as a backup in these positions; this puts us at risk of not being able to carry out the job functions if any of these employees leave or are absent for extended periods of time. A further reduction in staff will severely hinder our abilities to get the work done and serve the citizens of Jefferson County.

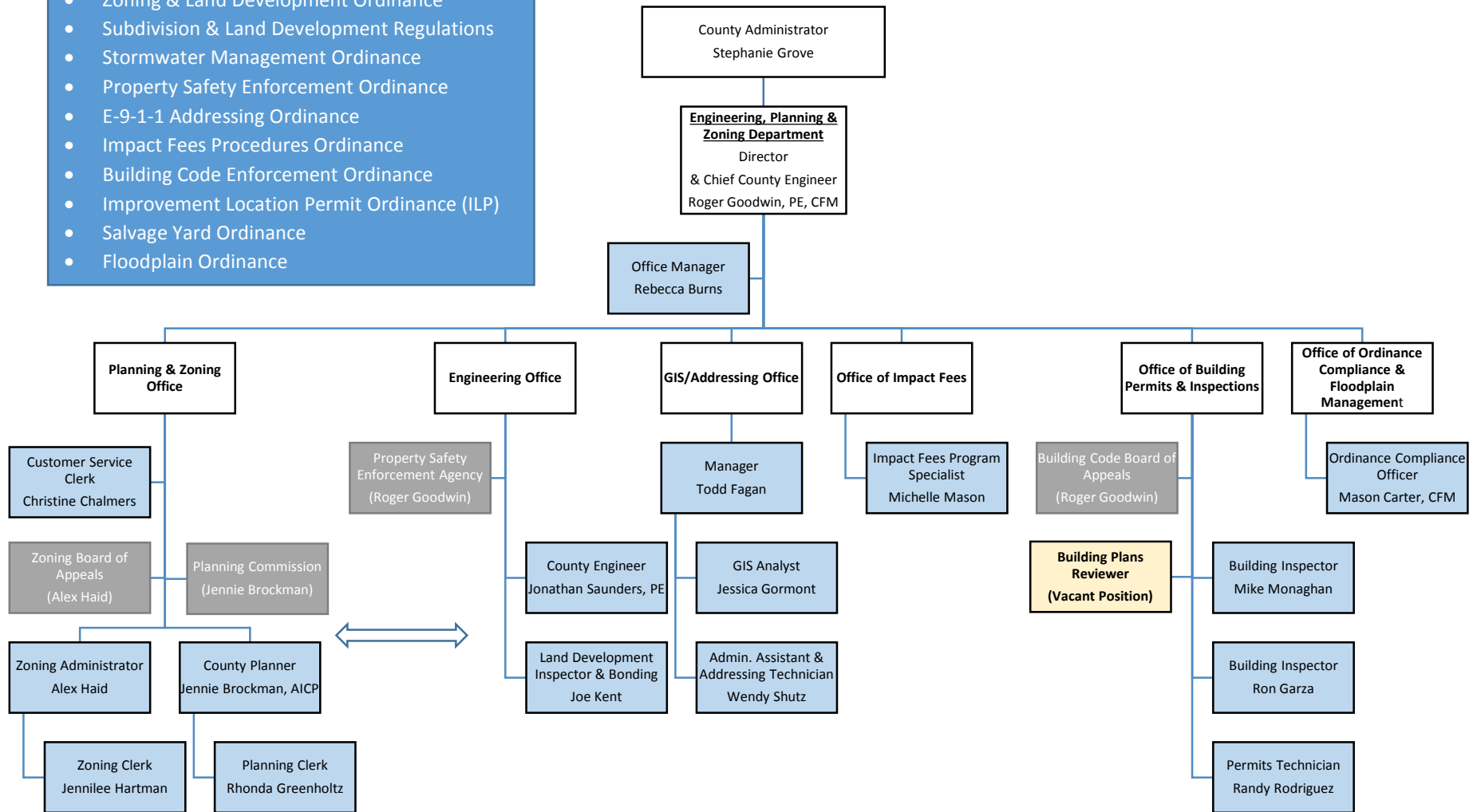
# Department of Engineering, Planning & Zoning

## Proposed Organizational Chart

### FY 2019

- 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



**WEST VIRGINIA  
SECRETARY OF STATE  
NATALIE E. TENNANT  
ADMINISTRATIVE LAW DIVISION**

Do Not Mark In This Box

FILED

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OFFICE OF THE SECRETARY OF STATE

Form #6

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED  
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: State Fire Commission

TITLE NUMBER: 87

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED:           ?

TITLE OF RULE BEING AMENDED: "Standards for the Certification and Continuing Education of  
Municipal, County, and other Public Sector Building Code  
Officials, Building Code Inspectors and Plans Examiners"

IF NO, SERIES NUMBER OF RULE BEING PROPOSED:           

TITLE OF RULE BEING PROPOSED:           

THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) ~~HB 2222~~           

SECTION 64-6-2, PASSED ON April 8, 2009

TIDS RULE IS FILED WITH THE SECRETARY OF STATE. TIDS RULE BECOMES EFFECTIVE ON THE  
FOLLOWING DATE: July 1, 2009

  
Authorized Signature

TITLE 87  
LEGISLATIVE RULES  
STATE FIRE COMMISSION

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SERIES 7  
STANDARDS FOR THE CERTIFICATION  
AND CONTINUING EDUCATION OF MUNICIPAL,  
COUNTY, AND OTHER PUBLIC SECTOR BUILDING CODE  
OFFICIALS, BUILDING CODE INSPECTORS AND PLANS EXAMINERS

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§87-7-1. General.

1.1. Scope. -- This rule establishes the requirements for the certification, continuing education and training of municipal, county and other public sector building code officials, building code inspectors and building code plans examiners to ensure compliance with the State Building Code.

1.2. Authority. -- W. Va. Code §29-3-5b(c).

1.3. Filing Date. May 7, 2009

1.4. Effective Date. -- July 1, 2009

§87-7-2. Definitions.

2.1. "Building code inspector" is a person who conducts inspections and examinations of buildings in the process of construction or renovation to ascertain the level of compliance with the state building code. Building code inspectors are categorized as either "Multi-person Jurisdiction Building Code Inspector" or "Single-person Jurisdiction Building Code Inspector."

2.1.1. "Multi-person Jurisdiction Building Code Inspector" is a person who conducts building code inspections in a multi-person building code department and/or in a specific building inspection discipline(s) within a particular jurisdiction.

2.1.2. "Single-Person Jurisdiction Building Code Inspector" is a person who conducts building code inspections as the only

building inspector conducting all building inspections in all disciplines within a particular jurisdiction.

2.2. "Building code official" is a person who oversees and administers the building code department in a city, county or other local government entity that has lawfully adopted the state building code. In this role, the person supervises one or more building code inspectors, plans examiners, and other administrative and technical staff employed by the building code department.

2.3. "Building code plans examiner" is a person who examines and reviews construction or renovation plans and drawings for compliance with the requirements of the state building code.

2.4. "Continuing education" means additional training and education that is attained or pursued subsequent to initial certification by the State Fire Commission.

2.5. "Department" means a division of any municipality, county or other governmental entity which has adopted and enforces the State Building Code.

2.6. "Fire Commission" means the thirteen (13) appointed members of the West Virginia State Fire Commission.

2.7. "Fire Marshal" refers to the West Virginia State Fire Marshal and his or her designated representatives.

2.8. "ICC" refers to the International Code Council, currently headquartered in at 500 New

Jersey Avenue, N.W., 6th Floor, Washington, D.C. 20001.

2.9. "State building code" refers to the code adopted by the West Virginia State Fire Commission in the Commission's rule, State Building Code, 87CSR4, including all provisions and all codes and standards incorporated by reference in the rule.

**§87-7-3. Certification of Building Code Officials, Plans Examiners and Inspectors.**

3.1. A person may not be employed or serve as a public building code official, building code plans examiner or building code inspector unless that person is certified in his or her respective category by the State Fire Commission.

3.2. Categories and Qualification for Certification. -- The State Fire Commission may certify an individual in the following classifications or categories upon a sufficient showing that the person possesses these designated qualifications:

3.2.a. Building Code Official. - To be certified as a 'Building Code Official' a person must:

(1) Complete the following courses:

(A) 01 CBO Legal & Management and 02 CBO Technology; or

(B) 01 CBO Legal & Management and B 1 Residential Building Inspector, B2 Commercial Building Inspector, M1 Residential Mechanical Inspector, E1 Residential Electrical Inspector, E2 Commercial Electrical Inspector, P 1 Residential Plumbing Inspector and P2 Commercial Plumbing Inspector; or

(2) Be certified as a Certified Building Code Official (CBCO) by successfully completing the following examinations: B 1 Residential Building Inspector; B2 Commercial

Building Inspector; B3 Residential Plans Examiner; 01 Legal and Management; and 02 CBO Technology; or

(3) Complete an equivalent certification by an examination authority accepted by the State Fire Commission; or

(4) Be licensed by the State of West Virginia as a Professional Engineer or Professional Architect.

b. Building Code Plans Examiner.

(1) successful completion of the B3 Building Plans Examiner examination administered by the International Code Council;

(2) an equivalent certification by an examination authority accepted by the State Fire Commission; or

(3) licensure to practice in this state as a Registered West Virginia Professional Engineer or Professional Architect; and

c. Multi-person Jurisdiction Building Code Inspector – successful passage of the ICC examination(s) required in the discipline or inspection category assigned, as listed below:

(1) Building Inspector (planning, footings and foundations, floor construction, wall construction and coverings, roof/ceiling construction and penetrations) - B 1 Residential Building Inspector, or B2 Commercial Building Inspector, or B3 Building Plans Examiner, or R3 Residential Plans Examiner;

(2) Electrical Inspector - E1 Residential Electrical Inspector, or E2 Commercial Electrical Inspector, or E3 Electrical Plans Examiner and hold a valid West Virginia Masters Electricians License;

(3) Mechanical Inspector - M1 Residential Mechanical Inspector, or M2 Commercial Mechanical Inspector, or M3 Mechanical Plans Examiner;

(4) Plumbing Inspector – P1 Residential Plumbing Inspector, or P2 Commercial Plumbing Inspector, or P3 Plumbing Plans Examiner;

(5) Accessibility Inspector/Plans Examiner 21 Accessibiliw Inspector/Plans Examiner;

(6) Property Maintenance & Housing Inspector - 64 Property Maintenance & Housing Inspector;

(7) Floodplain Inspector – CI Coastal and Floodplain Construction Inspector;

(8) Reinforced Concrete Inspector - 47 Reinforced Concrete Special Inspector;

(9) Prestressed Concrete Inspector - 92 Prestressed Concrete Special Inspector;

(10) Structural Masonry Inspector – 84 Structural Masonry Special Inspector;

(11) Sprayed Fireproofing Inspector – 86 Spray-applied Fireproofing Special Inspector;

(12) Structural Steel Inspector – SI Structural Steel and Bolting Special Inspector;

(13) Welding Inspector – S2 Structural Welding Special Inspector;

(14) Soils Inspector – EC Soils Special Inspector;

(15) Disaster Response Inspector - DR Disaster Response Inspector;

(16) Commercial Energy Inspector - 77 Commercial Energy Inspector; or

(17) Licensure to practice as a West Virginia Registered Professional Engineer or architect.

d. Single-person Jurisdiction Building

Code Inspector – successful passage of the following ICC examinations:

(1) B 1 Residential Building Inspector, B2 Commercial Building Inspector, B3 Building Plans Examiner or R3 Residential Plans Examiner; and

(2) E 1 Residential Electrical Inspector, E2 Commercial Electrical Inspector or E3 Electrical Plans Examiner and licensure as a West Virginia Master Electrician; and

(3) M1 Residential Mechanical Inspector, M2 Commercial Mechanical Inspector or Mechanical Plans Examiner; and

(4) P1 Residential Plumbing Inspector, P2 Commercial Plumbing Inspector or P3 Plumbing Plans Examiner, or

(5) an equivalent certification by an examination authority accepted by the State Fire Commission, or

(6) licensure to practice in this state as a Professional Engineer or Professional Architect.

3.3. Application for certification shall be made in writing to the State Fire Commission upon forms designated or prescribed by the State Fire Marshal.

3.4. The fee for certification is \$50.00.

#### **§87-7-4. Continuing Education Requirement.**

4.1. In order to maintain a certification and qualify for the renewal of the certification, each building code official, building code plans examiner and building code inspector shall complete a minimum of 1.5 continuing education units annually in courses approved by the State Fire Commission. A continuing education unit is equivalent to 10 hours of instruction as approved by the State Fire Commission.

4.2. The State Fire Commission may establish building code training provider standards, curriculum or subject matter standards, trainer qualifications and reporting requirements for continuing education programs.

§87-7-5. Renewal of Certification.

5.1. Every building code official, building code plans examiner, and building code inspector shall renew his or her certification every three years. A certification is not valid for a period greater than three years.

5.2. The State Fire Marshal may designate the forms to be used for application for renewal of certification and shall make them available to all persons certified under this rule. Not less than 60 days prior to the expiration of a certification, the State Fire Marshal shall notify the person by mail or by electronic means approved by the State Fire Commission of the pending expiration and provide that person with copies of the forms required to apply for renewal of the certification.

5.3. The fee for renewal of the certification is \$50.00.

§87-7-6. Alternative for Probationary Employment of Uncertified Officials.

6.1. Upon a showing that there is a lack of certified persons available to serve a municipality, county or other local government entity as a building code official, building plans examiner or building code inspector, that government body may request that the State Fire Commission grant the entity provisional status for up to two years, during which the local government entity may employ uncertified persons to serve in those positions. At or before the expiration of the provisional status, those persons shall obtain the necessary qualifications for certification or the local government entity shall hire certified individuals for the building code positions.

6.2. The State Fire Marshal may grant an

extension of probationary status based on extenuating circumstances approved by the State Fire Commission, not in conflict with the intent of these rules.

6.3. In the event a request for an extension of probationary status is denied by the State Fire Marshal, a government entity may request an administrative hearing pursuant to the provisions of *W.Va. Code* §29A-5-1 *et. seq.* with the State Fire Commission within thirty (30) days after receipt of the State Fire Marshal's decision.

§87-7-7. Denial, suspension or revocation of certification; other fees.

7.1. The State Fire Commission may deny, suspend or revoke any certification or application for certification for any of the following grounds:

- a. failure to provide sufficient or complete documentation;
- b. providing false documentation;
- c. making any misrepresentation in the process of application for certification or renewal of certification;
- d. failure to comply with the continuing education requirements;
- e. failure to submit full payment of certification fees or renewal of certification fees; or
- f. failure to submit an application within the time periods provided by this rule.

7.2. The State Fire Commission may assess a late payment fee for any renewal application submitted after the filing deadline according to the following schedule: \$50 for an application submitted less than fifteen days after the deadline, \$100 for an application submitted fifteen to thirty days after the deadline and \$200 for an application submitted more than thirty days after the filing deadline.

7.3. If any person fails to renew his or her certification within sixty days of the date of expiration of his or her certification, that person is not entitled to a renewal and shall reapply as a new applicant for certification. The fee for reapplication for failure to renew within sixty days of expiration shall be \$250, plus the \$50 certification application fee, as required in section 7.2 of this rule.

7.4. Any person denied certification or whose certification is suspended or revoked by the State Fire Commission may request an administrative hearing pursuant to West Virginia Code § 29A-5-1 et seq.





104 Medicare

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	13,194	\$ 5,266	\$ 14,134

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Medicare Regular Wages	14,327				Do not change this line
Medicare Overtime	73				Do not change this line
Medicare Extra Help	-				Do not change this line
Total	14,400	-	-	-	
Total Object Code	14,400				



106 Retirement

FY17 Actual \$ 112,822      FY18 YTD as of 11/30/2017 \$ 41,717      FY18 Budget \$ 106,388

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Retirement Regular Salaries	98,750				
Retirement Overtime	500				
Total	99,250	-	-	-	
Total Object Code	99,250				

108 Overtime

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 4,446	\$ 2,122	\$ 7,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Overtime		5,000			Overtime is used mainly for Building Permits and Inspections staff. Overtime is needed to cover the front permits desk when the permit technician is out of the office and/or to work longer performing inspections when an inspector is out of the office on leave. Sometimes an inspector ends up working over to help a permit applicant with the permit application and questions.
Total	-	5,000	-	-	
Total Object Code	5,000				

108-002 Extra Help

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 5,543	\$ -	\$ -

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Part-time/Extra Help					
Total	-	-	-	-	
Total Object Code	-				

211 Telephone

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 1,994	\$ 348	\$ 2,711

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Engineering Cell Phone		660			The cell phone is considered mission critical since it provides for communication from the field to the office and vice-versa. It allows The Chief County Engineer/Building Code Official/Floodplain Manager to make an emergency call when out of the office and in the event we encounter a hostile situation when performing code violation and/or property safety inspections. Therefore, it is also a safety issue. The cell phone is very useful in the event of a disaster and the need to communicate with the Emergency Operations Center. It also allows us to receive the Homeland Security Nixel weather advisory notices and office closing notices when out of the office. It also allows me to check emails and respond when out of the office/town, and see my desk top calendar. It makes for more efficient communication.
Building Inspector Cell Phone (2)		600			The building inspectors use their personal cell phones to communicate between the field and the office. As an example, they make calls to the office when they are unable to get into a house (combination key box does not work) for a final inspection in order to have the homeowner/contractor come and open it. Also, the office calls the building inspector when a contractor calls to cancel an inspection after the building inspector has left the office to perform inspections. The phones also provide the ability to call for help in the event a building inspector becomes injured or falls in a vacant structure being inspected, or in the event of a vehicle break-down. The phones also provide the ability to call for help in the event of a hostile situation. The \$600 amount is to provide the two inspectors with a \$25/month/each stipend toward their personal cell phone costs.
GIS Manager Cell Phone		660			GIS Office Manager must be available for Emergency Operations Center disaster activations and exercises and check Nixle Alerts, departmental calendars, emails or messages when off site or out of town. As a supervisor, the GIS Manager communicates with staff via text messages or email in the event of delays or unexpected absences. Contacts also synch between Outlook on the phone and the desktop PC.
Planning & Zoning Cell Phone		791			The cell phone is considered mission critical as it allows for efficient and effective communication between the Planner and other staff in the office related to various on-going projects, out of office meetings, and maintaining access to e-mail correspondence when out of the office or out of town. It further allows us to receive Nixel weather advisory notices and office closing notices when out of the office and provides a means of contacting other staff regarding these notices.
Total	-	2,711	-	-	
Total Object Code	2,711				

FY17 Actual \$ -    FY18 YTD as of 11/30/2017 \$ -    FY18 Budget \$ 200

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
	200				Building permit stickers are ordered from the International Code Council (ICC) and are used to place the "approved" or "failed" inspection stickers on the permit plaquard, which is mandated by the building code.
Total	200	-	-	-	
Total Object Code	200				

214 Travel

FY17 Actual \$ 2,179  
 FY18 YTD as of 11/30/2017 \$ -  
 FY18 Budget \$ 3,720

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Travel - Engineering Office	2,625				Travel costs for mileage reimbursement, food and lodging for out of town training for staff. We seek out training that does not require an overnight stay; however, some training is only offered at certain locations in the state and region and the training spans more than one day, thus requiring overnight lodging and meals. This item mostly covers travel costs for mandated training for the Chief Co. Engineer, Floodplain Manager and the Building Inspectors. Since the the ongoing continuing education is mandated, I consider the travel expenses as a mandated cost also.
					<b>Floodplain Manager</b> continuing education is required under WV State Code §15-5-20a, Section (b). Floodplain Manager Training.
					<b>Building Inspector &amp; Building Code Official</b> continuing education is required under WV State Code, Legislative Rule, Title 87, Series 7, Section 4.2 Continuing Education.
					<b>Professional Engineer</b> continuing education is required under West Virginia State Code §30-13-1 & Legislative Rule, Title 7, Series 1, Section 10 Continuing Professional Competency.
Travel - GIS/Addressing Office		770			GIS Analyst is on West Virginia Associaion of GIS Professionals and on the WVAGP Communications and Conference Committees, attendance at annual meeting is strongly encouraged. Additional training is often in Charleston or Morgantown. Focus this year is on Java Script training to support webmapping applications.
Travel - Planning & Zoning Office		595			Planning and Zoning mission critical travel costs relate to mileage reimbursement, room and board when out of town training is required. If possible, we look for on-line training or training which does not require an overnight stay, but that is not always possible. If a county vehicle is available, that is used for travel. It should also be noted that Planning and/or Zoning have also been charged with reimbursing Hotel and Travel expenses when the Prosecuting Attorney's office has had to travel to Charleston for court cases.
<b>Total</b>	2,625	1,365	-	-	
<b>Total Object Code</b>	3,990				

216 Maintenance/Repair of Equipment

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ -	\$ 609	\$ 2,809

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Ink Jet Plotter - Full Service Maintenance Contract		609			Print O Stat is the vendor and maintenance contract service provider for the large format ink jet plotter used by all offices in the Mason Building. This plotter is used to print large format maps, plats, construction drawings, etc. (up to 42" wide) These documents are used internally and provided to developers, builders, citizens, municipalities, school board and other county offices as requested. The annual full service maintenance (FSM) contract includes travel, labor and parts and has been recommended by IT staff as critical because it is a specialty item that requires unique technical services. It is more efficient to maintain by FSM than in-house.
Total	-	609	-	-	
Total Object Code	609				

220 Ads/Legal Publications

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 1,308	\$ 175	\$ 3,700

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Legal Ads - Engineering Office	1,200				The Engineering Office oversees projects (construction and for Property Safety Enforcement Agency) that require that legal ads be published for purpose of public notice, or for Requests for Proposals, or Advertisements for Bids, etc. The requirement to seek multiple bids mandates that we publish these ads. They are published in the Spirit of Jefferson, the Martinsburg Journal, and sometimes on appropriate web sites, etc. Engineering plans to run advertisements for bids to complete the site improvements in two subdivisions in the coming year and for mitigation of a Property Safety Enforcement Ordinance violation.
Legal Ads - Planning & Zoning Office	2,500				Planning and Zoning Offices -- Per State Code and County Regulations, the Planning Commission and Board of Zoning Appeals have required public notice requirements to advertise certain projects such as Rezoning Requests, variances, etc. This line item varies from year to year depending on the work flow. expenses.
Total	3,700	-	-	-	
Total Object Code	3,700				

221 Training/Education

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
	\$ 3,201	\$ 527	\$ 4,722

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Professional Continuing Education & Training - Engineering	3,400				Training and education costs for seminars, workshops, etc. to meet mandated continuing education requirements for staff. We seek out training that has no costs (i.e., Annual GIS User's Workshop, etc); however, some training has to be obtained via on-line courses or webinars and by attending conferences, all of which have registration fees. This item mostly covers mandated training for the Chief Co. Engineer, Floodplain Manager and the Building Inspectors.
					<b>Floodplain Manager</b> continuing education is required under WV State Code §15-5-20a, Section (b). Floodplain Manager Training.
					<b>Building Inspector &amp; Building Code Official</b> continuing education is required under WV State Code, Legislative Rule, Title 87, Series 7, Section 4.2 Continuing Education.
					<b>Professional Engineer</b> continuing education is required under West Virginia State Code §30-13-1 & Legislative Rule, Title 7, Series 1, Section 10 Continuing Professional Competency.
					In FY 2019, we will also be incurring the costs of testing and certification of an additional building inspector/plans reviewer, as required under WV State Code, Legislative Rule, Title 87, Series 7.
Professional Continuing Education & Training - GIS/Addressing		975			The requested amount is enough for one class for GIS staff to maintain professional certification continuing education units. Focus this year is on Java Script training to support webmapping applications.
Professional Continuing Education & Training - Planning & Zoning		1,072		-	There are three mission critical components to the Planning and Zoning training budget request. 1) The County Commission requires training for the Planning Commission and Board of Zoning Appeals. Some years staff has been able to find free training curriculum, but that isn't always possible. 2) When the Office Manager position was eliminated and the staff person in that position was appointed as the Zoning Administrator, a request was made to use a portion of the salary savings to provide some funding for training the zoning administrator position. For example, the Virginia Association of Zoning Professionals Certification offers a three-part training course for \$200 and a Certified Zoning Administrator exam for \$100, plus travel expenses. Additional training seminars and courses are available online through the American Planners Association at various costs. 3) The County Planner requires 32 hours of certification training every two years to maintain AICP certification. Numerous free on-line resources have been utilized but additional hours may require training that has a costs associated with it.
Total	3,400	2,047	-	-	
Total Object Code	5,447				

222 Dues/Subscriptions

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 1,142	\$ 1,384	\$ 2,430

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
ASCE Dues - Chief Co. Engineer		260			Membership provides 5 free on-line professional continuing education courses annually thru the American Society of Civil Engineers. The cost of the membership is less than the \$99 cost of each the 5 online courses. In addition, the membership allows me to attend local ASCE chapter meetings, where I've answered other engineer's building code questions and made presentations on the state building code. Attendance at the ASCE meetings (where technical presentations are provided) also qualify for continuing education credit.
ASFPM Membership - Floodplain Managers		295			The American Society of Floodplain Managers (ASFPM) membership & certification renewal covers two persons and the fees are required in order to submit to ASFPM continuing education credits and receive annual Certified Floodplain Manager certification.
ASFPM Certification Renewal - Floodplain Managers		240			
ICC Membership - Jefferson County Govt. Member		185			Jefferson County is a governmental member of the International Code Council (ICC) which gives us significantly discounted prices on the building code books. It also gives us access to a group of code officials who can offer opinions and answers to our questions on how to handle uncommon code issues and violations, etc. Membership also allows us to request interpretations of the code from ICC staff.
WVCOA Membership - Chief Co. Engineer		140			Membership in the West Virginia Code Officials Association (WVCOA) provides us with the right to attend quarterly association training opportunities for the Building Inspectors and the Building Code Official. WVCOA also represents the interests of the jurisdictions enforcing building codes and keeps us informed of legislative issues related to building codes. A Jefferson County Building Inspector serves on the WVCOA Board of Directors.
WVCOA Membership - Bldg. Inspector #1		140			
WVCOA Membership - Bldg. Inspector #2		140			
GIS/Addressing Office		190			WVAGP dues for GIS Manager and GIS Analyst. Needed to maintain continuing education units for certification and professional contributions. GIS Analyst is on WVAGP Communications & Conference Committees; and attends board meetings. Membership provides for discounted training opportunities.
Zoning Office		160	310		Subscription to Zoning Practice (\$95) related to various relevant zoning topics for the office; Spirit of Jefferson subscription (\$36); APA membership for Zoning Administrator (\$290)
Planning Office		535			County Planner needs to maintain certification and membership in the American Institute of Certified Planners (AICP, \$155); and membership in the American Planning Association (APA, \$350) to continue as an AICP certified planner. Membership in these organizations also provides access to documents utilized by staff and the Planning Commission.
Total	-	2,285	310	-	
Total Object Code	2,595				

223 Professional Services

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 22,579	\$ 25,347	\$ 50,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Transfer in from Coal Severance Fund	25,000				WWTP Decommissioning, Sinkhole Mitigation and Lagoon Repairs associated with EPA finding. <b>Transfer funding from Coal Severance Fund</b>
Total	25,000	-	-	-	
Total Object Code	25,000				

230 Contracted Services

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 5,585	\$ 866	\$ 5,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Engineering - Ricoh Copier Monthly Maintenance & Overage Charges		3,500			The recent Apple Valley Office Products contract was negotiated by IT staff on behalf of several departments. These charges are for the maintenance/repair contract and for copies in excess of the base contract amount for the Engineering Office copier only. These costs are automatically charged against the budget by the finance department.
Engineering - Private Process Server		1,500			A third-party process server is used to serve Petitions/Complaints and County Commission Orders on property owners who are in violation of the Property Safety Ordinance, especially to property owners who live outside Jefferson County and/or refuse service by USPS.
Engineering - Credit Card Services		500			With new online permitting and land development technology, the department is expecting to accept credit card payments, online and in person, for building permit, inspections, and land development fees. This figure covers anticipated monthly statement fees and annual Payment Card Industry (PCI) data security compliance fees from the credit card service vendor.
					Note: When the County Commission authorizes additional funding in mid-year for the mitigation/demolition of abandoned dwellings in violation of the Property Safety Ordinance, the funding is placed into the Contracted Services line item. The contractor is then paid from this line item in the Engineering Dept. Budget. This is the reason for the wide variation in the amounts in this line item over the years.
Total	-	5,500	-	-	
Total Object Code	5,500				

230-001 Contracted Services-GIS

FY17 Actual \$ 2,662  
 FY18 YTD as of 11/30/2017 \$ 506  
 FY18 Budget \$ 1,600

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
GIS Office - Ricoh Copier Monthly Maintenance & Overage Charges		1,600			The recent Apple Valley Office Products contract was negotiated by IT staff on behalf of several departments. These charges are for the maintenance/repair contract and for copies in excess of the base contract amount for the GIS/Addressing Office copier only. These costs are automatically charged against the budget by the finance department.
Total	-	1,600	-	-	
Total Object Code	1,600				

230-002 Contracted Services-PLN

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	6,337	\$ 2,063	\$ 6,300

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Planning - Xerox Copier Contract for copier use, supplies and maintenance		6,300			Planning Commission and Board of Zoning Appeals packets; public information, general correspondence, and file copies. Major Ordinance and Regulation amendments require repeated lengthy printings for use by PC/CC during review and approval process.
Total	-	6,300	-	-	
Total Object Code	6,300				

236 Refund of Payments

FY17 Actual      FY18 YTD as of 11/30/2017      FY18 Budget  
 \$ 801      \$ 312      \$ -

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Refund of Payments					This line item is placed at \$0.00; in the event of a refund approved by the County Commission staff will approach the County Commission at that time to request funding in the Engineering Department budget for payment of the refund, since the revenue already received was placed in the county's general fund. This occasionally happens when a person pays for a building permit then decides to not go through with the project.
Total	-	-	-	-	
Total Object Code	-				



341-001 Materials and Supplies-GIS

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 2,509	\$ 690	\$ 5,625

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
GIS & Addressing Office - Office Supplies:					
Plotter Ink		700			GIS- Large format mapping supplies to create maps and data for county commission, county staff, & the public
Plotter Paper		125			GIS- Large format mapping supplies to create maps and data for county commission, county staff, & the public
Lyle Signs - Street Sign Vendor		4,000			Street sign blades. County Addressing Ordinance places responsibility for green and brown street sign replacement and/or installation under the Addressing Coordinator. Costs are related to rates of development, road construction, snow or flood events, and random thefts or auto accidents.
D & S Construction		800			Street sign posts and hardware to erect the blades described above
Total	-	5,625	-	-	
Total Object Code	5,625				

341-002 Materials and Supplies-PLN

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 455	\$ 17	\$ 1,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Planning & Zoning Office - Office Supplies		1,000			Planning & Zoning Office - supplies beyond those provided by the Maintenance Dept. and required for Planning Commission and/or BZA. We purchase signs to post on properties noticing public hearings, as per the Subdivision Regulations and Zoning Ordinance. We purchase name placards for new members of the Planning Commission or Board of Zoning Appeals. Staff utilizes daily planners and wall calendars to organize meetings and coordinate schedules, etc.
Total	-	1,000	-	-	
Total Object Code	1,000				

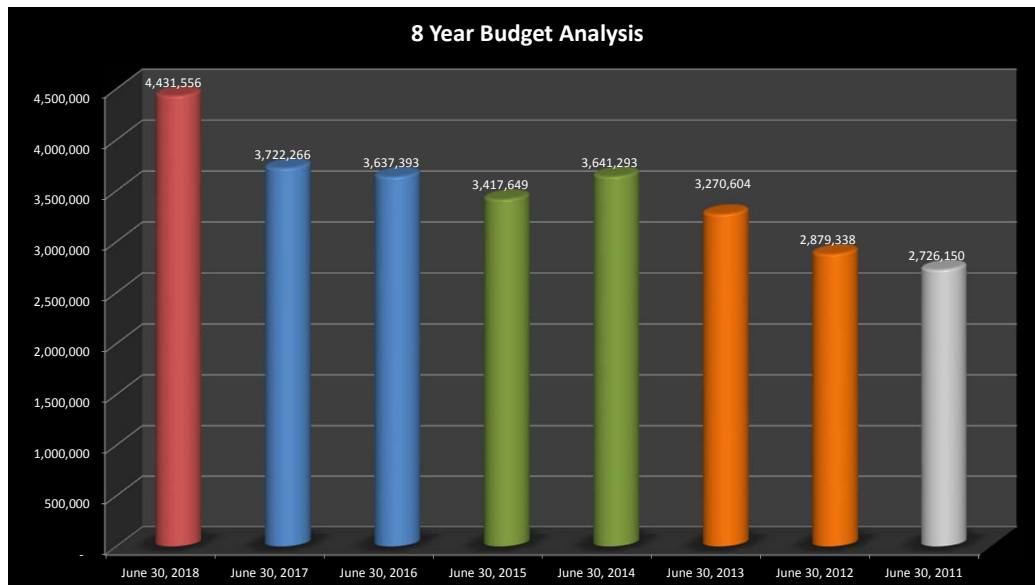
	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's Sheriff Dep	10.0% 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly
VACANT-Inspector	440	1,946.16	50,600.16	3,138.00	734.00	5,061.00		12.70	23.46	6.94	760.40	803.50
Beaulieu, Alexandra	440	1,946.16	50,600.16	3,138.00	734.00	5,061.00		12.70	23.46	6.94	1,554.01	1,597.11
Brockman, Jennifer	440	3,221.32	83,754.32	5,193.00	1,215.00	8,376.00		12.70	23.46	6.94	1,554.01	1,597.11
Burns,Rebecca	440	2,567.74	66,761.24	4,140.00	969.00	6,677.00		12.70	23.46	6.94	760.40	803.50
Carter,David	440	1,542.13	40,095.38	2,486.00	582.00	4,010.00		12.70	23.46	6.94	760.40	803.50
Chalmers,Christine	440	1,349.36	35,083.36	2,176.00	509.00	3,509.00		12.70	23.46	6.94	760.40	803.50
Fagan, Todd	440	2,729.47	70,966.22	4,400.00	1,030.00	7,097.00		12.70	23.46	6.94	760.40	803.50
Garza, Ron	440	1,612.49	41,924.74	2,600.00	608.00	4,193.00		12.70	23.46	6.94	760.40	803.50
Goodwin,Roger	440	3,870.06	100,621.56	6,239.00	1,460.00	10,063.00		12.70	23.46	6.94	760.40	803.50
Gormont, Jessica	440	1,782.96	46,356.96	2,875.00	673.00	4,636.00		12.70	23.46	6.94	760.40	803.50
Greenholtz, Rhonda	440	1,421.08	36,948.08	2,291.00	536.00	3,695.00		12.70	23.46	6.94	1,300.79	1,343.89
Hartman, Jennilee	440	1,664.03	43,264.78	2,683.00	628.00	4,327.00		12.70	23.46	6.94	1,554.01	1,597.11
Kent, Joseph	440	2,852.42	74,162.92	4,599.00	1,076.00	7,417.00		12.70	23.46	6.94	760.40	803.50
Mason, D	440	1,567.05	40,743.30	2,527.00	591.00	4,075.00		12.70	23.46	6.94	760.40	803.50
Monaghan, M	440	2,085.62	54,226.12	3,363.00	787.00	5,423.00		12.70	23.46	6.94	1,300.79	1,343.89
Rodriguez, Randall	440	1,401.03	36,426.78	2,259.00	529.00	3,643.00		12.70	23.46	6.94	1,554.01	1,597.11
Saunders, Jonathan	440	2,995.78	77,890.28	4,830.00	1,130.00	7,790.00		12.70	23.46	6.94	760.40	803.50
Schutz, Wendy	440	1,421.75	36,965.50	2,292.00	536.00	3,697.00		12.70	23.46	6.94	760.40	803.50
		<u>37,977.00</u>	<u>987,392.00</u>	<u>61,229.00</u>	<u>14,327.00</u>	<u>98,750.00</u>	-	<u>229.00</u>	<u>423.00</u>	<u>125.00</u>	<u>17,943.00</u>	<u>18,719.00</u>
Employee Count	<u>18</u>					Employee Insurance		<u>2,748.00</u>	<u>5,076.00</u>	<u>1,500.00</u>	<u>215,316.00</u>	<u>224,640.00</u>

**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Law Enforcement  
 Account Number: 700

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Personnel Services</b>							
101 Salary & Wages of Employees	\$ 1,912,496	\$ 2,201,706	\$ 818,546	37.18%	\$ 1,951,606		
103-001 Incremental Pay	\$ 13,860	\$ 17,500	\$ 5,220	29.83%	\$ 18,500		
103-003 DUI GRANT	\$ 17,855	\$ 25,000	\$ 6,713	26.85%	\$ 25,000		
103-004 Other GRANTS	\$ 10,380	\$ 194,004	\$ 24,045	12.39%	\$ 190,000		
102 FICA Tax - Social Security	\$ 150,826	\$ 175,558	\$ 65,866	37.52%	\$ 174,411		
104-001 Medicare	\$ 35,273	\$ 41,077	\$ 15,404	37.50%	\$ 40,792		
103 Group Insurance Expense	\$ 420,261	\$ 476,834	\$ 189,515	39.74%	\$ 479,927		
104 Retirement Expense	\$ 267,720	\$ 293,199	\$ 117,596	40.11%	\$ 295,203		
108-001 Overtime	\$ 220,868	\$ 165,000	\$ 108,071	65.50%	\$ 170,000		
108-002 Extra Help	\$ 4,689	\$ 6,000	\$ 560	9.33%	\$ 6,000		
108-003 Bailiffs	\$ 323,218	\$ 310,000	\$ 135,752	43.79%	\$ 430,000		
108-004 Trip Guards	\$ 14,062	\$ 21,967	\$ 4,217	19.20%	\$ 21,967		
<b>Total Personnel Services</b>	<b>\$ 3,391,508</b>	<b>\$ 3,927,845</b>	<b>\$ 1,491,505</b>	<b>37.97%</b>	<b>\$ 3,803,406</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contractual Services</b>							
211 Telephone	\$ 17,354	\$ 20,000	\$ 3,771	18.86%	\$ 21,500		
212 Printing	\$ 750	\$ 750	\$ 173	23.07%	\$ 750		
214 Travel	\$ 4,629	\$ 7,000	\$ 528	7.54%	\$ 7,000		
214-001 Travel-GRANT	\$ -	\$ 4,000	\$ -	0.00%	\$ 4,000		
216 M&R- Equipment	\$ 2,000	\$ 2,000	\$ -	0.00%	\$ 2,000		
218 Postage	\$ 250	\$ 250	\$ 246	98.40%	\$ 1,000		
220 Advertising & Legal Publications	\$ 1,287	\$ 1,500	\$ 100	6.67%	\$ 1,500		
221 Training & Education	\$ 17,354	\$ 18,000	\$ 6,935	38.53%	\$ 18,000		
221-001 Training & Education-GRANT	\$ -	\$ 1,560	\$ -	0.00%	\$ 1,560		
222 Dues & Subscription	\$ 1,920	\$ 4,000	\$ 1,900	47.50%	\$ 4,000		
223 Professional Services	\$ 5,943	\$ 5,000	\$ 1,244	24.88%	\$ 5,000		
229 Court Costs & Damages	\$ 15,000	\$ -	\$ -	-	\$ -		
230 Contracted Services	\$ 17,425	\$ 18,000	\$ 3,633	20.18%	\$ 18,000		
230-001 Contracted Services-GRANT	\$ -	\$ 36,000	\$ 3,000	8.33%	\$ 36,000		
<b>Total Contractual Services</b>	<b>\$ 83,912</b>	<b>\$ 118,060</b>	<b>\$ 21,530</b>	<b>18.24%</b>	<b>\$ 120,310</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Commodities</b>							
341 Departmental Supplies & Materials	\$ 46,187	\$ 50,764	\$ 6,351	12.51%	\$ 80,764		
341-001 Departmental Supp & Mat-GRANT	\$ -	\$ 153,987	\$ -	0.00%	\$ 194,487		
343 Automobile Supplies	\$ 10,167	\$ 10,000	\$ 6,442	64.42%	\$ 12,000		
345 Uniforms	\$ 7,267	\$ 7,500	\$ 5,315	70.87%	\$ 7,500		
<b>Total Commodities</b>	<b>\$ 63,621</b>	<b>\$ 222,251</b>	<b>\$ 18,108</b>	<b>8.15%</b>	<b>\$ 294,751</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Capital Outlay</b>							
459 Capital Outlay - Equipment	\$ 120,000	\$ -	\$ 61,978	-100.00%	\$ -		
459-001 Capital Outlay - Equipment-GRANT	\$ 63,225	\$ 163,400	\$ -	0.00%	\$ 163,400		
<b>Total Capital Outlay</b>	<b>\$ 183,225</b>	<b>\$ 163,400</b>	<b>\$ 61,978</b>	<b>37.93%</b>	<b>\$ 163,400</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 3,722,266</b>	<b>\$ 4,431,556</b>	<b>\$ 1,593,121</b>	<b>35.95%</b>	<b>\$ 4,381,867</b>	<b>\$ -</b>	<b>\$ -</b>



103 Salary/Wages

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	1,912,496	\$ 818,546	\$ 2,201,706

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Per attached wage sheet		2,101,474			Do not change this line, make adjustments below it
Governor's Highway Safety Grant		(119,868)			2 Grant Funded Officers charged to Line 103-004. IF that grant is not renewed, total position count will decrease by 2. Grant PD 10/1-9/30 Mgordon
Bolivar Contract					An Officer is funded by the Bolivar Contract. If that contract is not renewed, total position count will decrease by 1. Contract total is \$80,000. Expenditures are included in Dept budget line items. Contract PD 7/1-6/30 Mgordon
<b>The following 3 items are related:</b>					
1) Unappropriated position				(90,000)	<b>Chief Deputy unappropriated, but not eliminated.</b>
2) New Crime Analyst				50,000	<b>New Position for CRIME ANALYST:</b> We currently have a vacancy for our Chief Deputy Sheriff. We would like to hold off filling this position and create a new position for a Crime Analyst. If we fill the Crime Analyst at a lower wage of around \$50k, we will have approximately \$47k salary savings by the end of the fiscal year. Currently the full salary for the Chief Deputy is included in wages at approximately, \$124k.
3) Deputy supervisory increase				10,000	<b>Deputy Promotion to Restructured Position</b> To ensure we have adequate coverage within our Law Enforcement staff, those duties previously performed by the Chief Deputy will be restructured as a different position title and filled by promoting a qualified deputy. We will promote existing staff to a lower salary using the savings of \$47k. <b>Statutorily, we cannot eliminate the Chief Deputy position.</b> <b>This plan will increase total position count by 1, however, because of the planned restructuring, we will not fill the open deputy position to maintain the same filled (or appropriated) position count from FY18 into FY19. A Sheriff elected in the future may decide to fill this position.</b>
Total	-	1,981,606	-	(30,000)	
Total Object Code	1,951,606				

103-001 Incremental Pay

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 13,860	\$ 5,220	\$ 17,500

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
	18,500				
Total	18,500	-	-	-	
Total Object Code	18,500				

103-003 Wages DUI Grant

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 17,855	\$ 6,713	\$ 25,000

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			25,000		Expenditures are dependent on future Grant approvals for funding.
Total	-	-	25,000	-	
Total Object Code	25,000				

103-004 Wages other Grants

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 10,380	\$ 24,045	\$ 194,004

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Governor's Highway Safety Grant		150,000			Expenditures are dependent on future Grant approvals for funding. Gov Hwy Safety Grant approved in FY18.
PRO Grant - State		20,000			Expenditures are dependent on future Grant approvals for funding.
PRO Grant - BOE		20,000			Expenditures are dependent on future Grant approvals for funding.
Total	-	190,000	-	-	
Total Object Code	190,000				

104 FICA

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 150,826	\$ 65,866	\$ 175,558

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
FICA regular salaries	121,000				Do not change this line
FICA incremental pay	1,147				Do not change this line
FICA DUI salaries	1,550				Do not change this line
FICA other grants	11,780				Do not change this line
FICA over time	10,540				Do not change this line
FICA extra help	372				Do not change this line
FICA bailiffs	26,660				Do not change this line
FICA trip guards	1,362				Do not change this line
Total	174,411	-	-	-	
Total Object Code	174,411				

104 Medicare

FY17 FY18 YTD as of FY18  
 Actual 11/30/2017 Budget  
 \$ 35,273 \$ 15,404 \$ 41,077

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Medicare regular salaries	28,299				Do not change this line
Medicare incremental pay	269				Do not change this line
Medicare DUI salaries	363				Do not change this line
Medicare other grants	2,755				Do not change this line
Medicare over time	2,465				Do not change this line
Medicare extra help	87				Do not change this line
Medicare bailiffs	6,235				Do not change this line
Medicare trip guards	319				Do not change this line
Total	40,792	-	-	-	
Total Object Code	40,792				

105 Health Insurance

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 420,261	\$ 189,515	\$ 476,834

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Life		5,792			Do not change this line
Dental		10,135			Do not change this line
Vision		3,165			Do not change this line
Medical		450,064			Do not change this line
Life		915			Life Insurance for FT Bailiffs
Dental		564			Dental Insurance for FT Bailiffs
Vision		167			Vision Insurance for FT Bailiffs
Medical		9,125			Medical Insurance for FT Bailiffs
Total	-	479,927	-	-	
Total Object Code	479,927				

106 Retirement

FY17 Actual \$ 267,720    FY18 YTD as of 11/30/2017 \$ 117,596    FY18 Budget \$ 293,199

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Retirement regular wages	228,124				Do not change this line
Retirement DUI wages	3,000				Do not change this line
Retirement other grants	22,800				Do not change this line
Retirement overtime	20,400				Do not change this line
Retirement Bailiffs	20,879				Retirement FT Bailiffs
Total	295,203	-	-	-	
Total Object Code	295,203				

108 Overtime

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 220,868	\$ 108,071	\$ 165,000

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		170,000			
Total	-	170,000	-	-	
Total Object Code	170,000				

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 4,689	\$ 560	\$ 6,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
			6,000		
Total	-	-	6,000	-	
Total Object Code	6,000				

108-003 Wages Bailiffs

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 323,218	\$ 135,752	\$ 310,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Full-time Bailiffs		208,778			Full-Time Bailiffs
Part-time Bailiffs		206,222			Part-Time Bailiffs
Hourly rate Increase for Bailiffs			15,000		
Total	-	415,000	15,000	-	
Total Object Code	430,000				

108-004 Wages Trip Guards

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 14,062	\$ 4,217	\$ 21,967

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			21,967		
Total	-	-	21,967	-	
Total Object Code	21,967				

211 Telephone

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 17,354	\$ 3,771	\$ 20,000

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		21,500			
Total	-	21,500	-	-	
Total Object Code	21,500				

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 750	\$ 173	\$ 750

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
			750		
Total	-	-	750	-	
Total Object Code	750				

214 Travel

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 4,629	\$ 528	\$ 7,000

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			7,000		
Total	-	-	7,000	-	
Total Object Code	7,000				

214-001 Travel - GRANTS

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ -	\$ -	\$ 4,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
			4,000		Expenditures are dependent on future Grant approvals for funding.
					Gov Hwy Safety Grant approved in FY18.
Total	-	-	4,000	-	
Total Object Code	4,000				

216 Maintenance/Repair of Equipment

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 2,000	\$ -	\$ 2,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
			2,000		
Total	-	-	2,000	-	
Total Object Code	2,000				

218 Postage

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 250	\$ 246	\$ 250

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
		1,000			The Sheriff's Office, for chain of custody purposes, is having to ship
					evidence to the WVSP lab by presenting the evidence in person to the
					USPS and sending it certified/return receipt.
Total	-	1,000	-	-	
Total Object Code	1,000				

220 Ads/Legal Publications

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 1,287	\$ 100	\$ 1,500

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		1,500			
Total	-	1,500	-	-	
Total Object Code	1,500				

221 Training/Education

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 17,354	\$ 6,935	\$ 18,000

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		18,000			
Total	-	18,000	-	-	
Total Object Code	18,000				

221-001 Training/Education-GRANTS

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ -	\$ -	\$ 1,560

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		1,560			Expenditures are dependent on future Grant approvals for funding.
					Gov Hwy Safety Grant approved in FY18.
Total	-	1,560	-	-	
Total Object Code	1,560				

222 Dues/Subscriptions

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 1,920	\$ 1,900	\$ 4,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
			4,000		
Total	-	-	4,000	-	
Total Object Code	4,000				

223 Professional Services

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 5,943	\$ 1,244	\$ 5,000

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			5,000		
Total	-	-	5,000	-	
Total Object Code	5,000				

230 Contracted Services

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 17,425	\$ 3,633	\$ 18,000

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			18,000		
Total	-	-	18,000	-	
Total Object Code	18,000				

230-001 Contracted Services-GRANTS

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ -	\$ 3,000	\$ 36,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
	36,000				Expenditures are dependent on future Grant approvals for funding.
					Gov Hwy Safety Grant Funding Project Coordinator contractual position.
					Gov Hwy Safety Grant approved in FY18.
Total	36,000	-	-	-	
Total Object Code	36,000				

341 Materials and Supplies

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 46,187	\$ 6,351	\$ 50,764

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
			50,764		
			25,000		Body Cams
			5,000		SWAT Helmets
Total	-	-	80,764	-	
Total Object Code	80,764				

341-001 Materials and Supplies-GRANTS

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ -	\$ -	\$ 153,987

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
		153,987			Purchases are dependent on future Grant approvals for funding.
					Gov Hwy Safety Grant approved in FY18.
			30,500		Potential Equipment Grant Match - Estimating 25% match
			10,000		Potential Software Grant Match - Estimating 25% match
Total	-	153,987	40,500	-	
Total Object Code	194,487				

343 Auto Supplies

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 10,167	\$ 6,442	\$ 10,000

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		12,000			
Total	-	12,000	-	-	
Total Object Code	12,000				

345 Uniforms

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 7,267	\$ 5,315	\$ 7,500

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		7,500			
Total	-	7,500	-	-	
Total Object Code	7,500				



459-001 Capital Outlay/Equipment-GRANT:

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 63,225	\$ -	\$ 163,400

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
			163,400		Equipment purchases are dependent on future Grant approvals for funding.
					Gov Hwy Safety Grant approved in FY18.
Total	-	-	163,400	-	
Total Object Code	163,400				

Payroll Dept: FY 2018  
Law Enforcement Division

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's Sheriff Dep	10.0% 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	
Armel, Matthew	700	2,075.44	53,961.44	3,346.00	783.00	6,476.00		12.70	23.46	6.94	760.40	803.50	
Boyce, Kevin	700	2,624.81	68,245.06	4,232.00	990.00	8,190.00		12.70	23.46	6.94	760.40	803.50	
Brown, Emma	700	1,047.37	27,231.62	1,689.00	395.00	2,724.00		12.70	23.46	6.94	-	43.10	
Chandler, Kraig	700	1,588.46	41,299.96	2,561.00	599.00	4,956.00		12.70	23.46	6.94	760.40	803.50	
Colbert, David	700	2,998.72	77,966.72	4,834.00	1,131.00	9,357.00		12.70	23.46	6.94	760.40	803.50	
Conway, Brandon	700	2,501.65	65,043.02	4,033.00	944.00	7,806.00		12.70	23.46	6.94	760.40	803.50	
Demory, Scott	700	2,307.83	60,003.58	3,721.00	871.00	7,201.00		12.70	23.46	6.94	760.40	803.50	
Fletcher, Douglas	700	2,176.75	56,595.50	3,509.00	821.00	6,792.00		12.70	23.46	6.94	1,554.01	1,597.11	
Fletcher, Ronald	700	2,755.04	71,631.04	4,442.00	1,039.00	8,596.00		12.70	23.46	6.94	760.40	803.50	
Forman, Joseph	700	2,392.78	62,212.28	3,858.00	903.00	7,466.00		12.70	23.46	6.94	760.40	803.50	
Grantham, Joseph	700	1,849.19	48,078.94	2,981.00	698.00	5,770.00		12.70	23.46	6.94	760.40	803.50	
Hess, Charles	700	2,200.79	57,220.54	3,548.00	830.00	6,867.00		12.70	23.46	6.94	1,554.01	1,597.11	
Hockman, Albert	700	2,307.83	60,003.58	3,721.00	871.00	7,201.00		12.70	23.46	6.94	1,554.01	1,597.11	
Hockman, Christian	700	1,626.92	42,299.92	2,623.00	614.00	5,076.00		12.70	23.46	6.94	760.40	803.50	
Holz, Steven	700	2,624.81	68,245.06	4,232.00	990.00	8,190.00		12.70	23.46	6.94	760.40	803.50	
<b>Chief Position - Hold</b>	<b>700</b>	<b>3,464.16</b>	<b>90,068.16</b>	<b>5,585.00</b>	<b>1,306.00</b>	<b>10,809.00</b>		<b>12.70</b>	<b>23.46</b>	<b>6.94</b>	<b>1,300.79</b>	<b>1,343.89</b>	
Kilmer, Glen	700	2,307.83	60,003.58	3,721.00	871.00	7,201.00		12.70	23.46	6.94	1,554.01	1,597.11	
Lemon, Jennifer	700	1,182.67	30,749.42	1,907.00	446.00	3,075.00		12.70	23.46	6.94	760.40	803.50	
Lowe, Debbie	700	2,021.46	52,557.96	3,259.00	763.00	5,256.00		12.70	23.46	6.94	1,554.01	1,597.11	
Lupis, Victor	700	2,902.69	75,469.94	4,680.00	1,095.00	9,057.00		12.70	23.46	6.94	1,554.01	1,597.11	
Mahony, Robin	700	1,588.46	41,299.96	2,561.00	599.00	4,956.00		12.70	-	6.94	-	19.64	
Maloney, Elizabeth	700	2,046.89	53,219.14	3,300.00	772.00	5,322.00		12.70	23.46	6.94	760.40	803.50	
McCusker, Bryan	700	1,774.04	46,125.04	2,860.00	669.00	5,536.00		12.70	23.46	6.94	1,554.01	1,597.11	
Mobley, Tammy	700	1,560.25	40,566.50	2,516.00	589.00	4,057.00		12.70	23.46	6.94	1,300.79	1,343.89	
Moffett, Joseph	700	1,588.46	41,299.96	2,561.00	599.00	4,956.00		12.70	23.46	6.94	760.40	803.50	
O' Shea, Conor	700	1,795.33	46,678.58	2,895.00	677.00	5,602.00		12.70	-	6.94	760.40	780.04	
Palmer, Terry	700	1,504.21	39,109.46	2,425.00	568.00	3,911.00		12.70	23.46	6.94	1,300.79	1,343.89	
Propps, Kelsey	700	1,588.46	41,299.96	2,561.00	599.00	4,956.00		12.70	23.46	6.94	760.40	803.50	
Rjasko, Robert	700	2,176.75	56,595.50	3,509.00	821.00	6,792.00		12.70	23.46	6.94	-	43.10	
Rowland, Ryan	700	1,869.23	48,599.98	3,014.00	705.00	5,832.00		12.70	23.46	6.94	760.40	803.50	
Sell, Robert	700	2,755.04	71,631.04	4,442.00	1,039.00	8,596.00		12.70	23.46	6.94	760.40	803.50	
Stely, Travis	700	1,646.45	42,807.70	2,655.00	621.00	5,137.00		12.70	23.46	6.94	1,300.79	1,343.89	
Tabler, Dustin	700	2,511.41	65,296.66	4,049.00	947.00	7,836.00		12.70	23.46	6.94	1,554.01	1,597.11	
Thomas, Allan	700	2,307.83	60,003.58	3,721.00	871.00	6,001.00		12.70	23.46	6.94	1,554.01	1,597.11	
Tiong, Vincent	700	2,511.41	65,296.66	4,049.00	947.00	7,836.00		12.70	23.46	6.94	1,554.01	1,597.11	
Wilhelm, William	700	1,626.92	42,299.92	2,623.00	614.00	5,076.00		12.70	23.46	6.94	760.40	803.50	
Williams, Benjamin	700	2,624.81	68,245.06	4,232.00	990.00	8,190.00		12.70	23.46	6.94	1,554.01	1,597.11	
Windle, Joseph	700	2,392.78	62,212.28	3,858.00	903.00	7,466.00		12.70	23.46	6.94	760.40	803.50	
		<u>80,825.93</u>	<u>2,101,474.30</u>	<u>130,313.00</u>	<u>30,490.00</u>	<u>246,124.00</u>	-	<u>482.60</u>	<u>844.56</u>	<u>263.72</u>	<u>37,505.27</u>	<u>39,096.15</u>	
<b>New Position Request</b>													
<b>New-Crime Analyst</b>	<b>700</b>		<b>50,000.00</b>	<b>3,100.00</b>	<b>725.00</b>	<b>5,000.00</b>							
Bolivar Contract Funded	1							Employee Insurance	5,792.00	10,135.00	3,165.00	450,064.00	469,156.00
Deputy-Grant Funded	2												
Proj Coord-Grant Funded	-												
Chief Deputy	1												
<b>County Funded FY19</b>	<b>35</b>												
<b>Total Count FY19</b>	<b>39</b>												
Bolivar Contract Funding	1												
Deputy-Grant Funded	2												
County Funded FY18	35												
<b>Total Count FY18</b>	<b>38</b>												
Bolivar Contract Funding	1												
County Funded FY17	33												
<b>Total Count FY17</b>	<b>34</b>												

Payroll Dept: FY 2018  
**FT Bailiff Wages**

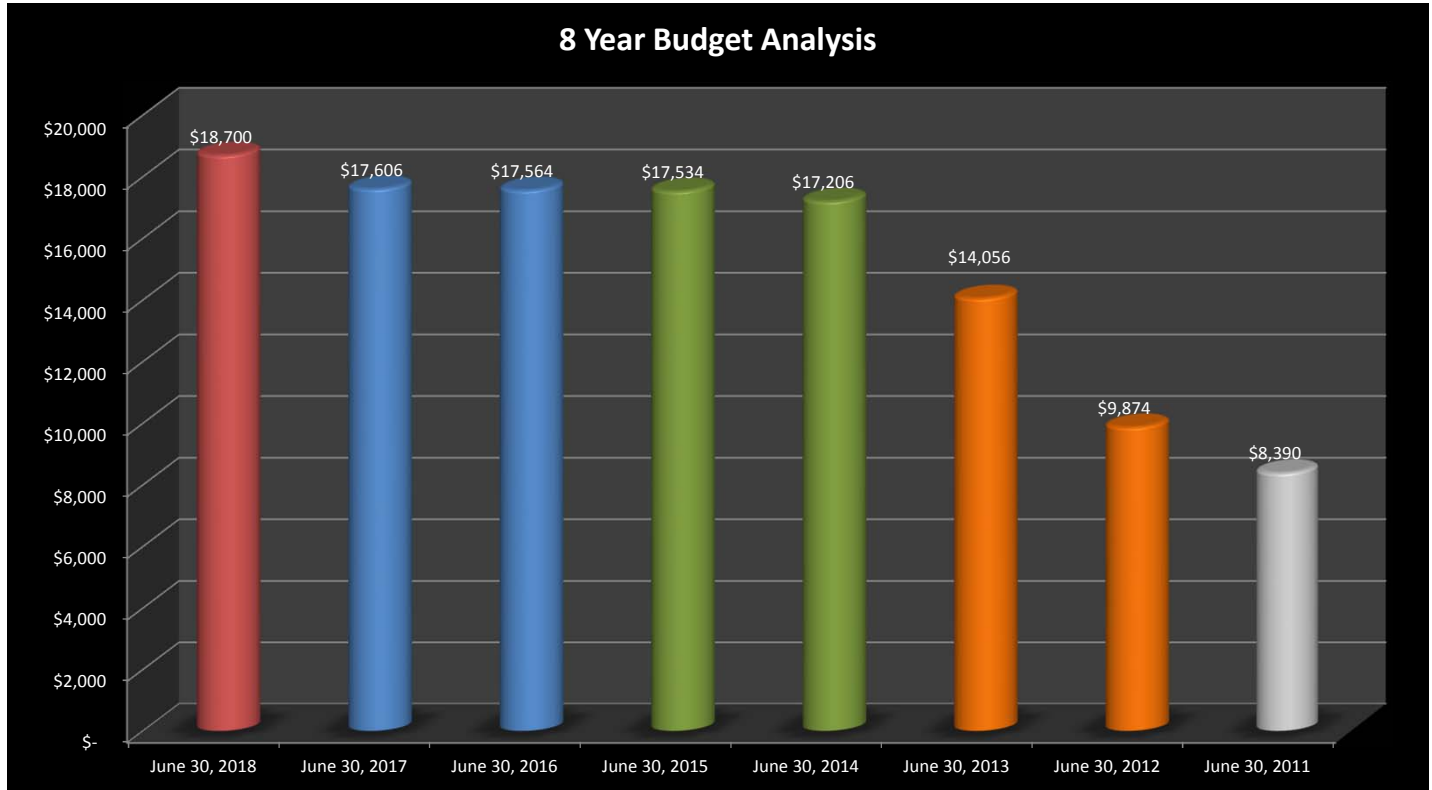
	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 10.0% Sheriff Dep 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	
Brunswick, Louis	700	1,663.57	43,252.82	2,682.00	628.00	4,326.00	12.70	23.46	6.94	-	43.10	
Renner, Mark	700	1,486.37	38,645.62	2,397.00	561.00	3,865.00	12.70	23.46	6.94	760.40	803.50	
Pittinger, Douglas F/T Hourly	700	1,200.00	31,200.00	1,935.00	453.00	3,120.00	12.70			-	12.70	
Potter, William F/T hourly	700	1,280.00	33,280.00	2,064.00	483.00	3,328.00	12.70	-	-	-	12.70	
Sayampanathan, David F/T Hou	700	1,200.00	31,200.00	1,935.00	453.00	3,120.00	12.70				12.70	
Walters, William F/T Hourly	700	1,200.00	31,200.00	1,935.00	453.00	3,120.00	12.70				12.70	
		<b>8,029.94</b>	<b>208,778.44</b>	<b>12,948.00</b>	<b>3,031.00</b>	<b>20,879.00</b>	<b>-</b>	<b>76.20</b>	<b>46.92</b>	<b>13.88</b>	<b>760.40</b>	<b>897.40</b>
Employee Count	6					Employee Insurance	915.00	564.00	167.00	9,125.00	10,771.00	

**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Service of Process  
 Account Number: 701

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Commodities</b>							
345 Uniforms	\$ 17,606	\$ 18,700	\$ 4,613	24.67%	\$ 18,700		
<b>Total Commodities</b>	<b>\$ 17,606</b>	<b>\$ 18,700</b>	<b>\$ 4,613</b>	<b>24.67%</b>	<b>\$ 18,700</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 17,606</b>	<b>\$ 18,700</b>	<b>\$ 4,613</b>	<b>24.67%</b>	<b>\$ 18,700</b>	<b>\$ -</b>	<b>\$ -</b>



345 Uniforms

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	17,606	\$ 4,613	\$ 18,700

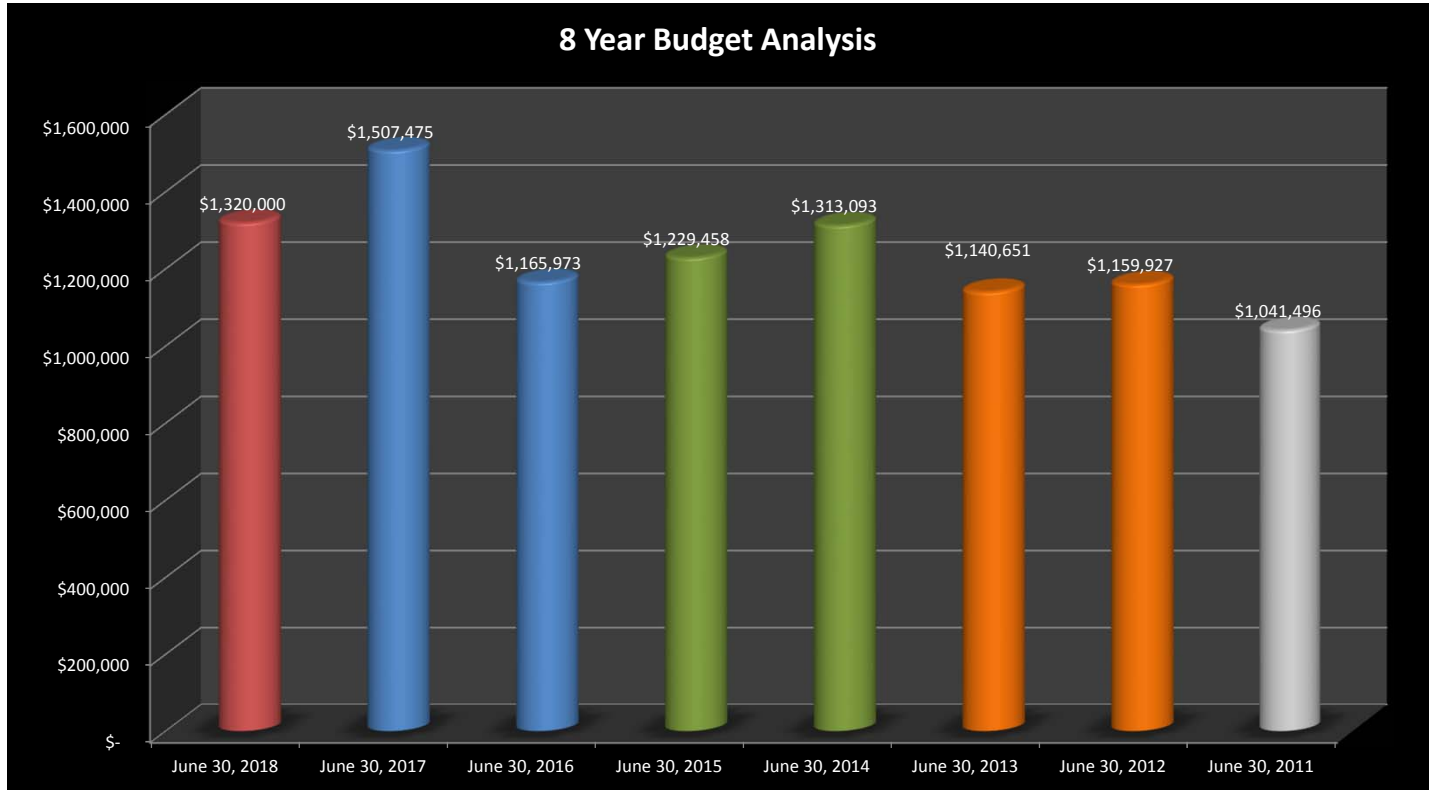
Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
	18,700				This amount should be the same as revenue 001.329.CS.000
Total	18,700	-	-	-	
Total Object Code	18,700				

**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Regional Jail  
 Account Number: 704

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Commodities</b>							
344 Reg Jail Care/ Feed Prisoners	\$ 1,507,475	\$ 1,320,000	\$ 530,847	40.22%	\$ 1,850,000		
<b>Total Commodities</b>	<b>\$ 1,507,475</b>	<b>\$ 1,320,000</b>	<b>\$ 530,847</b>	<b>40.22%</b>	<b>\$ 1,850,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 1,507,475</b>	<b>\$ 1,320,000</b>	<b>\$ 530,847</b>	<b>40.22%</b>	<b>\$ 1,850,000</b>	<b>\$ -</b>	<b>\$ -</b>



344 Regional Jail Care / Feed Prisoners

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
	\$ 1,507,475	\$ 530,847	\$ 1,320,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
	1,850,000				See attached historical trend analysis.
Total	1,850,000	-	-	-	
Total Object Code	1,850,000				

Jefferson County Commission  
 Jail Fees (001.704.03.344.000.PS.000)

Month	FY14	FY15	FY16	FY17	Mo-Mo	Cumulative by Mo	FY18	Mo-Mo	Cumulative by Mo
June 2013	88,377								
July	97,658	108,997	101,808	112,567	10.6%	10.6%	128,828	14.4%	14.4%
August	108,370	116,813	117,489	108,852	-7.4%	1.0%	133,604	22.7%	18.5%
September	88,090	114,642	93,460	110,879	18.6%	6.2%	131,626	18.7%	18.6%
October	108,418	112,037	118,792	125,554	5.7%	6.1%	136,789	8.9%	15.9%
November	90,903	109,721	103,738	115,504	11.3%	7.1%	131,578	13.9%	15.5%
December	97,320	104,152	111,458	141,759	27.2%	10.6%			
January	99,395	115,848	105,282	125,788	19.5%	11.8%			
February	81,494	102,648	82,604	116,862	41.5%	14.8%			
March	123,472	95,680	95,535	148,079	55.0%	18.9%			
April	108,659	81,543	85,161	143,930	69.0%	23.1%			
May	113,050	91,241	86,078	134,811	56.6%	25.7%			
June	107,887	76,139	94,570	122,893	29.9%	26.0%			
Total	<u>1,224,716</u>	<u>1,229,458</u>	<u>1,195,973</u>	<u>1,507,475</u>	26.0%		<u>662,424</u>		
				1,322,405		FY18 Budget Estimate	1,741,658		FY19 Budget Estimate
				1,507,475		FY17 Projected Exp	1,741,333		FY18 Projected Exp
				1,537,800		FY17 Budget	1,320,000		FY18 Budget
				<u>(30,325)</u>		FY17 Budget Revision	<u>421,333</u>		FY18 Budget Revision

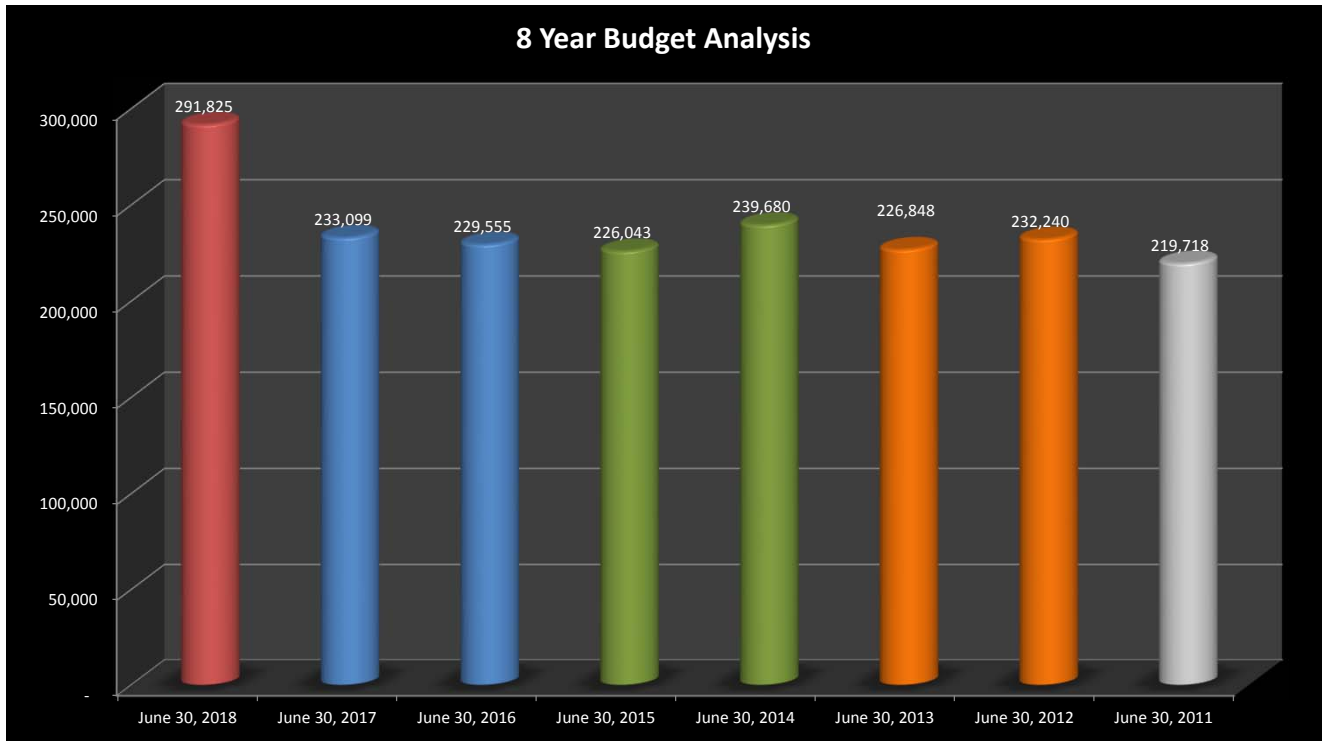


**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Emergency Services  
 Account Number: 711

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Personnel Services</b>							
103 Salary & Wages of Employees	\$ 154,211	\$ 172,805	\$ 69,786	40.38%	\$ 171,372		
104 FICA Tax - Social Security	\$ 9,361	\$ 10,716	\$ 4,241	39.58%	\$ 10,626		
104 Medicare	\$ 2,189	\$ 2,508	\$ 992	39.55%	\$ 2,486		
105 Group Insurance Expense	\$ 27,898	\$ 29,310	\$ 12,053	41.12%	\$ 28,974		
106 Retirement Expense	\$ 18,472	\$ 19,011	\$ 7,676	40.38%	\$ 17,138		
<b>Total Personnel Services</b>	<b>\$ 212,131</b>	<b>\$ 234,350</b>	<b>\$ 94,748</b>	<b>40.43%</b>	<b>\$ 230,596</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contractual Services</b>							
211 Telephone	\$ 2,315	\$ 2,640	\$ 395	14.96%	\$ 2,265		
212 Printing	\$ -	\$ 1,000	\$ -	0.00%	\$ 1,000		
214 Travel	\$ 1,925	\$ 4,800	\$ 376	7.83%	\$ 3,300		
216 M&R- Equipment	\$ 131	\$ 4,500	\$ 12	0.27%	\$ 1,000		
220 Advertising & Legal Publications	\$ -	\$ 500	\$ -	0.00%	\$ 500		
221 Training & Education	\$ 1,166	\$ 3,075	\$ 170	5.53%	\$ 3,075		
222 Dues & Subscription	\$ 610	\$ 1,015	\$ 465	45.81%	\$ 1,015		
223 Professional Services	\$ 3,741	\$ 22,500	\$ -	0.00%	\$ 5,000		
230 Contracted Services	\$ 6,045	\$ 9,045	\$ 5,763	63.71%	\$ 9,552		
<b>Total Contractual Services</b>	<b>\$ 15,933</b>	<b>\$ 49,075</b>	<b>\$ 7,181</b>	<b>14.63%</b>	<b>\$ 26,707</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Commodities</b>							
341 Departmental Supplies & Materials	\$ 5,035	\$ 8,400	\$ 1,263	15.04%	\$ 8,700		
<b>Total Commodities</b>	<b>\$ 5,035</b>	<b>\$ 8,400</b>	<b>\$ 1,263</b>	<b>15.04%</b>	<b>\$ 8,700</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 233,099</b>	<b>\$ 291,825</b>	<b>\$ 103,192</b>	<b>35.36%</b>	<b>\$ 266,003</b>	<b>\$ -</b>	<b>\$ -</b>



103 Salary/Wages

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	154,211	\$ 69,786	\$ 172,805

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Per attached wage sheet		171,372			Do not change this line, make adjustments below it
Total	-	171,372	-	-	
Total Object Code	171,372				

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 9,361	\$ 4,241	\$ 10,716

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
FICA	10,626				Do not change this line
Total	10,626	-	-	-	
Total Object Code	10,626				

104 Medicare

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	2,189	\$ 992	\$ 2,508

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Medicare	2,486				Do not change this line
Total	2,486	-	-	-	
Total Object Code	2,486				

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 27,898	\$ 12,053	\$ 29,310

Description	FY19 Request	FY19 Request	FY19 Request	FY19 Request	Justification / Purpose
	Mandated	Mission Critical	Discretionary	New Initiative	
Life		486			Do not change this line
Dental		852			Do not change this line
Vision		252			Do not change this line
Medical		27,384			Do not change this line
Total	-	28,974	-	-	

Total Object Code	28,974
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211 Telephone

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 2,315	\$ 395	\$ 2,640

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Service for 3 cell phones		1,996			Director, Deputy Director and AA/PIO/VC are on call 24/7/365
					We send out NIXLE alerts 24/7/365, Receive notifications for decisions on closures and/or EOC activations, on-scene incident commanders may need to reach us at any hour, 9-1-1 Center has to be able to reach us for emergencies and State EOC and Staff need to access to us 24 hours a day. This funding is a transfer from our department to the Emergency Communications Department.
Service for 1 wi-fi hotspot for CAD		269			Director uses this service for CAD in vehicle. This funding is a transfer from our department to the Emergency Communications Department.
Total	-	2,265	-	-	
Total Object Code	2,265				

212 Printing

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ -	\$ -	\$ 1,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Printing of brochures, plans, notices		1,000			Thus funding is required so that printing can be accomplished for brochures, plans, and notices. Examples include: Notices for residents that may need to evacuate to move out of harms way, brochures given out at events, handouts on how to sign up for NIXLE.
Total	-	1,000	-	-	
Total Object Code	1,000				

214 Travel

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 1,925	\$ 376	\$ 4,800

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
State meetings and trainings		900			Travel required for State EMPG funding
FEMA Emergency Management Inst.		600			Travel required for State EMPG funding
State Emergency Mgmt. Conference		800			Director and Deputy Director are members of the organization
State Interoperable Radio Workshop		500			State EM Director State encourages local Emergency Managers to attend
State Floodplain Managers workshop		500			Required to maintain Certified Floodplain Managers Certification
Total	-	3,300	-	-	
Total Object Code	3,300				

216 Maintenance/Repair of Equipment

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 131	\$ 12	\$ 4,500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose	
Maintenance/Repair of all equipment		1,000			This is for the small repairs and/or to maintain any equipment that has a problem during the year. A list of the JC HSEM equipment inventory is submitted to the County Administrator each year. This includes vehicle trailers that are full of equipment, a Zumro inflatable tent, Amateur Radio equipment, radios, computers, phones, chargers, CAD Toughbooks, Ipads, animal sheltering supplies, and additional resources.	
Total	-	1,000	-	-		
Total Object Code	1,000					

220 Ads/Legal Publications

FY17 Actual \$ - FY18 YTD as of 11/30/2017 \$ - FY18 Budget \$ 500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Ads for legal advertising	500				This line item is for any required legal ads, such as for putting out bids, hiring, and requirements to post for public meetings.
Total	500	-	-	-	
Total Object Code	500				

221 Training/Education

FY17 Actual \$ 1,166  
 FY18 YTD as of 11/30/2017 \$ 170  
 FY18 Budget \$ 3,075

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Training Manuals/Supplies		1,000			For Business Continuity Training, Lunch-N-Learns, Disaster Ready Kids & CDs
Educational supplies for fairs/events			900		Educational materials used at JC Fair, Bark in the Park, Lunch-N-Learns
Conference/Workshop registrations		1,175			Registration fees at conferences/workshops, some requirements for EMPG grants
Total	-	2,175	900	-	
Total Object Code	3,075				

222 Dues/Subscriptions

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 610	\$ 465	\$ 1,015

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Dues- State Floodplain Managers Assn.	300				Required for Certified Floodplain Manager Certification for Director
Dues-International Assn. of EM's			190		Required for Certified Emergency Manager Accreditation for Director
Dues-WV Emergency Managers Assn.	100				Participation required for EMPG funding for Director
Dues-National Emergency Mgmt. Assn.			200		National Emergency Management trends, white papers, information
Dues-National Fire Association			175		NFPA membership entitles us to discounts on educational materials
Dues-Natural Hazards Mitigation Assn.			50		The Association operates the Resilient Neighbors Network and selected our community as one of 10 across the nation. We are recognized for our community's disaster resiliency.
Total	400	-	615	-	
Total Object Code	1,015				

223 Professional Services

FY17 Actual \$ 3,741  
 FY18 YTD as of 11/30/2017 \$ -  
 FY18 Budget \$ 22,500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Emergency Operations Plan update	5,000				4-6 annexes updated each year-Requirement for EMPG grant
Total	5,000	-	-	-	
Total Object Code	5,000				

230 Contracted Services

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 6,045	\$ 5,763	\$ 9,045

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Futurity/ORION Damage Assessment		1,000			Fee for web-based damage assessment program
NIXLE/Everbridge		3,714			Fee for web-based emergency alert system/public notiification system
CERVIS		1,800			Fee for web-based volunteer management system
Hire Right Background Investigations	2,500				Background investigations for volunteers/employees, required by Code
Survey Monkey		408			Used for surveys of partners/public in the Hazard Mitigation Grant process
Net Motion Licenses		130			This is required for using CAD. The money is transferred to the Emergency Communications Department
Total	2,500	7,052	-	-	

Total Object Code

9,552

341 Materials and Supplies

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 5,035	\$ 1,263	\$ 8,400

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
EOC supplies for exercises	1,500				Exercises required for EMPG grant
EOC materials and supplies for activations	3,000				Supplies to get us started for activations
DVDs/Books for EM library			500		Books added to library used by staff, researchers, and Disaster-Ready-Kids
Office supplies not available at Maint.		1,000			Office supplies not available in the Maintenance supplies. Specialty items.
Vehicle washes			200		To keep 2 vehicles clean
Various Iphone Apps		300			Applications needed on Iphones/Ipads for Emergency Management
I-phones			1,200		Expected replacements for 3 year-old phones with cases
Replacement wall mounted monitors			1,000		Replacement of TV/monitors for situational awareness of status in EOC
Total	4,500	1,300	2,900	-	
Total Object Code	8,700				

Payroll Dept: FY 2018

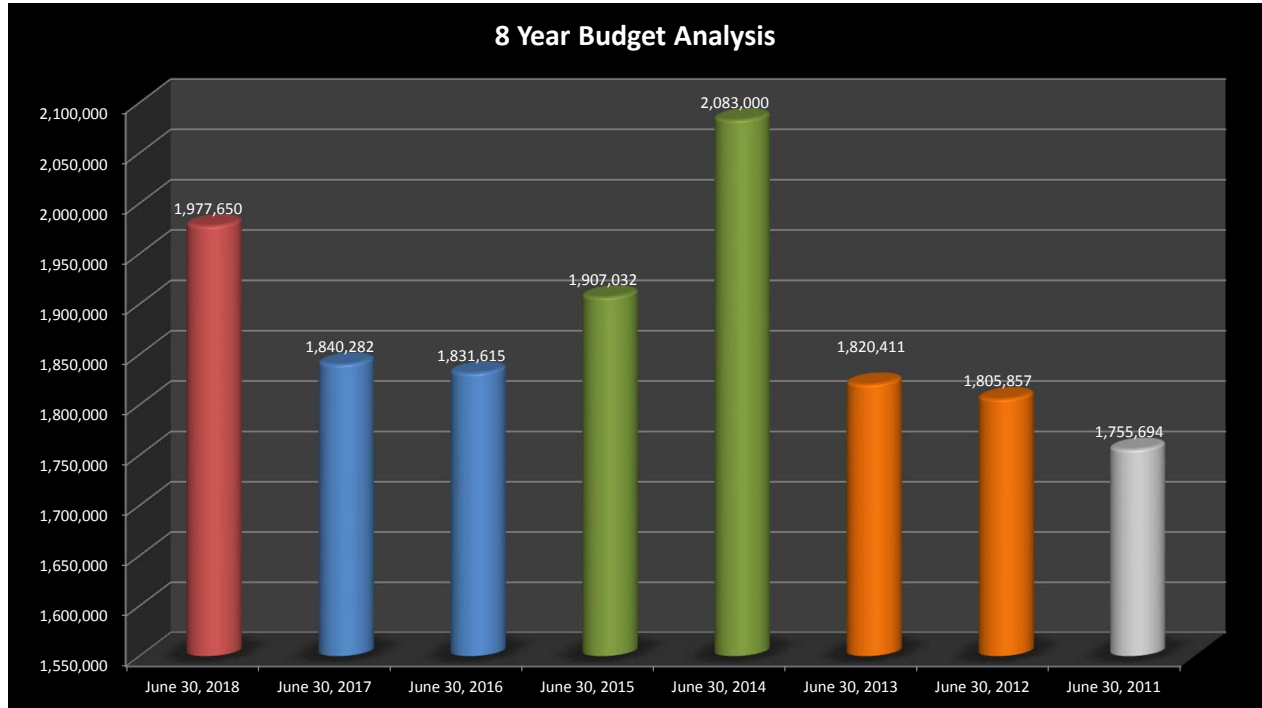
	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 10.0% Sheriff Dep 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	
VACANT Director	711	2,884.62	75,000.00	4,650.00	1,088.00	7,500.00	12.70	23.46	6.94	760.40	803.50	
Allen, Stephen	711	1,974.93	51,348.18	3,184.00	745.00	5,135.00	12.70	23.46	6.94	760.40	803.50	
Vallee, Brandon	711	1,731.68	45,023.68	2,792.00	653.00	4,503.00	12.70	23.46	6.94	760.40	803.50	
		<u>6,592.00</u>	<u>171,372.00</u>	<u>10,626.00</u>	<u>2,486.00</u>	<u>17,138.00</u>	-	<u>39.00</u>	<u>71.00</u>	<u>21.00</u>	<u>2,282.00</u>	<u>2,411.00</u>
Employee Count	3						Employee Insurance 468.00	852.00	252.00	27,384.00	28,956.00	

**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Communication Center  
 Account Number: 712

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Personnel Services</b>							
103 Salary & Wages of Employees	\$ 1,037,915	\$ 1,144,467	\$ 425,092	37.14%	\$ 1,380,580		
104 FICA Tax - Social Security	\$ 69,945	\$ 77,481	\$ 27,592	35.61%	\$ 92,106		
104 Medicare	\$ 16,358	\$ 18,132	\$ 6,453	35.59%	\$ 21,544		
105 Group Insurance Expense	\$ 257,906	\$ 274,517	\$ 110,409	40.22%	\$ 315,756		
106 Retirement Expense	\$ 133,029	\$ 131,952	\$ 48,905	37.06%	\$ 143,573		
108 Overtime	\$ 81,412	\$ 55,000	\$ 25,563	46.48%	\$ 55,000		
108 Extra Help	\$ 66,365	\$ 50,000	\$ 18,971	37.94%	\$ 50,000		
<b>Total Personnel Services</b>	<b>\$ 1,662,930</b>	<b>\$ 1,751,549</b>	<b>\$ 662,985</b>	<b>37.85%</b>	<b>\$ 2,058,559</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contractual Services</b>							
211 Telephone	\$ 76,930	\$ 74,958	\$ 23,458	31.29%	\$ 75,940		
212 Printing	\$ -	\$ 250	\$ -	0.00%	\$ 250		
214 Travel	\$ 6,187	\$ 8,736	\$ 741	8.48%	\$ 14,737		
216 M&R- Equipment	\$ 51,745	\$ 94,288	\$ 11,091	11.76%	\$ 85,592		
220 Advertising & Legal Publications	\$ 34	\$ -	\$ -		\$ -		
221 Training & Education	\$ 5,034	\$ 10,459	\$ 2,686	25.68%	\$ 21,933		
222 Dues & Subscription	\$ 634	\$ 1,148	\$ 243	21.17%	\$ 958		
223 Professional Services	\$ 12,000	\$ 12,000	\$ 5,000	41.67%	\$ 12,000		
230 Contracted Services	\$ 8,737	\$ 9,012	\$ 2,690	29.85%	\$ 14,414	\$ -	
<b>Total Contractual Services</b>	<b>\$ 161,301</b>	<b>\$ 210,851</b>	<b>\$ 45,909</b>	<b>21.77%</b>	<b>\$ 225,824</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Commodities</b>							
341 Departmental Supplies & Materials	\$ 5,551	\$ 6,500	\$ 566	8.71%	\$ 6,500		
353 Computer Software	\$ 7,500	\$ 8,750	\$ -	0.00%	\$ 7,500		
355 IT Support	\$ 3,000	\$ -	\$ -		\$ -		
<b>Total Commodities</b>	<b>\$ 16,051</b>	<b>\$ 15,250</b>	<b>\$ 566</b>	<b>3.71%</b>	<b>\$ 14,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 1,840,282</b>	<b>\$ 1,977,650</b>	<b>\$ 709,460</b>	<b>35.87%</b>	<b>\$ 2,298,383</b>	<b>\$ -</b>	<b>\$ -</b>



103 Salary/Wages

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	1,037,915	\$ 425,092	\$ 1,144,467

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Per attached wage sheet		1,139,486			Do not change this line, make any adjustments below it
Step Increase - New Employees released from Training		2,416			Step Increase difference for employees hired in FY2018 after successful completion of training. Approved by County Commission 11-16-2017
Training Pay		7,176			Training Pay - Communication Training Officer training pay is a 5% amount that is provided to the certified Communications Training Officer for the amount of hours that they train a trainee. Training pay has been afforded to certified CTO's since FY2002
<b>NEW DISPATCHER INITIATIVE</b>					
New Dispatcher Initiative - Wages (6)				222,974	Initiative to add six (6) public safety dispatchers to staff for the increase in minimum staffing and the addition of Assistant Supervisor / Training Officers to each team. Deployment details in presentation
<b>ASSISTANT SUPERVISOR</b>					
Assistant Supervisor / Training Officer				8,528	Assistant Supervisor Initiative - Establishing the Assistant Supervisor / Shift Trainer - Elevating four current employees to the position of Assistant Supervisor and CTO for shift/team
Total	-	1,149,078	-	231,502	
Total Object Code	1,380,580				

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 69,945	\$ 27,592	\$ 77,481

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
FICA regular salaries	70,648				Do not change this line
FICA overtime	3,410				Do not change this line
FICA extra help	3,100				Do not change this line
FICA for New Employee Step Increases		150			
FICA for Training Pay		445			
<b>New Dispatcher Initiative</b>				13,824	
<b>Assistant Supervisor / Training Officer</b>				529	
<b>Total</b>	<b>77,158</b>	<b>595</b>	<b>-</b>	<b>14,353</b>	
<b>Total Object Code</b>	<b>92,106</b>				

104 Medicare

FY17 Actual \$ 16,358  
 FY18 YTD as of 11/30/2017 \$ 6,453  
 FY18 Budget \$ 18,132

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Medicare regular salaries	16,523				Do not change this line
Medicare overtime	798				Do not change this line
Medicare extra help	725				Do not change this line
Medicare for New Employee Step Increases		36			
Medicare for Training Pay		105			
<b>New Dispatcher Initiative</b>				3,233	
<b>Assistant Supervisor / Training Officer</b>				124	
<b>Total</b>	<b>18,046</b>	<b>141</b>	<b>-</b>	<b>3,357</b>	
<b>Total Object Code</b>	<b>21,544</b>				

105 Health Insurance

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 257,906	\$ 110,409	\$ 274,517

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Life		3,660			Do not change this line
Dental		5,640			Do not change this line
Vision		1,668			Do not change this line
Medical		246,936			Do not change this line
<b>New Dispatcher Initiative - Insurances (6)</b>				57,852	Calculating Employee Only Life/Dental/Vision/Medical for the New Dispatcher Initiative
<b>Total</b>	-	257,904	-	57,852	
<b>Total Object Code</b>	315,756				

106 Retirement

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 133,029	\$ 48,905	\$ 131,952

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Retirement regular salaries	113,963				
Retirement overtime	5,500				
Retirement for New Employee Step Increases		242			
Retirement for Training Pay		718			
<b>New Dispatcher Initiative - Retirement (6)</b>				22,297	Calculating Retirement for New Dispatcher Initiative
<b>Assistant Supervisor / Training Officer</b>				853	
<b>Total</b>	119,463	960	-	23,150	
<b>Total Object Code</b>	143,573				

108 Overtime

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 81,412	\$ 25,563	\$ 55,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Minimum Staffing Overtime		55,000			Overtime to ensure minimum staffing levels are met at all times. This line also covers flex pay for additional hours worked when sick/vacation leave used in same period as well as emergency pay for "County Emergency".
Total	-	55,000	-	-	
Total Object Code	55,000				

FY17 Actual \$ 66,365  
 FY18 YTD as of 11/30/2017 \$ 18,971  
 FY18 Budget \$ 50,000

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Part-Time Staffing		50,000			Part-Time staffing helps support vacancies in full time operation. Part-time employees trained through academy classes allow quick transition to full-time employment minimizing open vacancies and overtime
Total	-	50,000	-	-	
Total Object Code	50,000				

211 Telephone

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 76,930	\$ 23,458	\$ 74,958

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Frontier 9-1-1 Tariff, ALI Database, Circuits, BER alt route	61,199				Mandated Tariff, ALI Database, backup routing to BER, and 9-1-1 circuit charges to the County for delivering 9-1-1 services
AT&T Long Distance		1,600			Long Distance Services on POTS lines
Sprint Wireless - ECC		2,200			Mission Critical amount is Director/Dep Dir. Discretionary amount for when Sprint charges County for orders, activations, shipping, etc
Sprint Wireless - Hotspots		8,941			Hotspots for Cities of Charles Town, Ranson & Shepherdstown. The monthly amount is reimbursed to the County each month and accounted for in revenue - cost neutral
Language Line		2,000			Language translation services
Total	61,199	14,741	-	-	
Total Object Code	75,940				

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ -	\$ -	\$ 250

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Incident Cards			250		
Total	-	-	250	-	
Total Object Code	250				

FY17 Actual \$ 6,187  
 FY18 YTD as of 11/30/2017 \$ 741  
 FY18 Budget \$ 8,736

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Salt Lake City - Spillman User Conf		1,913	1,913		Travel expenses for two System Application Administrators
Spillman - East Coast User Group Mtg		1,481			Travel expense for 4 employees to attend the East Coast Users Group meetings in Georgia
Navigator Conference		2,481			EMD Conference for 2 employees, airfare, hotel, meals, shuttle, parking
SIRN Conference - Programmers		813			3 days lodging and per diem for 3 radio techs
National Emergency Number Association - NENA			1,728		NENA Conference - National Exposition attendance needed to investigate procurement of mission critical 9-1-1 telephone and recording systems
Charleston WV - WEAPON Cert	1,238				Mandatory certification of public safety dispatcher to attend certification testing at WVSP.
Misc Per Diem		255			Miscellaneous Per Diem expense in event required training or travel is needed for staffmember
Misc Mileage		275			Miscellaneous mileage reimbursement expense in event required training or travel is needed for staffmember
Misc Parking in Charleston - WEAPON		52			Expense for parking at hotel - 4 times per year
APCO Conference			1,339		APCO Conference - National Exposition attendance for Deputy Director - Training, education - Event is in Baltimore MD
NG9-1-1 Ops/Standards Conference					NENA Next Generation 9-1-1 Operations and Standards Conference - Travel for Director as the Chairman of the State of WV NG9-1-1 Committee. Unknown costs at this time as conference location has not been set
<b><i>New Dispatcher Initiative</i></b>					
Charleston WV - WEAPON Cert				1,251	New Dispatcher Initiative - Travel and Per Diem for certification class at WVSP in Charleston
Total	1,238	7,269	4,979	1,251	
Total Object Code	14,737				





221 Training/Education

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	5,034	\$ 2,686	\$ 10,459

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
EMD Recertification	650				9 Recerts for EMD, 2 Recerts for EMD-Q (Evaluator)
EMD Certification	2,190				Certifications for a replacement of up to 6 vacancies of full-time employees - EMD is State Mandated
WEAPON Certification	600				West Virginia Automated Police Network (WEAPON) NCIC network certification
NIMS 300/400			280		National Incident Management System - Advanced
Continuing Dispatch Education		5,356	1,520		Yearly continuing dispatch education for full-time and part-time staff
Navigator Conference (EMD)		1,084			Emergency Medical Dispatch Conference for EMD Coordinator & EMD-Q
SIRN Conference (RADIO)		450			Conference for 3 Radio Programmers - Certification mandated by State
Spillman Conference (CAD)		1,800			Registration for Spillman National Conference
Spillman East Coast User Group Meeting		105			Registration for Spillman East Coast User Group Meeting
National Emergency Number Assoc.			599		Registration for NENA Conference and Exposition
Association of Public Safety Communications Officials (APCO)	819				Certifications of staff required by statute - PST1 40 Hour certifications of newly hired staff. Instructor and CTO Recertifications of existing staff required by WV Code that all employees of 9-1-1 center must be trained using standardized and nationally recognized program
APCO Conference (DISPATCH TRAINING)			850		
NG9-1-1 Ops/Standards Conference			250		Director is Chairman of WV NG9-1-1 Committee and leading the initiative to migrate WV 9-1-1 PSAPS to fully capable NG9-1-1 modern citizen experience
<b>NEW DISPATCHER INITIATIVE</b>					
WEAPON Certification				600	New Dispatcher Initiative - Certifications required by statute - West Virginia Automated Police Network (WEAPON) NCIC network certification
APCO PST1 Certification				534	New Dispatcher Initiative - Certifications required by statute - PST1 40 hour certifications for new dispatcher initiative
EMD Certification				2,190	New Dispatcher Initiative - Certifications required by statute - Emergency Medical Dispatch certification
Continuing Dispatch Education				1,140	New Dispatcher Initiative - dispatcher training courses for additional staff
<b>ASSISTANT SUPERVISOR</b>					
Continuing Dispatch Education - Leadership				796	Assistant Supervisor Initiative - Establishing the Assistant Supervisor / Shift Trainer Leadership training for the assistant supervisor to have same leadership training as the established supervisory staff.
APCO CTO Recertification				120	CTO certification for the assistant supervisor to maintain trainer certification through established standards setting organization (APCO).
Total	4,259	8,795	3,499	5,380	
Total Object Code	21,933				

222 Dues/Subscriptions

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 634	\$ 243	\$ 1,148

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
WV E911 Council	100				Yearly Dues to WV E911 Council as voting member
National Emergency Number Assn.		300			Yearly Dues to NENA
The Journal			208		Daily newspaper for ECC staff
APCO	350				Association dues for all managers, trainers, supervisors and dispatchers. Mandated by WV Code that all employees of 9-1-1 center must be trained using standardized and nationally recognized program
Total	450	300	208	-	
Total Object Code	958				

223 Professional Services

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 12,000	\$ 5,000	\$ 12,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Medical Director Contract	12,000				Contract with Dr. Robert Jones, MD, the Medical Director that oversees the EMD program and protocols used for dispatching ambulance / EMS
Total	12,000	-	-	-	
Total Object Code	12,000				

230 Contracted Services

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 8,737	\$ 2,690	\$ 9,012

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Background Investigations		4,832	2,400		Background Investigator for eight personnel
Psychological Pre-Employment Screening		1,770			Pre-employment psychological assessments required prior to employing any potential candidate in a secure public safety environment that has access to confidential or criminal history data. Required by state code.
Norfolk Southern Railroad Corp.		12			Contract for rent of space on Blue Ridge tower.
New Dispatcher Initiative - Psychological				1,770	Pre-employment psychological assessment for New Dispatcher Initiative
New Dispatcher Initiative - Background				3,630	Pre-employment background investigation for New Dispatcher Initiative
Total	-	6,614	2,400	5,400	
Total Object Code	14,414				

341 Materials and Supplies

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 5,551	\$ 566	\$ 6,500

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Various Supplies for Office		6,500			Supplies to operate the 9-1-1 center not covered within Maintenance Department
Total	-	6,500	-	-	
Total Object Code	6,500				

353 Computer Software

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 7,500	\$ -	\$ 8,750

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Spillman Enhancement			7,500		Funds for enhancement of the Spillman software - Required enhancements for the functionality of the software for all public safety agencies
Total	-	-	7,500	-	
Total Object Code	7,500				

355 IT Support

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 3,000	\$ -	\$ -

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Total	-	-	-	-	
Total Object Code	-				

Payroll Dept: FY 2018

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's Sheriff Dep	10.0% 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly
Wiegand, Julianne	712	1,429.32	37,162.32	2,305.00	539.00	3,717.00		12.70	-	-	-	12.70
Hite, Aisha	712	1,429.32	37,162.32	2,305.00	539.00	3,717.00		12.70	23.46	6.94	760.40	803.50
Ashley, Jessica	712	1,475.77	38,370.02	2,379.00	557.00	3,838.00		12.70	23.46	6.94	760.40	803.50
Breeden, Shawn	712	1,787.96	46,486.96	2,883.00	675.00	4,649.00		12.70	23.46	6.94	1,300.79	1,343.89
Brown, Lori	712	1,475.77	38,370.02	2,379.00	557.00	3,838.00		12.70	23.46	6.94	1,300.79	1,343.89
Burke, Kimberly	712	2,278.39	59,238.14	3,673.00	859.00	5,924.00		12.70	23.46	6.94	1,300.79	1,343.89
Costello, Lynn	712	2,344.46	60,955.96	3,780.00	884.00	6,096.00		12.70	23.46	6.94	1,554.01	1,597.11
Cross, Christopher	712	2,550.37	66,309.62	4,112.00	962.00	6,631.00		12.70	23.46	6.94	1,300.79	1,343.89
Dorsey, Pamela	712	1,475.77	38,370.02	2,379.00	557.00	3,838.00		12.70	-	-	-	12.70
Dudash, Pamela	712	2,031.98	52,831.48	3,276.00	767.00	5,284.00		12.70	23.46	6.94	1,300.79	1,343.89
Dutko, Elizabeth	712	1,285.40	33,420.40	2,073.00	485.00	3,343.00		12.70	23.46	6.94	760.40	803.50
Engle, Christopher	712	1,475.77	38,370.02	2,379.00	557.00	3,838.00		12.70	23.46	6.94	1,300.79	1,343.89
Hahn, Richard	712	1,475.77	38,370.02	2,379.00	557.00	3,838.00		12.70	23.46	6.94	760.40	803.50
Hayden, James	712	2,151.78	55,946.28	3,469.00	812.00	5,595.00		12.70	23.46	6.94	1,554.01	1,597.11
Hess, Brooke	712	1,573.25	40,904.50	2,537.00	594.00	4,091.00		12.70	-	-	-	12.70
Hovermale, Staci	712	1,731.68	45,023.68	2,792.00	653.00	4,503.00		12.70	23.46	6.94	760.40	803.50
King, Kathryn	712	1,573.25	40,904.50	2,537.00	594.00	4,091.00		12.70	23.46	6.94	760.40	803.50
McIntyre, Merri	712	1,787.96	46,486.96	2,883.00	675.00	4,649.00		12.70	23.46	6.94	760.40	803.50
Kelly, Sara	712	1,475.77	38,370.02	2,379.00	557.00	3,838.00		12.70	-	-	-	12.70
Miller, Christine	712	1,624.38	42,233.88	2,619.00	613.00	4,224.00		12.70	23.46	6.94	760.40	803.50
Polczynski, Jeff	712	3,621.46	94,157.96	5,838.00	1,366.00	9,416.00		12.70	23.46	6.94	760.40	803.50
Pope, Laura	712	2,214.87	57,586.62	3,571.00	836.00	5,759.00		12.70	23.46	6.94	760.40	803.50
Potts, Brandon	712	1,523.73	39,616.98	2,457.00	575.00	3,962.00		12.70	23.46	6.94	760.40	803.50
Schweitzer, William	712	2,032.20	52,837.20	3,276.00	767.00	5,284.00		12.70	23.46	6.94	1,300.79	1,343.89
		<u>43,827.00</u>	<u>1,139,486</u>	<u>70,660.00</u>	<u>16,537.00</u>	<u>113,963.00</u>	<u>-</u>	<u>305.00</u>	<u>470.00</u>	<u>139.00</u>	<u>20,578.00</u>	<u>21,491.00</u>
Employee Count	24							3,660	5,640	1,668	246,936	257,904



**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: JCESA - Fire Depts  
 Account Number: 713

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Contributions/Transfers</b>							
567 Contributions/Transfers oth Gov. Ent	\$ 595,000	\$ 665,000	\$ 410,000	61.65%	\$ 857,686		
<b>Total Contributions/Transfers</b>	<b>\$ 595,000</b>	<b>\$ 665,000</b>	<b>\$ 410,000</b>	<b>61.65%</b>	<b>\$ 857,686</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 595,000</b>	<b>\$ 665,000</b>	<b>\$ 410,000</b>	<b>61.65%</b>	<b>\$ 857,686</b>	<b>\$ -</b>	<b>\$ -</b>

567 Contributions to Other Govt Entities

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
595,000	410,000	665,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
<b>Income</b>					
Government Grants:	\$ 944,748				This row includes Jefferson County funding.
All other contributions,gifts...	\$ 279,588				
Ambulance/Fire Income	\$ 1,264,269				
Other Sources of Income	\$ 718,611				
<b>Total Revenue</b>	<b>\$ 3,207,216</b>				
<b>Expense</b>					
Compensation of officers:	\$ 87,148				
Accounting:	\$ 22,424				
Depreciation	\$ 1,117,848				
Insurance	\$ 437,216				
Repairs/Maint	\$ 288,403				
Fire/EMS Costs	\$ 546,601				
All Other	\$ 900,262				
<b>Total Expenses</b>	<b>\$ 3,399,902</b>				
Surplus / (Deficit)	(192,686)				
<b>FY19 Request:</b>					
FY18 Approved amount		665,000			
FY19 Anticipated Deficit		192,686			

Total	-	857,686	-	-
Total Object Code	857,686			

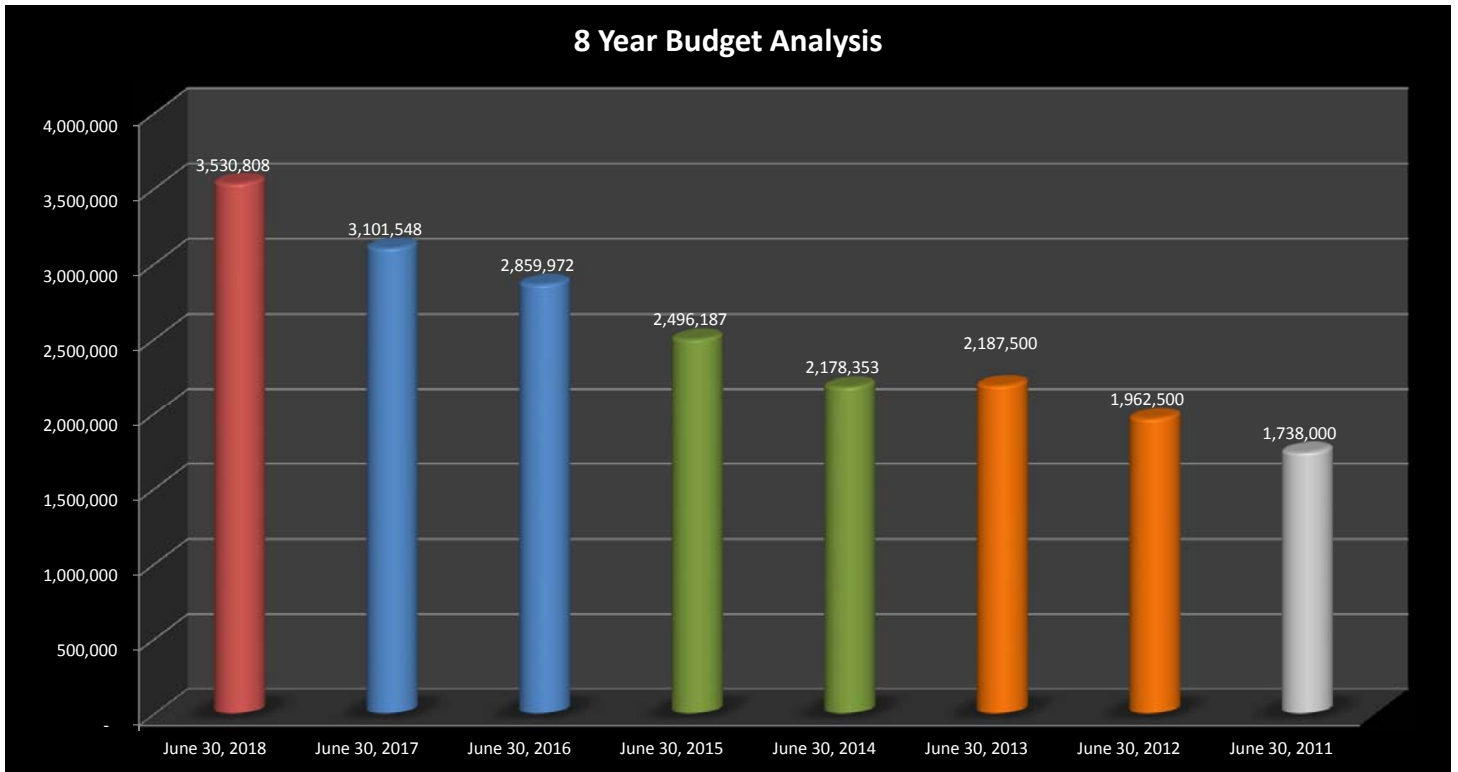
**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: JCESA - Ambulance  
 Account Number: 715

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Contributions/Transfers</b>							
10X Wages & Benefits-Administrative	\$ 42,027	\$ 42,031	\$ -	0.00%	\$ 47,291		
216 Printing	\$ -	\$ -	\$ 1,884		\$ 2,000		
218 Postage	\$ 11,883	\$ 11,900	\$ -	0.00%	\$ 12,000		
230 Contracted Services	\$ 2,445	\$ 2,245	\$ 408	18.17%	\$ 2,300		
232 Bank Charges	\$ 4,276	\$ 4,280	\$ (255)	-5.96%	\$ 4,300		
235 Remittance of Fees Collected Cash	\$ 750,000	\$ 708,168	\$ 225,000	31.77%	\$ 675,000		
235 Remittance of Fees Collected Accrual	\$ 179,701	\$ 102,000	\$ -	0.00%	\$ 67,999		
236 Bad Debt Expenses	\$ 33,779	\$ 20,000	\$ -	0.00%	\$ 40,000		
236 Refund Error Payment	\$ 962	\$ 950	\$ -	0.00%	\$ 975		
341 Materials & Supplies	\$ 1,200	\$ 1,200	\$ -	0.00%	\$ 1,200		
356 License & Annual Fees-Software	\$ 1,800	\$ 1,800	\$ -	0.00%	\$ 1,800		
567 Contributions/Transfers oth Gov. Ent	\$ 1,478,674	\$ 1,954,234	\$ 997,117	51.02%	\$ 2,248,783		
<b>Total Contributions/Transfers</b>	<b>\$ 2,506,747</b>	<b>\$ 2,848,808</b>	<b>\$ 1,224,154</b>	<b>42.97%</b>	<b>\$ 3,103,648</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 2,506,747</b>	<b>\$ 2,848,808</b>	<b>\$ 1,224,154</b>	<b>42.97%</b>	<b>\$ 3,103,648</b>	<b>\$ -</b>	<b>\$ -</b>

Represents total payments to JCESA and Fire Depts in General Fund and Coal Severance



235 Remittance of Fees Collected

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	750,000	\$ 225,000	\$ 708,168

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Full Time		349,543		40,000	Career ladder Ambulance dept. portion \$40,000.
Part Time - Ops		71,960			
Overtime - OPS		84,542			
Medical Director		-			
Worker Comp		50,986			Increase based on estimate from insurer.
FICA/Med		43,360			
Hosp		45,610			
Life		2,824			
Dental		2,833			
Retirement		50,373		6,000	- Add 457 Plan match .
Supplies					
Auto and Liability Insurance		19,800			
Ems Supples					
Misc Uniforms, Train, Tech Svc					
Bldg Maint, Utilities, Telephone					
Office Expenses, Dues, Postage etc..					
Physicals					
Equipment					
Depreciation					
Amount not covered by Ambulance Fee		(46,831)		(46,000)	
Total	-	675,000	-	-	
Total Object Code	675,000				

567 Contributions to Other Govt Entities

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	1,478,674	\$ 997,117	\$ 1,954,234

Description	FY19	FY19	FY19	FY19	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Full Time		1,055,243		161,000	Add 1 admin. position at \$40,000. Career ladder JCESA dept. portion \$96,000 and increase peak time at station 2 and 4 = \$25,000.
Part Time - Ops		36,000			
Medical Director		6,000			
Worker Comp		128,426			Increase based on estimate from insurer.
FICA/Med		74,959			
Hosp		175,016			Estimated 10% increase.
Life		9,261			
Dental		11,250			
Retirement		119,480		16,000	- Add 457 Plan match
Fuel		16,637			
Maintenance		7,347			
License Ops		1,806			
Supplies		2,453			
Auto and Liability Insurance		41,380			
Ems Supples		53,998			
Uniforms, SCBA		59,996		10,000	- Add suppression training estimated at \$10,000.
Tech Service/Training		28,360			
Bldg Maint, Utilities, Telephone		29,246			
Office Expenses, Dues, Postage etc..		8,932			
Medical/Physicals		26,400			
Services:Audit, Billing, Professional		49,002			
Equipment Depr.		24,000			
Equipment Rental		3,760			Increase due to new chase car.
<b>Ambulance Billing Shortage from 235</b>		<b>46,831</b>		<b>46,000</b>	<b>Due to rate decrease in FY18</b>
Total	-	2,015,783	-	233,000	
Total Object Code	2,248,783				

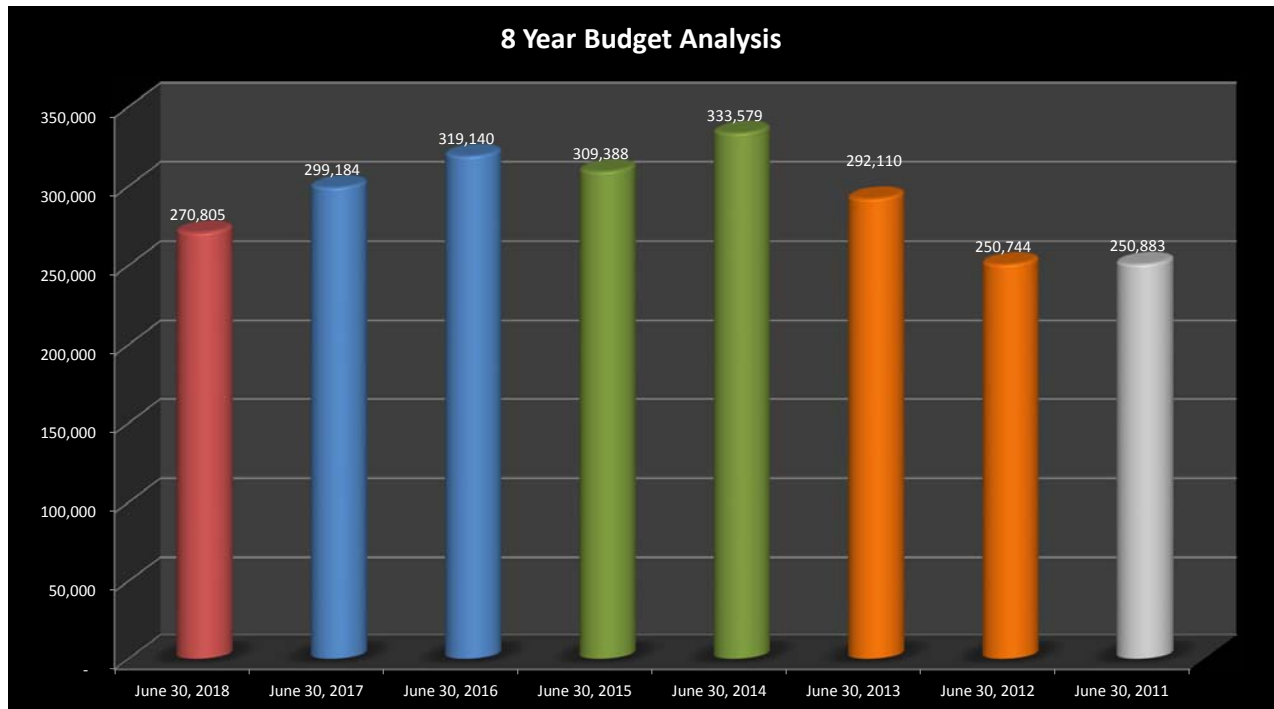
<u>Description</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18 Budget</u>	<u>FY19 Budget</u>	
<b>Expenditures</b>					
Wages & Benefits					
Wages	001.715.01.103.000.PS.000	29,786.38	30,959.47	30,960.00	31,048.00
FICA	001.715.01.104.000.PS.000	1,846.76	1,919.49	1,920.00	1,931.00
Med	001.715.01.104.001.PS.000	431.90	448.91	450.00	465.00
Health Insurance	001.715.01.105.000.PS.000	171.96	235.68	236.00	9,642.00
Retire	001.715.01.106.000.PS.000	1,340.30	8,464.14	8,465.00	3,205.00
Overtime	001.715.01.108.001.PS.000	-	-	-	1,000.00
Total Wages & Benefits		33,577.30	42,027.69	42,031.00	47,291.00
Materials & Supplies	001.715.03.341.000.PS.000	1,200.03	1,200.46	1,200.00	1,200.00
Printing	001.715.02.212.000.PS.000				2,000.00
Postage	001.715.02.218.000.PS.000	11,343.20	11,883.99	11,900.00	12,000.00
Contracted Services	001.715.02.230.000.PS.000	408.00	2,244.83	2,245.00	2,300.00
Software Annual Fee	001.715.03.356.000.PS.000	1,800.00	1,800.00	1,800.00	1,800.00
Merchant Services Fees	001.715.02.232.000.PS.000	3,038.12	4,275.66	4,280.00	4,300.00
Customer Refunds	001.715.02.236.000.PS.000	485.00	290.00	950.00	300.00
NSF Checks	001.715.02.236.000.PS.000	630.00	895.00		900.00
NSF Checks Paid	001.715.02.236.000.PS.000	(500.00)	(223.00)		(225.00)
Doubtful Accounts Exp	001.715.02.235.999.PS.000		33,779.00	20,000.00	40,000.00
<b>Total Expenses</b>		<b>51,981.65</b>	<b>98,173.63</b>	<b>84,406.00</b>	<b>111,866.00</b>
<b>Revenues - CASH BASIS</b>					
Deposits (Base + Late Fees)		871,618.15	883,759.32	850,000.00	850,000.00
NSF Fee	001.344.CS.003	171.00	115.00	115.00	115.00
Merchant Conven Fee Rev	001.344.CS.002	3,676.00	4,282.00	4,300.00	4,300.00
Interest Earned	001.365.II.007	268.31	432.34	432.00	450.00
<b>Total Revenues</b>		<b>875,733.46</b>	<b>888,588.66</b>	<b>854,847.00</b>	<b>854,865.00</b>
Net Income		823,751.81	790,415.03	770,441.00	742,999.00
Less: Disbursements to JC	001.715.02.235.000.PS.000	800,000.00	750,000.00	708,168.00	675,000.00
Less: Accrual Basis Disb to	001.715.02.235.001.PS.000			102,000.00	67,999.00
Income		23,751.81	40,415.03	(39,727.00)	-

**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Dog Warden  
 Account Number: 716

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Personnel Services</b>							
103 Salary & Wages of Employees	\$ 191,819	\$ 168,702	\$ 62,539	37.07%	\$ 149,951		
104 FICA Tax - Social Security	\$ 13,228	\$ 11,945	\$ 4,290	35.91%	\$ 11,004		
104 Medicare	\$ 3,094	\$ 2,739	\$ 1,003	36.62%	\$ 2,577		
105 Group Insurance Expense	\$ 22,950	\$ 20,080	\$ 5,046	25.13%	\$ 10,200		
106 Retirement Expense	\$ 25,666	\$ 20,514	\$ 7,497	36.55%	\$ 16,998		
108-001 Overtime	\$ 22,435	\$ 20,000	\$ 7,106	35.53%	\$ 20,000		
108-002 Part-time Wages	\$ -	\$ -	\$ -		\$ 7,500		
<b>Total Personnel Services</b>	<b>\$ 279,192</b>	<b>\$ 243,980</b>	<b>\$ 87,481</b>	<b>35.86%</b>	<b>\$ 218,230</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contractual Services</b>							
211 Telephone	\$ 1,271	\$ 500	\$ 116	23.20%	\$ 750		
212 Printing	\$ 491	\$ 500	\$ -	0.00%	\$ 750		
214 Travel	\$ 895	\$ 2,000	\$ -	0.00%	\$ 2,500		
216 M&R- Equipment	\$ 1,900	\$ -	\$ -		\$ -		
220 Advertising & Legal Publications	\$ 195	\$ 500	\$ -	0.00%	\$ 500		
221 Training & Education	\$ 910	\$ 2,000	\$ -	0.00%	\$ 2,500		
222 Dues & Subscription	\$ 300	\$ 450	\$ 320	71.11%	\$ 450		
223 Professional Services	\$ 10,169	\$ 12,000	\$ 435	3.63%	\$ 12,000		
230 Contracted Services	\$ (1,707)	\$ 2,000	\$ 987	49.35%	\$ 2,000		
<b>Total Contractual Services</b>	<b>\$ 14,424</b>	<b>\$ 19,950</b>	<b>\$ 1,858</b>	<b>9.31%</b>	<b>\$ 21,450</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Commodities</b>							
341 Departmental Supplies & Materials	\$ 3,827	\$ 5,000	\$ 1,005	20.10%	\$ 4,500		
343 Automobile Supplies	\$ 16	\$ -	\$ -		\$ 1,000		
345 Uniforms	\$ 1,725	\$ 1,875	\$ 612	32.64%	\$ 2,000		
<b>Total Commodities</b>	<b>\$ 5,568</b>	<b>\$ 6,875</b>	<b>\$ 1,617</b>	<b>23.52%</b>	<b>\$ 7,500</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 299,184</b>	<b>\$ 270,805</b>	<b>\$ 90,956</b>	<b>33.59%</b>	<b>\$ 247,180</b>	<b>\$ -</b>	<b>\$ -</b>







## Cost Reductions

- ▶ Eliminating Animal Control Supervisor Position
- ▶ Small decrease to material and supply budget
- ▶ Redefined shifts with no increase to overtime needs

# Animal Control

FY19 BUDGET PRESENTATION

# Animal Control – New Initiatives

- ▶ Modest Increases to Contractual Services - offset by material and supply decrease is a net increase of \$1,625
- ▶ Refunding of Automobiles to cover deductible in case of accident \$1,000
- ▶ Initiate AC Officer II and III designation in recognition of each 5 years of service with \$750 increase. (On July 1, 2018 there will be 2 employees with 10 or more years and 1 employee with 5 years.) – Total Cost \$3,750
- ▶ Hire Part-time or Paid Intern Kennel Assistant - \$7,500
- ▶ New Animal Control Truck - \$41,000 – included in Capital Outlay Budget

## Net Effect

- ▶ FY18 Total Budget 270,805
- ▶ FY19 Total Request 247,180
- ▶ 23,625 Savings

103 Salary/Wages

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	191,819	\$ 62,539	\$ 168,702

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Per attached sheet		191,451			Do not change this line, make adjustments below it
<b>Requested Payroll Adjustments:</b>					
Eliminate Vacant Supervisor				(45,000)	Position can be eliminated. We are currently using an Officer to manage the Animal Control office. We will use this to fund a request for a Part-time position, a career path initiative for existing employees to promote morale and longevity, and a few other changes to line items. Final savings is approximately \$23,626
Career Path Initiative				3,500	Initiate AC Officer II and III Designation in recognition of each 5 years of services with \$750 increase.
Total	-	191,451	-	(41,500)	
Total Object Code	149,951				

104 FICA

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	13,228	\$ 4,290	\$ 11,945

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
FICA regular salaries	11,873				Do not change this line
FICA overtime	1,240				Do not change this line
Eliminate Vacant Supervisor				(2,791)	
Career Path Initiative				217	
PT Kennel Assistant				465	
<b>Total</b>	<b>13,113</b>	<b>-</b>	<b>-</b>	<b>(2,109)</b>	
<b>Total Object Code</b>	<b>11,004</b>				

104 Medicare

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	3,094	\$ 1,003	\$ 2,739

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Medicare regular salaries	2,779				Do not change this line
Medicare overtime	290				Do not change this line
Eliminate Vacant Supervisor				(653)	
Career Path Initiative				52	
PT Kennel Assistant				109	
Total	3,069	-	-	(492)	
Total Object Code	2,577				

105 Health Insurance

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	22,950	\$ 5,046	\$ 20,080

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Life		768			Do not change this line
Dental		564			Do not change this line
Vision		252			Do not change this line
Medical		18,252			Do not change this line
Eliminate Vacant Supervisor				(9,636)	
Total	-	19,836	-	(9,636)	
Total Object Code	10,200				



108-001 Overtime

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 22,435	\$ 7,106	\$ 20,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
		20,000			
Total	-	20,000	-	-	

Total Object Code	20,000			
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108-002 Part time Help

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ -	\$ -	\$ -

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		7,500			New Request for a Part-time Kennel Assistant
Total	-	7,500	-	-	
Total Object Code	7,500				

211 Telephone

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 1,271	\$ 116	\$ 500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
		750			
Total	-	750	-	-	
Total Object Code	750				

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 491	\$ -	\$ 500

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		750			
Total	-	750	-	-	
Total Object Code	750				

214 Travel

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 895	\$ -	\$ 2,000

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			2,500		
Total	-	-	2,500	-	
Total Object Code	2,500				



220 Ads/Legal Publications

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 195	\$ -	\$ 500

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		500			
Total	-	500	-	-	
Total Object Code	500				

221 Training/Education

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 910	\$ -	\$ 2,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
		2,500			
Total	-	2,500	-	-	
Total Object Code	2,500				

222 Dues/Subscriptions

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 300	\$ 320	\$ 450

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			450		
Total	-	-	450	-	
Total Object Code	450				

223 Professional Services

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	10,169	\$ 435	\$ 12,000

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		12,000			
Total	-	12,000	-	-	
Total Object Code	12,000				

230 Contracted Services

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ (1,707)	\$ 987	\$ 2,000

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		2,000			
Total	-	2,000	-	-	
Total Object Code	2,000				

341 Materials and Supplies

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 3,827	\$ 1,005	\$ 5,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
			4,500		
Total	-	-	4,500	-	
Total Object Code	4,500				

343 Automobile Supplies

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 16	\$ -	\$ -

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			1,000		
Total	-	-	1,000	-	
Total Object Code	1,000				

345 Uniforms

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 1,725	\$ 612	\$ 1,875

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		2,000			
Total	-	2,000	-	-	
Total Object Code	2,000				

Payroll Dept: FY 2018

	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's Sheriff Dep	10.0% 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly
<b>FY18 Existing Positions</b>												
VACANT Supervisor	716	1,730.77	45,000.02	2,791.00	653.00	4,501.00		12.70	23.46	6.94	760.40	803.50
Boyle, David	716	1,201.64	31,242.64	1,938.00	454.00	3,125.00		12.70	23.46	6.94	760.40	803.50
Ebersole, Jessica	716	1,621.65	42,162.90	2,615.00	612.00	4,217.00		12.70	-	-	-	12.70
Pope, Christina	716	1,571.23	40,851.98	2,533.00	593.00	4,086.00		12.70	-	-	-	12.70
Turley, Dorothy	716	1,238.19	32,192.94	1,996.00	467.00	3,220.00		12.70	-	6.94	-	19.64
Dept Total		7,364.00	191,451.00	11,873.00	2,779.00	19,149.00		64.00	47.00	21.00	1,521.00	1,653.00
<b>Requested Changes</b>												
New Part-time/Paid Intern	716		7,500.00	465.00	109.00							
Eliminate Vacant Supervisor		(1,730.77)	(45,000.02)	(2,791.00)	(653.00)	(4,501.00)		(12.70)	(23.46)	(6.94)	(760.40)	(803.50)
<b>New - Career Path Increase:</b>												
Boyle, David	716	1,201.64	31,242.64	1,938.00	454.00	3,125.00		12.70	23.46	6.94	760.40	803.50
Ebersole, Jessica	716	1,679.34	43,662.84	2,708.00	634.00	4,367.00		12.70	-	-	-	12.70
Pope, Christina	716	1,628.92	42,351.92	2,626.00	615.00	4,236.00		12.70	-	-	-	12.70
Turley, Dorothy	716	1,257.42	32,692.92	2,027.00	475.00	3,270.00		12.70	-	6.94	-	19.64
		4,037.00	149,951.00	9,299.00	2,178.00	14,998.00		51.00	24.00	14.00	761.00	849.00
Career Path Cost			3,500.00	217.00	52.00	350.00		-	-	-	-	-
Savings			(34,000.00)	(2,109.00)	(492.00)	(4,151.00)		(13.00)	(23.00)	(7.00)	(760.00)	(804.00)
Total Savings with Benefits			(50,394.00)									



The County Commission of Jefferson County  
Department of Maintenance  
128 Industrial Blvd.  
Kearneysville, WV 25430  
304-728-3355 • 304-728-3376 (f)  
William Polk, Director  
[bpolk@jeffersoncountywv.org](mailto:bpolk@jeffersoncountywv.org)

---

TO: Jefferson County Commission  
FROM: Bill Polk, Maintenance Director  
DATE: January 12, 2018  
RE: 717 Central Garage – Auto Mechanic Salary

Beginning in 2011, the Maintenance Department established the County's Central Garage at the Maintenance Facility in Bardane. An auto mechanic was hired and began work on the County's vehicles. The first year the garage was in service, the mechanic replaced numerous engines and transmissions due to a previous lack of preventive maintenance and routine inspections. Since having the garage open and a mechanic on staff, we have seen a drastic decrease in costly repairs like engine and transmission replacement. Each vehicle that comes in for routine service is also thoroughly checked for problems or safety issues. Preventive maintenance on these vehicles has reduced the need for costly repairs and has provided the County with cost savings on vehicle maintenance and repair. This is also an added reassurance for the employees who drive County vehicles. The County vehicles are safer and better maintained than when we used to send vehicles to outside vendors for maintenance and repair.

Since 2011, the County's fleet has grown. This has added extra work and responsibility to our auto mechanic. The County's auto mechanic is very skilled, knowledgeable, and brings years of mechanical experience to his position. He has provided the County with numerous cost savings using preventive maintenance and diagnosing vehicle issues before they turn into a costly repair. Therefore, I would like to request a Step increase for Rusty Blackford. Currently, he is at a Grade 4, Step B. I am requesting that this be moved to a Grade 4, Step D at a salary of \$47,127.94.

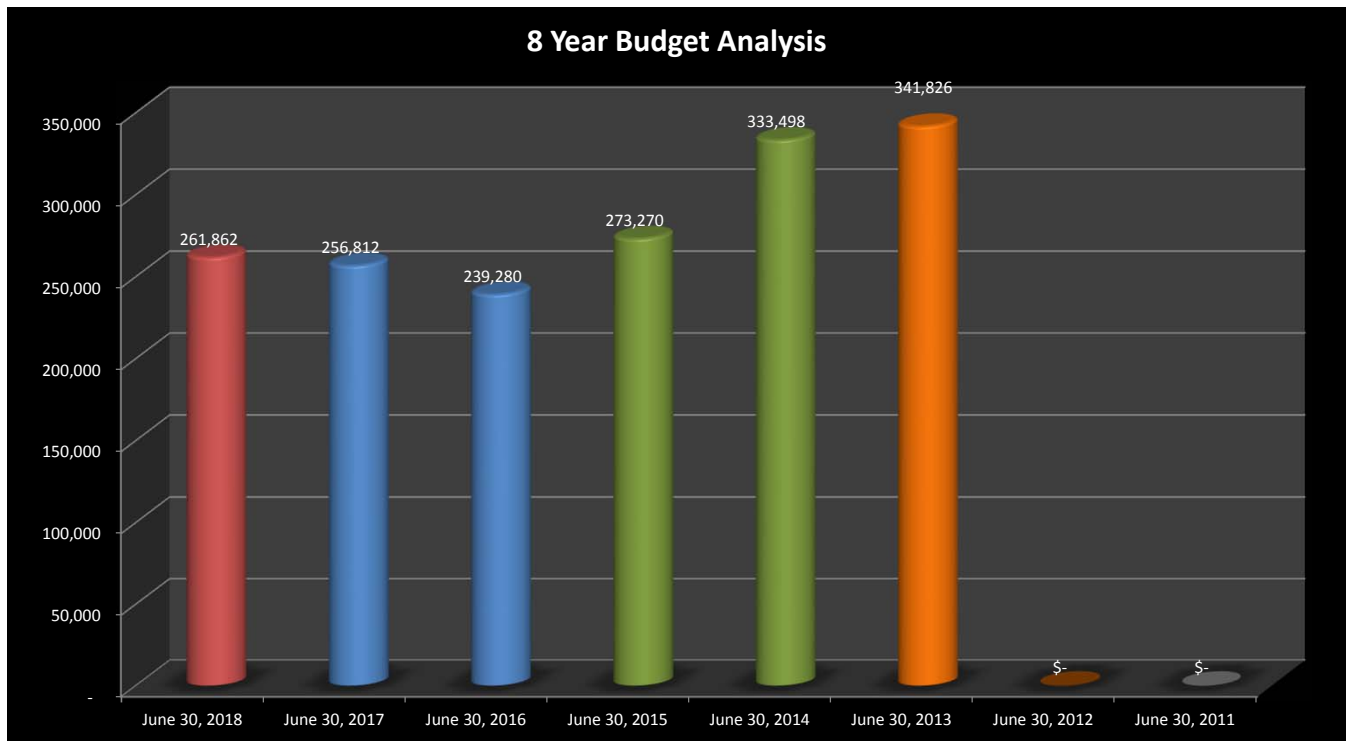
Thank you for your consideration.

**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Central Garage  
 Account Number: 717

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Personnel Services</b>							
103 Salary & Wages of Employees	\$ 43,629	\$ 43,973	\$ 17,758	40.38%	\$ 47,129		
104 FICA Tax - Social Security	\$ 2,753	\$ 2,820	\$ 1,102	39.08%	\$ 3,047		
104 Medicare	\$ 644	\$ 660	\$ 258	39.09%	\$ 713		
105 Group Insurance Expense	\$ 9,299	\$ 10,656	\$ 4,018	37.71%	\$ 9,660		
106 Retirement Expense	\$ 5,352	\$ 5,003	\$ 1,967	39.32%	\$ 4,913		
108 Overtime	\$ 1,139	\$ 1,500	\$ 222	14.80%	\$ 2,000		
<b>Total Personnel Services</b>	<b>\$ 62,816</b>	<b>\$ 64,612</b>	<b>\$ 25,325</b>	<b>39.20%</b>	<b>\$ 67,462</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contractual Services</b>							
214 Travel	\$ -	\$ 250	\$ 44	17.60%	\$ 250		
216 M&R- Equipment	\$ 391	\$ 1,000	\$ -	0.00%	\$ 1,000		
217 M&R - Autos & Trucks	\$ 3,174	\$ 5,000	\$ 1,159	23.18%	\$ 5,000		
219 Buildings & Equipment & Rents	\$ -	\$ 500	\$ -	0.00%	\$ -		
223 Professional Services	\$ 272	\$ 2,000	\$ 714	35.70%	\$ 2,000		
<b>Total Contractual Services</b>	<b>\$ 3,837</b>	<b>\$ 8,750</b>	<b>\$ 1,917</b>	<b>21.91%</b>	<b>\$ 8,250</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Commodities</b>							
341 Departmental Supplies & Materials	\$ 51,708	\$ 48,000	\$ 13,449	28.02%	\$ 48,000		
342 Record books	\$ 375	\$ 500	\$ -	0.00%	\$ 500		
343 Fuel	\$ 138,076	\$ 140,000	\$ 65,159	46.54%	\$ 160,000		
<b>Total Commodities</b>	<b>\$ 190,159</b>	<b>\$ 188,500</b>	<b>\$ 78,608</b>	<b>41.70%</b>	<b>\$ 208,500</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 256,812</b>	<b>\$ 261,862</b>	<b>\$ 105,850</b>	<b>40.42%</b>	<b>\$ 284,212</b>	<b>\$ -</b>	<b>\$ -</b>







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TO: Jefferson County Commission  
FROM: Bill Polk, Maintenance Director  
DATE: January 12, 2018  
RE: 717 Central Garage – Auto Mechanic Salary

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Since 2011, the County's fleet has grown. This has added extra work and responsibility to our auto mechanic. The County's auto mechanic is very skilled, knowledgeable, and brings years of mechanical experience to his position. He has provided the County with numerous cost savings using preventive maintenance and diagnosing vehicle issues before they turn into a costly repair. Therefore, I would like to request a Step increase for Rusty Blackford. Currently, he is at a Grade 4, Step B. I am requesting that this be moved to a Grade 4, Step D at a salary of \$47,127.94.

Thank you for your consideration.

103 Salary/Wages

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 43,629	\$ 17,758	\$ 43,973

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Per attached wage sheet		43,974			Do not change this line, make adjustments below it
Step Increase for Employee			3,155		
<b>Total</b>	-	43,974	3,155	-	

Total Object Code 47,129

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	2,753	\$ 1,102	\$ 2,820

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
FICA regular salaries	2,727				Do not change this line
FICA Overtime	124				Do not change this line
Step Increase for Employee			196		
Total	2,851	-	196	-	
Total Object Code	3,047				

104 Medicare

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 644	\$ 258	\$ 660

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Medicare regular salaries	638				Do not change this line
Medicare Overtime	29				Do not change this line
Step Increase for Employee			46		
Total	667	-	46	-	
Total Object Code	713				

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	9,299	\$ 4,018	\$ 10,656

Description	FY19	FY19	FY19	FY19	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Life		156			Do not change this line
Dental		288			Do not change this line
Vision		84			Do not change this line
Medical		9,132			Do not change this line
Total	-	9,660	-	-	
Total Object Code	9,660				

106 Retirement

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	5,352	\$ 1,967	\$ 5,003

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Retirement regular salaries	4,398				Do not change this line
Retirement overtime	200				Do not change this line
Step Increase for Employee			315		
Total	4,598	-	315	-	
Total Object Code	4,913				

108 Overtime

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 1,139	\$ 222	\$ 1,500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Overtime			2,000		Increase in work load is resulting in more overtime
Total	-	-	2,000	-	
Total Object Code	2,000				

214 Travel

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ -	\$ 44	\$ 250

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Travel			250		
Total	-	-	250	-	
Total Object Code	250				

216 Maintenance/Repair of Equipment

FY17 Actual \$ 391  
 FY18 YTD as of 11/30/2017 \$ -  
 FY18 Budget \$ 1,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
M&R Equipment			1,000		
Total	-	-	1,000	-	
Total Object Code	1,000				

217 M&R Auto and Trucks

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	3,174	\$ 1,159	\$ 5,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
M&R Vehicles			5,000		Vehicles that need to go out for service like wheel alinments
Total	-	-	5,000	-	
Total Object Code	5,000				



223 Professional Services

FY17 Actual \$ 272  
 FY18 YTD as of 11/30/2017 \$ 714  
 FY18 Budget \$ 2,000

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Professional Services			2,000		windshilds, tow bills, ETC
Total	-	-	2,000	-	
Total Object Code	2,000				



342 Record Books

FY17	FY18 YTD as of	FY18
Actual	11/30/2017	Budget
\$ 375	\$ -	\$ 500

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Record Books		500			mostly Inspection stickers
Total	-	500	-	-	
Total Object Code	500				

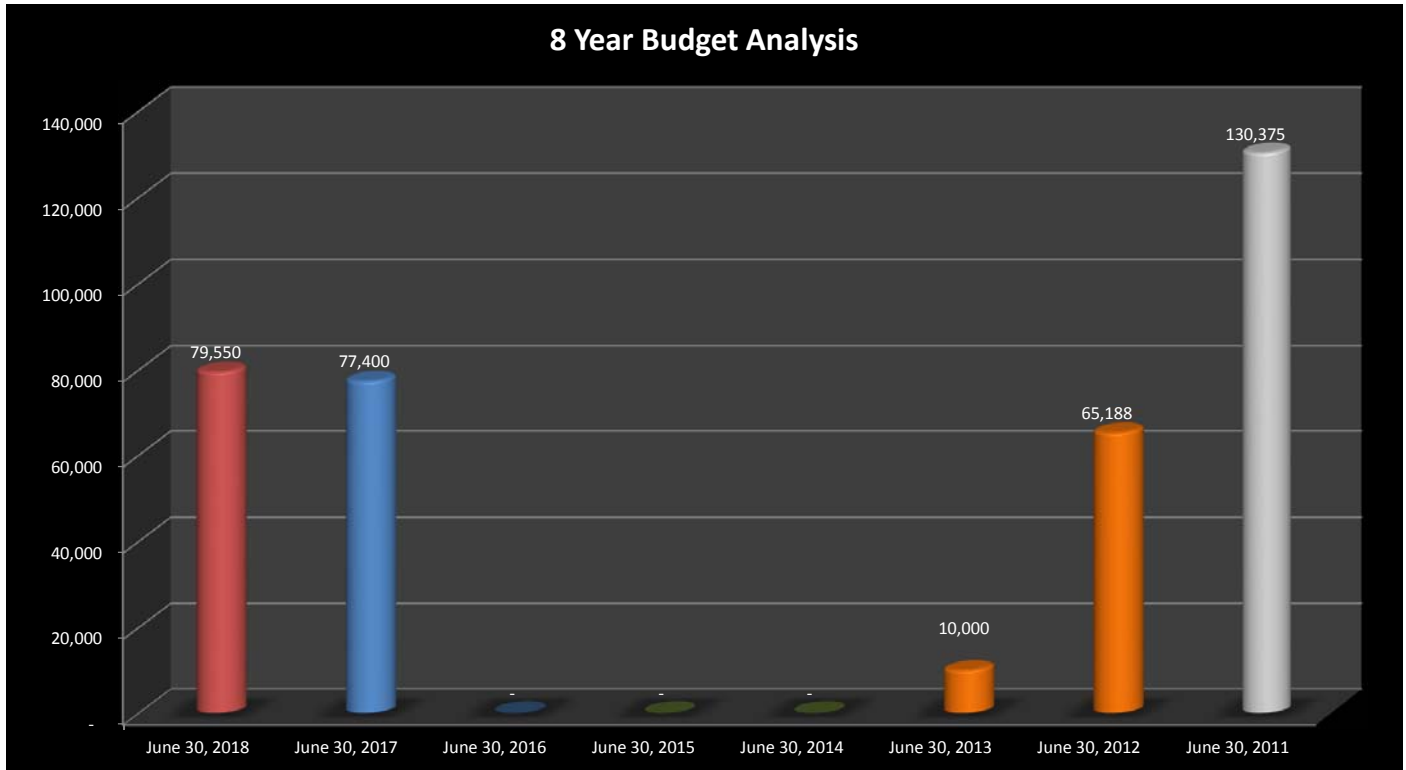


	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 10.0% Sheriff Dep 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly
Blackford, Meredith	717	1,691.27	\$ 43,973	2,727.00	638.00	4,398.00	12.70	23.46	6.94	\$ 760.40	\$ 803.50
		<u>\$ 1,692.00</u>	<u>\$ 43,974.00</u>	<u>\$ 2,727.00</u>	<u>\$ 638.00</u>	<u>\$ 4,398.00</u>	<u>\$ 13.00</u>	<u>\$ 24.00</u>	<u>\$ 7.00</u>	<u>\$ 761.00</u>	<u>\$ 804.00</u>
Employee Count	1					Employee Insurance	<u>\$ 156.00</u>	<u>\$ 288.00</u>	<u>\$ 84.00</u>	<u>\$ 9,132.00</u>	<u>\$ 9,660.00</u>

**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Health Department  
 Account Number: 800  
 Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Contributions/Transfers</b>							
567 Contributions/Transfers oth Gov. Ent	\$ -	\$ -	\$ -		\$ 11,000		
567 In-Kind Contributions-Rent/Util	\$ 77,400	\$ 79,550	\$ 39,775	50.00%	\$ 79,980		
<b>Total Contributions/Transfers</b>	<b>\$ 77,400</b>	<b>\$ 79,550</b>	<b>\$ 39,775</b>		<b>\$ 90,980</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 77,400</b>	<b>\$ 79,550</b>	<b>\$ 39,775</b>	<b>50.00%</b>	<b>\$ 90,980</b>	<b>\$ -</b>	<b>\$ -</b>







DAVID DIDDEN, M.D.  
PHYSICIAN DIRECTOR

1948 WILTSHIRE ROAD, SUITE 1  
KEARNEYSVILLE, WV, 25430  
PHONE: 304-728-8416  
FAX: 304-728-3319  
WWW.JCHEALTHDEPT.ORG

JUN 11 2018

Jefferson County Commission

Re: 2019 Budget Request

Thank you and your staff for consideration of our 2019 Budget Request. Your Jefferson County Health Department is requesting \$11,000 for the following activities:

Flu Clinics— In keeping with our mandate to protect the health of Jefferson County residents, we operate clinics locally to vaccinate as many residents as possible to prevent the outbreak of flu. In addition to many local residents and businesses that reimburse us for the service, we have traditionally set up clinics and offer vaccination to those who may not be able to afford the cost of the vaccine. We traditionally offer free clinics at Ranson Elementary, North Jefferson Elementary and Blue Ridge Mountain Elementary schools. Our actual count this year was 200 vaccinations and we expect this to continue and even grow. We would like to request \$5,000 (200 x \$25) to be able to continue this service.

As you can see from the graph on the following page, Jefferson County's rate of drug overdose deaths has skyrocketed. We applaud the support the County Commission has given the Day Report Center in fighting this crisis, particularly for the long-acting injectable naltrexone ("Vivitrol") program which the health department helped establish. Our request is to cover the unfunded cost of delivering that same injectable-naltrexone service to patients not involved with the Jefferson Day Report Center. In addition to the injections, we offer behavioral health counseling and health care navigation services to patients not able to obtain this care elsewhere. We request \$6,000 to offset expenses.

As we continue to protect the health of Jefferson County, we appreciate your consideration of this request.

Sincerely,

David Didden  
Director, Health Officer

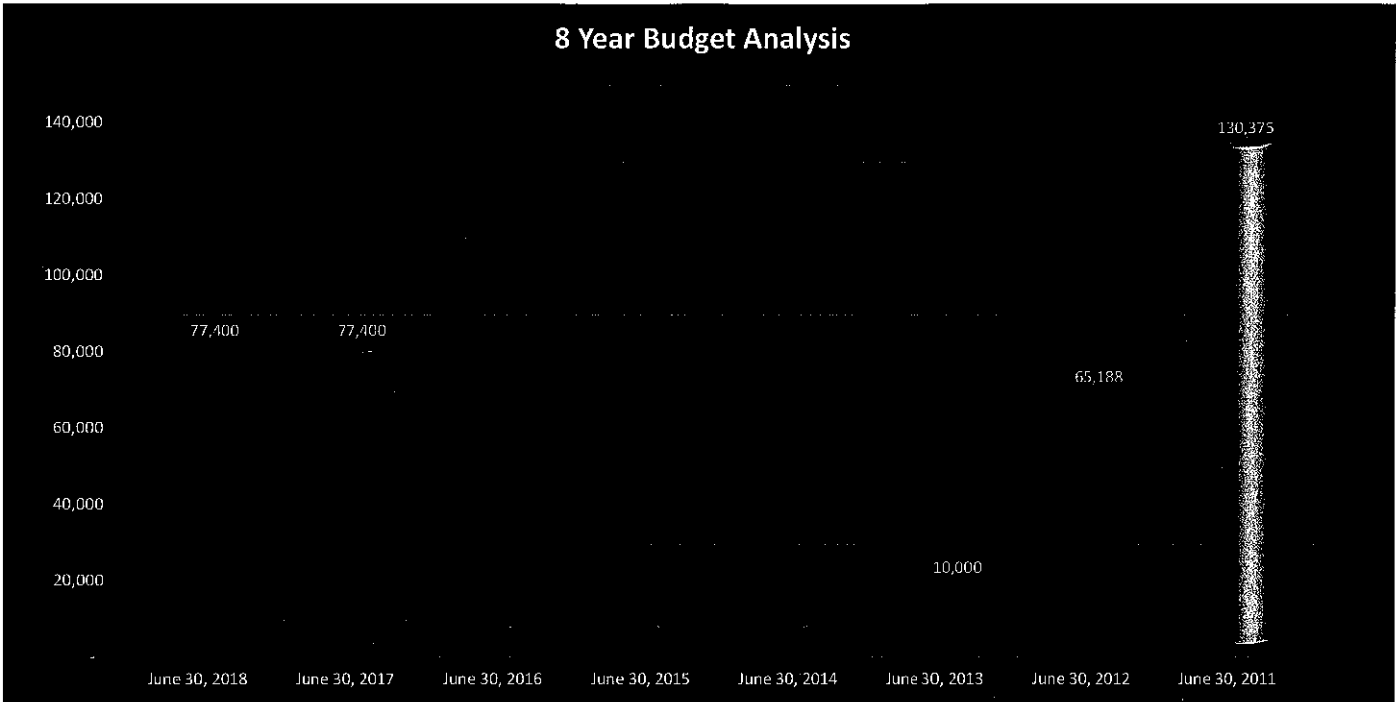
**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Health Department  
 Account Number: 800

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Contributions/Transfers</b>							
567 Contributions/Transfers oth Gov. Ent	\$ -	\$ -	\$ -		\$ 11,000		
567 In-Kind Contributions-Rent/Util	\$ 77,400	\$ 77,400	\$ 77,400		\$ 77,400		
<b>Total Contributions/Transfers</b>	<b>\$ 77,400</b>	<b>\$ 77,400</b>	<b>\$ 77,400</b>		<b>\$ 88,400</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 77,400</b>	<b>\$ 77,400</b>	<b>\$ 77,400</b>		<b>\$ 88,400</b>	<b>\$ -</b>	<b>\$ -</b>

**8 Year Budget Analysis**



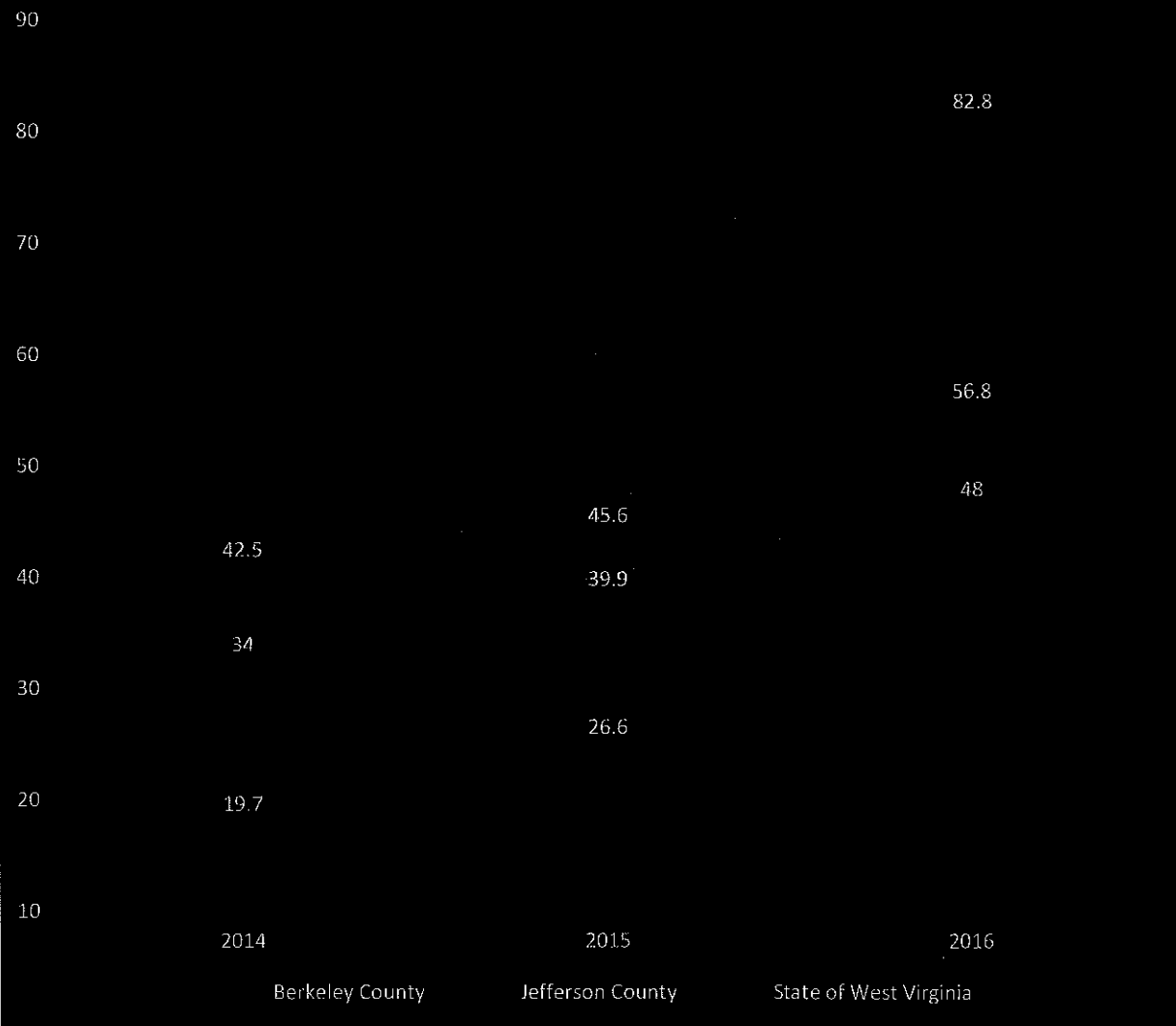




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WWW.JCHEALTHDEPT.ORG

Figure 1. Rate of All Drug Overdose Deaths Per 100,000 Population, Berkeley and Jefferson Counties and West Virginia



2019 Budget Request from the County Commission

	Free Shots	Charge	Total
Clinical Services			
Flu Vaccine Free Clinics at Ranson, North Jefferson and Blue Ridge Elementary	200	\$ 25.00	\$ 5,000.00
Harm Reduction Clinic			
Unfunded Cost of nursing and clinical staff in operation of Harm Reduction Clinics			6,000.00
		Total	\$ 11,000.00

Jefferson County Health Department  
 FY 2018 - Projected Income/Expenditures by Month

Income	Actual Jul 17	Actual Aug 17	Actual Sep 17	Actual Oct 17	Actual Nov 17	EST Dec 17	EST Jan 18	EST Feb 18	EST Mar 18	EST Apr 18	EST May 18	EST Jun 18	Total
Medical Program - Private													
402841 - Private Testing/Medical	5,300.26	1,247.00	1,221.00	3,997.00	3,082.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	16,597.26
402190 - BCCSP Private (Co-Pay)	15.00	57.50	0.00	0.00	0.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	212.50
402600 - Family Planning Private (Co-Pay)	46.00	54.75	71.75	43.00	36.75	50.00	50.00	50.00	50.00	50.00	50.00	50.00	602.25
402840 - Private Immunizations	25,338.06	31,074.46	10,051.19	18,445.04	14,103.83	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	148,012.58
Insurance Write Off	-1,780.52	-2,160.15	-3,239.28	-2,440.10	-2,814.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-12,434.63
Est remaining write off	-5,266.28	-6,375.00	-2,312.21	-1,357.70	-3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-18,311.19
Net	18,291.26	22,539.31	4,499.70	14,947.24	8,269.25	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	117,286.76
Total Medical Program - Private	23,652.52	23,898.56	5,792.45	18,687.24	11,408.00	7,320.00	7,320.00	7,320.00	7,320.00	7,320.00	7,320.00	7,320.00	134,678.77
Medical Program - State													
402610 - Family Planning State Contract	171.00	1,906.00	1,329.87	989.50	0.00	1,080.00	1,080.00	1,080.00	1,080.00	1,080.00	1,080.00	1,080.00	14,256.37
000000 - Immunization	0.00	1,419.87	0.00	0.00	3,282.78	1,279.00	1,279.00	1,279.00	1,279.00	1,279.00	1,279.00	1,279.00	16,933.65
402200 - BCCSP State Contract	0.00	0.00	636.75	214.00	414.84	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,065.59
Total Medical Program - State	171.00	3,325.87	1,966.62	1,203.50	3,697.62	2,559.00	2,559.00	2,559.00	2,559.00	2,559.00	2,559.00	2,559.00	33,255.61
401000 - State Allocation	31,032.56	21,365.65	21,365.65	23,502.65	23,502.00	23,502.00	26,707.00	26,707.00	26,707.00	35,253.00	35,253.00	35,254.82	330,152.33
401130 - Board of Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401450 - Threat Preparedness - Federal	0.00	0.00	0.00	13,432.02	12,753.49	7,676.00	7,676.00	7,676.00	7,676.00	7,676.00	7,676.00	25,866.98	98,108.49
401497 - Environmental Health	1,470.00	3,956.00	1,565.00	1,690.00	1,224.50	2,083.00	2,083.00	2,083.00	2,083.00	2,083.00	2,083.00	1,745.00	24,148.50
401410 - Fees For Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401420 - Environmental Health Contract	7,000.00	4,055.00	5,285.00	4,335.00	11,415.00	2,050.00	4,455.00	3,610.00	55,505.00	39,770.00	10,775.00	6,385.00	154,640.00
401411 - Fees For Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
401221 - Rabies Clinic	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401498 - Food Cards	2,785.00	3,060.00	3,930.00	1,815.00	1,810.00	1,210.00	2,105.00	2,435.00	2,735.00	2,340.00	5,505.00	1,300.00	31,030.00
401497 - Environmental Health - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 401497 - Environmental Health	11,255.00	11,071.00	10,760.00	7,840.00	14,449.50	5,343.00	8,643.00	8,128.00	60,323.00	44,193.00	18,363.00	9,950.00	210,318.50
Total FUNDING SOURCES	66,111.08	59,661.08	39,904.72	64,665.41	65,810.61	46,400.00	52,905.00	52,390.00	104,585.00	96,801.00	70,971.00	86,308.80	806,513.70
Other													
401040 - Interest	495.40	500.22	460.85	472.76	447.13	400.00	400.00	400.00	400.00	400.00	400.00	400.00	5,176.36
401100 - Donations	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00
401130 - Miscellaneous	0.00	404.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	404.26
Total Other	502.40	904.48	460.85	472.76	447.13	400.00	400.00	400.00	400.00	400.00	400.00	400.00	5,587.62
403-000 - Other Income	0.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00
401-140 P Card Rebate	0.00	0.00	0.00	502.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	502.59
Total Income	66,613.48	60,565.56	40,365.57	65,680.76	66,257.74	46,800.00	53,305.00	52,790.00	104,985.00	97,201.00	71,371.00	86,708.80	812,643.91
Gross Profit													

Expense	2,998.48	3,302.55	0.00	0.00	6,690.72	1,416.00	14,407.75	3,236.45	4,840.09	3,016.64	2,682.43	3,442.00	3,442.00	3,442.00	4,840.00	3,442.00	3,442.00	42,266.09	
CLASSIFIED SERVICE PERSONNEL																			
Fringe Benefits																			
501050 - FICA/Medicare	3,302.55	3,302.55	0.00	0.00	6,690.72	1,416.00	14,407.75	3,236.45	4,840.09	3,016.64	2,682.43	3,442.00	3,442.00	3,442.00	4,840.00	3,442.00	3,442.00	42,266.09	
501060 - Retirement/Pension Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,500.00	
501070 - Unemployment Comp.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,376.00	
501070 - Workers Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	896.00	
501090 - Health Insurance	6,690.72	6,240.72	448.00	448.00	6,240.72	1,416.00	14,407.75	6,240.72	6,240.72	6,240.72	5,084.52	6,690.72	6,690.72	6,690.72	6,690.72	6,690.72	6,690.72	77,335.00	
501092 - Retirement Health Benefit Trust	1,416.00	1,416.00	1,416.00	1,416.00	1,416.00	1,416.00	14,407.75	1,416.00	1,416.00	1,416.00	1,239.00	1,416.00	1,416.00	1,416.00	1,416.00	1,416.00	1,416.00	16,815.00	
	14,407.75	17,123.45	17,868.23	14,144.14	12,401.84	15,805.72	15,805.72	15,805.72	15,805.72	15,805.72	18,317.72	15,807.00	15,807.00	15,807.00	26,255.00	199,548.01			
507100 Clinical Svc Admin	5,895.60	5,895.60	8,686.40	5,841.60	5,881.84	7,500.00	7,500.00	5,895.60	8,686.40	5,841.60	5,881.84	7,500.00	7,500.00	7,500.00	8,686.40	7,500.00	7,500.00	85,997.04	
507100 Clinical Svc Nursing	9,801.56	10,401.56	15,902.34	10,401.56	8,683.84	9,801.00	9,801.00	10,401.56	15,902.34	10,401.56	8,683.84	9,801.00	9,801.00	9,801.00	15,902.34	9,801.00	9,801.00	129,898.86	
Total 507000 - Salary Clinical Services	15,697.16	16,387.16	24,588.74	16,243.16	14,565.68	17,301.00	17,301.00	16,387.16	24,588.74	16,243.16	14,565.68	17,301.00	17,301.00	17,301.00	24,588.74	17,301.00	17,301.00	215,895.90	
507010 - Salary Physician Director	6,153.84	6,153.84	9,230.76	6,153.84	6,153.84	6,153.84	6,153.84	6,153.84	9,230.76	6,153.84	6,153.84	6,153.84	6,153.84	6,153.84	9,230.76	6,153.84	6,153.84	79,999.92	
507020 - Salary Management and Administr	3,840.00	3,840.00	5,760.00	3,840.00	3,840.00	3,840.00	3,840.00	3,840.00	5,760.00	3,840.00	3,840.00	3,840.00	3,840.00	3,840.00	5,760.00	3,840.00	3,840.00	49,920.00	
507035 Environmental Health Admin	4,536.20	6,998.20	10,381.80	6,811.20	4,251.20	4,745.00	4,745.00	6,998.20	10,381.80	6,811.20	4,251.20	4,745.00	4,745.00	4,745.00	10,381.80	4,745.00	4,745.00	71,830.40	
507030 Environmental Health Other	6,988.52	6,988.52	10,437.78	4,599.40	6,253.58	4,599.40	4,599.40	6,988.52	10,437.78	4,599.40	6,253.58	4,599.40	4,599.40	4,599.40	10,437.78	4,599.40	4,599.40	85,731.00	
Total 507030 - Salary Environmental Health	11,494.72	13,956.72	20,819.58	11,410.60	10,504.78	9,344.40	9,344.40	13,956.72	20,819.58	11,410.60	10,504.78	9,344.40	9,344.40	9,344.40	20,819.58	14,441.00	14,441.00	157,561.40	
507040 - Salaries Threat Preparation	1,826.00	1,969.00	2,860.00	0.00	0.00	1,907.00	1,907.00	1,969.00	2,860.00	0.00	0.00	1,907.00	1,907.00	1,907.00	2,860.00	1,903.00	1,903.00	20,953.00	
507101 Overtime	184.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,584.24	
	39,195.96	42,306.72	63,269.08	37,647.60	35,084.30	38,546.24	38,546.24	42,306.72	63,269.08	37,647.60	35,084.30	38,546.24	38,546.24	38,546.24	63,267.56	43,640.84	46,038.84	526,914.46	
TOTAL Classified Service Personnel	53,603.71	59,430.17	81,137.31	51,791.74	47,486.14	54,351.96	54,351.96	59,430.17	81,137.31	51,791.74	47,486.14	54,351.96	54,351.96	54,351.96	81,585.28	59,447.84	72,283.84	726,462.47	

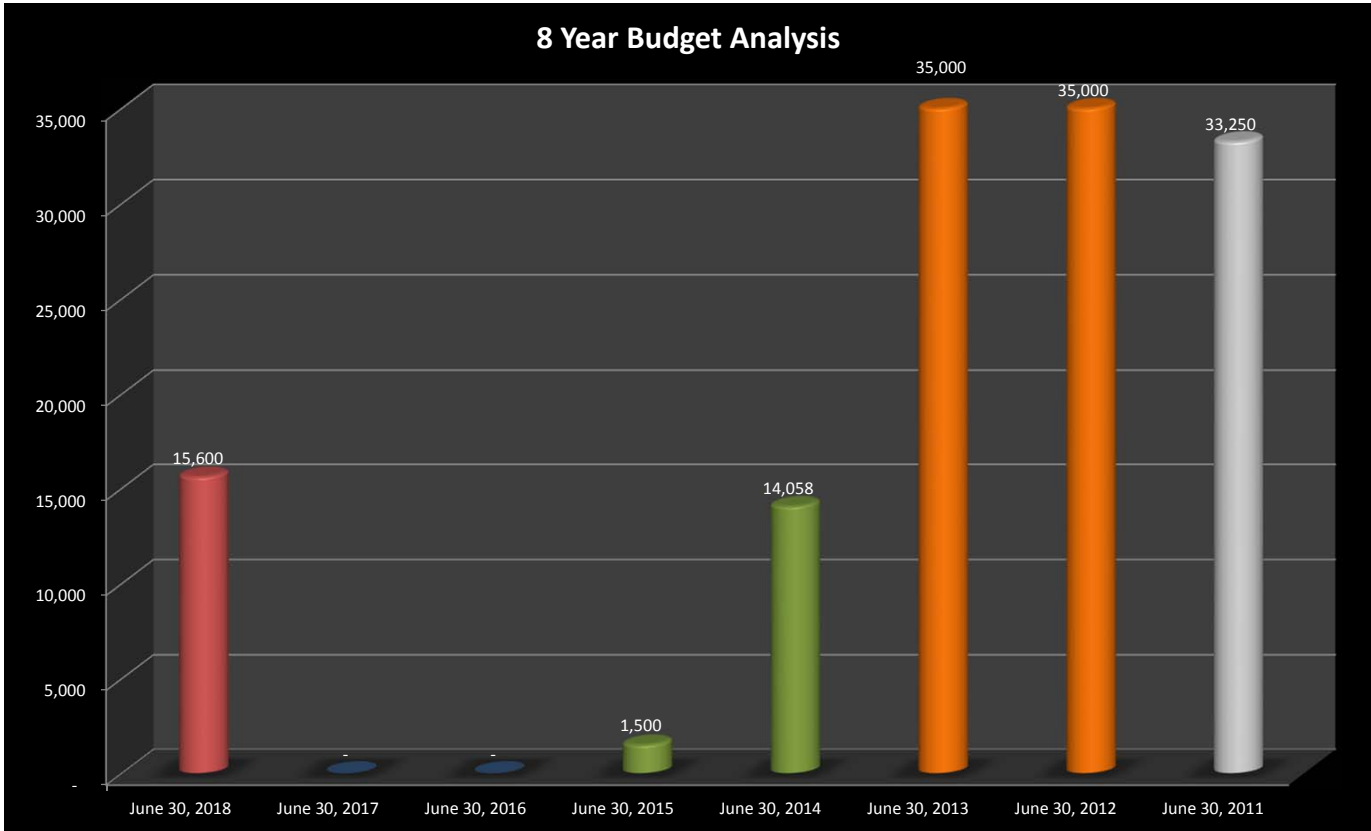
CURRENT OPERATING EXPENSES													
501100 · Office Management and Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
501047 · Contracted Personnel	0.00	21.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51.91
501150 · Auto Allowance	203.25	223.93	19.95	167.00	167.00	167.00	167.00	167.00	167.00	167.00	167.00	163.00	1,758.23
501098 · Credit Card Processing Fees	0.00	145.88	0.00	-202.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-56.62
501098 - Miscellaneous	1,097.81	1,381.48	1,029.72	450.93	653.23	922.31	1,000.00	888.15	3,697.71	593.76	955.41	500.00	13,170.51
501160 · Office Expense/Supplies	116.42	382.88	7.38	517.31	172.36	869.13	368.96	123.87	410.29	447.26	199.01	0.00	3,414.87
501180 · Travel/Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
501182 · Health Promotion	233.82	272.55	114.03	357.59	213.83	667.00	667.00	667.00	667.00	667.00	667.00	1,167.00	6,360.82
501190 · Telecommunications	1,829.88	75.00	1,326.62	1,933.96	2,981.34	916.00	916.00	916.00	916.00	916.00	916.00	1,116.00	14,758.80
501191 · IT Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00
501098 - Misc Legal Fees	315.99	15.99	15.99	115.99	15.99	15.99	313.36	113.98	66.99	115.99	115.99	500.00	1,721.25
501200 · Postage and Shipping	60.70	0.00	0.00	0.00	0.00	0.00	776.00	60.00	0.00	0.00	0.00	0.00	1,046.70
501230 · Dues and Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	8,350.00
501240 · Accounting/Auditing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	783.28
501250 · Advertising - Help Wanted	0.00	139.00	449.68	0.00	194.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
501310 · Advertising Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,800.00
501360 · Software Maintenance	0.00	0.00	0.00	1,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,248.00
501410 · Equipment Repair and Maint	356.05	428.97	955.11	464.43	437.23	377.04	383.24	0.00	982.00	0.00	300.00	297.00	4,961.07
501490 · Equipment Rent	0.00	5,021.00	0.00	5,021.00	0.00	0.00	0.00	5,021.00	0.00	0.00	5,021.00	0.00	20,084.00
501620 · Liability Insurance	45.50	77.00	50.75	1,962.32	653.75	47.25	45.50	47.25	61.65	43.75	174.48	44.10	3,253.30
66000 · QB Fees	4,259.42	8,195.65	3,991.17	7,272.18	10,363.28	4,557.72	4,621.06	7,944.25	14,967.64	3,650.76	8,515.89	17,487.10	95,826.12
Total 501100 · Office Management and Admin	104.27	79.02	37.52	34.97	84.38	161.75	59.37	0.00	271.10	167.42	0.00	350.00	1,349.80
502100 · Environmental Health	0.00	480.43	488.07	76.61	83.83	0.00	0.00	0.00	0.00	0.00	0.00	400.00	1,528.94
502430 · Postage and Shipping	183.45	103.37	(47.87)	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	1,230.55
502460 · Supplies	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	1,500.00
502461 · Office Expense	609.90	1,131.00	1,211.75	2,536.42	1,557.22	508.70	389.34	546.17	501.84	565.50	503.44	1,000.00	11,058.28
502480 · Travel	129.03	158.51	353.26	172.00	162.00	139.46	141.81	0.00	362.35	0.00	285.41	143.80	2,047.63
502490 · Equipment Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	768.00
504432 · Rabies Clinic	1,096.65	2,022.33	2,112.73	2,890.00	1,957.43	1,175.91	660.52	615.17	1,205.29	1,294.52	858.85	3,593.80	19,483.20
Total 502100 · Environmental Health	0.00	0.00	10.57	0.00	0.00	849.49	0.00	0.00	0.00	0.00	4,890.61	1,000.00	6,750.67
502500 · Threat Preparedness	21.14	0.00	0.00	10.57	10.57	21.14	0.00	21.14	0.00	21.14	100.00	500.00	705.70
502550 · Supplies and Equipment	89.88	31.27	86.35	0.00	23.79	391.36	288.64	292.61	85.00	632.58	0.00	1,000.00	2,921.48
502560 · Office Expense	111.02	31.27	96.92	10.57	34.36	1,261.99	288.64	313.75	85.00	653.72	4,990.61	2,500.00	10,377.85
502570 · Travel and Education	0.00	0.00	0.00	0.00	567.00	0.00	0.00	144.00	1,932.00	0.00	0.00	750.00	3,393.00
Total 502500 · Threat Preparedness	5,070.61	23,950.59	4,917.73	9,184.71	8,208.25	10,000.00	10,000.00	2,304.13	3,530.17	6,629.72	8,000.00	17,000.00	108,795.91
504400 · Clinical Services	420.58	410.58	772.73	240.51	1,064.63	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,409.03
504429 · Vaccine Expense	230.05	103.80	406.95	217.43	894.85	200.00	200.00	200.00	200.00	200.00	200.00	200.00	3,253.08
504431 · Medical Supplies	362.77	187.70	140.00	140.00	87.70	194.50	117.70	275.20	164.50	233.70	802.75	250.00	2,956.52
504440 · Office Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.30
504420 · Auto Allowances	450.80	315.45	433.04	25.90	117.31	59.05	429.31	0.00	930.37	0.00	332.50	900.00	3,993.73
504450 · Travel and Education	42.55	56.05	238.85	72.85	73.00	59.80	85.00	57.10	82.75	81.40	105.25	200.00	1,154.60
504460 · Dues and Subscriptions	0.00	0.00	0.00	45.00	225.96	795.79	0.00	860.00	246.07	0.00	0.00	0.00	2,172.82
504480 · Other Supplies and Equipment	0.00	134.84	0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	92.69	0.00	267.53
504490 · Postage and Misc	14.26	45.53	19.22	19.57	53.46	18.32	55.24	103.68	47.14	0.00	114.24	150.00	640.66
Total 504400 · Clinical Services	6,591.62	25,209.84	6,928.52	9,945.97	11,292.16	11,827.46	11,387.25	4,300.11	5,885.00	9,576.82	10,147.43	19,960.00	133,042.18
505500 · Physician Director	12,058.71	35,459.09	13,129.34	20,118.72	23,647.23	18,823.08	16,957.47	13,173.28	22,142.93	15,175.82	24,512.78	43,530.90	258,729.35
505510 · Contracted Personnel	550.00	120.00	0.00	420.00	105.00	2,500.00	390.00	0.00	400.00	660.00	390.00	2,000.00	7,595.00
505520 · Travel and Education	0.00	0.00	0.00	0.00	155.84	0.00	0.00	25.78	0.00	0.00	70.31	500.00	751.93
505560 · Office Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00
Total 505500-Physician Director	550.00	120.00	0.00	420.00	260.84	2,500.00	390.00	25.78	400.00	660.00	460.31	5,000.00	10,786.93
Total Expense	66,212.42	98,009.26	94,266.65	79,330.46	71,374.21	75,675.04	71,699.43	67,551.02	79,193.49	97,421.10	84,420.93	120,824.74	995,978.75
Net Income By Month	401.06	-34,443.70	-53,901.08	-6,649.70	-5,116.47	-28,875.04	-18,394.43	-14,761.02	25,791.51	-220.10	-13,049.93	-34,115.94	-183,334.84
Net Income YTD	-34,042.64	-87,943.72	-94,593.42	-99,709.89	-128,584.93	-146,979.36	-161,740.38	-135,948.87	-136,168.97	-149,218.90	-183,334.84	-183,334.84	

**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Solid Waste Authority  
 Account Number: 808

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Contributions/Transfers</b>							
567 Contributions/Transfers oth Gov. Ent	\$ -	\$ 15,600.00	\$ -		-		
<b>Total Contributions/Transfers</b>	\$ -	\$ 15,600.00	\$ -		-	\$ -	\$ -
<b>Department Grand Total</b>	\$ -	\$ 15,600.00	\$ -		-	\$ -	\$ -



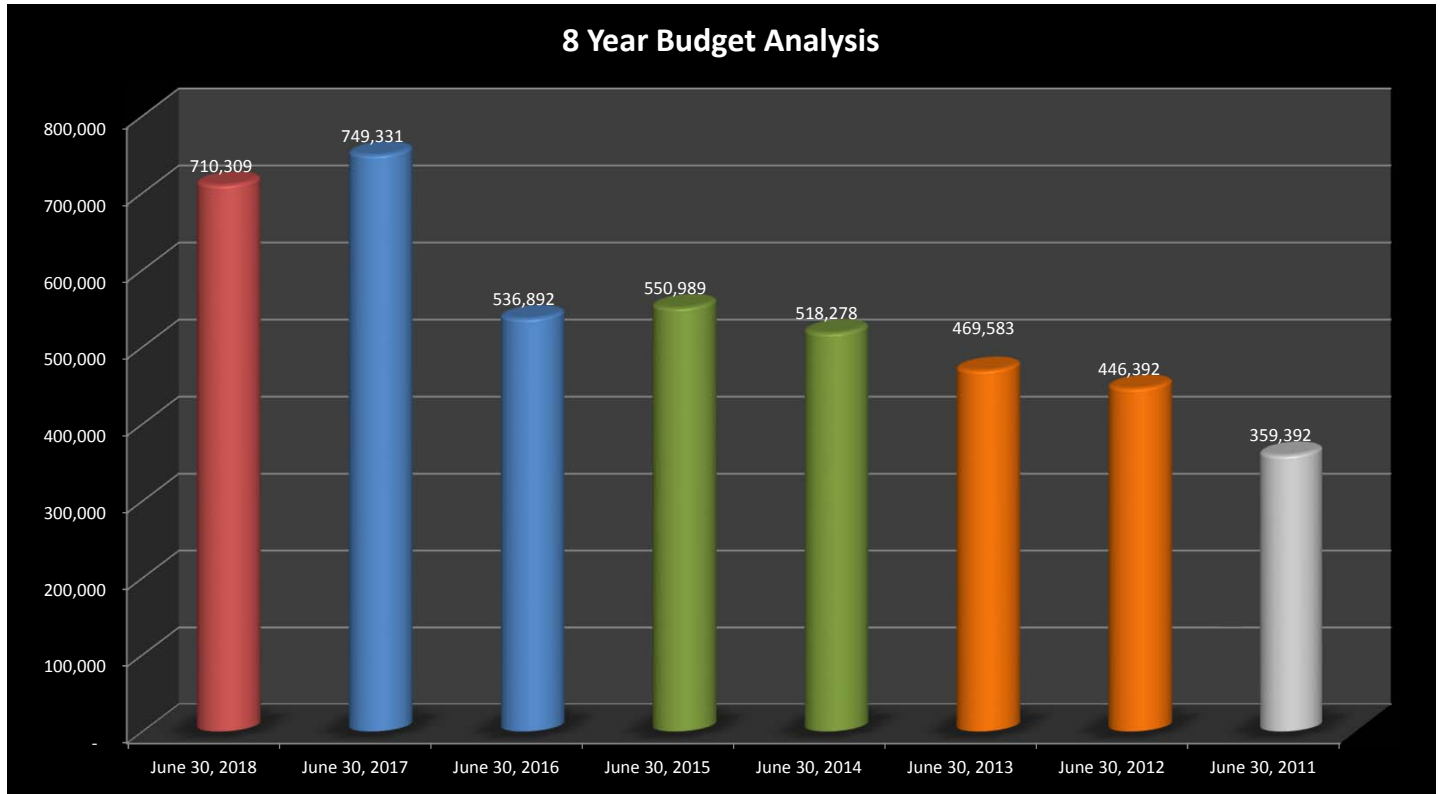


**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Parks and Recreation  
 Account Number: 900

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Contributions/Transfers</b>							
211 Telephone	\$ -	\$ 2,107	\$ -	0.00%	\$ 2,107		
567-0 Hotel/Motel	\$ 354,501	\$ 313,372	\$ 160,970	51.37%	\$ 327,249		
567-03 Personnel Contribution	\$ 243,780	\$ 243,780	\$ 121,890	50.00%	\$ 248,656		
567 Scholarship	\$ 2,500	\$ 2,500	\$ -	0.00%	\$ 2,500		
567 In-Kind Contributions-Land/Bldgs/Util	\$ 148,550	\$ 149,610	\$ 62,338	41.67%	\$ 150,670		
<b>Total Contributions/Transfers</b>	<b>\$ 749,331</b>	<b>\$ 711,369</b>	<b>\$ 345,198</b>	<b>48.53%</b>	<b>\$ 731,182</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 749,331</b>	<b>\$ 711,369</b>	<b>\$ 345,198</b>	<b>48.53%</b>	<b>\$ 731,182</b>	<b>\$ -</b>	<b>\$ -</b>





567 Hotel/Motel

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	354,501	\$ 160,970	\$ 313,372

45% of expected revenue

Description	FY19	FY19	FY19	FY19	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Estimated	327,249				Based on 45% of estimated revenue. Estimate provided by MGORDON
					H/M used for seasonal park maintenance staff, park repairs, projects,
					and improvements.
Total	327,249	-	-	-	
Total Object Code	327,249				

567-03 Personnel Contribution

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	243,780	\$ 121,890	\$ 243,780

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/ Purpose
Full-time Staff Salaries		248,656			The Jefferson County Commission contributes funding to pay for full time staff. Over the past four years, there has not been an increase to the pesonnel contribution line item. JCPRC requests a 2% increase to offer staff a salary increase.
Total	-	248,656	-	-	
Total Object Code	248,656				

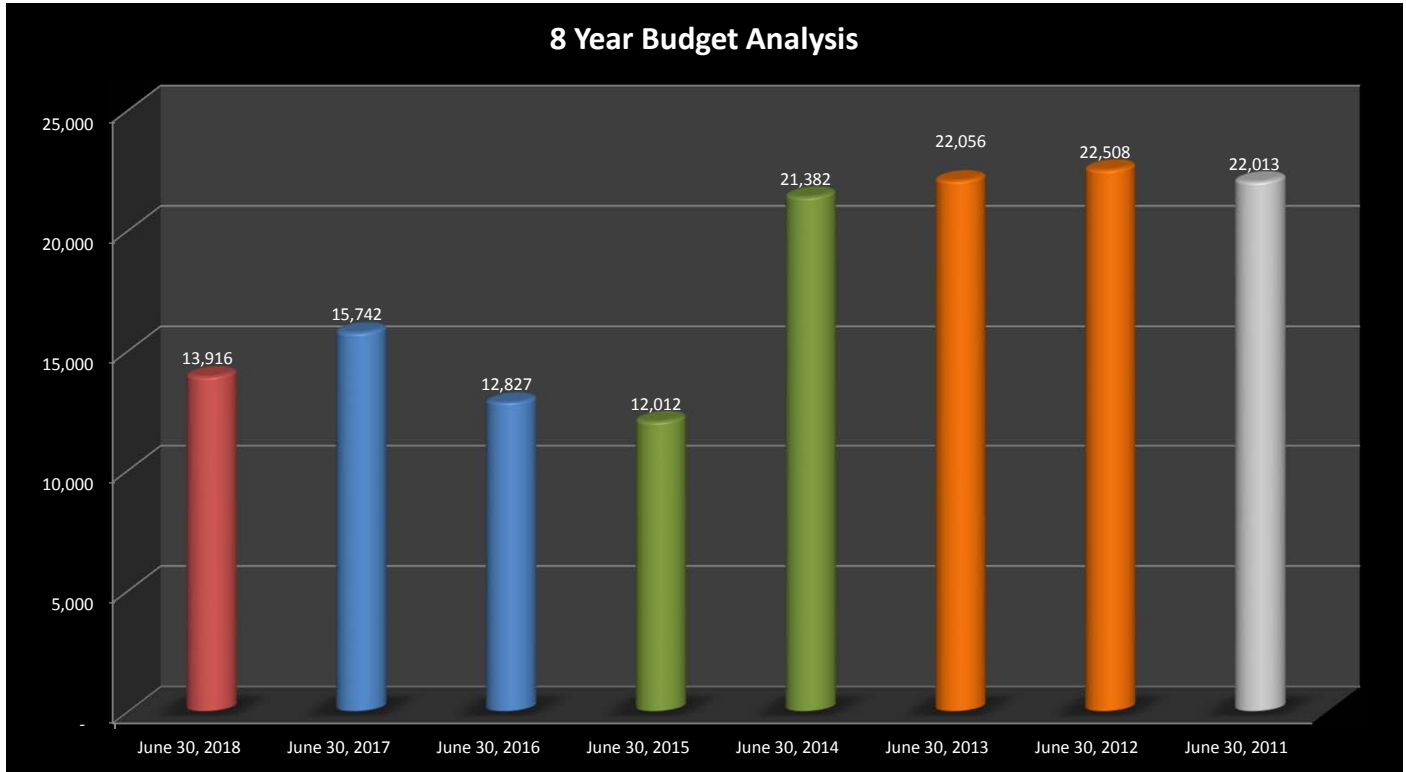




**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Arts & Humanities  
 Account Number: 903  
 Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Contributions/Transfers</b>							
567 Contributions/Transfers oth Gov. Ent	\$ 15,742	\$ 13,916	\$ 7,148	51.37%	\$ 14,532		
<b>Total Contributions/Transfers</b>	<b>\$ 15,742</b>	<b>\$ 13,916</b>	<b>\$ 7,148</b>	<b>51.37%</b>	<b>\$ 14,532</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 15,742</b>	<b>\$ 13,916</b>	<b>\$ 7,148</b>	<b>51.37%</b>	<b>\$ 14,532</b>	<b>\$ -</b>	<b>\$ -</b>

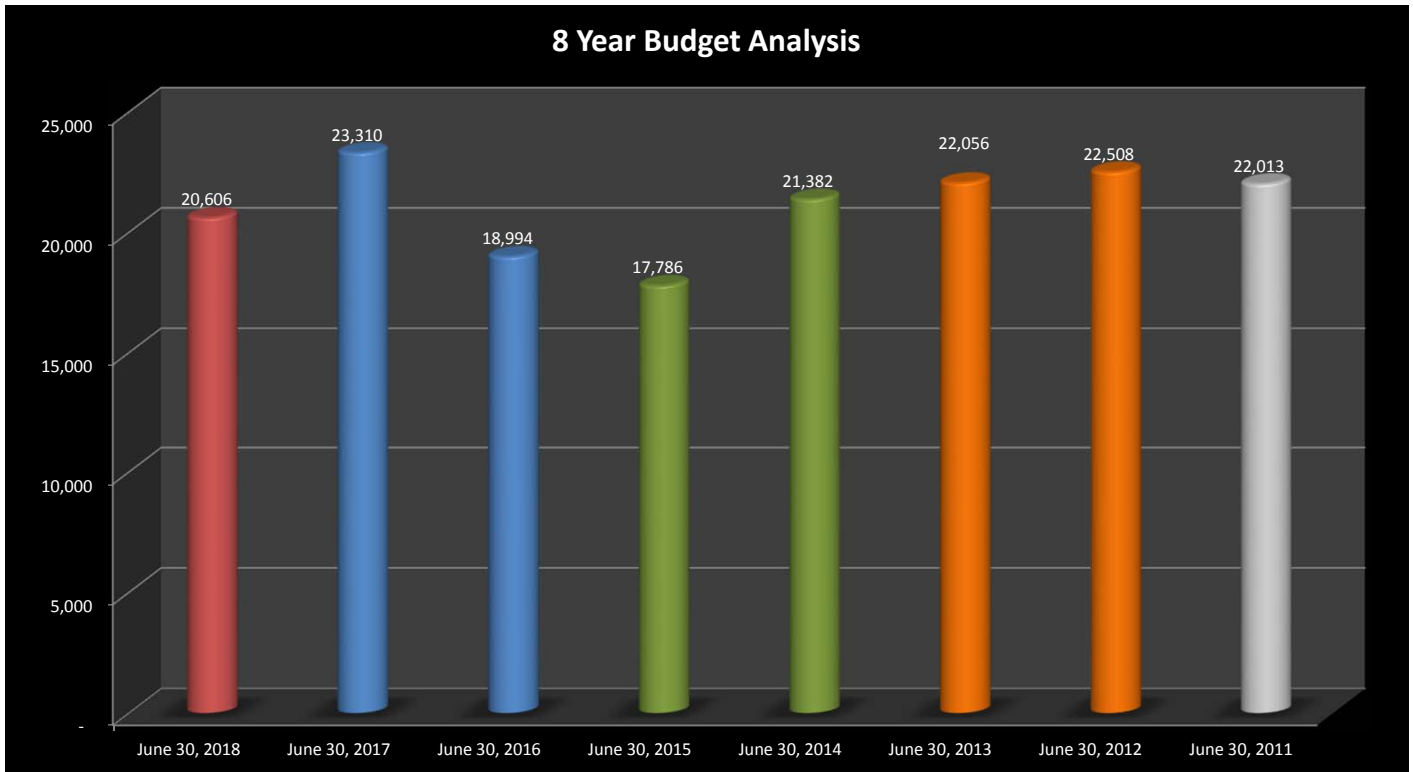




**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Historical Commission  
 Account Number: 909  
 Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Contributions/Transfers</b>							
567 Contributions/Transfers oth Gov. Ent	\$ 23,310	\$ 20,606	\$ 10,585	51.37%	\$ 26,550		
<b>Total Contributions/Transfers</b>	<b>\$ 23,310</b>	<b>\$ 20,606</b>	<b>\$ 10,585</b>	<b>51.37%</b>	<b>\$ 26,550</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 23,310</b>	<b>\$ 20,606</b>	<b>\$ 10,585</b>	<b>51.37%</b>	<b>\$ 26,550</b>	<b>\$ -</b>	<b>\$ -</b>



567 Contributions to Other Govt Entities

	FY17	FY18 YTD as of	FY18
	Actual	11/30/2017	Budget
\$	23,310	\$ 10,585	\$ 20,606

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification/Purpose
Hotel Motel Tax	21,519				FY19 Estimate provided by MGORDON
Insurance, WVCoRP			2,400		These are the expenditures that the Hotel Motel Tax pay for
FY-17 State Audit			2,500		
FY-18 State Audit, Single			2,800		
Commission Operations; printing & signage			1,500		
Bookkeeping			750		
Eyler House demolition, Shepherdstown Battlefield			5,000		
Poor Farm Utilities			2,500		
WV GeoExplorer Project			1,500		
Contribution to endowment fund at EWVCF			2,000		
JCHLC Archives at Shepherd University Library			250		
NTHP Membership			250		
PAWV Membership			100		
Estimated Revenue Received			(21,519)		
<b>New Request</b>					
Asbestos removal from Eyler house				5,000	removal of asbestos containing floor tile prior to building demolition
<b>Total</b>	21,519	-	31	5,000	
<b>Total Object Code</b>	26,550				



## **Capital Development Budget Request FY-19**

Jefferson County Historic Landmarks Commission

- I. Site improvements and security upgrades at Peter Burr Farm** **\$150,000**
1. Purchase of approximately three acres of property in front of main house to provide visual buffer and community garden area
  2. Improve site definition and security
    - a. Relocate chain link fence away from main house & spring house
    - b. Construct perimeter fencing to define and protect site and visitors
    - c. Install additional security sensors and cameras
  3. Install crushed stone paths to provide ADA access to all structures
  4. Repair upstairs lath and plaster in main house
  5. Restore main house fire place
  6. Extend water line to kitchen garden
  7. Utility building renovations, kitchen and bathrooms
- II. Ruins stabilization, safety upgrades, and construction of a pull off at Shepherdstown Battlefield** **\$50,000**
1. Removal of trees and vegetation from stone foundations
  2. Preservation treatment of stone and brick walls
  3. Install guardrail along River Rd to protect ruins and visitors
- III. Stabilization of Duffield's Depot** **\$35,000**
1. Removal of debris and collapsed section of building
  2. Grading or construction of a beam to prevent water intrusion in basement
  3. Mothball the stone portion of the structure

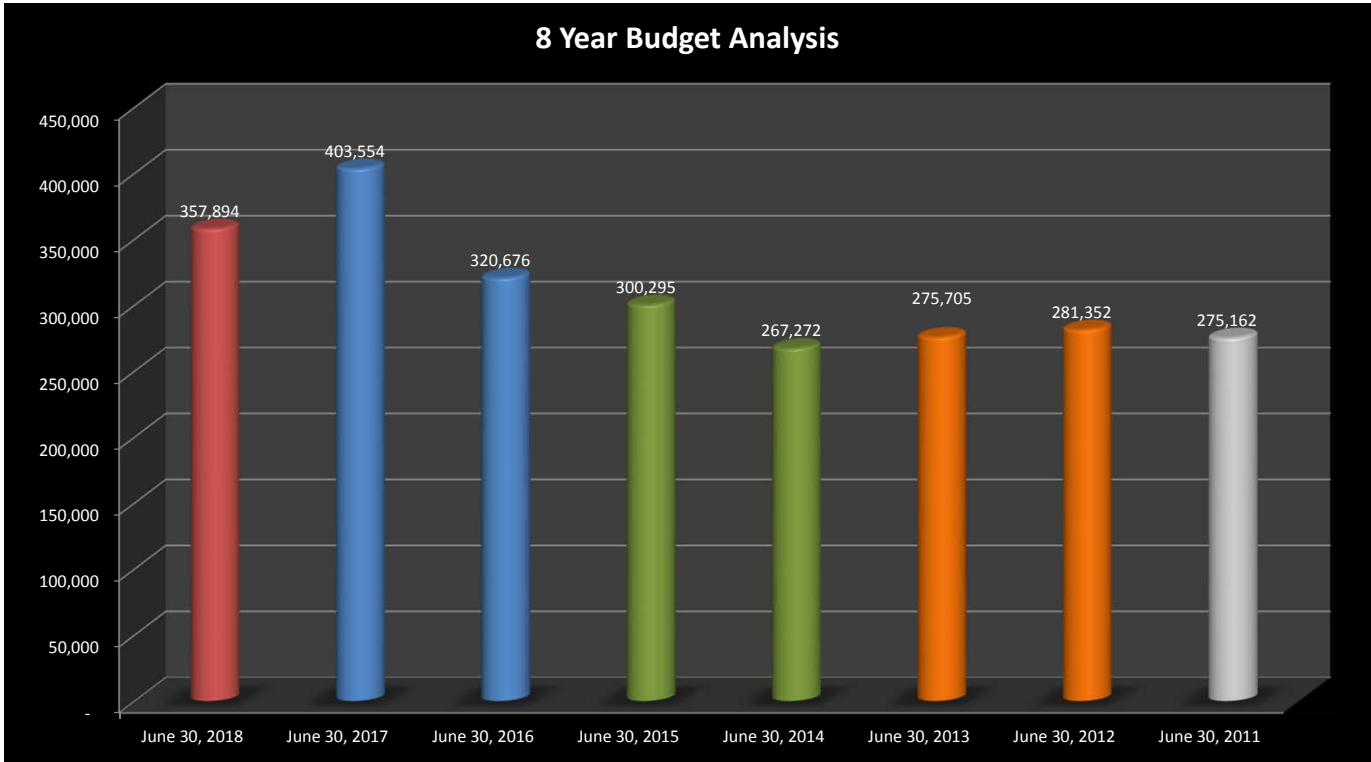


**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Convention Visitors Bureau  
 Account Number: 911

Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Contributions/Transfers</b>							
567 Contributions/Transfers oth Gov. Ent	\$ 393,554	\$ 347,894	\$ 178,703	51.37%	\$ 363,300		
567 In-Kind Contribution-Land	\$ 10,000	\$ 14,100	\$ 5,875	41.67%	\$ 14,200		
<b>Total Contributions/Transfers</b>	<b>\$ 403,554</b>	<b>\$ 361,994</b>	<b>\$ 184,578</b>	<b>50.99%</b>	<b>\$ 377,500</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 403,554</b>	<b>\$ 361,994</b>	<b>\$ 184,578</b>	<b>50.99%</b>	<b>\$ 377,500</b>	<b>\$ -</b>	<b>\$ -</b>

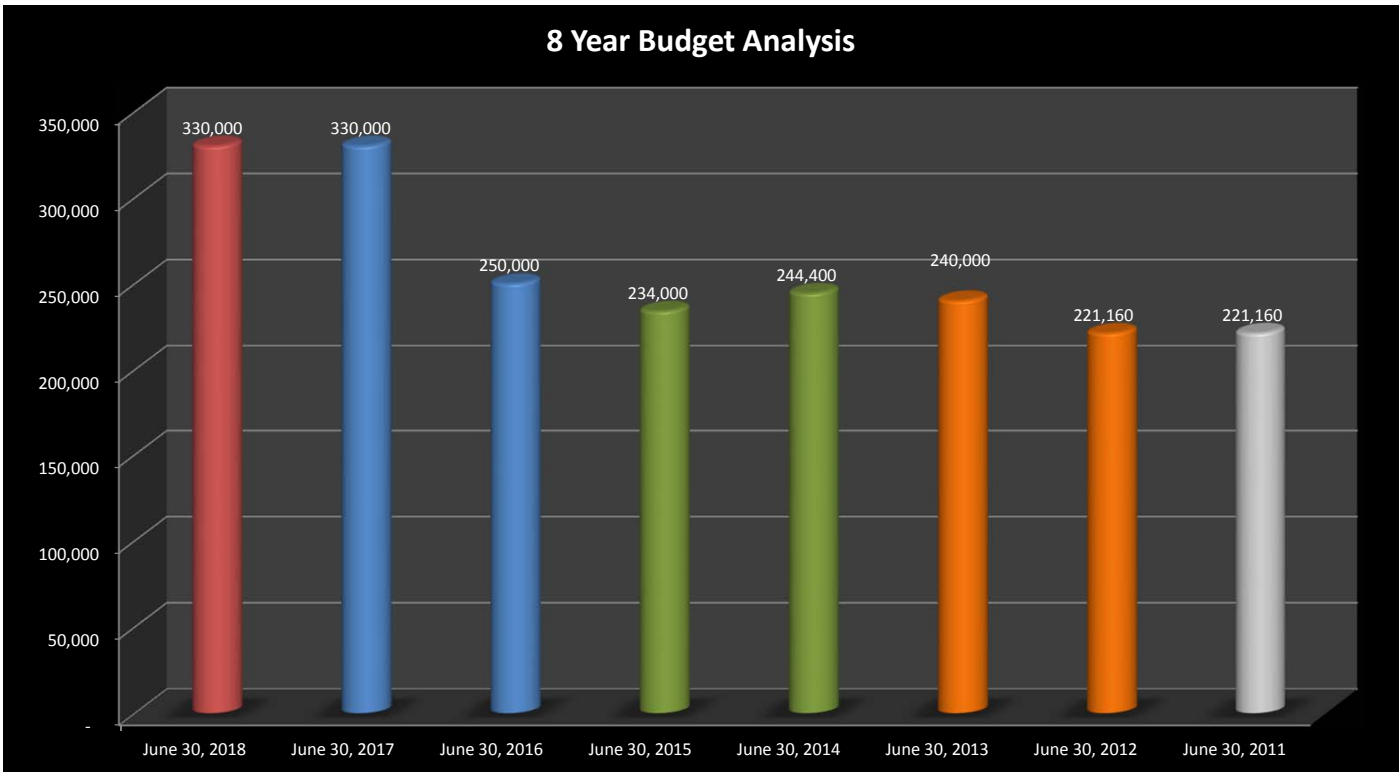




**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Libraries  
 Account Number: 916  
 Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Contributions/Transfers</b>							
567 Contributions/Transfers oth Gov. Ent	\$ 330,000	\$ 330,000	\$ 165,000	50.00%	\$ 330,000		
<b>Total Contributions/Transfers</b>	<b>\$ 330,000</b>	<b>\$ 330,000</b>	<b>\$ 165,000</b>	<b>50.00%</b>	<b>\$ 330,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 330,000</b>	<b>\$ 330,000</b>	<b>\$ 165,000</b>	<b>50.00%</b>	<b>\$ 330,000</b>	<b>\$ -</b>	<b>\$ -</b>

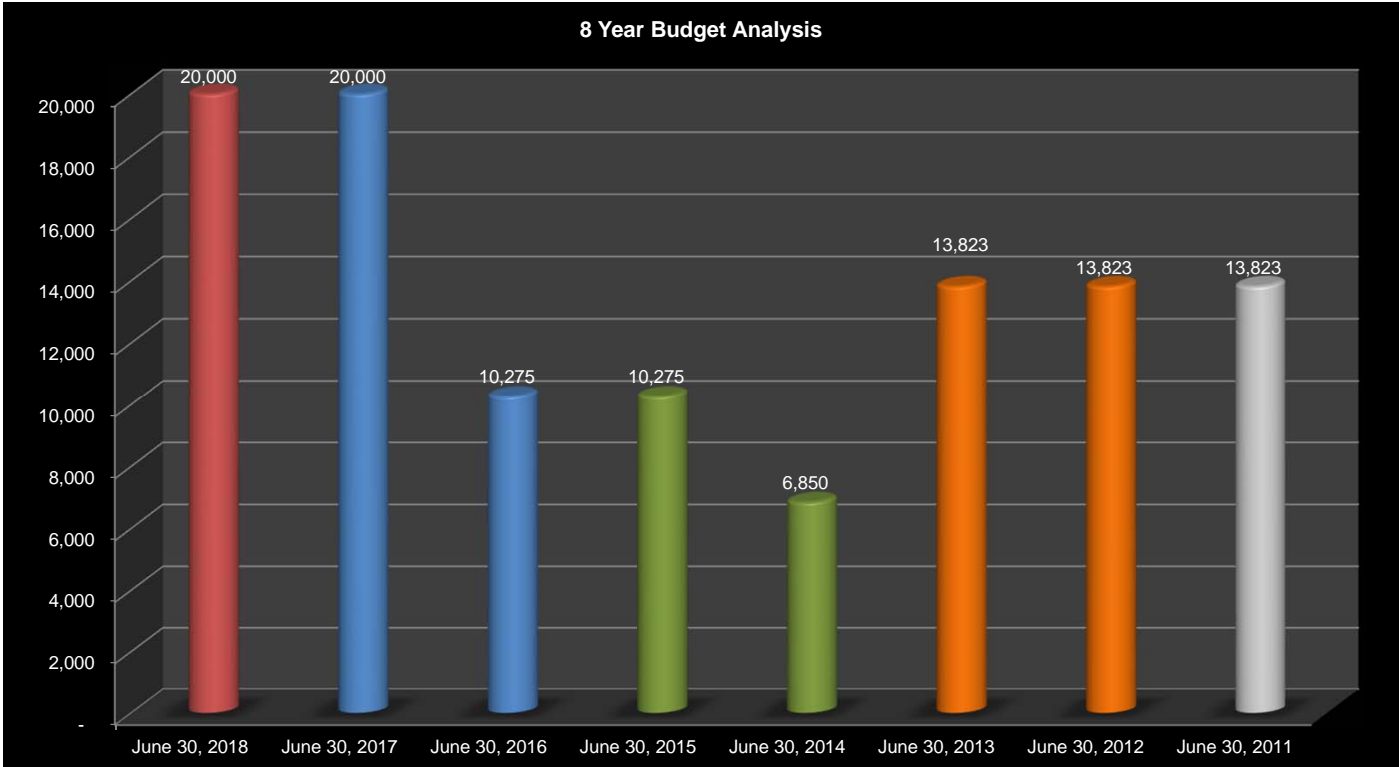




**BUDGET REQUEST**

Fiscal Year: 2018 - 2019  
 Department: Public Transit  
 Account Number: 953  
 Notes: Expenditure data as of 11/30/2017

	FY17 Actual	FY18 Budget	FY18 YTD Actual	% Spent YTD	FY19 Budget Request	Working Total	Approved FY19
<b>Contributions/Transfers</b>							
567 Contributions/Transfers oth Gov. Ent	\$ 20,000	\$ 20,000	\$ 10,000	50.00%	\$ 25,000		
<b>Total Contributions/Transfers</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 10,000</b>	<b>50.00%</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Grand Total</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 10,000</b>	<b>50.00%</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>





# Proposed Budget

	<u>FY19</u>
Ordinary Income/Expense	
Income	
Tanf	4,110.00
Farebox Cash	95,000.00
Farebox Tickets	72,000.00
Grants	
Capital Grant	275,500.00
5339	0.00
Federal Grant	
Operating Grant	<u>632,945.00</u>
Total Grants	908,445.00
Local Funds	
Advertising Income	
In-kind Advertising	44,772.00
Advertising Income - Other	<u>44,000.00</u>
Total Advertising Income	88,772.00
Contract Revenue	
Harpers Ferry NPS	250,000.00
MARC	170,000.00
Medical Transportation Mgmt	140,000.00
Shepherd University	<u>142,945.00</u>
Total Contract Revenue	702,945.00
Local Contribution	
Berkeley County Commission	63,500.00
Berkeley County In-Kind IT	275.00
Bolivar Town Council	2,500.00
City of Charles Town	11,000.00
City of Martinsburg	55,000.00
City Of Ranson	20,000.00
Harpers Ferry Town Council	1,200.00
Jefferson County Commission	25,000.00
Local donations	<u>0.00</u>
Total Local Contribution	178,475.00
Miscellaneous Income	<u>0.00</u>
Total Local Funds	<u>881,420.00</u>
Total Income	<u>2,045,637.00</u>
Gross Profit	2,056,585.00

## Proposed Budget

	<u>FY19</u>
<b>Expense</b>	
Ad Legal, Procure, Employment	2,000.00
Audit Costs	4,600.00
Bad Debt	
Bank Service Charges	400.00
Board Expense	6,000.00
Contractual/Professional Serv.	
Contractual/Perfessional - Other	0.00
Accounting	0.00
Computer Software & Maintenance	17,300.00
Consultant/Planning	50,000.00
Total Contractual/Professional Serv.	<u>67,300.00</u>
Dues/Subscriptions/Memberships	4,500.00
Facility Maintenance	
Security	2,000.00
Facility Maintenance - Other	17,500.00
Total Facility Maintenance	<u>19,500.00</u>
Fuel	220,000.00
Garage/Vehicles	
Off-Site Vehicle Maint & Towing	25,500.00
On -Site Vehicle Maint	5,000.00
Service Materials	2,500.00
Shop Equipment	10,500.00
Hand Tools	0.00
Total Shop Equipment	<u>43,500.00</u>
Tires	19,500.00
Vehicle Equipment	
Replacement Parts	31,000.00
Zonar/Passio	21,740.00
Vehicle Equipment	22,000.00
Total Vehicle Equipment	<u>74,740.00</u>
Total Garage/Vehicles	<u>137,740.00</u>
Health Insurance	0.00
In Kind Expense	0.00
Insurance	
Auto & Property/Casualty	55,000.00
Insurance - Other	
Workers Comp	<u>37,000.00</u>

## Proposed Budget

	FY19
Total Insurance	92,000.00
Marketing	
Advertising	3,500.00
Bus Logo	500.00
Web	4,500.00
Text Alert	500.00
Promotional Items	2,000.00
Marketing Supplies	2,000.00
Total Marketing	13,000.00
Office Expenses	
Office Equipment	7,800.00
Personnel Expenses	900.00
Office Supplies	3,800.00
Total Office Expenses	12,500.00
Payroll Expenses	
Dental Ins Company	9,000.00
Life, AD/D, STD, LTD	18,000.00
Pay Exp. - FICA	83,500.00
Pay Exp. - SUTA Exp.	15,000.00
Vision Ins Company Expense	3,300.00
6560 - Payroll Expenses	0.00
Total Payroll Expenses	128,800.00
Postage and Delivery	750.00
Printing/Copying	7,000.00
Safety/Training Supplies	
Drug/Alc, Phys, Back Ground	4,200.00
Safety/Training Supplies - Other	5,000.00
Total Safety/Training Supplies	9,200.00
Salaries	
Driver's Salaries	
EPTA Driver Expenses	390,000.00
Harper's Driver Expenses	135,000.00

## Proposed Budget

	<u>FY19</u>
MARC Drivers	56,100.00
MTM	95,720.00
Shepherd College Driver	44,000.00
Total Driver's Salaries	<u>720,820.00</u>
<b>Maintenance</b>	
Asst. Mechanic	60,295.00
Director of Maintenance	33,945.00
Harper's Mechanic's Salary	54,500.00
Maintenance Assistant	0.00
Total Maintenance	<u>148,740.00</u>
<b>Staff Salaries</b>	
Finance Mgr	42,000.00
Deputy Director/Marketing	47,500.00
Driver Supervisor	47,500.00
Dispatcher	26,316.00
Dispatcher	31,620.00
Director	57,500.00
Overtime	30,181.00
HR Generalist	37,500.00
Total Staff Salaries	<u>320,117.00</u>
Salaries - Other	0.00
Total Salaries	<u>1,133,693.00</u>
Travel & Training	10,000.00
<b>Uniforms (Employee)</b>	
Uniforms - Maintenance/Mechanic	3,000.00
Uniforms (Employee) - Other	5,000.00
Total Uniforms (Employee)	<u>8,000.00</u>
<b>Utilities</b>	
Gas and Electric	13,000.00
Telephone/Communications	4,500.00
Waste/Trash	2,170.00
Water & Sewer	2,000.00
Total Utilities	<u>21,670.00</u>
Total Expense	<u>2,045,637.00</u>
Capital 5339 Bus Replacement	240000
Local Match	48000
	<u>288,000.00</u>