

Jefferson County Commission FY20 Budget-DRAFT

07/01/2019– 06/30/2020



Jefferson County Commission FY20 Budget Meeting Schedule

Monday, February 11, 2019 - NO MEETINGS

Tuesday, February 12, 2019 - NO MEETINGS

Wednesday, February 13, 2019 (Morning & Afternoon)

9:30-9:45	<i>Review of the budget process - Michelle Gordon</i>
9:45-10:00	<i>Review of Projected Revenues & Expenditure Requests - Michelle</i>
10:00-10:15	953-Public Transit-Doug Pixler
10:15-10:30	Misc Req-EWVRRAA-Eastern WV Regional Airport-Neil Doran
10:30-10:45	Misc Req- Eastern Panhandle Conservation District - Dan Lutz
10:45-11:00	<i>BREAK</i>
11:00-11:15	900-Parks & Recs - Jennifer Myers
11:15-11:30	401-568 Day Report Center - Ronda Eddy
11:30-11:45	916-Libraries
11:45-12:00	002-Coal Severance Fund- Michelle Gordon
11:45-1:30	<i>LUNCH BREAK</i>
1:30-1:45	428-Technology Budget - Russ Burgess
1:45-2:00	401-Commission Budget - Stephanie Grove & Sandy McDonald
2:00-2:15	711-Homeland Security - Steve Allen
2:15-2:30	<i>BREAK</i>
2:30-2:45	440-Engineering (includes Planning, Zoning & GIS) - Roger Goodwin
2:45-3:00	903-Arts & Humanities
3:00-3:30	700, 701, 704-Sheriff, 404-Tax Office, 716-Dog Warden - Pete Dougherty

Thursday, February 14, 2019 - EVENING ONLY

6:00-6:30	712-911 Center - Jeff Polcynski
6:30-7:00	713, 715-Fire & JCESA- Allen Keyser
7:00-7:30	424-Maintenance, 717-Central Garage, 425-Other Buildings - Bill Polk 246-Capital Projects-Bill Polk, Michelle Gordon

Friday, February 15, 2019 (Morning)

9:30-9:45	Depts 415- Mag Court, 429-RDA-Michelle Gordon
9:45-10:00	800-Jefferson County Health Department
10:00-10:15	402 & 413-County Clerk & Elections Budgets - Jackie Shadle
10:15-10:30	412-Agricultural Agent- Emily Wells
10:30-10:45	909-Historical Commission - Martin Burke
10:45-11:00	<i>BREAK</i>
11:00-11:15	911-CVB Annette Gavin
11:15-11:30	405-Prosecuting Attorney-Matt Harvey
11:30-11:45	406, 407, 408-Assessor Budget - Angie Banks
11:45-12:00	431-Development Authority - Nic Diehl
12:00-12:15	403-Circuit Clerk - Laura Storm
12:15	<i>Establish Budget Balancing Schedule & CLOSING QUESTIONS FOR MICHELLE</i>

Jefferson County Commission FY20 Budget Process Calendar

- **November:** Finance Director to compile estimate of revenues
- **December 1, 2018:** More accurate property valuations are available. Finance Director to adjust projected revenues
- **December 6, 2018:** Budget Charge from Commissioners
- **Mid December 2018:** Preliminary health insurance renewal rates available
- **Mid December 2018:** Budget reports distributed to departments (per auditor's office should be done no later than the 1st week of February)
- **January 16, 2019:** Department Heads to return budgets to Finance Director (per regulation must be done by March 2nd)
- **January 22, 2019:** Elected Officials to return budgets to Finance Director (per regulation must be done by March 2nd)
- **February 1, 2019:** Budget Binders distributed to Commissioners
- **February 5, 2019:** Tuesday evening Budget 101 (7PM)
- **February 11 – 15:** Need to schedule two to three full days of individual department budget presentations to the Commissioners
- **March 1, 2019:** Assessor to certify value of real and personal property (per regulation must be done by March 3rd)
- **March 7 – 15:** Schedule community forum for public hearing of budget (per regulation must be done between March 7th and March 28th)
- **Mid March 2019:** Final health insurance renewal rates obtained
- **March 21, 2019:** Currently, this is an evening regular session. Commissioners adopt budget (per regulation must be done by March 29th) or Special Session on March 28, 2019.
- **March 28, 2019:** Budget must be published by March 28th each year in the local paper of record.
- **April 2019:** Health insurance renewal rates/options presented to Commissioners
- **April 16, 2019:** Commissioners reconvene and consider any objections, and proceeds with the laying of property tax levy rates (per regulation must be done on April 16th, the 3rd Tuesday of April) – Normally a 9:30 meeting.
- **April 19, 2019:** Finance Director to forward the levy order to the State Auditor's Office (per regulation must be done within 3 days of the 3rd Tuesday in April)



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT
Patricia A. Noland

February 1, 2019

VICE PRESIDENT
Jane Tabb

Honorable Commissioners
Jefferson County, West Virginia

COMMISSIONER
Josh Compton

The Fiscal Year 2020 budget requests from department heads, elected officials, and community organizations for Jefferson County are presented in the budget document. The budget document for FY20 represents the dedicated work of the County's senior leadership and support staff over the past several months. Adoption of the budget is one of the most important actions taken each year. 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 FY20. In the next few months, difficult decisions will be made to develop a balanced budget while maintaining sound financial management practices. The FY20 budget and outlook for future years comes with financial challenges that must be taken into consideration during the balancing process.

COMMISSIONER
Ralph Lorenzetti

COMMISSIONER
Caleb Wayne Hudson

In recent years, the County has taken fiscally responsible actions to manage expenditures while providing the same or improved service levels. Some of 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.

Operational and capital expenditure requests for FY20 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.

FY2020 Budget Focus

The FY20 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 merit increases 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 FY20 requests for operating expenditure allocations for the General Fund totals \$27.0 million, an increase of 8.26% over last year's total operating budget of \$24.9 million. Total estimated revenue for FY20 is estimated at \$25.2 million. This is a 1.04% increase (\$258,000) over FY19's budgeted revenue of \$25.0 million. The increase is primarily a result of projected assessable base growth for real and personal property tax (\$496,000), offset by continued reductions in gaming revenue (-\$138,300). Revenue assumptions for FY20 include at 11.9% decrease in Table Game Revenue (-\$64,800) and a 2.5% decrease in Video Lottery Revenue (-\$73,500) over FY19.

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. New construction accounted for \$46 million of the \$94 million increase in FY19. The assessable base has been increasing in recent years primarily due to new construction; however, in FY20 the County it is projected that the existing property assessable base will increase by \$110 million or 3.1% (from 3,562 million to 3,719 million). This is a good economic indicator and shows that market values for existing property are on the rise. In FY20, new construction is estimated to be \$61 million and is consistent with prior year figures for new construction. Because existing property values are expected to increase by 3.1% in FY20, the County is expected to remain at the max levy rate. The max levy rate was reached in FY19. The total assessable base projected for FY20 is \$3,780 million which is a 4.8% overall increase when compared to FY19’s total assessable base of \$3,608 million. The County normally realizes a tax revenue increase of approximately \$500,000; and, the FY20 budget includes a tax revenue increase of \$496,000.

Fiscal Year	Valuation									Totals	% Chg	New Property	Existing property	% Chg
	Class II	% of Tot	% Chg	Class III	% of Tot	% Chg	Class IV	% of Tot	% Chg					
FY2020 Estimate	2,447,600,132	64.7%	7.7%	925,029,592	24.5%	-1.7%	407,455,841	10.8%	3.4%	3,780,085,566	4.8%	61,056,462	3,719,029,104	3.1%
FY2019	2,272,882,100	63.0%	4.0%	941,438,798	26.1%	-0.1%	394,218,819	10.9%	1.9%	3,608,539,717	2.7%	46,283,923	3,562,255,794	1.4%
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. 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, the County reached the max levy rate in FY19. It is anticipated that in FY20, the levy rate for the County will remain at 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 FY20 and the previous four (4) fiscal years is as follows:

Fiscal Year	Levy Rate by Class				%	Max Levy Rate by Class			
	I	II	III	IV		I	II	III	IV
2020 Projected	14.30	28.60	57.20	57.20	0.00%	14.30	28.60	57.20	57.20
2019	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

Even though the FY20 levy rate is not projected to increase, some property owners may still see an increase in their annual tax bill. Owners with property value increases due to market and economic growth may experience an increase in their annual tax bills.

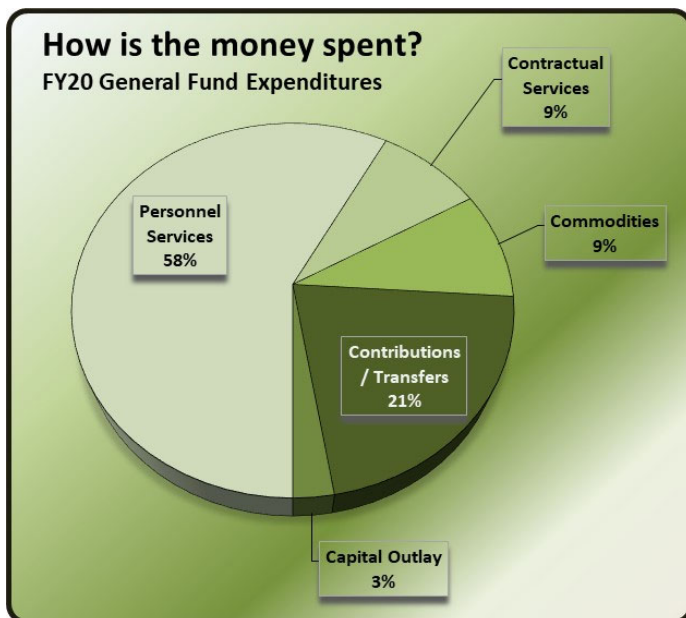
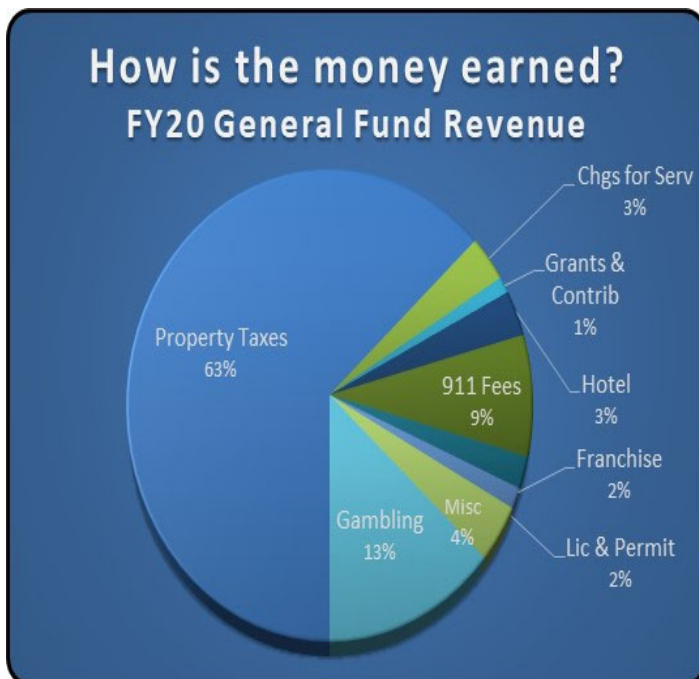
As other major events occur, future increases to other revenue sources may be needed to generate sufficient revenues to support current services. As an alternative, expenditure cuts that would result in reductions in operations, reduced service levels, or shifting services to other service providers 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 FY20, and Capital Outlay needs for FY20 and future years, the Commission must make approximately \$2.5 million in expenditure cuts or revenue additions to balance the budget for FY20.

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

Jefferson County Commission
 General Fund

Revenue by Type	FY20 Budget		FY19 Budget	
Property Taxes	15,943,029	63.2%	15,333,742	61.4%
Charges for Services	827,745	3.3%	797,276	3.2%
Grants & Contributions	290,000	1.1%	480,000	1.9%
Hotel Occupancy Taxes	807,450	3.2%	726,600	2.9%
911 Fees	2,104,900	8.3%	1,977,900	7.9%
Franchise Agreements	554,900	2.2%	544,000	2.2%
Licenses & Permits	357,630	1.4%	340,270	1.4%
Miscellaneous	987,766	3.9%	1,276,847	5.1%
Gambling Revenue	3,347,400	13.3%	3,485,700	14.0%
Total Revenues	25,220,820		24,962,335	

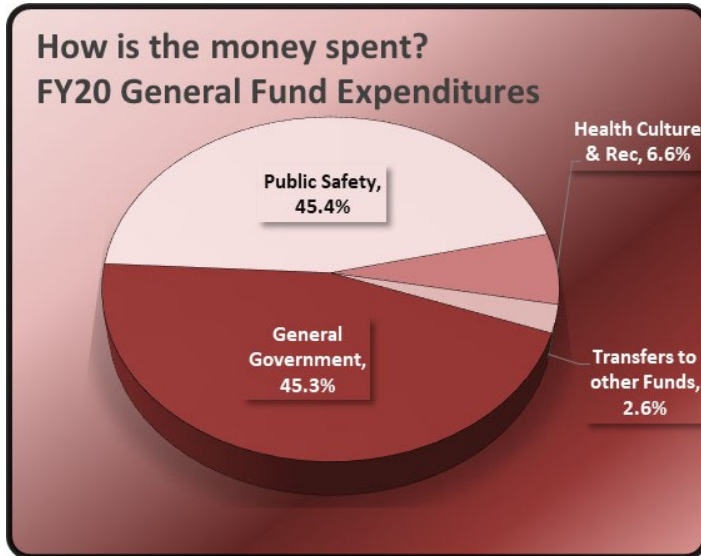
Revenue from the General Fund comes primarily from Taxes at 63% or \$15.9 million for FY20's Budget. Taxes consist of real and personal property taxes, gas & oil tax, horse racing, and hotel occupancy tax. Gambling revenue and 911 Fees make up the next largest revenue sources at 13% or \$3.3 million and 8% or \$2.1 million respectively. Total revenue is estimated at \$25.2 million for FY20's budget.



Jefferson County Commission
 General Fund

Expenditures by Category	FY20 Budget		FY19 Budget	
Personnel Services	\$ 16,059,577	57.9%	\$ 14,647,906	57.5%
Contractual Services	\$ 2,425,819	8.8%	\$ 2,324,684	9.1%
Commodities	\$ 2,589,376	9.3%	\$ 2,938,592	11.5%
Contributions / Transfers	\$ 5,917,534	21.3%	\$ 4,813,088	18.9%
Capital Outlay	\$ 729,400	2.6%	\$ 739,155	2.9%
Total Expenditures	27,721,706		25,463,425	
Net Surplus (Deficit)	<u>(2,500,886)</u>		<u>(501,090)</u>	

Wages & Benefits are the largest General Fund expenditure at 58% or \$16.1 million for FY20's Budget. Other significant expenditures include \$5.9 million in Contributions and Transfers and \$1.5 million in Jail Costs. Total expenditures requests are \$27.7 million for FY20's budget.



Jefferson County Commission
 General Fund

<u>Expenditures by Type</u>	<u>FY20 Budget</u>		<u>FY19 Budget</u>	
General Government	12,558,823	45.3%	11,757,862	46.2%
Public Safety	12,590,980	45.4%	11,619,140	45.6%
Health Culture & Rec	1,842,503	6.6%	1,555,668	6.1%
Transfers to other Funds	729,400	2.6%	530,755	2.1%
Total Expenditures	27,721,706		25,463,425	
Net Surplus (Deficit)	(2,500,886)		(501,090)	

The County provides a variety of services, and the largest expense is for Public Safety at 45.4% of the FY20 submitted budget or \$12.6 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 45.3% or \$12.5 million in submissions for FY20. 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 funding for one-time maintenance, repairs and equipment purchases for various departments and buildings and \$729,400 in Transfers to the Capital Outlay Fund. The Capital Outlay Fund budget includes \$11.7 million in funding requests for (See also attached Project Listing):

- Demolition and construction of a downtown Charles Town County Complex for administrative, engineering, clerk and tax operations. Approval of this project would require bond financing.
- Continued 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.
- 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 includes five (5) patrol vehicles for Law Enforcement.
- Capital contribution requests from the Shepherdstown and Bolivar-Harpers Ferry Public Libraries, 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 FY20 budget request includes a salary increases for full-time employees and permanent Sheriff’s Officers. 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 4-7% or \$115,000

is included for medical insurance benefits provided to full-time employees. Additional department requests are outlined in the Department Highlights section.

Department Request Highlights

401-County Commission

The Day Report Center is asking for an increase from their normal grant match \$ 33,631 to fund 2 new case managers due to increased need. The total cost is approximately \$183,641.

402 & 413-County Clerk

The County Clerk is requesting a 2% increase for department employees. 11,897

404-Sheriff's Tax Office

The Sheriff is requesting a 2.5% increase for department employees. 8,354

405-Prosecuting Attorney

The \$35,000 requested in FY19 for case management software was a one-time expenditure. (35,000)

406 & 407-Assessor, Assessor Valuation Fund

The Assessor is requesting a 3.0% increase for department employees. 19,529

428-IT Data Processing

Requesting the addition of an employee. All other increases are due to annual license and software price increases. 60,162

431- JC Development Authority

The JCDA Department Head is requesting 10% increases for department employees (\$19,000) and an additional \$10,000 for professional services due to increased legal needs. 29,000

700-Law Enforcement

1) The Sheriff would like to include increases for the part-time and full-time department employees. 33,983

2) The Sheriff has requested that all deputy's receive an across the board increase of \$3,000 at a cost of \$111,275. Additionally, deputies that live in the County would receive an In-County stipend at a cost of \$14,358. 125,633

3) Sheriff is requesting the addition of 2 deputies. 149,327

4) CAPITAL OUTLAY FUND-The Sheriff has asked that we include \$210,000 in the capital outlay fund for the purchase of five (5) replacement vehicles. 210,000

704-Regional Jail

Decrease based on FY19 History (350,000)

Department Request Highlights-continued

712-911 Communication Center	
1) New Dispatcher initiative requesting 6 additional positions for dispatchers.	266,217
2) With the increase in staffing, the department is requesting to upgrade 4 existng Dispatchers to Assistant Supervisors.	10,949
3) Addition of a new position for CAD Administrator	74,869
4) Merit Increases for Employees	16,546
713-Fire Departments	
Requesting \$110,000 per Station for \$770,000. Last year's contribution rate was \$665,000.	105,000
715-JCESA	
1) Requesting 1.9% COLA for department employees.	25,000
2) Requesting increase in Live Insurance Values.	6,000
3) Requesting the addition of additional retirement match contributions to employee personal 457 Plans.	12,000
4) Requesting the addition of six (6) new full time staff members.	361,000
5) Requesting additonal funding for more training.	23,000
6) CAPITAL OUTLAY FUND-JCESA has asked that we include \$120,000 in the capital oulay fund for the purchase of two (2) replacement vehicles.	120,000
716-Animal Control	
Sheriff is requesting a 2.5% increase for department employees.	4,432
717-Central Garage	
Increase is related to the cost of fuel increasing.	40,000
800-Health Department	
Requesting funding for personnel costs to increase the tarting salary of four (4) Sanitarians.	64,000
900-Parks & Recreation	
Requesting an additional county contribiton of \$48,756 to fund increases given to employees over the last few years.	48,756
909-Historic Commission	
Requesting an additional \$15,000 as a contribution to the Our History Our Community endowment at EWVCF. A Capital Outlay fund regest was also submitted for \$270,000 to fund site improvement at the Peter Burr Farm, Shepherdstown Battlefield and Duffield's Depot.	5,000
Miscellaneous New Requests:	
EWRAA-Airport is requesting \$8,010 to partially fund maintenance and capital improvements. 5k for Dan Zappe's EWVRAA seat is included in Dept 431.	8,010
Jefferson County Community Ministries - Requesting a contribution for community support.	10,000
EPCD-Conservation District is requesting funding for stream monitoring, watershed associations, and youth education.	30,000

Budget Schedule

County departments, component units, and community agencies will present their FY20 budget request to the Commission from February 11 through February 15, 2019, and budget balancing will commence the following week through February 28, 2019. All meetings are open to the public and can be viewed online at the County's website www.jeffersoncountywv.org. A public forum on the FY20 Requested Budget and Budget process will be held on February 5, 2019 at 7:00 PM. A Special Session to approve the Fiscal Year 2020 Budget will be held at the end of March 2019 and must be held prior to March 28th. Lastly, a Special Session to Lay the Levy for Fiscal Year 2020 will be held on April 16, 2019.

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 FY20 Budget.

Sincerely,

Michelle Gordon
Finance Director
mgordon@jeffersoncountywv.org

**Jefferson County Commission
FY20 Budget**

Date Prepared: 1/28/2019

Department	No.	FY2018 Actual	FY2019 Budget	FY2020 Submitted Budget	% Chg	Commission Additions / (Cuts)	FY2020 Adjusted Budget	FY2020 Final Budget
Expenditures by Dept								
Commission	401	1,803,308	1,918,337	1,939,251	1.09%		1,939,251	1,939,251
Merit Increase		-	-	150,000			150,000	150,000
COLA		-	-	68,250			68,250	68,250
New Req-Airport		-	-	8,010			8,010	8,010
New Req-Conservation Dist		-	-	30,000			30,000	30,000
New Req-Jeff Co Comm Ministries		-	-	10,000			10,000	10,000
Insurance Premium Increase 4-7%		-	-	115,000			115,000	115,000
County Clerk	402	689,210	716,760	715,724	-0.14%		715,724	715,724
Circuit Clerk	403	603,737	624,407	632,195	1.25%		632,195	632,195
Sheriff's Tax Office	404	534,898	534,467	545,389	2.04%		545,389	545,389
Prosecuting Attorney	405	1,802,123	1,825,538	1,790,280	-1.93%		1,790,280	1,790,280
Assessor	406	503,027	539,183	536,383	-0.52%		536,383	536,383
Assessor Valuation Fund	407	489,362	515,250	529,664	2.80%		529,664	529,664
State Wide Computer Network	408	54,879	54,871	43,110	-21.43%		43,110	43,110
Agricultural Agent	412	104,774	134,464	135,994	1.14%		135,994	135,994
County Clerk Elections	413	314,493	302,666	304,470	0.60%		304,470	304,470
Magistrate Court	415	2,365	2,000	3,000	50.00%		3,000	3,000
Maintenance Dept	424	1,025,702	1,047,483	1,123,805	7.29%		1,123,805	1,123,805
Other Building	425	666,808	591,200	642,200	8.63%		642,200	642,200
Data Processing (IT)	428	363,558	437,389	584,614	33.66%		584,614	584,614
RDA	429	19,794	19,795	19,795	0.00%		19,795	19,795
EC Development	431	505,337	548,857	661,026	20.44%		661,026	661,026
Engineering, Planning, Zoning, GIS	440	1,342,956	1,468,956	1,448,613	-1.38%		1,448,613	1,448,613
Contingency for Emergencies	699	-	195,382	200,000	2.36%		200,000	200,000
Law Enforcement	700	4,191,733	4,371,516	4,642,811	6.21%		4,642,811	4,642,811
Service of Process	701	23,122	18,700	19,100	2.14%		19,100	19,100
Regional Jail	704	1,582,600	1,850,000	1,500,000	-18.92%		1,500,000	1,500,000
Homeland Security	711	222,794	267,579	267,414	-0.06%		267,414	267,414
Communication Center (911)	712	1,791,156	2,068,697	2,504,832	21.08%		2,504,832	2,504,832
JCESA - Ambulance	715	2,024,472	2,084,291	2,623,820	25.89%		2,623,820	2,623,820
JCESA - Fire	713	665,000	665,000	770,000	15.79%		770,000	770,000
Animal Control	716	221,007	293,357	263,003	-10.35%		263,003	263,003
Central Garage	717	317,514	280,857	322,050	14.67%		322,050	322,050
Health Department	800	79,550	79,980	144,380	80.52%		144,380	144,380
Landfill	808	-	-	-			-	-
Parks and Recreation	900	728,587	726,306	812,536	11.87%		812,536	812,536
Arts and Humanities	903	14,767	14,532	17,949	23.51%		17,949	17,949
Historical Commission	909	21,867	21,550	38,913	80.57%		38,913	38,913
Visitors Bureau	911	383,280	363,300	433,725	19.38%		433,725	433,725
Library	916	330,000	330,000	370,000	12.12%		370,000	370,000
Senior Citizens	952	-	-	-			-	-
Public Transit	953	20,000	20,000	25,000	25.00%		25,000	25,000
Total Expenditures		\$ 23,443,780	\$ 24,932,670	\$ 26,992,306	8.26%	\$ -	\$ 26,992,306	\$ 26,992,306
Revenue		\$ 24,698,543	\$ 24,962,335	\$ 25,220,820	1.04%	\$ -	\$ 25,220,820	\$ 25,220,820
Operating Surplus / (Deficit)		\$ 1,254,763	\$ 29,665	\$ (1,771,486)			\$ (1,771,486)	\$ (1,771,486)
Transfers to Other Funds								
Trns to Capital Fund (5% Gambling)	696	\$ 388,000	\$ 562,000	\$ 729,400	29.79%		\$ 729,400	\$ 729,400
Trns to Capital Fund	696	583,200	38,755	-			-	-
Subtotal Trns to C/O Fund		971,200	600,755	729,400			729,400	729,400
Trns to Stabilization Fund	696	-	-	-			-	-
Trns (from) to Other Funds	696	(233,213)	(70,000)	-			-	-
Total Transfers Out of General Fund		\$ 737,987	\$ 530,755	\$ 729,400	37.43%	\$ -	\$ 729,400	\$ 729,400
Net Use of Funds - Surplus / (Deficit)		\$ 516,776	\$ (501,090)	\$ (2,500,886)		\$ -	\$ (2,500,886)	\$ (2,500,886)
Beginning Fund Balance	699	\$ 4,669,371	\$ 5,186,147	\$ 4,685,057			\$ 4,685,057	\$ 4,685,057
Net Change in Fund Balance		516,776	(501,090)	(2,500,886)			(2,500,886)	(2,500,886)
Ending Fund Balance		\$ 5,186,147	\$ 4,685,057	\$ 2,184,171			\$ 2,184,171	\$ 2,184,171
Fund Balance as a % of Oper Exp		22.12%	18.79%	8.09%			8.09%	8.09%
Fund Balance Reserve Policy								
JCC Policy Minimum of 16.67% of Exp		\$ 3,908,078	\$ 4,156,276	\$ 4,499,617			\$ 4,499,617	\$ 4,499,617
JCC Goal of 20.00% of Expenditures		\$ 4,688,756	\$ 4,986,534	\$ 5,398,461			\$ 5,398,461	\$ 5,398,461
State Required 10.0% of Expenditures		\$ 2,344,378	\$ 2,493,267	\$ 2,699,231			\$ 2,699,231	\$ 2,699,231

Jefferson County Commission

General Fund

Five Year Projection (FY2020 - FY2024)

	2 Year Actuals		Projected			Projection				
	Actual	Actual	FY19		Proj	Budget	TREND	TREND	TREND	TREND
	FY17	FY18	Projection	Budget	Chg %	FY20	FY21	FY22	FY23	FY24
Revenue										
Taxes	12,759,741	13,551,915	13,580,840	14,114,752		14,610,639	15,030,481	15,457,581	15,900,981	16,358,081
<i>Tax Revenue % Inc/(Dec)</i>	4.0%	6.2%	0.2%	4.2%		3.5%	2.9%	2.8%	2.9%	2.9%
Tax Penalties	294,779	287,868	310,000	297,950	1.0%	313,100	316,230	319,390	322,580	325,810
Property Transfer	733,432	970,973	857,616	795,380	6.0%	909,070	963,610	1,021,430	1,082,720	1,147,680
Gas/oil	58,840	62,174	85,562	64,040	3.0%	88,130	90,770	93,490	96,290	99,180
Horse Racing	11,735	10,098	10,233	12,440	2.0%	10,440	10,650	10,860	11,080	11,300
Wine Liquor	43,784	17,243	11,310	49,180	3.0%	11,650	12,000	12,360	12,730	13,110
Hotel Occupancy	775,514	738,360	769,000	726,600	5.0%	807,450	847,820	890,210	934,720	981,460
<i>Hotel Occ % Inc/(Dec)</i>	18.8%	-4.8%	4.1%	-1.6%		5.0%	5.0%	5.0%	5.0%	5.0%
Waste Coal	-	-	5,562	-		-	-	-	-	-
Decal fees	116	66	162	65		65	65	65	65	65
Bldg Permits	252,580	275,648	325,000	340,140		357,500	382,530	409,310	421,590	434,240
<i>Building Permit % Inc/(Dec)</i>	4.6%	9.1%	17.9%	23.4%		10.0%	7.0%	7.0%	3.0%	3.0%
Misc Permits	152	152	155	130		130	130	130	130	130
Grants	242,872	644,424	385,000	460,000		270,000	220,000	220,000	220,000	220,000
Payment in lieu of taxes	19,877	17,593	18,000	20,000		20,000	20,000	20,000	20,000	20,000
Sheriff Service Process	17,915	20,016	18,700	18,700		19,100	19,000	19,000	19,000	19,000
Sheriff Earnings	183,015	195,596	199,300	199,300	1.0%	192,600	194,530	196,480	198,440	200,420
Clerk Earnings	195,778	223,629	201,520	191,000	0.5%	207,000	208,040	209,080	210,130	211,180
Circuit Clerk Earnings	62,737	45,786	58,770	64,000	1.0%	58,770	59,360	59,950	60,550	61,160
Prosecuting Earnings	1,681	1,550	1,430	1,600	1.0%	1,554	1,570	1,590	1,610	1,630
Accident reports	4,860	4,950	3,750	4,700	1.0%	4,200	4,240	4,280	4,320	4,360
Map Sales	1,764	45	-	-		-	-	-	-	-
Rent	289,290	318,490	334,180	348,380	2.0%	313,987	320,270	326,680	333,210	339,870
911 Fees	1,859,007	1,760,952	1,905,700	2,089,100		1,962,900	1,982,500	2,002,300	2,022,300	2,042,500
<i>911 Fees % Inc/(Dec)</i>	0.3%	-5.3%	8.2%	18.6%		3.0%	1.0%	1.0%	1.0%	1.0%
Franchise Agreements	518,503	522,938	544,000	544,000		554,900	560,400	566,000	571,700	577,400
<i>Franchise Fees % Inc/(Dec)</i>	10.2%	0.9%	4.0%	4.0%		2.0%	1.0%	1.0%	1.0%	1.0%
IRP fees	12,069	15,680	15,000	15,000	1.0%	15,800	15,960	16,120	16,280	16,440
Jail fees	69,244	112,557	98,000	100,000	0.5%	98,000	98,490	98,980	99,470	99,970
Interest	33,063	31,436	36,070	32,170	0.2%	32,871	32,940	33,010	33,080	33,150
Misc revenue	1,982	40,711	23,558	23,558	1.0%	29,800	30,100	30,400	30,700	31,010
Sheriff Commission	11,536	11,581	11,520	11,600	1.0%	11,600	11,720	11,840	11,960	12,080
Table Games	736,573	634,044	544,200	544,200		479,400	455,400	432,600	423,900	415,400
<i>Table Games % Inc/(Dec)</i>	-13.7%	-13.9%	-14.2%	-14.2%		-11.9%	-5.0%	-5.0%	-2.0%	-2.0%
Recycling / Scrap Revenue	2,830	4,076	-	-		-	-	-	-	-
Filing Fees	10,752	-	-	-		-	-	-	-	-
Video Lottery	3,183,492	3,038,420	2,941,500	2,941,500		2,868,000	2,810,600	2,754,400	2,699,300	2,645,300
<i>Video Lottery % Inc/(Dec)</i>	-2.4%	-4.6%	-3.2%	-3.2%		-2.5%	-2.0%	-2.0%	-2.0%	-2.0%
Defeasance of Debt	19,827	40,226	-	-		-	-	-	-	-
Reimbursements	166,213	230,065	170,000	173,600	1.0%	178,500	180,290	182,090	183,910	185,750
Gain/Loss on Sale of Fixed Assets	-	10,726	-	-		-	-	-	-	-
Charges to other entities	8,427	70,098	100,000	-		-	-	-	-	-
Trans from other entities	-	36,430	-	-		-	-	-	-	-
General School Reimbursements	186,714	266,698	264,000	264,000	1.0%	264,000	266,640	269,310	272,000	274,720
Trns Assessor Val fund	446,341	485,329	515,250	515,250	2.0%	529,664	540,260	551,070	562,090	573,330
Total Revenue	23,217,035	24,698,543	24,344,888	24,962,335		25,220,820	25,686,596	26,220,006	26,776,836	27,355,726

Jefferson County Commission
General Fund
Five Year Projection (FY2020 - FY2024)

	2 Year Actuals		Projected			Projection				
	Actual	Actual	FY19		Proj	Budget	TREND	TREND	TREND	TREND
	FY17	FY18	Projection	Budget	Chg %	FY20	FY21	FY22	FY23	FY24
Expenditures										
Commission	1,744,138	1,803,308	1,903,337	1,918,337	2.0%	1,939,251	1,978,040	2,017,600	2,057,950	2,099,110
Employee Increases (~2% Merit)	-	-	-	-		150,000	153,000	156,060	159,181	162,365
Employee Increases (0.7% COLA)	-	-	-	-		68,250	53,550	54,621	55,713	56,828
95X New Requests	-	-	-	-		48,010	-	-	-	-
Health Increases (5%)	-	-	-	-		115,000	120,750	126,788	133,127	139,783
County Clerk	697,793	689,210	701,760	716,760	2.0%	715,724	730,040	744,640	759,530	774,720
Circuit Clerk	569,916	603,737	609,407	624,407	2.0%	632,195	644,840	657,740	670,890	684,310
Sheriff's Tax Office	542,542	534,898	519,467	534,467	2.0%	545,389	556,300	567,430	578,780	590,360
Prosecuting Attorney	1,761,541	1,802,123	1,810,538	1,825,538	2.0%	1,790,280	1,826,090	1,862,610	1,899,860	1,937,860
Assessor	520,887	503,027	534,183	539,183	2.0%	536,383	547,110	558,050	569,210	580,590
Assesor Valuation Fund	446,341	489,362	515,250	515,250	2.0%	529,664	540,260	551,070	562,090	573,330
State Wide Computer Network	52,849	54,879	54,871	54,871	2.0%	43,110	43,970	44,850	45,750	46,670
Agricultural Agent	122,585	104,774	129,464	134,464	2.0%	135,994	138,710	141,480	144,310	147,200
County Clerk Elections	293,706	314,493	297,666	302,666	2.0%	304,470	310,560	316,770	323,110	329,570
Magistrate Court	2,301	2,365	2,500	2,000	2.0%	3,000	3,060	3,120	3,180	3,240
Maintenance Dept	1,119,985	1,025,702	1,047,483	1,047,483	3.0%	1,123,805	1,157,520	1,192,250	1,228,020	1,264,860
Other Building	535,397	666,808	591,200	591,200	2.0%	642,200	655,040	668,140	681,500	695,130
Data Processing (IT)	389,961	363,558	422,389	437,389	2.0%	584,614	596,310	608,240	620,400	632,810
RDA	19,794	19,794	19,795	19,795	2.0%	19,795	20,190	20,590	21,000	21,420
EC Development	471,372	505,337	548,857	548,857	2.0%	661,026	674,250	687,740	701,490	715,520
Engineering, Planning, Zoning, GIS	1,391,517	1,342,956	1,453,956	1,468,956	2.0%	1,448,613	1,477,590	1,507,140	1,537,280	1,568,030
Contingency for Emergencies	-	-	-	195,382		200,000	200,000	200,000	200,000	200,000
Law Enforcement	3,722,266	4,191,733	4,331,516	4,371,516	2.0%	4,642,811	4,735,670	4,830,380	4,926,990	5,025,530
Service of Process	17,606	23,122	18,700	18,700		19,100	19,000	19,000	19,000	19,000
Regional Jail	1,507,475	1,582,600	1,650,000	1,850,000	2.0%	1,500,000	1,530,000	1,560,600	1,591,810	1,623,650
Regional Jail % Inc/(Dec)	26.0%	5.0%	4.3%	16.9%		-9.1%	2.0%	2.0%	2.0%	2.0%
Homeland Security	233,099	222,794	237,579	267,579	2.0%	267,414	272,760	278,220	283,780	289,460
Communication Center (911)	1,840,282	1,791,156	2,008,697	2,068,697	2.0%	2,504,832	2,554,930	2,606,030	2,658,150	2,711,310
JCESA - Ambulance	1,537,894	2,024,472	2,084,291	2,084,291	2.0%	2,623,820	2,676,300	2,729,830	2,784,430	2,840,120
JCESA - Fire	595,000	665,000	665,000	665,000	0.0%	770,000	770,000	770,000	770,000	770,000
Animal Control	299,184	221,007	278,357	293,357	2.0%	263,003	268,260	273,630	279,100	284,680
Central Garage	256,812	317,514	280,857	280,857	6.0%	322,050	341,370	361,850	383,560	406,570
Health Department	77,400	79,550	79,980	79,980	2.0%	144,380	147,270	150,220	153,220	156,280
Landfill	-	-	-	-		-	-	-	-	-
Parks and Recreation	744,109	728,587	745,402	726,306	2.9%	812,536	789,833	810,925	833,972	857,023
Arts and Humanities	15,510	14,767	15,380	14,532	5.0%	17,949	16,956	17,804	18,694	19,629
Historical Commission	22,967	21,867	22,806	21,550	5.0%	38,913	25,108	26,364	27,682	29,066
Visitors Bureau	397,757	383,280	384,500	363,300	5.0%	433,725	423,910	445,105	467,360	490,730
Library	330,000	330,000	330,000	330,000	0.0%	370,000	370,000	370,000	370,000	370,000
Senior Citizens	-	-	-	-		-	-	-	-	-
Public Transit	20,000	20,000	20,000	20,000		25,000	25,000	25,000	25,000	25,000
Total Expenditures	22,299,986	23,443,780	24,315,188	24,932,670		26,992,306	27,393,548	27,961,887	28,545,120	29,141,754
Net Surplus / (Deficit)	917,049	1,254,763	29,700	29,665		(1,771,486)	(1,706,952)	(1,741,880)	(1,768,283)	(1,786,028)

Jefferson County Commission
 General Fund
 Five Year Projection (FY2020 - FY2024)

	2 Year Actuals		FY19		Proj Budget Chg %	Projection			
	Actual	Actual				TREND	TREND	TREND	TREND
	FY17	FY18	Projection	Budget		FY21	FY22	FY23	FY24
Net Surplus / (Deficit)	917,049	1,254,763	29,700	29,665	(1,771,486)	(1,706,952)	(1,741,880)	(1,768,283)	(1,786,028)
Transfers from/ (to) Other Funds									
Transfers to Capital Outlay Fund									
<i>Trns to Capital Fund (5% Gambling)</i>	<i>(194,000)</i>	<i>(388,000)</i>	<i>(350,000)</i>	<i>(562,000)</i>	<i>(729,400)</i>	<i>(892,700)</i>	<i>(1,052,100)</i>	<i>(1,208,300)</i>	<i>(1,361,300)</i>
<i>Trns to Capital Fund</i>	<i>(1,196,981)</i>	<i>(583,200)</i>	<i>-</i>	<i>(38,755)</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
Subtotal Trns to Capital Outlay Fund	(1,390,981)	(971,200)	(350,000)	(600,755)	(729,400)	(892,700)	(1,052,100)	(1,208,300)	(1,361,300)
Trns to Financial Stabilization Fund	(610,013)	-	-	-	-	-	-	-	-
Trns from Coal Severance Fund	-	70,000	50,000	70,000	-	-	-	-	-
Trns from (to) Other Funds	132,925	163,213	-	-	-	-	-	-	-
Total Transfers Out of General Fund	(1,868,069)	(737,987)	(300,000)	(530,755)	(729,400)	(892,700)	(1,052,100)	(1,208,300)	(1,361,300)
Net Uses of Funds -Surplus/(Deficit)	(951,020)	516,776	(270,300)	(501,090)	(2,500,886)	(2,599,652)	(2,793,980)	(2,976,583)	(3,147,328)
Fund Balance									
Beginning Fund Balance	5,450,887	4,669,371	5,186,147	5,186,147	4,685,057	2,184,171	(415,481)	(3,209,461)	(6,186,045)
Prior Period Adjustments	169,504	-	-	-	-	-	-	-	-
Net Change in Fund Balance	(951,020)	516,776	(270,300)	(501,090)	(2,500,886)	(2,599,652)	(2,793,980)	(2,976,583)	(3,147,328)
Ending Fund Balance	4,669,371	5,186,147	4,915,847	4,685,057	2,184,171	(415,481)	(3,209,461)	(6,186,045)	(9,333,372)
Fund Balance as a % of Operating Exp	20.94%	22.12%	20.22%	18.79%	8.09%	-1.52%	-11.48%	-21.67%	-32.0%

Jefferson County Commission
Capital Outlay Fund Project Listing
FY20 thru FY24

Priority (1-5)	Description	Page No.	Location/Building	FY18 Budget	FY19 Budget	Projection for FY20 thru FY24					Project Total
						FY20	FY21	FY22	FY23	FY24	
1	Courthouse Repairs	2	Courthouse	\$0	\$150,000	\$150,000	\$200,000	\$150,000	\$150,000	\$150,000	\$800,000
1	Magistrate Court-2nd Floor	3	Courthouse	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
1	Lagoon & Sinkhole Construction	4	Bardane Industrial Park	\$0	\$250,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
1	Financial System	5	IT Data Processing	\$301,675	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
1	IBMAS400	6	IT Data Processing	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
1	911 Center Monitor Replacement	7	IT Data Processing	\$0	\$0	\$12,500	\$0	\$0	\$0	\$0	\$12,500
2	Replacement Vehicle	8	Sheriff Law Enforcement	\$80,000	\$183,000	\$183,000	\$210,000	\$220,000	\$220,000	\$220,000	\$1,053,000
2	Replacement Vehicle	9	Animal Control	\$45,000	\$0	\$0	\$44,000	\$44,000	\$0	\$44,000	\$132,000
2	Parking Area Downtown	10	Downtown Campus	\$0	\$0	\$55,000	\$0	\$0	\$0	\$0	\$55,000
2	Demo or Repair	11	Smoot Building	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0
3	Air Handler	12	Public Services Center	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
5	Lighting Retro	13	All Buildings	\$15,000	\$0	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$60,000
3	Remodel / Renovations	14	Animal Control / Old School House	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
3	Vehicle Replacement	15	Engineering	\$0	\$25,000	\$25,000	\$0	\$0	\$25,000	\$0	\$50,000
4	Elevator	16	Mason/Moffit Buildings	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0	\$250,000
5	Area Between Buildings	17	Sheriff & 911 Communications	\$0	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
1	Impact Fee Recalculation	18	Engineering	\$0	\$0	\$55,000	\$0	\$0	\$0	\$0	\$55,000
3	Bolivar-Harpers Ferry Public Library	19	Building Renovations	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
3	Shepherdstown Public Library	20	Building Renovations	\$0	\$100,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
3	Historical Commision	21	Building & Site Renovations	\$0	\$0	\$0	\$0	\$0	\$0	\$270,000	\$270,000
5	Police Headquarters	22	Building Purchase & Renovation	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000
1	County Campus	23	Building Purchases, Demo,	\$0	\$0	\$10,000,000	\$0	\$0	\$0	\$0	\$10,000,000
5	Police Substation	24	Renovation	\$0	\$0	\$0	\$0	\$0	\$0	\$2,200,000	\$2,200,000
5	JCESA Expansion	25	JCESA	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$2,000,000
1	JCESA Vehicles & Eqpt	26	JCESA	\$0	\$0	\$120,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000
Totals				\$1,160,675	\$733,000	\$11,665,500	\$699,000	\$489,000	\$470,000	\$7,459,000	\$20,782,500

	FY18 Actual	FY19 Budget	Projection for FY20 thru FY24				
			FY20	FY21	FY22	FY23	FY24
Beginning Fund Balance	3,112,922	3,434,108	3,088,768	2,106,960	1,149,060	646,160	318,460
Transfers from General Fund	971,200	600,755	729,400	892,700	1,052,100	1,208,300	1,361,300
Transfers from Financial Stab Fund	-	210,013	200,000	200,000	-	-	-
Bond Proceeds	-	-	10,870,000	-	-	-	8,036,000
Other Revenues	17,112	15,000	15,000	15,000	15,000	15,000	15,000
Less: Debt Payments	180,108	180,108	180,108	-	-	-	-
Less: Bond Issuance Costs 8%	-	-	869,600	135,600	-	-	1,336,000
Less: Bond Debt Pmts 4%-15 YR	-	-	-	1,000,000	1,000,000	1,000,000	1,200,000
Less: ESA Debt Payment	61,000	81,000	81,000	81,000	81,000	81,000	81,000
Less: Expenditures	426,018	910,000	11,665,500	849,000	489,000	470,000	7,459,000
Ending Fund Balance	3,434,108	3,088,768	2,106,960	1,149,060	646,160	318,460	(345,240)

Fund Balance Requirements	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Minimum Reserve Met	No	Yes	Yes	Yes	No	No	No	No
(Per JCC Cap Outlay Policy 307)								

Jefferson County Commission
 Capital Outlay Fund Project Listing
 FY20 thru FY24

Priority (1-5)	Description	Page No.	Location/Building	FY18 Budget	FY19 Budget	Projection for FY20 thru FY24					Project Total
						FY20	FY21	FY22	FY23	FY24	
1	Fire Escape		Moffit/Old Jail	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1	Tax Office Remodel		Tax Office/Moffit	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1	Maintenance Van		Maintenance	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1	WW Trmt Plant Decommission		Engineering	\$39,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1	NICE Audio Recorders		Communications Center	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1	9-1-1 Telephone System		Communications Center	\$440,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	HVAC		Hunter House	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3	HVAC		Communications Center	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1	Courthouse Repairs	2	Courthouse	\$0	\$150,000	\$150,000	\$200,000	\$150,000	\$150,000	\$150,000	\$800,000
1	Magistrate Court-2nd Floor Renovations	3	Courthouse	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
1	Lagoon & Sinkhole Construction	4	Bardane Industrial Park	\$0	\$250,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
1	Financial System	5	IT Data Processing	\$301,675	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
1	IBM AS400	6	IT Data Processing	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
1	911 Center Monitor Replacement	7	IT Data Processing	\$0	\$0	\$12,500	\$0	\$0	\$0	\$0	\$12,500
2	Replacement Vehicle	8	Sheriff Law Enforcement	\$80,000	\$183,000	\$183,000	\$210,000	\$220,000	\$220,000	\$220,000	\$1,053,000
2	Replacement Vehicle	9	Animal Control	\$45,000	\$0	\$0	\$44,000	\$44,000	\$0	\$44,000	\$132,000
2	Parking Area Downtown	10	Downtown Campus	\$0	\$0	\$55,000	\$0	\$0	\$0	\$0	\$55,000
2	Demo or Repair	11	Smoot Building	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0
3	Air Handler	12	Public Services Center	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
5	Lighting Retro	13	All Buildings	\$15,000	\$0	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$60,000
3	Remodel / Renovations	14	Animal Control / Old School House	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
3	Vehicle Replacement	15	Engineering	\$0	\$25,000	\$25,000	\$0	\$0	\$25,000	\$0	\$50,000
4	Elevator	16	Mason/Moffit Buildings	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0	\$250,000
5	Area Between Buildings	17	Sheriff & 911 Communications	\$0	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
1	Impact Fee Recalculation	18	Engineering	\$0	\$0	\$55,000	\$0	\$0	\$0	\$0	\$55,000
3	Bolivar-Harpers Ferry Public Library	19	Building Renovations	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
3	Shepherdstown Public Library	20	Building Renovations	\$0	\$100,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
3	Historical Commission	21	Building & Site Renovations	\$0	\$0	\$0	\$0	\$0	\$0	\$270,000	\$270,000
5	Police Headquarters	22	Building Purchase & Renovation	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000
1	County Campus	23	Building Purchases, Demo, Construction	\$0	\$0	\$10,000,000	\$0	\$0	\$0	\$0	\$10,000,000
5	Police Substation	24	Renovation	\$0	\$0	\$0	\$0	\$0	\$0	\$2,200,000	\$2,200,000
5	JCESA Expansion	25	JCESA	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$2,000,000
1	JCESA Vehicles & Eqpt	26	JCESA	\$0	\$0	\$120,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000
Totals				\$1,160,675	\$733,000	\$11,665,500	\$699,000	\$489,000	\$470,000	\$7,459,000	\$20,782,500

	FY18 Actual	FY19 Budget	Projection for FY20 thru FY24				
			FY20	FY21	FY22	FY23	FY24
Beginning Fund Balance	3,112,922	3,434,108	3,088,768	2,106,960	1,149,060	646,160	318,460
Transfers from General Fund	971,200	600,755	729,400	892,700	1,052,100	1,208,300	1,361,300
Transfers from Financial Stab Fund	-	210,013	200,000	200,000	-	-	-
Bond Proceeds	-	-	10,870,000	-	-	-	8,036,000
Other Revenues	17,112	15,000	15,000	15,000	15,000	15,000	15,000
Less: Debt Payments	180,108	180,108	180,108	-	-	-	-
Less: Bond Issuance Costs 8%	-	-	869,600	135,600	-	-	1,336,000
Less: Bond Debt Pmts 4%-15 YR	-	-	-	1,000,000	1,000,000	1,000,000	1,200,000
Less: ESA Debt Payment	61,000	81,000	81,000	81,000	81,000	81,000	81,000
Less: Expenditures	426,018	910,000	11,665,500	849,000	489,000	470,000	7,459,000
Ending Fund Balance	3,434,108	3,088,768	2,106,960	1,149,060	646,160	318,460	(345,240)
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	No	Yes	Yes	Yes	No	No	No

(Per JCC Cap Outlay Policy 307)

Jefferson County Commission
Capital Outlay Fund

Description	Budget	FY17 Expensed Amount	FY18 Expensed Amount	FY19 Expensed Amount	Total Expensed Amount	Remaining Amount
<i>C/O Projects</i>						
201 N George St JC17/201	FY17 1,974	1,974			1,974	-
Magistrate Ct 3rd Floor Reno JC1707C3	FY17 450,000	455,449	24,625	-	480,074	(30,074)
Courthouse Windows JC1701CW	FY17 100,000		52,200	79,200	131,400	(31,400)
Fire Escape (Moffit) JC1702FE	FY17 40,000		36,445	19,987	56,432	(16,432)
Tax Office Remodel JC1703TX	FY17 20,000		11,230		11,230	8,770
Fire Alarm Mason JC1704FA	FY17 15,000	12,778	2,061		14,839	161
Hunter House Windows JC1705HH	FY17 20,000			549	549	19,451
Lighting Retro JC1706LR	FY17 15,000	12,939			12,939	2,061
Utility Vehicle-Bobcat	FY17 33,800	31,716			31,716	2,084
Elections Pollbook Payment	FY17 178,488	178,488			178,488	-
Subtotal FY17	874,262	693,344	126,561	99,736	919,640	(45,378)
Maintenance Van	FY18 25,000		20,295		20,295	4,705
WWTP Plant Decommission JC1801WW	FY18 39,000		19,248		19,248	19,752
NICE Audio Recorders JC1802AR	FY18 80,000		78,180 *		78,180 *	1,820
911 Telephone System JC1803TS	FY18 440,000				-	440,000
Financial System JC1804ER	FY18 301,675		59,373 **	21,510	80,883 **	220,792
Hunter House HVAC JC1805HH	FY18 35,000				-	35,000
Comm Ctr HVAC JC1806CC	FY18 40,000				-	40,000
Animal Control Vehicle	FY18 45,000		43,175		43,175	1,825
Sheriff Vehicles	FY18 80,000		79,186		79,186	814
Lighting Retro JC1706LR	FY18 15,000		-		-	15,000
Elections Pollbook Payment	FY18 180,108		180,108		180,108	-
ESA Mtg Pmt	FY18 70,000		61,000		61,000	9,000
Subtotal FY18	1,350,783	-	540,565	21,510	562,075	788,708
Courthouse Repairs JC1001	FY19 150,000				-	150,000
Lagoon & Sinkhole Const	FY19 250,000			214,949	214,949	35,051
Sheriff Vehicles	FY19 183,000			151,191	151,191	31,809
Smoot Building Repairs	FY19 25,000				-	25,000
Eng Vehicle	FY19 25,000			22,614	22,614	2,386
Shepherdstown Library	FY19 100,000			100,000	100,000	-
Elections Pollbook Payment	FY19 180,108				-	180,108
ESA Mtg Pmt	FY19 81,000				-	81,000
Subtotal FY19	994,108	-	-	488,754	488,754	505,354
Totals	3,219,153	693,344	667,126	610,000	1,970,469	1,248,684

*Contract has been signed, work has not been completed yet for Nice Audio Recorders \$78,180

** Contract has been signed with Tyler Technologies for part of this project \$207,050

	FY18	FY19
Beginning Fund Balance	3,112,922	3,434,108
Transfers in from General Fund	971,200	600,755
Interest Earned	17,112	15,000
Expenditures YTD	(667,126)	(610,000)
Expenditures Projection to Year End		(300,000)
Ending Fund Balance	<u>3,434,108</u>	<u>3,139,863</u>

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

Project Name Building Repairs
Project Number



Project Picture

Type Maintenance **Department** Maintenance
Useful Life 1 year **Contact** Bill Polk
Category Buildings & Structures **Priority** 1
Location Maintenance
Fiscal Year Submitted FY 2019

Project Description

Repairs to exterior of Courthouse and other County Buildings.

Justification

Estimated Project Time

Budget Impact/Other

FY19: 'No bids received for the Courthouse exterior at this time and no similar projects to base a cost estimate; however, construction costs could be in the range of \$150,000 to \$300,000

Previously Approved Budget

Expenditures	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Buildings & Structures	150,000	200,000	150,000	150,000	150,000	800,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	150,000	200,000	150,000	150,000	150,000	800,000

Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
General Fund Transfers to CIP	150,000	200,000	150,000	150,000	150,000	800,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	150,000	200,000	150,000	150,000	150,000	800,000

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

Project Name Remodel-2nd floor Magistrate Court-3rd courtroom
Project Number



Project Picture

Type Maintenance **Department** Maintenance
Useful Life 1 year **Contact** Bill Polk
Category Buildings & Structures **Priority** 1
Location Courthouse
Fiscal Year Submitted FY 2019

Project Description

Remodel and renovations to the 2nd floor of the Courthouse to add a 3rd courtroom and remove several offices.

Justification

Estimated Project Time

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 \$250,000 to \$300,000

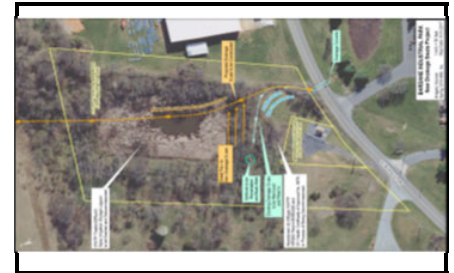
Expenditures	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Buildings & Structures	300,000	-	-	-	-	300,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	300,000	-	-	-	-	300,000

Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
General Fund Transfers to CIP	300,000	-	-	-	-	300,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	300,000	-	-	-	-	300,000

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

Project Name Construction-Lagoon Decommission & Sinkhole Remediation
Project Number



Project Picture

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

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

Previously Approved Budget	\$ 250,000					
Expenditures	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Buildings & Structures	50,000	-	-	-	-	50,000
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	50,000	-	-	-	-	50,000
Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
General Fund Transfers to CIP	50,000	-	-	-	-	50,000
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	50,000	-	-	-	-	50,000
Project Total	\$ 300,000					

Capital Improvement Program
Jefferson County Commission, West Virginia

FY'20 thru FY'24

Project Name Financial System
Project Number



Project Picture

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

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

Previously Approved Budget		\$ 301,675				
Expenditures	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Software & Equipment	-	100,000	-	-	-	100,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	100,000	-	-	-	100,000
Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Fund Balance Carry Forward from FY 18	-	-	-	-	-	-
Transfers to CIP from General Fund	-	100,000	-	-	-	100,000
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	100,000	-	-	-	100,000
Project Total	\$ 301,675					

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

Project Name IBM AS/400 Hardware Replacement
Project Number



Project Picture

Type Replacement **Department** IT Data Processing
Useful Life 7 Years **Contact** Russ Burgess
Category Computer Hardware **Priority** 1
Location IT Department
Fiscal Year Submitted FY20

Project Description

The AS/400 hardware/software will no longer be supported by IBM without replacement.

Justification

The IBM AS/400 must be replaced to maintain support and maintenance agreements for the hardware and software to support the tax office.

Estimated Project Time

Must be completed in September of 2020 to maintain support and maintenance contracts.

Budget Impact/Other

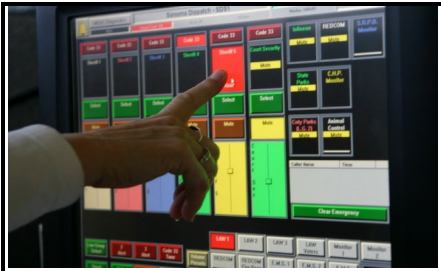
This cost should not have to be incurred again within the next 7 years.

Previously Approved Budget	\$ -					
Expenditures	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Software & Equipment	45,000	-	-	-	-	45,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	45,000	-	-	-	-	45,000
Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Capital Outlay Fund	45,000	-	-	-	-	45,000
Transfers to CIP from General Fund	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	45,000	-	-	-	-	45,000
Project Total	\$ 45,000					

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

Project Name 911 Center Monitor Replacement
Project Number



Project Picture

Type Replacement **Department** IT Data Processing
Useful Life 8 Years **Contact** Russ Burgess
Category Computer **Priority** 1
Location 911 Comm Center
Fiscal Year Submitted FY20

Project Description

Replacement of the 911 Center Monitor equipment, Dispatch Monitors

Justification

The monitors in the dispatch center are approximately 10 years old and are failing

Estimated Project Time

Project should be completed within one month time frame.

Budget Impact/Other

This cost should not have to be incurred again within the next 8 years.

Previously Approved Budget	\$ -					
Expenditures	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Equipment	12,500	-	-	-	-	12,500
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	12,500	-	-	-	-	12,500
Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Capital Outlay Fund	12,500	-	-	-	-	12,500
Transfers to CIP from General Fund	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	12,500	-	-	-	-	12,500
Project Total	\$ 12,500					

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

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.

Expenditures	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Vehicles	210,000	210,000	220,000	220,000	220,000	1,080,000
						-
						-
Total	210,000	210,000	220,000	220,000	220,000	1,080,000
Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
General Fund Transfers to CIP	210,000	210,000	220,000	220,000	220,000	1,080,000
						-
						-
Total	210,000	210,000	220,000	220,000	220,000	1,080,000

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

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'20	FY'21	FY'22	FY'23	FY'24	Total
Vehicles	-	44,000	44,000	-	44,000	132,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	44,000	44,000	-	44,000	132,000

Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
General Fund Transfers to CIP	-	44,000	44,000	-	44,000	132,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	44,000	44,000	-	44,000	132,000

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

Project Name	Parking Area Downtown
Project Number	4



Project Picture

Type	Repair	Department	Maintenance
Useful Life	10 years +	Contact	Bill Polk
Category		Priority	2
Location	Charles Town		
Fiscal Year Submitted	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.

Expenditures	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Material and Labor	55,000	-	-	-	-	55,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	55,000	-	-	-	-	55,000

Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
General Fund	55,000	-	-	-	-	55,000
State Grant	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	55,000	-	-	-	-	55,000

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

Project Name	Smoot Bldg
Project Number	3



Project Picture

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

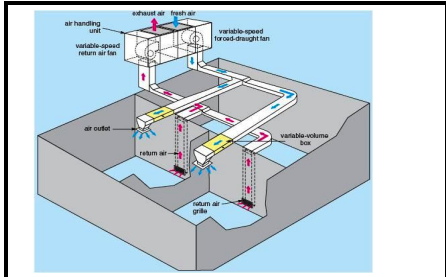
Budget Impact/Other

Previously Approved Budget	\$ 25,000					
Expenditures	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Maintenance	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-
Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
General Fund Transfers to CIP	-	-	-	-	-	-
State Grant	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	-	-
Project Total	\$ 25,000					

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

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

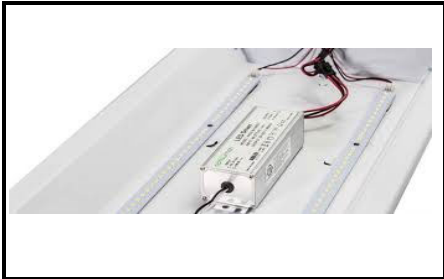
Expenditures	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Maintenance	100,000	-	-	-	-	100,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	100,000	-	-	-	-	100,000

Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
General Fund Transfers to CIP	100,000	-	-	-	-	100,000
State Grant	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	100,000	-	-	-	-	100,000

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

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 5

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'20	FY'21	FY'22	FY'23	FY'24	Total
Maintenance	-	15,000	15,000	15,000	15,000	60,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	15,000	15,000	15,000	15,000	60,000

Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
General Fund Transfers to CIP	-	15,000	15,000	15,000	15,000	60,000
State Grant	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	15,000	15,000	15,000	15,000	60,000

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

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

Expenditures	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Maintenance	100,000	-	-	-	-	100,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	100,000	-	-	-	-	100,000

Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
General Fund Transfers to CIP	100,000	-	-	-	-	100,000
State Grant	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	100,000	-	-	-	-	100,000

Capital Improvement Program
Jefferson County Commission, West Virginia

FY'20 thru FY'24

Project Name	Engineering Vehicles
Project Number	



Project Picture

Type	Replacement	Department	Engineering
Useful Life	10 Years	Contact	Roger Goodwin
Category	Automobiles & Trucks	Priority	3
Location	Engineering		
Fiscal Year Submitted	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.

Expenditures	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Automobiles & Trucks	25,000	-	-	25,000	-	50,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	25,000	-	-	25,000	-	50,000

Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
General Fund Transfers to CIP	25,000	-	-	25,000	-	50,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	25,000	-	-	25,000	-	50,000

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

Project Name	Elevator for Mason/Moffit
Project Number	



Project Picture

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

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

Expenditures	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Equipment	250,000	-	-	-	-	250,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	250,000	-	-	-	-	250,000

Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
General Fund Transfers to CIP	250,000	-	-	-	-	250,000
State Grant	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	250,000	-	-	-	-	250,000

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

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.

Expenditures	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Professional Services/	-	70,000	-	-	-	70,000
Construction/Labor	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	70,000	-	-	-	70,000

Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
General Fund Transfers to CIP	-	70,000	-	-	-	70,000
State Grant	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	70,000	-	-	-	70,000

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

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'20	FY'21	FY'22	FY'23	FY'24	Total
Contracted Services - Consultant	55,000	-	-	-	-	55,000
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	55,000	-	-	-	-	55,000

Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
General Fund Transfers to CIP	35,000	-	-	-	-	35,000
Board of Education	20,000	-	-	-	-	20,000
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	55,000	-	-	-	-	55,000

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

Project Name Bolivar - Harpers Ferry Library
Project Number



Project Picture

Type Improvement **Department** Libraries
Useful Life 30 Years **Contact** Sara Curley
Category Buildings **Priority** 3
Location Bolivar-Harpers Ferry
Fiscal Year Submitted FY20

Project Description

Bolivar-Harpers Ferry Public Library is requesting \$20,000.00 for capital outlay funds that would go to the restoration and renovation of the library building. We would like to use a PowerPoint during the presentation to provide figures and images to illustrate what areas need to be maintained. This includes both the exterior and interior of the building. There are no state grants available for bricks and mortar, and the county is one of the funding authorities for Bolivar-Harpers Ferry Public Library.

Justification

This request will be used entirely to take care of the issues concerning the physical condition of the library. Many areas need to be addressed and resolved so they do not get any worse. To repair and restoring the building, will save money on the building in the long run, so damage isn't compounded.

Estimated Project Time

Budget Impact/Other

One-time Contribution

Previously Approved Budget							
		FY'20	FY'21	FY'22	FY'23	FY'24	Total
Expenditures							
Contributions to Other Entities		20,000	-	-	-	-	20,000
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Total		20,000	-	-	-	-	20,000
Funding Sources							
General Fund Transfers to CIP		20,000	-	-	-	-	20,000
Impact Fees		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Total		20,000	-	-	-	-	20,000
Project Total		\$ 20,000					

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

Project Name Shepherdstown Public Library
Project Number



Project Picture

Type Improvement **Department** Libraries
Useful Life 30 Years **Contact** Hali Taylor
Category Buildings **Priority** 3
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

Previously Approved Budget	\$ 100,000					
Expenditures	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Contributions to Other Entities	200,000	-	-	-	-	200,000
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	200,000	-	-	-	-	200,000
Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
General Fund Transfers to CIP	200,000	-	-	-	-	200,000
Impact Fees	-	-	-	-	-	-
	-	-	-	-	-	-
Total	200,000	-	-	-	-	200,000
Project Total	\$ 300,000					

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

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 \$70,000
 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

Expenditures	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Contributions to Other Entities	-	-	-	-	270,000	270,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	270,000	270,000

Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
General Fund Transfers to CIP	-	-	-	-	270,000	270,000
Impact Fees	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	270,000	270,000

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

Project Name Police Headquarters
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 FY19

Project Description

Purchase and renovations to a building in the County Seat for the Sheriff's headquarters.

Justification

Estimated Project Time

Budget Impact/Other

Expenditures	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Buildings	-	-	-	-	2,500,000	2,500,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	2,500,000	2,500,000

Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Bond Proceeds	-	-	-	-	2,500,000	2,500,000
Impact Fees	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	2,500,000	2,500,000

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

Project Name County Campus
Project Number



Project Picture

Type Improvement **Department** Commission
Useful Life 30 Years **Contact** Bill Polk
Category Buildings **Priority** 1
Location To be determined
Fiscal Year Submitted FY19

Project Description

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

Justification

Estimated Project Time

Budget Impact/Other

Expenditures	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Buildings	10,000,000	-	-	-	-	10,000,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	10,000,000	-	-	-	-	10,000,000

Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Bond Proceeds	10,000,000	-	-	-	-	10,000,000
Impact Fees	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	10,000,000	-	-	-	-	10,000,000

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

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'20	FY'21	FY'22	FY'23	FY'24	Total
Buildings	-	-	-	-	2,200,000	2,200,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	2,200,000	2,200,000

Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Bond Proceeds	-	-	-	-	2,200,000	2,200,000
Impact Fees	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	2,200,000	2,200,000

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

Project Name JCESA Facility Expansion
Project Number



Project Picture

Type Improvement **Department** JCESA
Useful Life 30 Years **Contact** Allen Keyser
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

Expenditures	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Contributions to Other Agencies for Buildings	-	-	-	-	2,000,000	2,000,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	2,000,000	2,000,000

Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Bond Proceeds	-	-	-	-	2,000,000	2,000,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	-	-	-	-	2,000,000	2,000,000

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'20 thru FY'24

Project Name JCESA Vehicle Replacement Plan
Project Number



Project Picture

Type New Purchase
Useful Life 5-8 years
Category Automobiles
Location JCESA
Fiscal Year Submitted 2020
Department JCESA
Contact Allen Keyser
Priority 1

Project Description

Due to an aging fleet, increased repairs and downtime, the JCESA department needs to build in a regular replacement cycle for its existing vehicles. Currently we have 8 vehicles with median age of 10 years and average mileage of 95,000. We anticipate the need to replace 2 vehicles in FY20 budget and then a minimum of one every year through FY24 in order to maintain service level for the community. The primary use of these vehicles would

Justification

The last new vehicle purchased was in FY18 budget cycle. Prior to that all other vehicles are between 2003 and 2013 and need to be replaced over the next few years.

Estimated Project Time

There will be yearly WV state inspections and routine maintenance costs. Plus the costs of fuel. All of this would be covered out of the existing JCESA budget levels. We do anticipate that the cost of larger repairs and maintenance (i.e. transmissions, engines, etc) will be avoided as we are able to replace the older vehicles each year.

Budget Impact/Other

Expenditures	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Contributions to Other Agencies -Vehicles & Eqpt	120,000	60,000	60,000	60,000	60,000	360,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	120,000	60,000	60,000	60,000	60,000	360,000

Funding Sources	FY'20	FY'21	FY'22	FY'23	FY'24	Total
Capital Outlay Fund	120,000	60,000	60,000	60,000	60,000	360,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total	120,000	60,000	60,000	60,000	60,000	360,000

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Sara Curley**

Department or Organization: **Bolivar-Harpers Ferry Public Library**

Estimation of amount of time needed for appointment: **5 minutes**

Date Requested – 1st Choice: **Feb TBD**

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

Date Requested – 2nd Choice: **Feb TBD**

Subject (*Wording to be placed on agenda*): **Capital Outlay Funds Request for Bolivar-Harpers Ferry Public Library**

Please provide the County Commission with a description of your request or presentation, including any background information: **Bolivar-Harpers Ferry Public Library is requesting \$20,000.00 for capital outlay funds that would go to the restoration and renovation of the library building. We would like to use a PowerPoint during the presentation to provide figures and images to illustrate what areas need to be maintained. This includes both the exterior and interior of the building. There are no state grants available for bricks and mortar, and the county is one of the funding authorities for Bolivar-Harpers Ferry Public Library.**

Is this a funding request? **Y/N YES**

If so, how much? **\$20,000.00**

Provide exact financial impact/request:

This request will be used entirely to take care of the issues concerning the physical condition of the library. Many areas need to be addressed and resolved so they do not get any worse. To repair and restoring the building, will save money on the building in the long run, so damage isn't compounded.

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

Bolivar-Harpers Ferry Public Library requests that the county commit \$20,000.00 in the capital outlay fund for renovation and restoration to resolving some of the issues of the Bolivar-Harpers Ferry Public Library building/infrastructure.

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

If not attached, explain:

I have reached out to multiple contractors with the list of attached issues we need to restore/renovate. However not all of the estimates have been provided. We are waiting to hear back on several of the estimates. Attached are the estimates we have been given either by word of mouth or documented. Attached are a list of building maintenance items to provide insight into some of the areas the library needs to address and fix. These estimates will be ready and supplied for the presentation in February.

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

Contact information: **Sara Curley**

Email address: **sara.curley@martin.lib.wv.us**

Phone Number: **973-975-9567; 304-535-2301**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

Maintenance Needed	Estimate
Exterior paint (at least southern exposure). Damage and touch up needed on other portions of the area	Waiting on estimate
Replace Fascias around ¾ of building and install ventilation: Cause of excess moisture and rotting wood.	Waiting on estimate
Replace/Fix Rotten wood siding.	Waiting on estimate.
Water damage	Waiting on estimate
Spackling, wall repair, cracks, repainting interior	Waiting on estimate
Repaint interior of building: many areas need to be touched up at least.	Waiting on estimate
Carpets Cleaned	720.00 1/11/19
Handicap accessible book drop	Waiting on estimate
Tree removal	535.00 1/10/2019 10:00 am;
Reposition Door (Handicap)	1,500.00 1/16/2019, 2:00pm
Install Handicap friendly book drop.	Waiting on estimate
Refinish circulation desk	250.00 1/16/2019 2:00 pm
Repave/Resurface Parking Lots	8,300.00-11,200.00 (attached document)

ESTIMATE



Harpers Ferry Library

115 Polk Street
Bolivar, Wv 25425

(304) 535-2301

Jefferson Asphalt

9390 Middleway Pike
Charles Town , Wv 25414

Phone: (304) 707-4378

Email: haynesbull@aol.com

Estimate # 000077

Date 01/15/2019

Description

Total

Parking Areas	\$7,400.00
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Paving lot in front. \$3800. Sealing front lot \$900. Doesn't not include stripping. Side lot paving \$7400. Both jobs include milled joints and a tack coat prior to be paved. Both will receive a 1.5 inches of surface asphalt.

Subtotal	\$7,400.00
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Total	\$7,400.00
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By signing this document, the customer agrees to the services and conditions outlined in this document.

Harpers Ferry Library



Capital Development Budget Request FY-20

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, from Schonstedt Instrument Co. 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. Restoration of the stone stationmaster's quarters at Duffield's Depot \$70,000

1. Based on Triad Engineering report, solve basement water problem
 - a. Install electrical service to site
 - b. Install French drains and sump pump to control water
2. Contract for a structural analysis/report
3. Contract for an architectural analysis/report
4. Restore stone portion of structure to 1839 design
5. Restore interior to 1839 design
6. Paint interior and exterior
7. Hold public meetings to determine future use

III. Ruins stabilization and safety upgrades at Shepherdstown Battlefield \$50,000

1. Removal of trees and vegetation from stone foundations
2. Preservation treatment of stone and brick walls
3. Install guardrails along River Rd to protect ruins and visitors



Name: **HALI TAYLOR**

Department or Organization: **SHEPHERDSTOWN PUBLIC LIBRARY**

Estimation of amount of time needed for appointment: **5 MINUTES**

Date Requested – 1st Choice: **FEBRUARY (TBD)**

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

Date Requested – 2nd 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 six 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 almost \$3,000,000. We project that our final costs will be closer to \$3,700,000. Last year, we requested that the County Commission commit to a level of investment equivalent to 10% of the estimated total project cost, which came to approximately \$300,000. We gratefully received \$100,000 last year, so this year we are resubmitting our request for the remaining \$200,000.

Is this a funding request? **YES**

If so, how much? **\$200,000**

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 and families and are catalysts for economic development and growth, and provide access and services for all community members. A critical need in our service area is meeting spaces.**

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): **...that the County Commission commit \$200,000 in capital outlay funds to be allocated to the construction of the new Shepherdstown Public Library facility.**

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. Concept drawings**

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

Contact information:

Email address: taylor_h@martin.lib.wv.us

Phone Number: (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. 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:

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

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

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 19th and early 20th 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.

-
- 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.

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.

-
- 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.

-
- 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.*

ALA/LAMA. ***Building blocks for planning functional library space.*** Lanham, Md. : Scarecrow Press, 2001. Call Number: 022.9 BUILDING.

Barclay, Donald and Eric D. Scott. ***The library renovation, maintenance, and construction handbook*** . New York : Neal-Schuman Publishers, c2011. Call Number: 022.3 BARCLAY.

Bryan, Cheryl for the Public Library Association. ***Managing facilities for results : optimizing space for services.*** Chicago : American Library Association, 2007. Call Number: 022.3 BRYAN.

Bolan, Kimberly. ***Teen spaces : the step-by-step library makeover.*** Chicago : American Library Association, 2009. Call Number: 022.31626 BOLAN.

Feinberg, Sandra and James R. Keller. ***Designing space for children and teens in libraries and public places.*** Chicago : American Library Association, 2010. Call Number: 727.82625 FEINBERG.

Kahn, Ayub. ***Better by design : an introduction to planning and designing a new library building.*** London : Facet Publishing, 2009. Call Number: 727.8 KHAN

Lushington, Nolan. ***Libraries designed for users : a 21st century guide.*** New York : Neal-Schuman Publishers, c2002. Call Number: 022.3 LUSHINGTON.

McCabe, Gerald B. and James R. Kennedy (eds). ***Planning the modern public library building.*** Westport, Conn. : Libraries Unlimited, c2003. Call Number: 022.3 PLANNING.

McCarthy, Richard. ***Managing your library construction project : a step-by-step guide.*** Chicago : American Library Association, 2007. Call Number: 727.8 McCARTHY.

Miller, Kathryn. ***Public libraries going green.*** Chicago : American Library Association, 2010. Call Number: 022.314 MILLER

Mulford, Sam McBane and Ned A. Himmel. ***How green is my library?*** Santa Barbara, Calif. : Libraries Unlimited, c2010. Call Number: 022.3 MCBANE.

Nocera, Jim and Ed Kuhs. ***Library challenges & opportunities. library spaces: future needs (DVD).*** Glen Ellyn, Ill. : College of DuPage Press, c2008. Call Number: DVD 711.57 LIBRARY.

Piotrowicz, Lynn M. and Scott Osgood. ***Building science 101 : a primer for librarians.*** Chicago : American Library Association, 2010. Call Number: 022.31 PIOTROWICZ.

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

SHEPHERDSTOWN PUBLIC LIBRARY



PARKING VIEW

March 23, 2017

Alexander Design Studio

8212 Main Street, Ellicott City, Maryland 21043 | 410.465.8207

SHEPHERDSTOWN PUBLIC LIBRARY



VIEW FROM ABOVE

Alexander Design Studio

March 23, 2017

8212 Main Street, Ellicott City, Maryland 21043 | 410.465.8207

SHEPHERDSTOWN PUBLIC LIBRARY



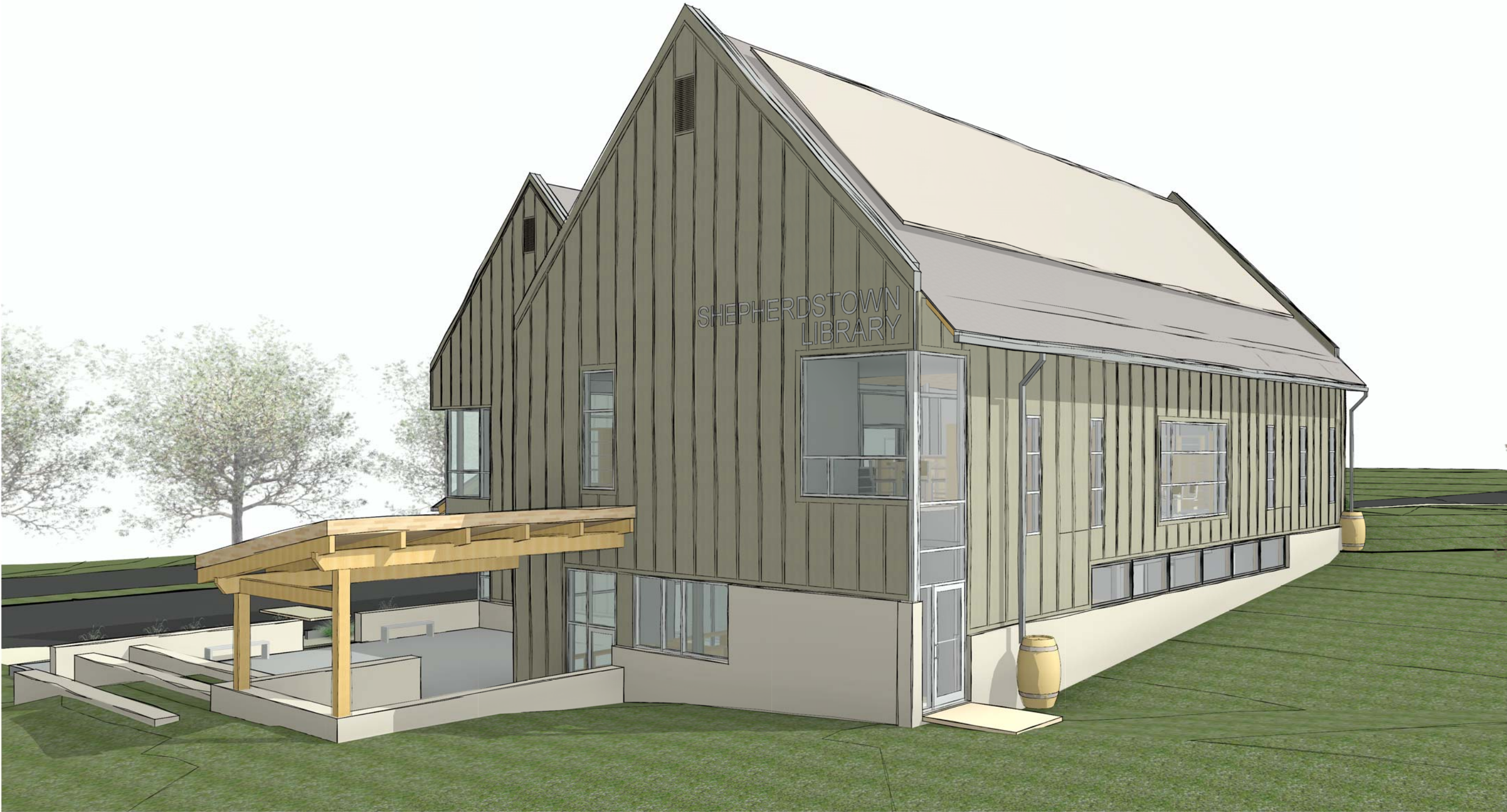
VIEW FROM ENTRANCE DRIVE

March 23, 2017

Alexander Design Studio

8212 Main Street, Ellicott City, Maryland 21043 | 410.465.8207

SHEPHERDSTOWN PUBLIC LIBRARY



VIEW FROM INTERSECTION

March 23, 2017

Alexander Design Studio

8212 Main Street, Ellicott City, Maryland 21043 | 410.465.8207

SHEPHERDSTOWN PUBLIC LIBRARY



VIEW FROM LOWE DRIVE

March 23, 2017

Alexander Design Studio

8212 Main Street, Ellicott City, Maryland 21043 | 410.465.8207

RFP #: 17-432
Jefferson County

**INDEPENDENT AUDITOR'S REPORT OF THE
SHEPHERDSTOWN PUBLIC LIBRARY
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

Fizer & Associates, PLLC
10 Stony Point Road
Charleston, West Virginia 25314
(304) 552-5322

SHEPHERDSTOWN PUBLIC LIBRARY
Schedule of Funds Included in Report
For the Year Ended June 30, 2018

GOVERNMENTAL FUND TYPE

MAJOR FUND

General

SHEPHERDSTOWN PUBLIC LIBRARY

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INTRODUCTORY SECTION

SHEPHERDSTOWN PUBLIC LIBRARY
Board Members
For the Year Ended June 30, 2018

Board Members

Term Expires

Sandra Brown, President

June 30, 2021

John Eggleston, Treasurer

June 30, 2023

Dr. Rosemary Nickerson, Secretary

June 30, 2022

Wayne Goodrich, Member

June 30, 2019

Robert Keller, Member

June 30, 2020

FINANCIAL SECTION

—◆ FIZER & ASSOCIATES, PLLC ◆—

Andrew J. Fizer, Owner | CPA | MBA | CGMA | Certified Forensic Accountant

INDEPENDENT AUDITOR'S REPORT

Honorable Members of the
Shepherdstown Public Library
Shepherdstown, West Virginia 25443

Report on the Financial Statements

We have audited the accompanying financial statements of the Shepherdstown Public Library, West Virginia, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Shepherdstown Public Library, West Virginia's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Shepherdstown Public Library, as of June 30, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Shepherdstown Public Library, West Virginia's basic financial statements. The introductory section is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 5, 2018, on our consideration of the Shepherdstown Public Library, West Virginia's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Shepherdstown Public Library, West Virginia's internal control over financial reporting and compliance.



Fizer & Associates, PLLC
Charleston, WV
December 5, 2018

SHEPHERDSTOWN PUBLIC LIBRARY
Governmental Fund Balance Sheet / Statement of Net Position
June 30, 2018

	<u>General</u>	<u>Adjustments</u> <u>(Note II)</u>	<u>Statement of</u> <u>Net Position</u>
ASSETS AND DEFERRED OUTFLOWS			
Assets:			
Current assets:			
Cash and cash equivalents	\$ 11,899	\$ -	\$ 11,899
Cash and cash equivalents - restricted	40,171	-	40,171
Investments - restricted	<u>2,439,455</u>	<u>-</u>	<u>2,439,455</u>
Total current assets	2,491,525	-	2,491,525
Noncurrent assets:			
Capital assets, net	<u>-</u>	<u>832,308</u>	<u>832,308</u>
Total assets	<u>2,491,525</u>	<u>832,308</u>	<u>3,323,833</u>
DEFERRED OUTFLOWS			
	<u>-</u>	<u>-</u>	<u>-</u>
Total assets and deferred outflows of resources	<u>\$ 2,491,525</u>	<u>\$ 832,308</u>	<u>\$ 3,323,833</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE			
Current liabilities:			
Accounts payable	<u>\$ 13,423</u>	<u>\$ -</u>	<u>\$ 13,423</u>
Total liabilities	<u>13,423</u>	<u>-</u>	<u>13,423</u>
DEFERRED INFLOWS			
	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCE/NET POSITION			
Fund balance:			
Restricted	2,479,626	(2,479,626)	-
Unassigned	<u>(1,524)</u>	<u>1,524</u>	<u>3,310,410</u>
Total fund balance	<u>2,478,102</u>	<u>(2,478,102)</u>	<u>3,310,410</u>
Total liabilities, deferred inflows and fund balance	<u>\$ 2,491,525</u>		
Net position:			
Net investment in capital assets		832,308	832,308
Restricted		2,479,626	2,479,626
Unrestricted		<u>(1,524)</u>	<u>(1,524)</u>
Total net position		<u>\$ 3,310,410</u>	<u>\$ 3,310,410</u>

The accompanying notes are an integral part of these financial statements.

SHEPHERDSTOWN PUBLIC LIBRARY
Statement of Governmental Fund Revenues, Expenditures
and Changes in Fund Balance / Statement of Activities
For the Year Ended June 30, 2018

	<u>General</u>	<u>Adjustments (Note II)</u>	<u>Statement of Activities</u>
EXPENDITURES / EXPENSES			
Governmental activities:			
Culture and recreation - library services	\$ 245,941	\$ (34,492)	\$ 211,449
Depreciation	<u> -</u>	<u> 23,145</u>	<u> 23,145</u>
Total expenditures / expenses	<u>245,941</u>	<u>(11,347)</u>	<u>234,594</u>
PROGRAM REVENUES			
Intergovernmental grants			
State	90,845	-	90,845
Local	127,800	-	127,800
Building for the future campaign	542,349	-	542,349
Donations	4,813	-	4,813
Charges for services	6,110	-	6,110
Miscellaneous	<u> 1,500</u>	<u> -</u>	<u> 1,500</u>
Total program revenues	<u>773,417</u>	<u> -</u>	<u>773,417</u>
Net program expense	<u>527,476</u>	<u> -</u>	<u>538,823</u>
GENERAL REVENUES			
Interest income	<u> 466</u>	<u> -</u>	<u> 466</u>
Total general revenues	<u> 466</u>	<u> -</u>	<u> 466</u>
Excess of revenues over expenses	527,942	(527,942)	-
Change in net position		(539,289)	539,289
Fund balance / net position			
Beginning of year (restated)	<u>1,950,160</u>	<u> -</u>	<u>2,771,121</u>
End of year	<u>\$ 2,478,102</u>	<u>\$ -</u>	<u>\$ 3,310,410</u>

The accompanying notes are an integral part of these financial statements.

SHEPHERDSTOWN PUBLIC LIBRARY

Notes to the Financial Statements For the Year Ended June 30, 2018

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Shepherdstown Public Library (the Library) conform to generally accepted accounting principles as applicable to governmental units. The following is a summary of significant accounting policies.

A. Reporting Entity

The Shepherdstown Public Library (the Library) was created by West Virginia Code 10-1-5 and is to consist of 5 board members. The Library is a legally separate organization.

B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) and the fund financial statements report information on all the activities of the government. These statements are presented using the dual statement presentation as suggested for single-purpose governments.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include 1) charges to customers who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Library considers revenues to be available if they are collectible within 60 days of the end of the current fiscal period.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims, and judgements are recorded only when payment is due.

Interest and special assessments are susceptible to accrual. Other receipts and taxes become measurable and available when cash is received by the government and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

The government reports the following major governmental funds:

The *General Fund*, is the Library's operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as program revenues include: 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

D. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position

1. Deposits and Investments

The Shepherdstown Public Library's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of less than three months from the date of acquisition. Such deposits are reported at fair value.

2. Prepaid Items

Prepaid balances are for payments made by the organization in the current year to provide services occurring in the subsequent fiscal year.

3. Capital Assets and Depreciation

Capital assets, which include property, plant, and equipment, are reported in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of \$5,000 or more and estimated to have a useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend assets lives are not capitalized.

Capital assets of the government are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Machinery and Equipment	3-10
Books	3-10

4. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

5. Fund Balances

In the governmental fund financial statements, fund balance is reported in five classifications:

- a. Nonspendable fund balance – Inventories and prepaid amounts represent fund balance amounts that are not in spendable form.
- b. Restricted – The restricted category is the portion of fund balance that is externally imposed by creditors, grantors, contributors or laws and regulations. It also is imposed by law through constitutional provisions or enabling legislation.
- c. Committed – The committed category is the portion of the fund balance whose use is constrained by limitations which have been approved by an order (the highest level of formal action) of the Board, and that remain binding unless removed by in the same manner. The approval does not automatically lapse at the end of the fiscal year. The Library does not have any committed fund balance at this time.
- d. Assigned - The assigned category is the portion of fund balance that has been approved by formal action of an official authorized to assign amounts or any amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.

e. Unassigned – The unassigned category is the portion of fund balance that has not been reported in any other classification. Only the general fund can report a positive amount of unassigned fund balance. However, any governmental fund in a deficit position could report a negative amount of unassigned fund balance.

The Board is the Library's highest level of decision-making authority. The Board would take formal action to establish, modify or rescind, a fund balance commitment or to assign fund balance amounts to a specific purpose. The Library has adopted a revenue spending policy that provides guidance for programs with multiple revenue sources. For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first, followed in order by committed fund balance, assigned fund balance and lastly unassigned fund balance. The Board has the authority to deviate from this policy if it is in the best interest of the Library.

6. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

II. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

A. Explanation of Adjustments Shown on the Governmental Fund Balance Sheet/Statement of Net Position

The governmental fund balance sheet/statement of net position includes an adjustment between the governmental fund balance total and the governmental activities net position as reported in the statement of net position. The details of this difference are as follows:

Fund balance - total government funds	\$ 2,478,102
Capital assets, net	<u>832,308</u>
Net position - total	<u>\$ 3,310,410</u>

B. Explanation of Adjustments Shown on the Statement of Revenues, Expenditures and Changes in Fund Balance/Statement of Activities

The governmental fund statement of revenues, expenditures, and changes in fund balance/statement of activities includes an adjustment between net changes in fund balances-total governmental funds and changes in net position of governmental activities as reported in the Statement of Activities. The details of this difference are as follows:

Change in fund balance - total government funds	\$ 527,942
Capitalized assets	34,492
Depreciation expense	<u>(23,145)</u>
Change in net position	<u>\$ 539,289</u>

III. DETAILED NOTES ON ALL FUNDS

A. Deposits and Investments

The library had the following investments at fair value as of June 30, 2018:

Government	Fair Value	Credit Risk Rating	
		Standard & Poor's and Fitch	Moody's Investment Services
Mutual Funds	\$ 2,415,955	N/A	N/A
Common Stock	<u>23,500</u>	N/A	N/A
Total	<u>\$ 2,439,455</u>		

Custodial credit risk

For deposits, the Library could be exposed to risk in the event of a bank failure where the Library's deposits may not be returned. The Library does not have a deposit policy for custodial credit risk. At year end, the Library's bank balances were \$52,070, which were collateralized by securities held by the pledging financial institution's trust department in the Library's name.

For investments, the Library could be exposed to risk in the event of the failure of the counterparty where the Library will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Library does not have a deposit policy for custodial credit risk. At year end, the Library's investment balances were \$2,439,455 which were not exposed to credit risk because the related securities are insured, registered and held by the government's brokerage firm which is not the counter party for these particular securities.

A reconciliation of cash and investments as shown on the Statement of Net Position is as follows:

Cash and cash equivalents	\$ 52,070
Investments	<u>2,439,455</u>
Total	<u>\$2,491,525</u>
Cash and cash equivalents	\$ 11,899
Cash and cash equivalents - restricted	40,171
Investments - restricted	<u>2,439,455</u>
Total	<u>\$2,491,525</u>

B. Capital Assets

Changes in capital assets during the year were as follows:

	<u>Beginning</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending</u>
Capital assets not being depreciated:				
Land	\$ 796,682	\$ -	\$ -	\$ 796,682
Total capital assets not being depreciated	<u>796,682</u>	<u>-</u>	<u>-</u>	<u>796,682</u>
Capital assets being depreciated:				
Machinery and equipment	12,993	7,426	-	20,419
Books	<u>259,450</u>	<u>27,066</u>	<u>-</u>	<u>286,516</u>
Total capital assets being depreciated	<u>272,443</u>	<u>34,492</u>	<u>-</u>	<u>306,935</u>
Total accumulated depreciation	<u>(248,164)</u>	<u>(23,145)</u>	<u>-</u>	<u>(271,309)</u>
Total capital assets being depreciated, net	<u>24,279</u>	<u>11,347</u>	<u>-</u>	<u>35,626</u>
Total capital assets, net	<u>\$ 820,961</u>	<u>\$ 11,347</u>	<u>\$ -</u>	<u>\$ 832,308</u>

IV. OTHER INFORMATION

A. Risk Management

The Library is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the government carries insurance with the Erie Insurance Company for umbrella (general liability) insurance for these various risks.

Workers' Compensation Fund (WCF): Workers compensation coverage is provided for this entity by Brickstreet Insurance Company.

B. Contingent Liabilities

In the normal course of operations, the Library receives grant funds from various state and local agencies. The grant programs are subject to audit by agents of the granting authority, the purpose of which is to ensure compliance with conditions precedent to the granting of funds. Any liabilities for reimbursement, which may arise as the result of these audits, are not believed to be material.

Liabilities are reported when it is probable a loss has occurred, and the amount of the loss can be reasonably estimated.

C. Subsequent Events

The Library's management evaluated the effect that subsequent events would have on the financial statements through December 5, 2018, which is the date the financial statements were available to be released.

SUPPLEMENTARY INFORMATON

SHEPHERDSTOWN PUBLIC LIBRARY
Schedule of State Grants Receipts and Expenditures
For the Year Ended June 30, 2018

State Grantor/Pass - Through <u>Grantor Program Title</u>	<u>Receipts</u>	<u>Expenditures</u>
West Virginia Library Commission Annual Service Plan Program	\$ 90,845	\$ 90,845
Total receipts and expenditures	<u>\$ 90,845</u>	<u>\$ 90,845</u>

The accompanying notes are an integral part of these financial statements.

ACCOMPANYING INFORMATION

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Honorable Members of the
Shepherdstown Public Library
Shepherdstown, West Virginia 25443

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Shepherdstown Public Library, West Virginia, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Shepherdstown Public Library, West Virginia's basic financial statements, and have issued our report thereon dated December 5, 2018.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Shepherdstown Public Library, West Virginia's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Shepherdstown Public Library, West Virginia's internal control. Accordingly, we do not express an opinion on the effectiveness of the Shepherdstown Public Library, West Virginia's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Shepherdstown Public Library, West Virginia's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Fizer & Associates, PLLC
Charleston, West Virginia
December 5, 2018

Shepherdstown Public Library
Summary Schedule of Prior Year Audit Findings
For the Year Ended June 30, 2018

<u>Finding Number</u>	<u>Title</u>	<u>Status</u>
2017-001	Segregation of Duties	Resolved

Jefferson County Commission
Coal Severance Fund 002

Description	FY18	FY19		FY20
	Actual	Budget	YTD	Projected
Revenues				
Coal Severance Tax	110,340	90,000	61,418	90,000
Interest	1,036	900	491	950
Total Revenue	111,376	90,900	61,909	90,950
Expenditures				
Other Buildings	-	-	-	-
County Commission	33,467	117,720	28,452	40,000
Ambulance Authority	17,000	17,000	-	17,000
Public Transit	-	30,000	7,500	30,000
Historical Commission	-	500	500	500
Mental Health	17,053	15,000	4,150	15,000
Total Expenditures	67,520	180,220	40,602	102,500
Excess / (Deficiency) of Revenues over Expenditures	43,856	(89,320)	21,307	(11,550)
Transfers from (to) General Fund	(70,000)	(70,000)	-	(70,000)
Excess / (Deficiency) of Revenues over Expenditures and Transfers to Other Funds	(26,144)	(159,320)	21,307	(81,550)
Fund Bal Beginning	185,464	159,320	159,320	159,320
Net Change in Fund Bal	(26,144)	(159,320)	21,307	(81,550)
Fund Bal Ending	159,320	-	180,627	77,770

BUDGET REQUEST

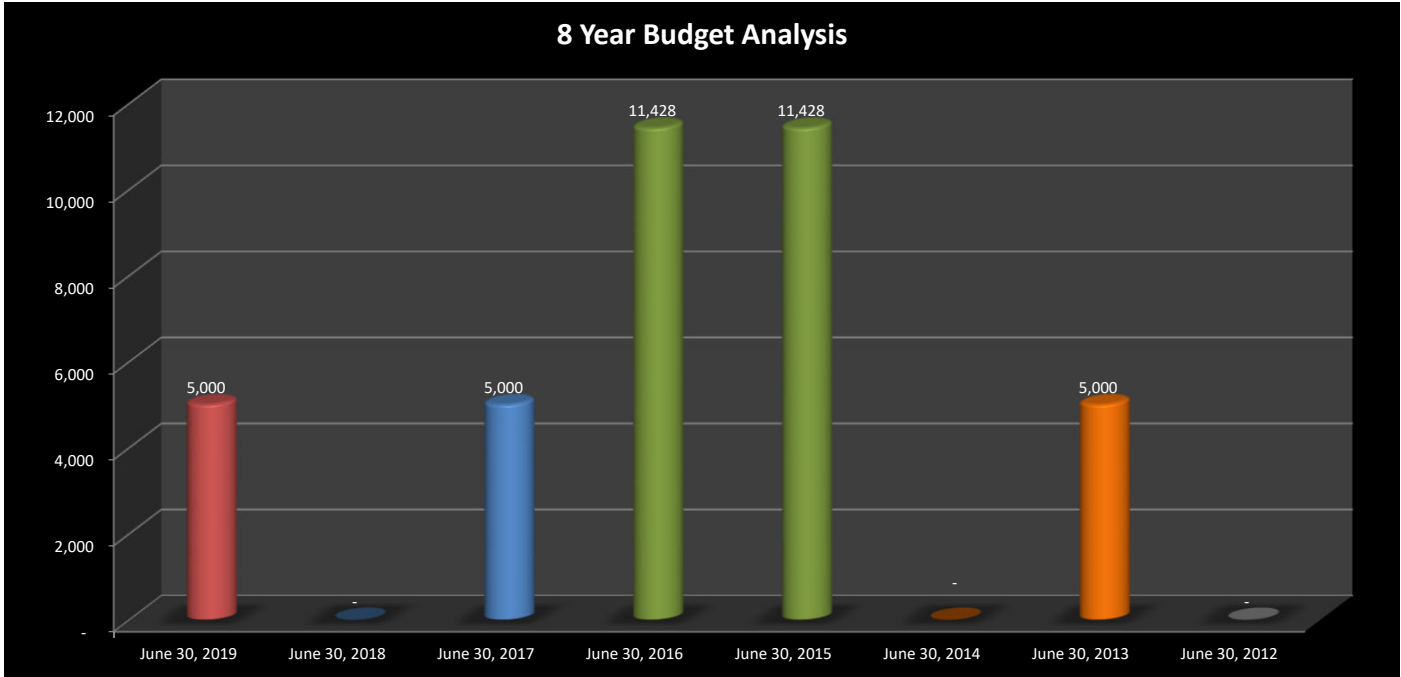
Fiscal Year: 2019 - 2020

Department: WV Regional Airport

Account Number:

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Contributions/Transfers							
567 Contributions/Transfers oth Gov. Ent	\$ -	\$ 5,000	\$ 5,000	100.00%	\$ 8,010		
Total Contributions/Transfers	\$ -	\$ 5,000	\$ 5,000	100.00%	\$ 8,010	\$ -	\$ -
Department Grand Total	\$ -	\$ 5,000	\$ 5,000	100.00%	\$ 8,010	\$ -	\$ -



567 Contributions to Other Govt Entities

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	-	\$ 5,000.00	\$ 5,000.00

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Jefferson County Appointment	5,000				Mr. Dan Zappe's appointment to EWVRAA (TERM: 08/18/2016 - 07/02/2019)
	(5,000)				Included in Dept 431's Budget Line 568-001
Yearly Airfield Maintenance*		2,540			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**		470			**1/16th share of Local Match; Up to \$165,000 in FAA grant land acquisition
					*1/16 share of total expenses based upon appointments to the EWVRAA
					8 seats Berkeley Co; 6 seats Martinsburg; 1 seat Jefferson; 1 seat Morgan
Critical New Initiative Hire		5,000			1/7/19 Hire of Business Development Manager - Salary Assistance
					See attached document for details
					Critical to EWVRAA Economic Development Efforts ***
					for the Airport and its John D. Rockefeller IV Science & Technology Park
					***Eastern WV Regl Airports supports Jefferson Co and Eastern Panhandle with some \$224.6 million in local annual economic impact
Total	-	8,010	-	-	
Total Object Code	8,010				

Eastern West Virginia Regional Airport Authority



170 Aviation Way, Suite 105
Martinsburg, WV 25405
www.FlyMRB.com

TEL (304) 263-2106
FAX (304) 267-6350
ndoran@flymrb.com

The **Eastern West Virginia Regional Airport Authority (EWRVRAA)** is a sixteen-member board appointed and supported by the City of Martinsburg, Berkeley County Council, Morgan County and Jefferson County Commissions. For FY18-19, the EWRVRAA will employ a staff of four to oversee the airport management office, business development and property maintenance functions. MRB covers an area of approximately 1,000 acres, including the 250-acre John D. Rockefeller IV Science and Technology Center.

BASIS OF LOCAL GOVERNMENT REQUEST

Accordingly, during FY 2019-2020, we require and respectfully request:

- | | | |
|-----------|---|-----------------|
| A) | State-mandated funds for regional airport authority members as appointed | \$80,000 |
| | <ul style="list-style-type: none">• \$40,000 from Berkeley County Council• \$30,000 from City of Martinsburg Council• \$5,000 from Jefferson County Commission• \$5,000 from Morgan County Commission• Funds to be used in support of the EWRVRAA operational budget | |
| B) | AJUA Subsidy / Yearly Airfield Maintenance Funds | \$40,640 |
| | <ul style="list-style-type: none">• \$20,320 from Berkeley County• \$15,240 from City of Martinsburg• \$2,540 from Jefferson County Commission• \$2,540 from Morgan County Commission• <i>Airfield Maintenance Funds \$67,888* – 27,248 AJUA payment = \$40,640 shortfall</i>• *Based upon \$45,000 AJUA payment in 1999 base year. Adjusted for CPI-U inflation. Helps pay for airfield-related expenses. PT groundskeeping help, seasonal snow help, airfield vehicle and equipment repairs and fuels, electrical and insurance expenses incurred for entire airfield. Note: Previously approved FY18-19 FAA AIP project will address many of our airfield marking and pavement needs. | |
| C) | Local Match Assistance for FY2019-2020 FAA Grant - Airport Improvement Projects | \$7,500 |
| | <ul style="list-style-type: none">• \$3,750 from Berkeley County• \$2,810 from City of Martinsburg• \$470 from Jefferson County Commission• \$470 from Morgan County Commission• <u>One-time funds</u> to be used to complete up to \$165,000 in planned Airport Improvements in consultation with the FAA Airport District Office and our Michael Baker Engineering Consultants. Land acquisition may be the most likely project. | |
| D) | Critical New Initiative Funding (Business Development Manager) | \$80,000 |
| | <ul style="list-style-type: none">• \$40,000 from Berkeley County• \$30,000 from City of Martinsburg• \$5,000 from Jefferson County Commission• \$5,000 from Morgan County Commission• Funds to be used to assist paying for salary + benefits for Business Development Manager. <i>The intention for this BDM role is to generate the necessary revenue to more than pay for this position's on-going expenses. Helping the EWRVRAA pay these expenses will allow this individual the necessary time to achieve anticipated and expected revenue results.</i> | |

TOTALS

- **Total Funds Requested of Berkeley County for FY 2019-2020** **\$104,070**
- **Total Funds Requested of the City of Martinsburg for FY 2019-2020** **\$78,050**
- **Total Funds Requested of Jefferson County for FY 2019-2020** **\$13,010**
- **Total Funds Requested of Morgan County for FY 2019-2020** **\$13,010**

Total Funds Requested from all local governments for FY2019-2020 \$208,140

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

- 1/2th share Berkeley County Council (8 seats)
- 3/8th share City of Martinsburg Council (6 seats)
- 1/16th share Jefferson County Commission (1 seat)
- 1/16th share Jefferson County Commission (1 seat)

HISTORICAL BACKGROUND INFORMATION

Fiscal Year	Recent Local Government Funding History			
	2015-2016	2016-2017	2017-2018	2018-19
Berkeley County Totals \$	34,285	30,000	55,000	124,760
<i>Per seat funding</i>	30,000	30,000	35,000	30,000
<i>Yearly maintenance</i>	4,285	-	20,000	18,605
<i>FAA AIP Local Match Assistance</i>	-	-	-	46,155
<i>Critical New Hire Funding</i>	-	-	-	30,000
City of Martinsburg Totals \$	34,285	30,000	38,195	69,143
<i>Per seat funding</i>	30,000	30,000	30,000	30,000
<i>Yearly maintenance</i>	4,285	-	8,195	17,275
<i>FAA AIP Local Match Assistance</i>	-	-	-	21,868
Jefferson County Totals \$	11,428	5,000	-	5,000
<i>Per seat funding</i>	5,000	5,000	-	5,000
<i>Yearly maintenance</i>	6,428	-	-	-
<i>FAA AIP Local Match Assistance</i>	-	-	-	-
Morgan County Totals \$				5,000
<i>Per seat funding</i>	-	-	-	5,000
<i>Yearly maintenance</i>	-	-	-	-
<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-related costs on the shared-used airfield facilities.**

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 \$67,888 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. The airport's organizations provide as many as 1,600+ full time equivalent jobs, with a **total local economic impact of \$224.6 million dollars annually**.*.*

Our general aviation facilities provide for private aircraft travel to and from our local area and support Eastern Panhandle local and state corporate recruitment efforts.

See: * https://www.heraldmillmedia.com/news/tri_state/west_virginia/study-eastern-panhandle-airport-s-economic-impact-tops-m/article_581023bc-d1a6-11e8-9399-7b00154a5e64.html

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

Land acquisition seems to be the most likely FAA entitlement grant project(s) for FY19-20. Land purchases now being considered could enable the future building of aircraft t and box hangars. This would increase our based aircraft capacity and associated rental and fuel flowage revenues. Voluntary acquisitions of property within the east side Runway Protection Zone (RPZ) would also improve the runway's approach, allowing for needed tree trimming/removal and protect people and property on the ground should an aircraft incident or accident occur.

JUSTIFICATION

Our hire of a Business Development Manager will assist in the timely completion of our goals and objectives, increasing the pace of our accomplishments, improving follow-through on our many ideas and initiatives. The BDM position is expected to achieve new revenue-generating activities such as land and industry development in both aviation and non-aviation areas. The Eastern Panhandle is home to only a handful of large industrial parks. The potential of the Rockefeller park at the airport can be unlocked through the marketing and efforts of this Business Development Manager. **Your support of the Airport Authority is not just support for Aviation and transportation – it is support of vitally important economic development efforts and the growth of jobs in our communities.**

FY 2018-2019 ACCOMPLISHMENTS

This is a partial list of what we have accomplished in the first half of FY18-19 with your support:

Planning:

- Finalizing of our \$400,000 Airport Master Plan Update (FAA Funded 90%, WVAC 5%, EWBRAA 5%)
- Completed \$25,000 Economic Impact Study (with successful award of \$22,500 Grant Funding from USDA)
- \$55,000 Environmental Assessment now underway by Thrasher Engineering. This will be used with a FAA Land Release request for parcels south of Novak Drive, opening them up to potential sale and development. The BCDA owns adjacent acreage – these parcels could potentially be combined for any large projects requiring 225+ acres

Economic Development / Community Benefit:

- Obtained FAA Land Release Authorization and sold 22.15 acres for \$1.5 million (Per FAA, funds are to be re-invested in aircraft hangar project(s) of some type and scope to be determined)
- In December 2018, the EWBRAA entered into an agreement for a marketing and development partnership. Two parcels have been identified for an air freight terminal and a truck fueling station complex located on airport property. A development team composed of air cargo facility developers/brokers, architects, interior designers, investment fund/financial managers, cost estimators, conveyor system specialists, facility managers and construction companies have thus offered to provide a “turn-key” solution to end users. If end users (such as cargo airlines, ground handlers, freight forwarders) are located and commit to sign leases with this development team – they will design, construct and outfit the facility. One successful “phase one” facility could lead to others
- The ownership group behind the plans for the “Sylvanus Aviation Center” – are still in the picture here at MRB. Just prior to the death of Mr. Smith, they became stockholders of Aero-Smith, Inc. and have managerial control. They are still talking about plans to invest in an improved FBO (better equipment and services). Plans for helicopter training and sales, Part 145 certified Aircraft Repair Station, expanded Part 135 Air Charter operations, Part 141 certified Flight School, self-service fuel, remote iPad-style point of sale capability at the aircraft, software and billing upgrades, fuel farm upgrades, hosting on-demand automotive parts deliveries (air cargo) among other ideas. Under new management, the relationship, communication and coordination with the

FBO has improved. Aero-Smith appears also to be becoming somewhat more customer-friendly and responsive to new business ideas and initiatives

- Bombardier may have interested in leasing a property (if developed/constructed for them) at a required size of 250,000 sf at MRB. Clarksburg appears to be putting together a proposal for this need at the CKB airport with state help/resources. A Bombardier representative admitted that MRB is a superior location/site. CKB has huge amount of political influence in state politics and has been working on this project for many months
- Approximately four interested parties are looking seriously at acquiring the former Sino-Swearingen property. Some concepts include expanded military use, other projects for amphibious aircraft manufacturing, helicopter aircraft engine production, etc.
- Continuing work with Martinsburg-Berkeley Parks and Recreation to develop Outdoor Center for Aviation Education (incl. Playground). Discussions with possible funding sources progressing
- Per BCPSWD request – obsolete water tower was taken out of service, removed and the land lease ended in the business park parcel south of Novak Drive
- Former head of Aero-Smith Flight Training department now operating LSJ Aviation at the airport as an “Independent Flight Instructor” – new enterprise was made possible with our 2018 Minimum Standards Update
- Researched and explored Corporate Hangar Acquisition and future development scenarios
- Burlington United Methodist Family Services, Inc. moved its local Martinsburg office to the AirPhotographics building straddling the airport property line on Kelly Island Rd. With significant expenditure of resources and close coordination with the airport - this building was impressively renovated and outfitted as a community resource. Burlington is a faith-based, non-profit 501(c)(3) charitable organization licensed by the West Virginia Department of Health and Human Resources and Office of Behavioral Health Service to provide services to infants, children, youth and families.
- Air Photographics, Inc. reports they are in discussions with a new partner entity/purchaser from Ohio that wants to combine forces to go after additional customers/markets in mid-Atlantic states with their Aerial Mapping/Imagery services
- Mr. Mark Green is acquiring the Jamie Davis CPA PLLC firm. Will be known as the Davis – Green CPA Accounting Corporation and offer a full-service accounting, tax and consulting business out of existing, leased airport terminal offices
- Hosted successful “Big truck Community Play Day” in August 2018. Intend to have larger event in 2019
- Hosted numerous tours, mixers, events and conferences

Facility Maintenance / Improvements:

- Purchased 5.46-acre residential property under east Runway Protection Zone
- Removed Tree & Vegetation obstructions north of Runway 08 end
- Replaced 2nd floor Terminal HVAC system
- Made repairs to terminal and parking lot exterior lights, hangar and terminal roofs, hangar downspout, electrical outlets, etc.
- Was awarded \$1.91 million in FAA Airport Improvement Grants as below:

Grant 35: #1. Reimbursement for voluntary purchase of one residential property on 5.46 acres. Removal of home within Runway Protection Zone. (79 Prayer Lane)

Grant 36: Design+ Construction: #2: Install Vertical/Visual Guidance System on both ends of RWY 08-26; #3 Rehabilitate Taxiways/Runway ; #4 Rehabilitate Apron (Aircraft Parking Area); #4 Rehabilitate Access Road (Aviation Way)

Design Only: #6. Reconstruct Runway Lighting; #7. Reconstruct Taxiway C (Fmr N-S RWY)

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 implementation of our Strategic Business Plan.

While these plans for growth are aggressive, they signal 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.

We are asking you to consider partnering with us in our pursuit of an aggressive growth plan. We want to give the county council the same opportunity as other local government agencies as strong supporters of our strategic goals. We hope that you will see our airport as a vital economic asset for our community. We believe the airport can be leveraged to a greater degree in the future and provide enhanced benefits to the residents of Jefferson County.

Investment by the County can help the airport expedite its achievement of strategic goals. The Jefferson County Council can play a significant role in this process and reap many economic rewards associated with the implementation of this exciting vision.

We hope that you will recognize and believe in our potential. Thank you for your attention.

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

Executive Director / Airport Manager

Eastern West Virginia Regional Airport Authority

Economic Impact Study Eastern West Virginia Regional Airport



Economic Impact Analysis:

- **Employment**
- **Wage Income**
- **Economic output**

Direct impact, indirect impact and induced impact: payroll, airport commercial spending, capital investments and visitor spending attributable to the Eastern West Virginia Regional Airport and its tenants

Prepared by: Sixel Consulting Group

Data collected for Calendar Year 2017



MISSION STATEMENT

The EWVRAA will maintain, support and operate the Eastern West Virginia Regional Airport efficiently and effectively. Recognizing that the Airport is an economic driver for the region, the authority will focus its efforts on assuring that the greater Eastern Panhandle has safe and cost-effective access to aviation services. By collaborating with other agencies, the Authority will assure that the Airport and its facilities will be used to enhance and stimulate vibrant business and community development in the region.

VISION STATEMENT

By 2022, the EWVRAA will become a Regional General Aviation airport and will continue to drive economic prosperity in the Hagerstown-Martinsburg, MD-WV Metro Area by: developing a domestic commercial air cargo hub; providing cost-competitive and expanded general aviation services and facilities; and continuing support to the WV Air National Guard's global air cargo operations.





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Executive Summary

This economic impact study, conducted by Sixel Consulting Group, Inc., was commissioned by the Eastern West Virginia Regional Airport Authority and funded with a 90% reimbursement grant from the USDA Rural Business Development Program in the amount of \$22,500. The purpose of the study is to determine the impact of Airport activities upon the economies of the local region and state. Simply put, this economic impact study quantifies economic activity in the Eastern Panhandle of West Virginia that would not otherwise occur in the absence of the Airport.

Knowing and understanding the economic impact of an airport is beneficial in many ways. It allows for a better understanding by the community and its leaders of the airport's contribution to the local and state economies. It can also guide Airport Management, Community leaders and State government officials in addressing economic questions, setting state priorities and deciding airport funding levels.

This report estimates that, at its current level of economic activity, the Eastern West Virginia Regional Airport has the following local economic impact:

- The Eastern West Virginia Regional Airport is responsible, directly or indirectly, for 1,637 local FTE jobs with annual labor income of \$85.6 million.
- The Airport generates a total annual local economic output of over \$224.6 million.
- 1,424 FTE on-Airport Public Sector jobs have annual labor income of over \$74.3 million.
- 213 FTE on-Airport Private Sector jobs have annual labor income of over \$11.3 million.
- The 1,637 local FTE jobs comprise approximately 2.2% of all of the jobs in the Berkeley, Jefferson and Morgan county areas.
- While not included in the totals above, the Airport also sees Capital Expenditures and investments made in the facilities such as the airfield, buildings and hangars. The average impact on the local economy since 2004 is 170 annual jobs and \$8.5 million in annual wages.



Objective

This economic impact study estimates the annual local economic impact of the Eastern West Virginia Regional Airport. This impact is estimated in terms of job and commerce creation and the indirect and induced effects of that activity on the state and local economies.



This study quantifies local economic activity that would not otherwise occur without the existence of the Airport. This activity is measured in the following terms:

- Job creation (employment)
- Commercial spending by Airport businesses and Airport Administration
- Capital expenditures by Airport business and Airport Administration

The economic impacts include several measured types. They include impacts brought by visitors to the Martinsburg area by general aviation activities and include:

- Direct impact, economic activity occurring directly at or as a result of airport economic activity;
- Indirect impact, activity resulting indirectly from airport activity;
- Induced impact, activity driven by payroll dollars from both direct and indirect activity.





Background

The Eastern West Virginia Regional Airport is a public airport located just south of Martinsburg, West Virginia, with nearest commercial service at Hagerstown, Maryland. West Virginia's eastern panhandle region is also served by large commercial service airports including Washington-Dulles, Washington-Reagan and Baltimore-Washington. The Airport is operated by the Eastern West Virginia Regional Airport Authority. Eastern West Virginia Regional Airport covers an area of 1,020 acres. Its single runway (8/26) is 8,815 feet X 150 feet.

The Airport is the home of the West Virginia Air National Guard's 167th Airlift Wing. A total of 91 aircraft are based on the field: 72 single-engine, 9 multi-engine, 2 helicopters and 8 military jet aircraft. Between June 1, 2017 and May 31, 2018 some 29,303 aircraft takeoff and landing operations occurred as reported by the airport's DOD-contracted, part-time Air Traffic Control Tower staff.

In short, the Airport is a significant economic engine for the city and region.

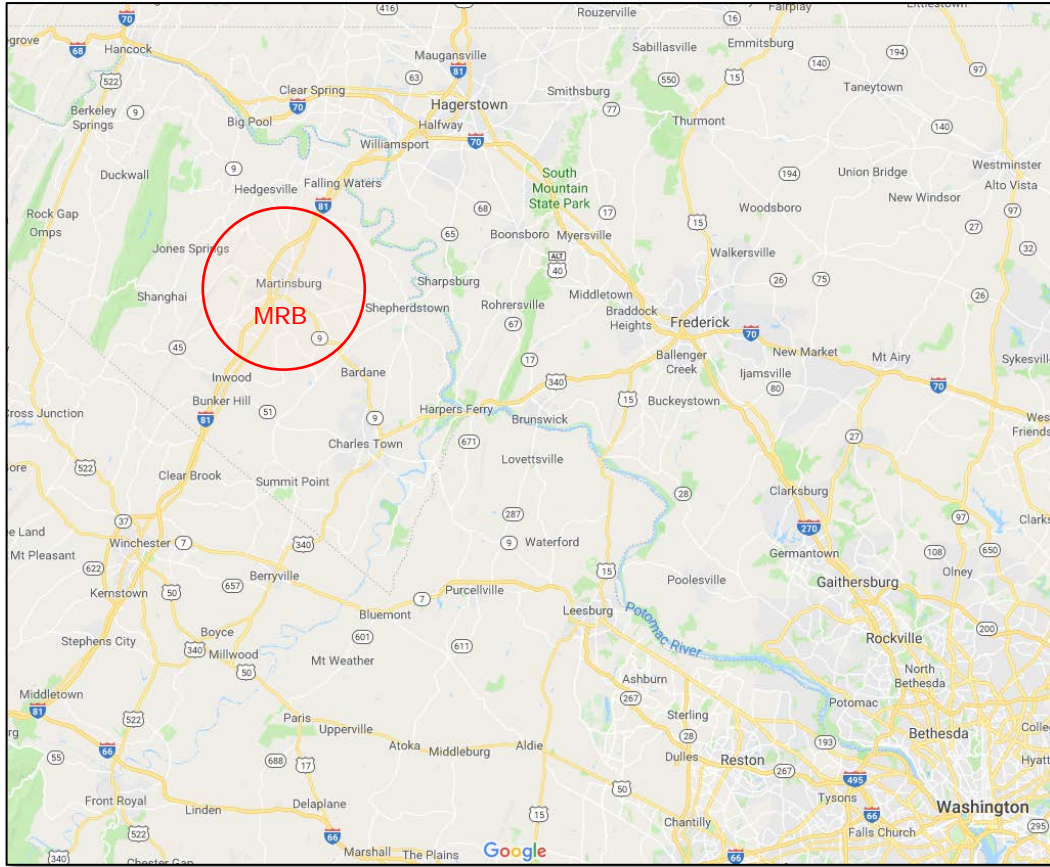
The Eastern West Virginia Regional Airport has commissioned Sixel Consulting Group to estimate the annual economic impact of this economic engine. An understanding of the Airport's annual economic impact can guide community decisions about airport and aviation service-related policies.

Economic impact from job creation and increased economic activity near an airport typically has the most impact on the local host county of a given area.

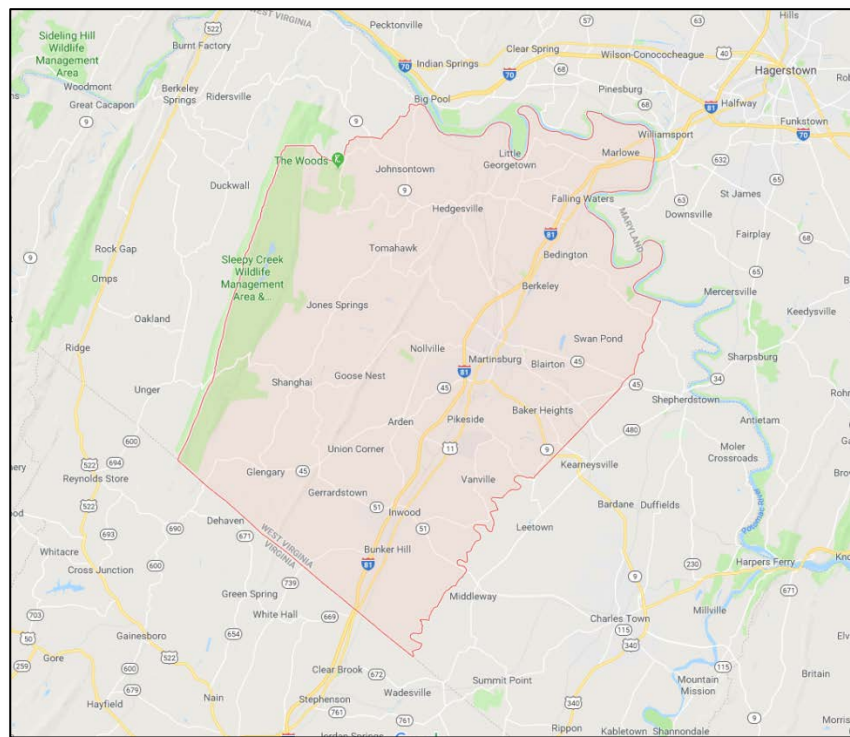
For this study Airport related economic impact is calculated for Berkeley County, Jefferson County and Morgan County only. These counties have an estimated population of over 187,000 residents. The map on the next page shows the Berkeley, Jefferson and Morgan County study area. Small portions of Airport economic activity certainly spill into the neighboring counties and states. In that sense economic impact studies are not exact, however it is a well-established norm that Airport economic impact is measured in the county, municipality or area closest to the airport. Thus this study will focus on Berkeley County, Jefferson County and Morgan County only.



Martinsburg, West Virginia and Surrounding Area



Berkeley County, West Virginia





Jefferson County, West Virginia



Morgan County, West Virginia





Methodology, Terms, Definitions and Assumptions

Major Research Activities

Several steps are involved in the economic impact estimation process. Among the most important are survey data collection, visitor traffic and spending pattern estimates, and computer modeling.

Survey Data

Estimated total direct employment, ongoing business spending patterns and payroll and related tax estimates associated with the Airport and all of its economic functions were estimated by surveying Airport tenants. This survey was completed in September of 2018.

General Aviation Traffic

Sixel Consulting Group, through the results of an FAA report, has estimated the portion of air traffic that is inbound and that is visiting the Martinsburg region for business or pleasure. Coupled with per visitor spending estimates, a total visitor spending pattern related to the Airport's general aviation activity and services is then possible to calculate.





ACTIVITY	AVIATION STATISTICS			
	Number of Airports ¹	Aircraft Operations ²	Commercial ³	
			Freight (Tons)	Passengers
Commercial Aviation	7	61,122	12,115	790,183
General Aviation	15	259,158	—	—
Reliever Airports	1	—	—	—
Total Aviation	23	320,280	12,115	790,183

AVIATION ACTIVITY	TOTAL ECONOMIC IMPACT ⁷		
	Economic Activity	Earnings (Payroll)	Jobs
Direct			
▶ Airlines	\$111,637,667	\$22,605,911	457
▶ Airport Operations	\$54,841,041	\$16,618,858	396
▶ General Aviation	\$98,473,741	\$19,940,300	403
▶ Aircraft, Aircraft Engine, and Parts Manufacturing	\$644,258,742	\$58,079,569	1,199
▶ Avionics Manufacturing	\$0	\$0	0
▶ Research & Development	\$7,845,118	\$2,445,142	50
▶ Air Courier	\$93,520,199	\$27,319,305	830
Indirect			
▶ Visitor Expenditures — Commercial	\$584,573,698	\$157,562,077	4,930
▶ Visitor Expenditures — General Aviation	\$30,734,875	\$8,284,072	259
▶ Travel Arrangements	\$8,553,275	\$2,276,645	67
Total Aviation	\$1,634,438,358	\$315,131,879	8,591

TOTAL FAA SPENDING (FY 2014)	TOTAL ECONOMIC IMPACT ⁷		
	Economic Activity	Earnings (Payroll)	Jobs
Total FAA Spending	\$73,340,887	\$22,065,478	559

The Economic Impact of Civil Aviation on the U.S. Economy - Economic Impact of Civil Aviation by State
 October 2017 – The U.S. Department of Transportation, Federal Aviation Administration.

Computer Modeling

To compile all economic activity related to the Airport's many economic activities, and to project its overall economic impact, Sixel Consulting Group used the Impact Analysis for Planning (IMPLAN) computer program. Developed and produced by the Minnesota IMPLAN Group, Inc., this computer program is recognized as the industry standard for economic impact analysis. It is commonly used by consultants (in and beyond the airline industry), city planners, academics, and other researchers. The model draws on US Bureau of Economic Analysis data and the survey data inputs discussed above to forecast the impact of any measureable economic activity or change, within a defined community.

IMPLAN computer modeling considers three types of economic impacts with each measured as a combination of sales, employment, and wages. The three types or layers of economic impact are: direct, indirect and induced.



Terms and Definitions

Terms and definitions commonly used in this report include:

Airport Economy – Economic activity at the airport including, jobs, business purchasing and consumer spending.

Full-Time Jobs (Full-Time Equivalents FTE) – A full-time job is typically considered to be year-round and 40 hours per week. Survey respondents were asked to report employment in FTE equivalents to compensate for part-time employees.

Labor Income – The sum of payroll and benefits paid to workers.

Value Added – The incremental increase(s) in economic production or dollars with each stage of production or round of spending.

Output – The quantity of goods and services created in an economic cycle.

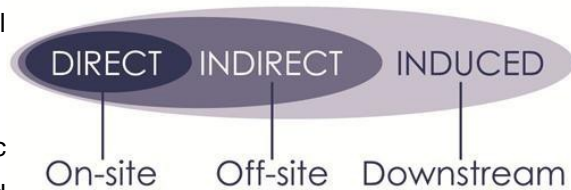




Direct impact refers to the economic impact generated on-site. This includes, for example, employment, payroll, and local expenditures of all organizations located at the Airport.

Indirect impact refers to the off-Airport economic activities and impacts that are driven by on-Airport dollars; the payroll driven local spending of people who work at the airport, the commercial spending of airport business and the Airport administration and the off-Airport spending of Martinsburg area visitors brought to the area by Eastern West Virginia Regional Airport's general aviation activity.

The Airport's Economic Impact



Induced impact relates to the off-Airport economic benefit derived downstream and beyond the combined direct and indirect impacts. Put simply, induced impact is the income generated by subsequent spending downstream and therefore is generally known as the “multiplier effect.” It could refer to the employment and expenditures generated by industries supplying services or goods to organizations that derive business from Airport on-site businesses; for example, jet fuel providers, office supply companies, local restaurants adding employees because airport job holders are dining out.

State and Local Taxes – The sum of sales, property, motor vehicle, severance, corporate, corporate profit, income and other state and local taxes.

Federal Taxes – The sum of social, excise, custom, corporate, corporate profit and personal income and other federal taxes.

Assumptions

This economic impact study is based on a number of assumptions. Core assumptions include the following:

- 1) If the Airport did not exist all the economic activity currently associated with the airport would either not occur or would take place at nearby airports. In the case of general aviation and business aviation - these activities would occur at a variety of existing private airports in the eastern panhandle and chiefly the public airports of neighboring states.
- 2) This analysis is a snapshot of Airport driven economic activity. Economic activity is not static. Air service changes and general and business aviation activity expands and contracts as the national and regional economies change over time.
- 3) The economic impact of the Airport is assumed to occur in Berkeley County, Jefferson County and Morgan County. Certainly modest portions occur in neighboring counties. Airport economic impact analysis for a general aviation airport like Eastern West Virginia Regional is typically



assigned to the immediate area around the airport, in this case, Berkeley County.

- 4) An economic impact study is only as good as the local economic activity survey data that forms the basis for the economic impact modeling. Some Eastern West Virginia Regional Airport employers did not respond, or provided limited response to the Economic Impact Survey used to generate this economic impact study. In some instances the report has extrapolated some data based upon other data from similar employers or business enterprises.
- 5) The economic database used for this report is for the year 2017, the most current annual data available. The IMPLAN economic impact software takes the 2016 economic data of Berkeley County, Jefferson County and Morgan County and extrapolates it to 2017 data for the generation of the economic impact projections of this report.





EWVRA Area Economic and Demographic Snapshot

In 2016, the study area for this report, Berkeley, Jefferson and Morgan counties, West Virginia, had an estimated population of 187,525. Total employment was estimated at 74,934. Government and government enterprises was the largest component of employment with 14,356 employees, followed by 8,653 employees involved in retail trade and 7,354 in accommodation and food services.

Berkeley, Jefferson, Morgan County Economic / Demographic Profile				
Category	Berkeley	Jefferson	Morgan	Total
Population (persons)	113,525	56,368	17,632	187,525
Wage and salary employment	35,815	17,796	2,983	56,594
Proprietors employment	9,849	6,639	1,852	18,340
Farm employment	722	556	184	1,462
Nonfarm employment	44,942	23,879	4,651	73,472
<i>Utilities</i>	96	-	-	96
<i>Construction</i>	2,188	1,269	347	3,804
<i>Manufacturing</i>	1,612	929	247	2,788
<i>Wholesale trade</i>	1,619	459	63	2,141
<i>Retail trade</i>	5,516	2,555	582	8,653
<i>Transportation and warehousing</i>	3,309	-	-	3,309
<i>Information</i>	1,850	222	36	2,108
<i>Finance and insurance</i>	1,022	541	132	1,695
<i>Real estate and rental and leasing</i>	1,671	1,060	259	2,990
<i>Professional, scientific, and technical services</i>	1,948	1,654	206	3,808
<i>Management of companies and enterprises</i>	132	69	-	201
<i>Administrative and support and waste management services</i>	2,509	923	-	3,432
<i>Educational services</i>	521	1,588	-	2,109
<i>Health care and social assistance</i>	5,226	1,402	-	6,628
<i>Arts, entertainment, and recreation</i>	905	982	107	1,994
<i>Accommodation and food services</i>	3,255	3,756	343	7,354
<i>Other services (except government and government enterprises)</i>	2,376	1,400	376	4,152
Government and government enterprises	8,994	4,567	795	14,356
<i>Federal civilian</i>	3,403	1,289	25	4,717
<i>Military</i>	562	256	81	899
<i>State government</i>	1,017	1,203	201	2,421
<i>Local government</i>	4,012	1,819	488	6,319
Total employment	45,664	24,435	4,835	74,934



Berkeley, Jefferson, Morgan County Gross Domestic Product (\$millions)				
Category	Berkeley	Jefferson	Morgan	Total
All industry total	\$ 2,927	\$ 1,453	\$ 455	\$ 4,835
Private industries	\$ 2,465	\$ 1,310	\$ 255	\$ 4,029
Utilities	\$ 63	\$ -	\$ -	\$ 63
Construction	\$ 116	\$ 67	\$ 18	\$ 201
Manufacturing	\$ 281	\$ 162	\$ 43	\$ 485
Wholesale trade	\$ 192	\$ 54	\$ 7	\$ 254
Retail trade	\$ 283	\$ 131	\$ 30	\$ 445
Transportation and warehousing	\$ 235	\$ -	\$ -	\$ 235
Information	\$ 179	\$ 22	\$ 3	\$ 204
Finance, insurance, real estate, rental, and leasing	\$ 554	\$ 293	\$ 72	\$ 919
Professional and business services	\$ 170	\$ 144	\$ 18	\$ 332
Management of companies and enterprises	\$ 27	\$ 14	\$ -	\$ 42
Administrative and support and waste management services	\$ 109	\$ 40	\$ -	\$ 149
Educational services, health care, and social assistance	\$ 127	\$ 388	\$ -	\$ 515
Health care and social assistance	\$ 385	\$ 103	\$ -	\$ 488
Arts, entertainment, recreation, accommodation, and food services	\$ 105	\$ 114	\$ 12	\$ 231
Accommodation and food services	\$ 62	\$ 71	\$ 6	\$ 139
Other services (except government and government enterprises)	\$ 68	\$ 40	\$ 11	\$ 118
Government and government enterprises	\$ 505	\$ 256	\$ 45	\$ 806
Federal civilian				N/A
Military				N/A
State and local				N/A

Gross Regional Product, the sum of commerce for the region, was estimated to be \$4.84 billion dollars for 2016 (this is the latest data available from the Bureau of Economic Analysis). This includes \$4.03 billion generated by private industries and \$806 million from government and government enterprises.

The largest private industry component of GDP is in the finance, insurance, real estate, rental and leasing category, generating \$919 million. This is followed by educational services, health care and social assistance, which generates \$515 million annually towards the study area's GDP and \$485 million generated by the manufacturing sector.

Overview of Airport Users



167th Airlift Wing

“The 167th Airlift Wing of the West Virginia Air National Guard is an airlift unit that flies the C-17 Globemaster III aircraft. For more than 60 years the wing has served the state and nation by providing outstanding capability across a variety of missions, beginning in its earliest days when it flew the F-51 Mustang and F-86 Sabre fighters. The unit has deployed to the four corners of the Earth in support of the Global War on Terrorism and continues to support this effort. The 167th's focus today, and in the future, is summed up in the unit's motto: “Mountaineer Pride Worldwide.”” - <http://www.167aw.ang.af.mil/>





HealthNet Aeromedical Services / HealthTeam Critical Care Transport

HealthNet Aeromedical Services is one of the few statewide hospital-based air medical services in the United States. In fact, the operation serves as a model for cost effective, cooperative aeromedical services in a rural environment. Their eleven helicopters serve West Virginia and significant portions of Kentucky, Ohio, Virginia, Maryland, Pennsylvania, North Carolina and Tennessee. Each helicopter base is responsible for



providing service in a 150-nautical-mile radius. The strategic locations of the bases improve HealthNet Aeromedical Services' operational capabilities by reducing response time to emergencies.

Aircraft, manufactured by Airbus are used exclusively throughout the HealthNet Aeromedical Services' system. The fleet includes one EC-145 (Morgantown, WV), eight EC-135s (Martinsburg, Buckhannon, Beckley, and Moundsville, WV) and four EC-130s (Lewisburg, Ripley and Huntington, WV; Martin County, KY, Portsmouth, Ohio and a system-wide spare). They are jet-powered and cruise at 130 mph. Agencies utilizing HealthNet Aeromedical Services have grown to rely on these aircraft and crews to respond to their call and make a difference, when minutes matter.

HealthNet Aeromedical Services is a West Virginia-based, not-for-profit critical care transport system. Cooperatively owned and operated by WVU Medicine, Charleston Area Medical Center and Cabell Huntington Hospital, the system has twelve aircraft serving from ten bases across central Appalachia. Each aircraft is staffed by a pilot, flight paramedic and flight nurse and is fully equipped as a flying intensive care unit.

The Eastern West Virginia Regional Airport Base #8 has twenty employees assigned to it serving in both clinical and aviation roles.



Aero-Smith, Inc. is an aviation services company that was created to provide premium support services to the owners of the rapidly growing fleet of corporate and private aircraft.

The company is operated by experienced aviation professionals who have devoted their aviation careers to service, continuing education and safety.

Aero-Smith manages and maintains aircraft, train new pilots and provide aircraft charter services while always searching for new ideas and products to serve a constantly changing industry.

Aero-Smith offers a state-of-the-art Part 135 operation with an Air Carrier Certificate that has been active since 1993. During the past twenty years the company has performed services for Fortune 500 companies and small single owner companies involving a wide variety of jet and turbo-prop aircraft.

Aero-Smith's Flight Training department is moving toward becoming a Part 141 provider using a fleet of impeccably maintained Cessna 172's. After attaining their licenses and ratings, many of our students have chosen a career in Aviation in both civilian and government flying positions.

The company's Aircraft Management services deliver the oversight and insight necessary to enable their clients to efficiently use their capital and to allow company management to make timely and accurate decisions with regard to their flight operations. Aero-Smith has operated both domestically and internationally, with experience in both fixed and rotor wing operations. Their General Operations Manual, Safety Management System, Emergency Response Manual have met Argus and IS-BAO requirements.

Aero-Smith has aligned itself with Industry leaders such as The National Business Aircraft Association, Helicopter International Association, NATA, Flight Safety International, USAIG, Starr Aviation and many others.



On-Airport Jobs and Labor Income

On-Airport Tenants

EWVRA Surveyed Tenants	
Public	Private
Civil Air Patrol	Aero-Smith
Eastern WV Regional Airport	Air Methods
Federal Aviation Administration	Air Photographics
South Berkeley Volunteer Fire Company	Arcadia Aviation
WV Air National Guard 167th Air Wing	Burlington United Methodist Family Services
WV Army National Guard	Crosswinds Café
WV Army National Guard 157th Military Police	Dynamic Science
	Eastern Technical Corp.
	Experimental Aircraft Association Chapter 1071
	Flight Safety Service
	HealthNet Aeromedical
	Howard Aircraft
	Jamie Davis CPA
	Panhandle Real Estate Trust
	Pikeside Flying Club
	Steeley Foundation
	Steven David Entertainment
	Triumph Property Group

Estimated Employment Impact of the Airport

The Eastern West Virginia Regional Airport supports 1,127 permanent full-time (FTE) jobs directly at the Airport. Airport employment is across a broad spectrum of aviation related sectors including: the military, one Fixed Base Operation (FBO), the Federal Aviation Administration (FAA), the West Virginia Army & Air National Guard and Airport Administration. The 1,127 on-Airport jobs generate over \$59.0 million in annual gross wages.

On-Airport Public Sector Jobs and Labor Income

Airport and Federal and State employment sectors make up the Public Sector of the Airport economy. For the purposes of this analysis this includes employees of the Airport Administration, the Federal Aviation Administration, the West Virginia Air National Guard's 167th Air Wing (and its private civilian contractors), and the West Virginia Army National Guard operations including the 157th Military Police unit.

The West Virginia Air National Guard's 167th Air Wing is the largest driver of employment at the airport, employing 992 military and civilian FTEs at the Airport. Annual labor income for this group is estimated at \$51.7 million.



Public Sector - Airport Administration				
Output	Labor Equivalents	Labor Income	Value Added	Output
Direct Effect	3.0	\$192,857	\$308,735	\$501,592
Indirect Effect	0.9	\$56,512	\$91,035	\$147,547
Induced Effect	0.3	\$21,528	\$40,015	\$61,543
Total	4.2	\$ 270,897	\$ 439,785	\$ 710,682
State & Local Tax				\$15,329
Federal Tax				\$40,247
Civil Air Patrol - Federal Aviation Administration - 157th Military Police				
Output Equivalents	Labor Equivalents	Labor Income	Value Added	Output
Direct Effect	9.0	\$540,000	\$864,459	\$1,404,459
Indirect Effect	2.6	\$158,233	\$254,898	\$413,131
Induced Effect	1.0	\$60,279	\$112,042	\$172,321
Total	12.6	\$ 758,512	\$ 1,231,399	\$ 1,989,911
State & Local Tax				\$42,921
Federal Tax				\$112,692
West Virginia Air National Guard 167th Air Wing				
Output Equivalents	Labor Equivalents	Labor Income	Value Added	Output
Direct Effect	992.0	\$51,694,796	\$82,755,607	\$134,450,403
Indirect Effect	290.7	\$15,147,777	\$24,401,700	\$39,549,477
Induced Effect	110.7	\$5,770,582	\$10,725,889	\$16,496,471
Total	1,393.4	\$ 72,613,155	\$ 117,883,196	\$ 190,496,351
State & Local Tax				\$4,108,895
Federal Tax				\$10,788,168
On Airport Public Sector Employment Economic Impact				
	Labor Equivalents	Labor Income	Value Added	Output
Direct Effect	1,014.0	\$52,927,653	\$84,729,226	\$137,656,879
Indirect Effect	297.1	\$15,509,033	\$24,983,650	\$40,492,683
Induced Effect	113.2	\$5,908,203	\$10,981,689	\$16,889,892
Total	1,424.3	\$ 74,344,889	\$ 120,694,565	\$ 195,039,454
State & Local Tax				\$4,206,887
Federal Tax				\$11,045,453



Private Contractors of 167th Air Wing	
Company	Company
AAR Mobility, INC.	Jack Knelly's Office Furniture
Acorn Office Products, LLC	Jefferson Asphalt
Aikens Corporation	Larson Lightning Protection
Assa Abloy Entrance Systems	MicroTechnologies LLC
AT&T	National Door Services, Inc.
AT&T Mobility LLC	Noble Sales and Logistics
Atkins North America, Inc.	Ortega Enterprises Incorporated
Atlantic Diving Supply Incorporated	Parts Hangar
Beatty's Services	Pauli Systems
Caprice Electronics, Inc.	PCMG, INC.
Chemtek, Inc.	Pelican Sales Inc.
Complete Packaging & Shipping Supplies, Inc.	Phillips Corp.
Compressed Air Services Inc.	Prudential Overall Supply
Cooper Building Services, LLC	Range Systems, Inc.
Coronado Distribution Company	Roncelli Plastics, Inc.
Desbuild Inc.	Ruby Tuesday
Desbuild Incorporated	SAF, Inc.
Desktop Alert Inc.	Salone, LLC
Environamics	Samtech LLC
FCN, Inc.	San Miguel Contracting LLC
Fire-X Sales & Service Corp.	Sarasota Avionics
Fyve Star Inc	Service Care of America
Garrett Container Systems, Inc.	Solar Screen Company Inc.
Gateway Gettysburg Hotel Partners, L.P.	Spokane Industries, Inc.
Global Med Industries	Tetra Tech Mead Hunt JV
Greenway Engineering	The Matthews Group
GRW	Trifecta Energy, Inc.
GRW Engineers, Inc.	US PATRIOT LLC
Huntsville Tractor & Equipment	Westcarb Enterprises, Inc.
Hydro Engineering, Inc.	Winchester Hospitality
Intelligent Decisions	Wycliffe Enterprises, Inc.
ITM4G	

The on-airport public sector employment totals 1,014 FTEs. Indirect and induced effect generates another 410 FTEs, making total employment impact from on-airport public sector employment 1,424 FTEs. Annual labor income from the total employment is \$74.3 million, economic value added is \$120.7 million and total annual economic output is \$195.0 million.

Nearly \$4.2 million in annual state and local taxes are generated, along with \$11.0 million in annual federal taxes.

On-Airport Private Sector Jobs and Labor Income

Direct private sector employment at the Airport is 152 FTEs. For the purpose of measuring economic impact this private sector employment was analyzed in four categories; FBO's and Maintenance Service, Medical Services, General Aviation Impact and Other Businesses.



Aircraft Maintenance and Service - FBO's - Flying Clubs				
Output	Labor Equivalents	Labor Income	Value Added	Output
Direct Effect	16.0	\$1,280,000	\$2,049,088	\$3,329,088
Indirect Effect	4.7	\$375,070	\$604,203	\$979,273
Induced Effect	1.8	\$142,884	\$265,581	\$408,464
Total	22.5	\$ 1,797,953	\$ 2,918,872	\$ 4,716,825
State & Local Tax				\$101,739
Federal Tax				\$267,123
Medical Services				
Output	Labor Equivalents	Labor Income	Value Added	Output
Direct Effect	64.0	\$3,380,000	\$5,410,873	\$8,790,873
Indirect Effect	18.8	\$990,419	\$1,595,475	\$2,585,893
Induced Effect	7.1	\$377,302	\$701,299	\$1,078,601
Total	89.9	\$ 4,747,721	\$ 7,707,646	\$ 12,455,367
State & Local Tax				\$268,655
Federal Tax				\$705,371
Other Businesses				
Output	Labor Equivalents	Labor Income	Value Added	Output
Direct Effect	33.0	\$1,459,000	\$2,335,640	\$3,794,640
Indirect Effect	9.7	\$427,521	\$688,698	\$1,116,218
Induced Effect	3.7	\$162,865	\$302,720	\$465,586
Total	46.4	\$ 2,049,386	\$ 3,327,058	\$ 5,376,444
State & Local Tax				\$115,967
Federal Tax				\$304,478
General Aviation				
Output	Labor Equivalents	Labor Income	Value Added	Output
Direct Effect	38.5	\$1,907,235	\$3,053,198	\$4,960,433
Indirect Effect	11.3	\$558,864	\$900,280	\$1,459,144
Induced Effect	4.3	\$212,901	\$395,723	\$608,623
Total	54.1	\$ 2,679,000	\$ 4,349,200	\$ 7,028,201
State & Local Tax				\$151,594
Federal Tax				\$398,020
On Airport Private Sector Employment Economic Impact				
Output	Labor Equivalents	Labor Income	Value Added	Output
Direct Effect	151.5	\$8,026,235	\$12,848,798	\$20,875,033
Indirect Effect	44.4	\$2,351,874	\$3,788,656	\$6,140,529
Induced Effect	16.9	\$895,952	\$1,665,323	\$2,561,274
Total	212.9	\$ 11,274,061	\$ 18,302,776	\$ 29,576,837
State & Local Tax				\$637,955
Federal Tax				\$1,674,992

The on-airport private sector employment totals 152 FTEs. Indirect and induced effect generates another 61 FTEs, making total employment impact from the on-airport private sector 213 FTEs. Annual labor income from the total employment is \$11.3 million, economic value added is \$18.3 million and total annual economic output is \$29.6 million dollars.

\$0.6 million in annual state and local taxes are generated, along with \$1.7 million in annual federal taxes.



Total Airport Public and Private Sector Jobs and Labor Income

The combined Public and Private Sectors of the on-airport economy creates 1,166 on-airport FTEs which, in turn, create 472 full-time off-airport jobs either through indirect or induced economic effect in the local region.

On Airport Public Sector				
Output	Full Time Equivalents	Labor Income	Value Added	Output
Direct Effect	1,014.0	\$52,927,653	\$84,729,226	\$137,656,879
Indirect Effect	297.1	\$15,509,033	\$24,983,650	\$40,492,683
Induced Effect	113.2	\$5,908,203	\$10,981,689	\$16,889,892
Total	1,424.3	\$ 74,344,889	\$ 120,694,565	\$ 195,039,454
State & Local Tax				\$4,206,887
Federal Tax				\$11,045,453
On Airport Private Sector				
Output	Full Time Equivalents	Labor Income	Value Added	Output
Direct Effect	151.5	\$8,026,235	\$12,848,798	\$20,875,033
Indirect Effect	44.4	\$2,351,874	\$3,788,656	\$6,140,529
Induced Effect	16.9	\$895,952	\$1,665,323	\$2,561,274
Total	212.9	\$ 11,274,061	\$ 18,302,776	\$ 29,576,837
State & Local Tax				\$637,955
Federal Tax				\$1,674,992
Total				
Output	Full Time Equivalents	Labor Income	Value Added	Output
Direct Effect	1,165.5	\$60,953,888	\$97,578,024	\$158,531,912
Indirect Effect	341.5	\$17,860,907	\$28,772,306	\$46,633,213
Induced Effect	130.1	\$6,804,155	\$12,647,011	\$19,451,166
Total	1,637.2	\$ 85,618,950	\$ 138,997,341	\$ 224,616,291
State & Local Tax				\$4,844,842
Federal Tax				\$12,720,445

Combined public/private annual labor income from the 1,637 on-airport FTEs is \$61.0 million. Total labor income, including that of indirect and induced job creation, totals over \$85.6 million.

Total annual economic output as a result of the on-Airport jobs and the indirect and induced job creation is \$224.6 million dollars, driven primarily by the presence of the Air National Guard's 167th Air Wing located on the field.

Over \$4.8 million in annual state and local taxes are generated by the 1,637 FTEs associated with the airport's operation. About \$12.7 million in annual federal taxes are also generated.



Airport Operations

Airport Operations

The runway was used for 29,303 aircraft operations during the year ended in May 2018, an average of 80 operations per day. Aircraft operations are generated by Airport based aircraft and by visiting or transient aircraft.

EWVRA BASED AIRCRAFT AND OPERATIONS SUMMARY: YE May 2018			
Airport Based Aircraft		Aircraft Operations	
Type	Based Aircraft	Type	Number
Single-engine	72	Commuter	0
Multi-engine	9	Air-taxi	104
Civilian Jet	0	Military	4,008
Civilian Helio	2	GA Local	21,764
Military	8	GA itinerant	3,427
Total	91	Total	29,303

EWVRA BASED AIRCRAFT AND OPERATIONS SUMMARY: YE May 2018			
Airport Based Aircraft		Aircraft Operations: 2017	
Type	Based Aircraft	Number	
EWVRA	91	29,303	
West Virginia Total	887	330,355	
	10.3%	8.9%	
EWVRA Average		9.6%	

GENERAL AVIATION IMPACT ON WEST VIRGINIA: FAA 2017			
Type	West Virginia		EWVRA
Jobs	403	9.6%	38.5
Wages	\$ 19,940,300	9.6%	\$ 1,907,235
Economic Activity	\$ 98,473,741	9.6%	\$ 9,418,745

The Airport's facilities and infrastructure currently supports and make possible the basing of 72 single-engine aircraft, 9 multi-engine aircraft, 8 military aircraft and two helicopters – a total of 91 aircraft. Martinsburg is the only airport in West Virginia holding "general aviation reliever" status with the FAA and has the largest count of based aircraft in the state.



Airport Fuel Sales

AIRPORT FACILITY FUEL SALES (GALLONS)				
Year	GA Jet	GA AvGas	Other	Total
2014	111,527	39,935	0	151,462
2015	97,264	37,015	0	134,279
2016	97,095	33,862	0	130,957
2017	94,992	35,713	0	130,705

The Airport's infrastructure facilitates the sale of aviation fuels to both military and general aviation users. In 2017, Aero-Smith sold 94,992 gallons of Jet fuel and 35,713 gallons of Aviation Gasoline to its customers. These figures do not include the self-fueling operations performed by the 167th Airlift Wing, estimated to be in excess of 1,500,000 gallons annually.



On-Airport Capital Spending

Both public and private sector employers at the Airport spend money day-to-day on materials and services necessary to continue operations. Both public and private sector employers at the Airport have capital expenditures, typically for new or additional equipment or for new or expanded building space.

All of these expenditures have economic impact. One challenge is determining the portion of commercial (material or services) or capital expenditure that is spent in the local area, as opposed to an equipment purchase from a vendor hundreds of miles away for a piece of equipment built at that location.

Economic impact surveying of Airport tenants for commercial (material or services) and capital spending is also challenging in that survey respondents sometimes do not know or do not want to share expenditure levels and also must often estimate the portion of an expenditure that is local in nature.

Only about one half the Airport tenant group responded to survey questions about commercial (material or services) and capital spending patterns. Among those who did respond, most did not provide an estimate of spending that was local vs. spending that was global.

Based on spending patterns for survey respondents that did provide data plus data from other economic impact analyses, and based on accepted rules of thumb for local vs. global portions, Sixel Consulting Group has estimated the economic impact of Airport public and private commercial and capital expenditures for 2017. Note that capital expenditures can vary widely up or down by year, depending on what capital projects are ongoing.

Airport Located Capital Expenditures

Because capital expenditures can change so much from year to year as construction projects start or finish, they were not included in the total economic output of this report. However, they are an important component of spending and itinerant job creation over the years, so an estimate was made in this section of the “average” impact of capital expenditures over the past few years from Airport Administration, the 167th Airlift Wing and Private Sector businesses. On the next two pages it is shown that airport located capital expenditures have resulted in an average of 170 jobs and \$8.5 million in wages since 2004.



EWVRA Capital Spending / 2014 - 2019			
Fiscal Year	Spend	Percent Local	Local Spend
2014	\$785,000	80.0%	\$628,000
2015	\$81,500	80.0%	\$65,200
2016	\$396,000	80.0%	\$316,800
2018 - 219	\$1,910,000	80.0%	\$1,528,000
	\$3,172,500		\$2,538,000
Average			\$634,500

Private Capital Spending / 2014 - 2017			
Fiscal Year	Spend	Percent Local	Local Spend
2014	\$500,000	80.0%	\$400,000
2015	\$500,000	80.0%	\$400,000
2016	\$500,000	80.0%	\$400,000
2017	\$934,000	80.0%	\$747,200
	\$2,434,000		\$1,947,200
Average			\$486,800

Military Capital Spending / 2004 - 2017			
Fiscal Year	Spend	Percent Local	Local Spend
2004	\$22,561,783	80.0%	\$18,049,426
2005	\$80,700,000	80.0%	\$64,560,000
2006	\$63,971,900	80.0%	\$51,177,520
2007	\$33,882,400	80.0%	\$27,105,920
2008	\$47,900,600	80.0%	\$38,320,480
2009	\$3,730,311	80.0%	\$2,984,249
2010	\$8,872,900	80.0%	\$7,098,320
2011	\$1,176,300	80.0%	\$941,040
2012	\$6,399,800	80.0%	\$5,119,840
2013	\$1,145,400	80.0%	\$916,320
2014	\$0	80.0%	\$0
2015	\$0	80.0%	\$0
2016	\$0	80.0%	\$0
2017	\$0	80.0%	\$0
	\$270,341,394		\$216,273,115
Average			\$15,448,080



EWVRA Capital Spending (2014 - 2017 average)				
Output	Labor Equivalents	Labor Income	Value Added	Output
Direct Effect	4.6	\$231,237	\$370,176	\$601,414
Indirect Effect	1.4	\$67,758	\$109,152	\$176,910
Induced Effect	0.5	\$25,813	\$47,978	\$73,791
Total	6.5	\$ 324,808	\$ 527,307	\$ 852,115
State & Local Tax				\$18,380
Federal Tax				\$48,257
On Airport Private Capital Spending (2014 - 2017 average)				
Output	Labor Equivalents	Labor Income	Value Added	Output
Direct Effect	3.5	\$177,410	\$284,006	\$461,416
Indirect Effect	1.0	\$51,985	\$83,743	\$135,729
Induced Effect	0.4	\$19,804	\$36,810	\$56,614
Total	5.0	\$ 249,199	\$ 404,559	\$ 653,758
State & Local Tax				\$14,101
Federal Tax				\$37,024
West Virginia Air National Guard Capital Spending (2004 - 2017 average)				
Output	Labor Equivalents	Labor Income	Value Added	Output
Direct Effect	112.6	\$5,629,905	\$9,012,633	\$14,642,539
Indirect Effect	33.0	\$1,649,693	\$2,657,507	\$4,307,200
Induced Effect	12.6	\$628,455	\$1,168,120	\$1,796,575
Total	158.2	\$ 7,908,053	\$ 12,838,260	\$ 20,746,313
State & Local Tax				\$447,486
Federal Tax				\$1,174,903
Average Capital Spending				
Output	Labor Equivalents	Labor Income	Value Added	Output
Direct Effect	120.8	\$6,038,553	\$9,666,816	\$15,705,368
Indirect Effect	35.4	\$1,769,436	\$2,850,402	\$4,619,838
Induced Effect	13.5	\$674,071	\$1,252,908	\$1,926,979
Total	169.6	\$ 8,482,060	\$ 13,770,126	\$ 22,252,186
State & Local Tax				\$479,967
Federal Tax				\$1,260,183



Total Eastern West Virginia Regional Airport Economic Impacts

The Eastern West Virginia Regional Airport supports 1,166 FTE jobs directly at the airport across a broad spectrum of public and private aviation related sectors.

These jobs and the economic activity they generate are responsible, after direct, indirect and induced economic effect, for a total of 1,637 jobs in Berkeley County, Jefferson County and Morgan County, 2.2% of the area's total employment. These 1,637 jobs have an annual labor income of \$85.6 million. Annual state and local tax generation from these jobs is \$4.8 million and annual federal tax generation is \$12.7 million.

These jobs and related Airport commercial and capital spending result in an annual total economic output of \$224.6 million dollars in Berkeley County, Jefferson County and Morgan County, 4.6% of the area's total gross domestic product.

Some 91 aircraft are based at the Airport and 29,303 aircraft movements were recorded in from the period June 1, 2017 through May 31, 2018.

Beyond the job creation, labor income, Airport driven local spending and visitor spending economic impacts of the Eastern West Virginia Regional Airport, there is another significant but intangible economic impact created by the Airport.

The Eastern West Virginia Regional Airport is important to many local area businesses, giving them the flexibility of a local access point to the national air transportation system, either via chartered or general aviation aircraft.

The Eastern West Virginia Regional Airport is a local economic asset that benefits from and returns to the community local, state and federal investments. Beyond the documented jobs, labor income and economic output it generates, it also serves the local business community, making it possible for some local firms to compete on the national and global stage by providing those firms various air transportation options. The presence of a large, modern and well-equipped airport also greatly enhances the Eastern Panhandle's ability to attract and retain corporate investment.



The Eastern West Virginia Regional Airport is a significant economic engine for Berkeley County, the City of Martinsburg, Jefferson County, Morgan County, the state of West Virginia and even the counties of neighboring states.

As the Eastern Panhandle counties continue to grow economically, the importance of the Airport to that growth should not be understated or underestimated. The quality of the facility, the support infrastructure on it and around it, and the costs at which the airport provides its services are all critical to preserving and increasing military, general and business aviation activity.

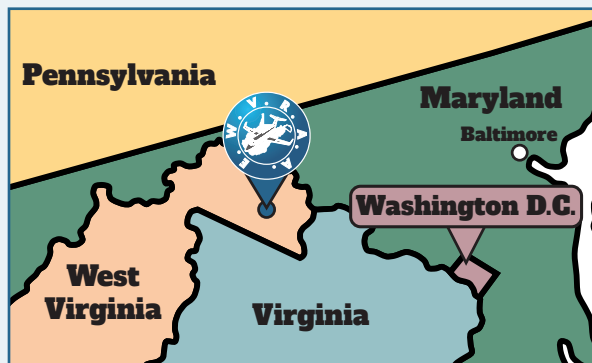




**Martinsburg
is your mid-Atlantic
general aviation gateway
allowing swift access to
amenities in West Virginia,
Virginia, Maryland and
Pennsylvania.**

**The next big thing in
DC-area General
Aviation Facilities.**

**Think MRB.
We've got room for you.**



For more information, contact:

Neil R. Doran, C.M., A.C.E.
Executive Director / Airport Manager
Eastern West Virginia Regional Airport Authority
170 Aviation Way, Suite 105
Martinsburg, WV 25405
E: ndoran@FlyMRB.com
T: (304) 263-2106 - F: (304) 267-6350
www.FlyMRB.com - [Facebook.com/EWVRAA](https://www.facebook.com/EWVRAA)



**Eastern West Virginia
Regional Airport
Martinsburg
(KMRB)**

*The Next Big Thing in DC-Area
General Aviation Facilities*

MRB is Ripe for Development

RUN OUT OF ROOM IN METRO DC?

Access one of the largest and best-equipped facilities in the National Capital Region – at a “West Virginia Price”

WASHINGTON/ BALTIMORE AREA AIRPORT LAND AVAILABLE

1:34* to Washington CBD - 79 miles

1:40* to Baltimore CBD - 100 miles

**drive times shown*

Base your aircraft, corporate flight department, hangar or aviation business within our air park.

Adjacent business park suitable for many aviation and non-aviation uses including manufacturing, distribution, IT data centers and air cargo facilities.



- Pilot-Friendly
- Full-service FBO
- On-site Restaurant
- Military Services: Air Traffic Control, Crash Rescue & Firefighting, Security Patrol, Airfield Management, Snow Removal, Safety/ Wildlife
- Low congestion, virtually delay-free, outside DC security restrictions
- 8,815' x 150' runway, ILS, GPS
- FAA General Aviation Reliever Status
- Foreign Trade Zone #240
- 15+ acres of aircraft parking ramp available
- 22 acres available for new corporate, box and t-hangars with direct taxiway/apron access
- 75 acres of industrial park land available for leasing (aviation-related)
- 80 acres of industrial park land available for potential sale (with FAA approval, non-aeronautical projects welcome)



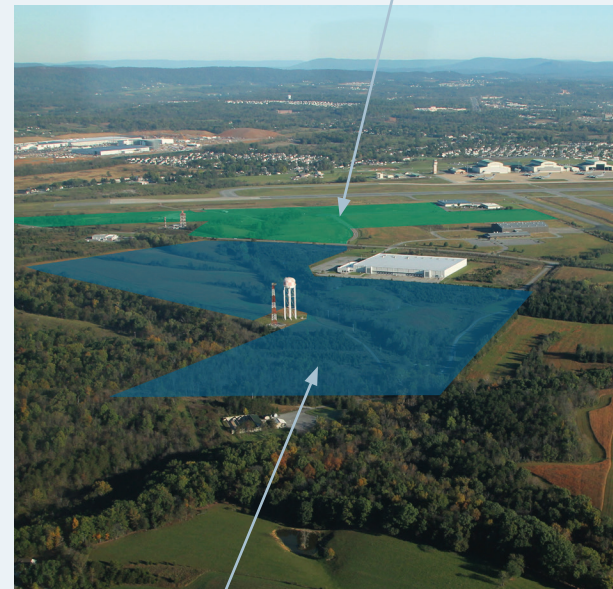
22 acres available for new corporate, box and t-hangars with direct taxiway/apron access

Air Cargo Facility Development

MRB has served military air cargo operations for more than 60 years. Civilian air cargo operators wishing to develop freight terminal facilities will find that MRB offers Access to Major East Coast Markets at a West Virginia Price.

- 1/2 of U.S. and 1/3 of Canadian population can be reached within an 8-hour truck drive
- Along a major trucking, warehousing and logistics corridor
- Intermodal Facilities, and Class I railroads nearby
- Major cities and deep water ports within a short drive
- Large aero-space workforce in region

75 acres of industrial park land available for leasing (aviation-related)

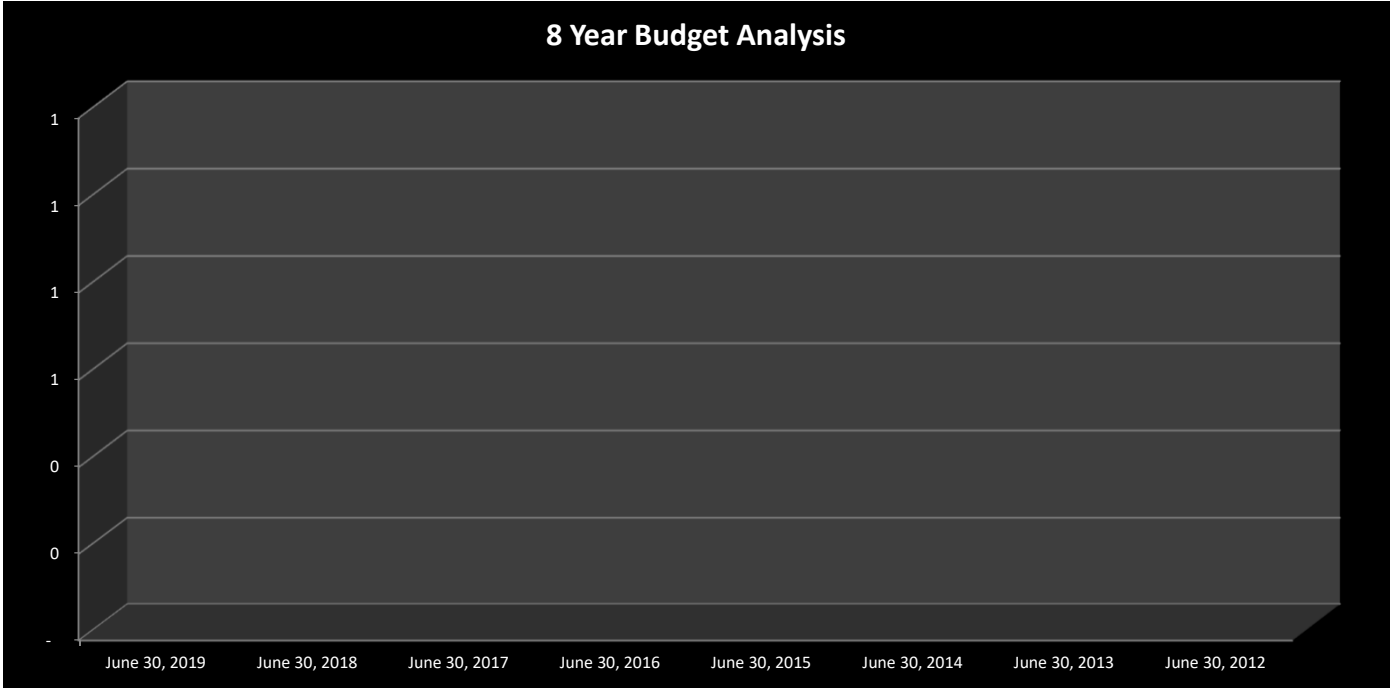


80 acres of industrial park land available for potential sale (with FAA approval)

BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: EPCD-Eastern Panhandle Conservation District
 Account Number:
 Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Contributions/Transfers							
567 Contributions/Transfers oth Gov. Ent	\$ -	\$ -	\$ -		\$ 30,000		
Total Contributions/Transfers	\$ -	\$ -	\$ -		\$ 30,000	\$ -	\$ -
Department Grand Total	\$ -	\$ -	\$ -		\$ 30,000	\$ -	\$ -



567 Contributions to Other Govt Entities

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	-	\$ -	\$ -

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
			30,000		
Total	-	-	30,000	-	
Total Object Code	30,000				

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Danny Lutz
Department or Organization: WV Eastern Panhandle Conservation Dist

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: 17 January 2019
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Budget Request

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

Key out Budget request and proposed expenditures

Is this a funding request? YES NO

If so, how much? \$ 30,000

Provide exact financial impact/request: To be presented at meeting

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

No appropriate motion

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

If not attached, explain: will be presented at meeting

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

Contact information:
Email address: p.lutz2007@gmail.com Phone Number: 304 725-0966

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

BUDGET REQUEST

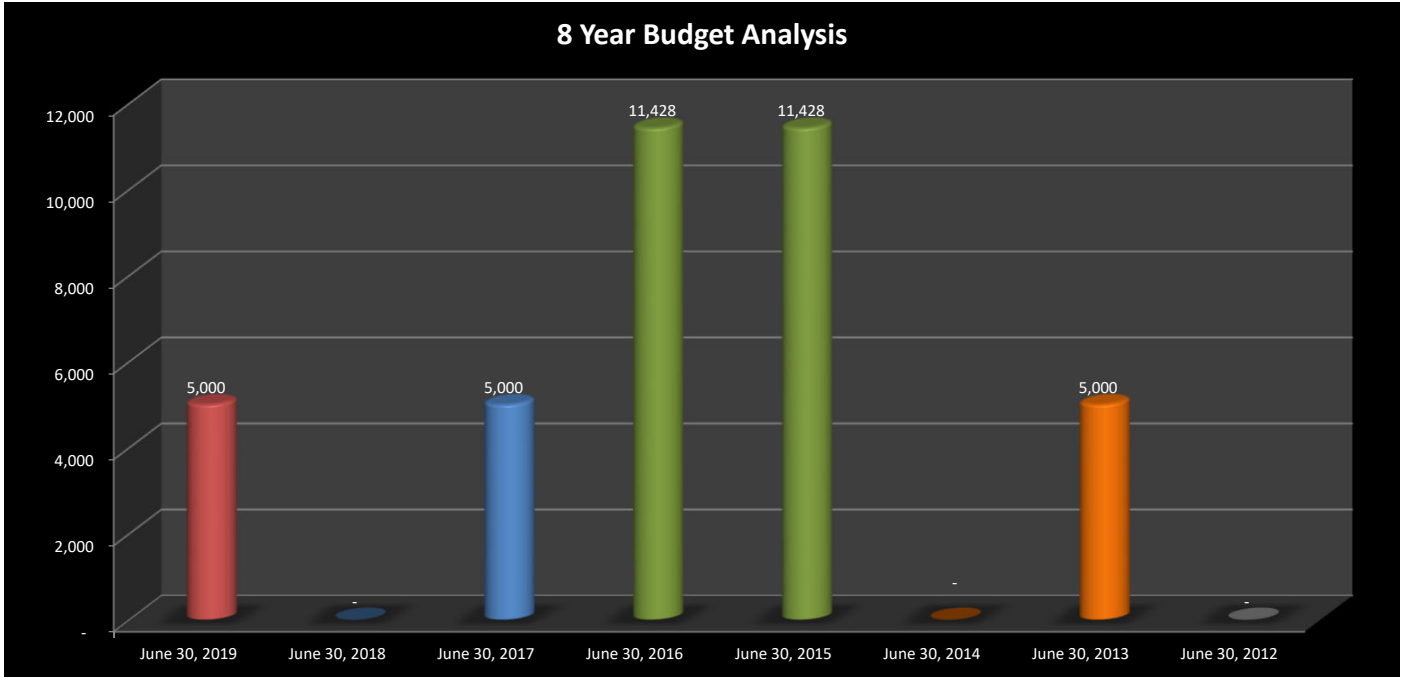
Fiscal Year: 2019 - 2020

Department: Jefferson County Ministries

Account Number:

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Contributions/Transfers							
567 Contributions/Transfers oth Gov. Ent	\$ -	\$ -	\$ -	0.00%	\$ 10,000		
Total Contributions/Transfers	\$ -	\$ -	\$ -		\$ 10,000	\$ -	\$ -
Department Grand Total	\$ -	\$ -	\$ -		\$ 10,000	\$ -	\$ -



567 Contributions to Other Govt Entities

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	-	\$ -	\$ -

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Contribution in Support			10,000		
Total	-	-	10,000	-	
Total Object Code	10,000				

Gary L. Dungan
228 Prospect Avenue
Harpers Ferry, WV 25425
(304) 535-6914

January 28, 2019

Jefferson County Commission
124 East Washington Street, P.O. Box 250
Charles Town, WV 25414

Dear Sir or Madam:

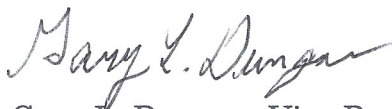
I am writing on behalf on Jefferson County Community Ministries, whose main facility is located at 238 W. Washington Street in Charles Town. We are requesting a contribution of \$10,000 in support of our operations for your Fiscal Year 2020.

Community Ministries plays a significant role in providing for the needs of the county's less fortunate citizens and engages in a significant effort to help those who are capable to achieve a self-sufficient life. I have attached a flyer that briefly lists our activities in both emergency services and transitional services; a 25th anniversary write-up that gives our history up to 2008, and; an overview of our activities as of August, 2018. You will see that we have grown from six covenant churches, primarily in Charles Town, to fifty churches all over the county today.

The County Commission regularly provided funds to Community Ministries until 2013 and gave us a \$4,000 contribution in December, for which we are grateful. We hope that you will be able to help us out again in Fiscal Year 2020

Thank you for your cooperation.

Sincerely,



Gary L. Dungan, Vice-President
Jefferson County Community Ministries



Neighbors helping neighbors

....with emergency services

short-term relief to those who qualify

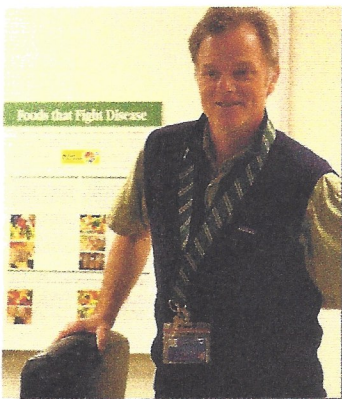
- Supplemental food assistance including fresh produce
- Child and adult clothing
- Utility termination and eviction relief
- Cold weather shelter and homeless services
- Fuel for heating, cooking, and transportation
- Medication



....and transitional services

support, guidance, and training towards a more self-sufficient life

- Coaching on topics such as health issues, budgeting, and planning
- Long-term mentoring and support
- Personalized solutions for employment, housing, and more



238 West Washington Street
 Charles Town, WV 25414
 304-725-3186
 info@jccm.us



Jefferson
 County
 Community
 Ministries

8/13/08

Jefferson County Community Ministries, Inc.

25th Anniversary

1983 – 2008

On September 7, 1982 a group of ministers, lay persons, and representatives from the various community helping agencies met at the Zion Episcopal Parish House for the expressed purpose of seeking a better, more organized, and more efficient way to help people in need in Jefferson County. Six churches covenanted together to begin Community Ministries. The six churches were Zion Episcopal Church, Asbury United Methodist Church of Charles Town, St. Thomas Lutheran Church, Charles Town Presbyterian Church, Charles Town Baptist Church, and Liberty Christian Fellowship.

In 1983, the Jefferson County Community Ministries started services in three different locations. The office area for interviewing clients was located at the Zion Episcopal Parish House in Charles Town, the clothing closet was located at the Charles Town Presbyterian Church, and the food pantry was located at the Good Brothers Garage/Warehouse in Charles Town.

In 2000, the Jefferson County Community Ministries purchased the former J.C. Penney Store in downtown Charles Town. This building provided more space and all the services provided went from three different buildings to one central location.

The Jefferson County Community Ministries has grown from six churches to forty nine churches in offering financial support, donations of food, clothing, and volunteers. Support is also received from private individuals, civic organizations, businesses, and governmental agencies such as Emergency Food and Shelter Funding and USDA. Jefferson County Community Ministries is an unaffiliated agency of the Combined Federal Campaign of the Eastern Panhandle and of the National Capital Area.

Other than providing food and clothing, the Jefferson County Community Ministries helps with limited financial aid for rent eviction, termination utilities bills, medicine, heating fuel, motels for the homeless and gasoline expenses to only families living in Jefferson County. In 2007 JCCM help other 3200 families in Jefferson County. There are 78 volunteers that work at the JCCM facility. JCCM is open Monday – Friday from 9:00 a.m. – 12:00 noon.

As Jefferson County Community Ministries, Inc. looks back over the past 25 years, and forward to the next 25 years, the Board of Directors offers a Thank You to the community, and especially to our many dedicated volunteers, for your continued support. Please visit us at 238 West Washington Street or at our website www.jccm.us

Our 25th Anniversary will be celebrated at the Independent Fire Company's Budget room in Ranson, WV, on September 20 at 6:30 p.m.

Overview of JCCM Activities—August 27, 2018

Emergency Assistance remains as a key service area. To help maintain a safety-net for our clients, we continue to offer food and clothing and limited financial assistance for such things as utility terminations, rental evictions, cooking & heating fuel, help with transportation, medications and shelter in the form of motel nights and a cold-weather shelter for those experiencing homelessness. Currently 11 Jefferson County churches take turns hosting the shelter one or two weeks at a time. Our building is not used as an overnight shelter. We do use our building for occasional extreme weather-related events and will offer a day-time supervised warming/cooling station. Our van is used to transport shelter residents and their immediate belongings from the Charles Town area to the shelter locations. Moving the shelter from one location to another is done by a volunteer group who use their own trucks to transport cots, bedding, and personal possessions of the shelter residents. Finally, we offer life-skill training in order to help clients learn or renew important and necessary skills for thriving, rather than just surviving

Transitional Assistance has become the vehicle to help our clients move toward greater self-sufficiency. Clients who elect to enter this program work with a coach to set and work toward accomplishing client defined life goals. Clients can be referred to a variety of additional resources to accomplish goals including life-skill opportunities that are offered by our volunteer staff and to our jobs and health & well-being programs.

We have a modest **job preparation program** that seeks to help clients find employment in the local community or beyond. This program usually begins with offering volunteer opportunities in available and appropriate community settings, including in our own building. Typically, those opportunities involve housekeeping and light maintenance work as well as support of our food and clothing programs. Occasionally, the opportunities involve heavier cleaning and repair work and even serving as an emergency moving crew for individuals or families without the means to move themselves and their possessions. For this, we have access to a moving van offered by a local real estate agency. Volunteers who demonstrate a good work ethic are moved into paid positions in our programs, both in our building and in the local community. Good and reliable workers are recognized by many who observe our programs and can find themselves offered short term work and be positioned to transition into full time employment.

Our emphasis on client and community **health & well-being** has given rise to several diverse programs. Chief among these is a weekly visit from a local physician currently serving as the Jefferson County Health Officer. Our clients are coached in understanding the importance of healthy living and can be referred to primary and specialty care practices, addiction treatment and recovery resources, and educational programs that we sponsor or have access to. Our programs include gardening at our community gardens either as a volunteer and/or using a designated growing area for their own use and a new partnership with the West Virginia School of Medicine that brings into our building a monthly "Cooking with the Docs" program through which the "Docs" demonstrate how to prepare tasty and healthy meals drawing primarily on food from the food pantry and community garden. A new effort with the WVU "Docs" will seek to improve the health quality of our food pantry by increasing the specificity of our requests for food donations from our community.

Recognizing the reality of stress in the lives of clients, we have invested heavily in opportunities for our clients to experience Mindfulness-stress reduction. A trained RN facilitator leads small groups in six sessions a week. We have also partnered with the Jefferson County Health Department to offer a multi-week De-stress clinic which includes Mindfulness, Acupressure and Acupuncture led by licensed practitioners.

Ask the Expert is an opportunity for clients to interact with community professionals in a variety of ways consistent with the expert's area of discipline. For example, pharmacists and nurses come and check blood pressure and answer questions related to general health issues. A lawyer and a mental health therapist are available to offer general guidance in their specialties without violating any guidelines of their practice. All experts can refer clients to resources that can provide more than general thoughts and suggestions for further assistance.

Safe Space Drop-in Center, located in our conference room, is open on weekends from 9-3, holidays and other hours as needed for respite from severe weather conditions. It is managed by a volunteer coordinator and staffed by community volunteers with meals and activities brought by community groups. The purpose of this program, other than providing shelter from extreme weather, is to create a safe and supportive space for clients who feel isolated in their normal surroundings and to "just be with" a group of accepting and non-judgmental volunteers.

Programs for Children are the result of a partnership with a local Kiwanis Club that involves children of our clients and members of two school-based clubs for children in grades 4 through 8. Leaders of these activities are Kiwanis members who have been certified through Kiwanis Youth Protection Guidelines. Activities include gardening using two garden circles and a raised bed behind our building, board games and "Hands on Science" demonstrating scientific principles in a simplified way using common household products.

Partner organizations use our space for programs that complement our own.

1. Community meals have been held in various locations in Charles Town since January 2011. We host that meal on Thursday evenings, year around, and are often the host should another host location need to reclaim their own space for internal programming. These meals began as an integral part of the cold-weather shelter and continued uninterrupted ever since. The meals provide a good, nourishing meal for those who may be food insecure or in need of a safe and supportive place to share a meal. Volunteers prepare meals in their own kitchens, just prior to delivery, and serve them in our conference room.
2. The Recovery Resource Center maintains its' Jefferson County presence in an office in our building. Volunteers trained in the Connecticut Community for Addiction Recovery (CCAR) protocol are available most days of the week to work with individuals/families in recovery. They will see walk-ins or through referrals from our staff or elsewhere in the community.

3. Voices Against Domestic Violence is an organization that assists individuals struggling to break free of abusive relationships. Their use of our building is limited to occasional meetings and space on the front or side of our building for informational events.
4. Catholic Charities is a partner agency that works with us to provide emergency assistance to clients in Jefferson County and uses an office one morning a week.
5. Carpenter Apprentices is an organization that seeks to make critical repairs to homes allowing elderly and low income homeowners remain in their homes. In addition to an assessment of structural needs, the owner's psycho-social needs will also be assessed and linked with appropriate helping agencies.
6. Exchange Union is a startup organization focused ON preventing harm from IV drug use. Our role is to serve as an umbrella organization while they organize sufficiently to apply for their own 501(c)(3) status. We will provide meeting space, some administrative support and initial and limited financial oversight. While organizing, they will be involved in collecting used needles in heavy drug use areas and will undergo training to become Harm Reduction Specialists which will allow them to oversee needle exchange activity. While, they have done a couple of needle collection activities, they won't engage in needle exchanges until members are fully trained and no longer under our umbrella. Needle exchanges will not be done on our property or at any of our activities.

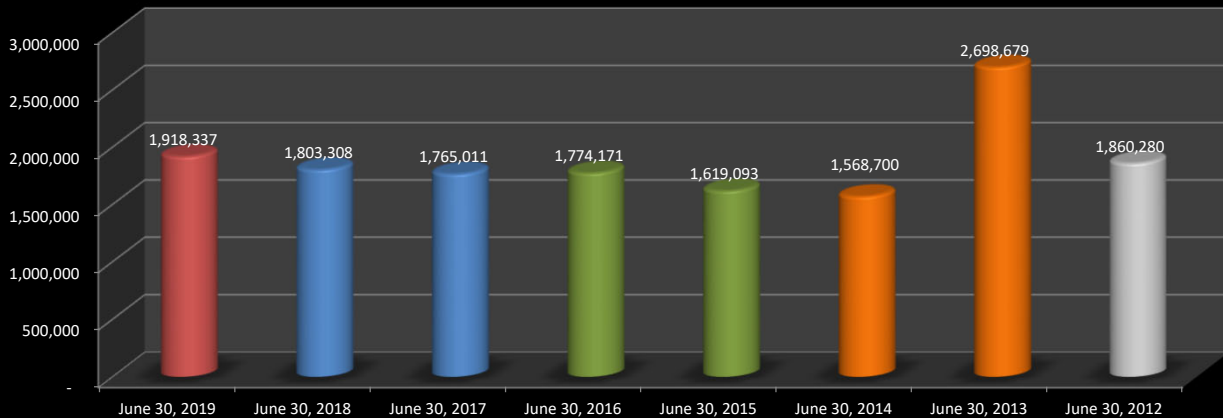
BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Commission
 Account Number: 401

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Personnel Services							
101 Official Salary	\$ 202,540	\$ 202,541	\$ 85,690	42.31%	\$ 202,541		
103 Salary & Wages of Employees	\$ 339,163	\$ 363,597	\$ 152,200	41.86%	\$ 363,335		
104 FICA Tax - Social Security	\$ 32,607	\$ 35,162	\$ 14,293	40.65%	\$ 35,145		
104 Medicare	\$ 7,626	\$ 8,216	\$ 3,343	40.69%	\$ 8,212		
105 Group Insurance Expense	\$ 94,288	\$ 177,030	\$ 49,523	27.97%	\$ 108,867		
106 Retirement Expense	\$ 41,040	\$ 40,059	\$ 16,824	42.00%	\$ 40,034		
108 Overtime	\$ 1,002	\$ 1,000	\$ 405	40.50%	\$ 1,000		
Total Personnel Services	\$ 718,266	\$ 827,605	\$ 322,278	38.94%	\$ 759,134	\$ -	\$ -
Contractual Services							
211 Telephone	\$ 667	\$ 850	\$ 174	20.47%	\$ 850		
214 Travel	\$ 2,446	\$ 5,000	\$ 53	1.06%	\$ 4,000		
218 Postage	\$ 90,581	\$ 120,000	\$ 61,313	51.09%	\$ 120,000		
220 Advertising & Legal Publications	\$ 4,352	\$ 6,200	\$ 286	4.61%	\$ 6,200		
221 Training & Education	\$ 1,643	\$ 2,500	\$ 354	14.16%	\$ 2,500		
222 Dues & Subscription	\$ 8,260	\$ 9,115	\$ 8,310	91.17%	\$ 9,115		
223 Professional Services	\$ 81,645	\$ 40,750	\$ 37,944	93.11%	\$ 70,750		
223-001 HRA	\$ 146,059	\$ 120,000	\$ 44,969	37.47%	\$ 138,000		
223-002 Employee Asst Program	\$ 3,744	\$ 3,800	\$ 1,872	49.26%	\$ 3,800		
224 Audit Costs	\$ 35,000	\$ 35,000	\$ -	0.00%	\$ 35,000		
226 Insurance & Bonds	\$ 314,336	\$ 321,100	\$ 320,295	99.75%	\$ 328,355		
226-001 Workers Comp	\$ 152,914	\$ 154,972	\$ 66,295	42.78%	\$ 146,647		
226-002 Unemployment	\$ 10,084	\$ 15,000	\$ 14,527	96.85%	\$ 20,000		
230 Contracted Services	\$ 2,957	\$ 3,000	\$ 559	18.63%	\$ 3,000		
237 Other Fees & Taxes	\$ -	\$ -	\$ 1,361	-100.00%	\$ -		
239 Insurance Premium for Retirees	\$ 73,512	\$ 89,152	\$ 35,322	39.62%	\$ 92,280		
Total Contractual Services	\$ 928,200	\$ 926,439	\$ 593,634	64.08%	\$ 980,497	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 2,032	\$ 1,000	\$ 294	29.40%	\$ 1,000		
Total Commodities	\$ 2,032	\$ 1,000	\$ 294	29.40%	\$ 1,000	\$ -	\$ -
Contributions/Transfers							
567 Contributions/Transfers oth Gov. Ent	\$ 4,800	\$ 4,800	\$ 4,800	100.00%	\$ 4,800		
568 Other Contributions/Transfers	\$ 150,010	\$ 150,010	\$ 75,005	50.00%	\$ 183,641		
568-001 Contribution Ozone & Airport	\$ -	\$ 8,483	\$ -	0.00%	\$ 10,179		
Total Contributions/Transfers	\$ 154,810	\$ 163,293	\$ 79,805	48.87%	\$ 198,620	\$ -	\$ -
Department Grand Total	\$ 1,803,308	\$ 1,918,337	\$ 996,011	51.92%	\$ 1,939,251	\$ -	\$ -

8 Year Budget Analysis



101 Elected Officials Salary

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	202,540	\$ 85,690	\$ 202,541

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Elected Salaries	202,541				Per wage schedule
Total	202,541	-	-	-	
Total Object Code	202,541				

103 Salary/Wages

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ 339,163 \$ 152,200 \$ 363,597

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/ Purpose
Salaries non-elected	395,004				Per wage schedule
Transfer Ambulance Billing	(31,669)				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	363,335	-	-	-	
Total Object Code	363,335				

104 FICA

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 32,607	\$ 14,293	\$ 35,162

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/ Purpose
Elected FICA	12,560				
Non-Elected FICA	24,493				
Overtime	62				
Transfer Ambulance Billing	(1,970)				
Increases			-		
Total	35,145	-	-	-	
Total Object Code	35,145				

104 Medicare

FY18 Actual \$ 7,626 FY19 YTD as of 11/30/2018 \$ 3,343 FY19 Budget \$ 8,216

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Elected Medicare	2,940				
Non-Elected Medicare	5,731				
Overtime	15				
Transfer Ambulance Billing	(474)				
Increases			-		
Total	8,212	-	-	-	
Total Object Code	8,212				

105 Health Insurance

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	94,288	\$ 49,523	\$ 177,030

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/ Purpose
Life Insurance		1,692			Per wage schedule
Dental Insurance		2,256			
Vision Insurance		672			
Medical Insurance		114,408			
Transfer Ambulance Billing		(10,161)			
Total	-	108,867	-	-	

Total Object Code 108,867

106 Retirement

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	41,040	\$ 16,824	\$ 40,059

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Retirement elected	3,697				Per wage schedule
Retirement non-elected	39,504				
Overtime	100				
Transfer Ambulance Billing	(3,267)				
Increases			-		
Total	40,034	-	-	-	
Total Object Code	40,034				

108 Overtime

FY18 Actual \$ 1,002 FY19 YTD as of 11/30/2018 \$ 405 FY19 Budget \$ 1,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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

FY18 Actual \$ 667 FY19 YTD as of 11/30/2018 \$ 174 FY19 Budget \$ 850

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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

FY18 Actual \$ 2,446
 FY19 YTD as of 11/30/2018 \$ 53
 FY19 Budget \$ 5,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Travel Auditor's Training		2,000			State Code requires annual training for Commissioners
Commissioner Travel			1,000		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	2,000	-	
Total Object Code	4,000				

218 Postage

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 90,581	\$ 61,313	\$ 120,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 4,352	\$ 286	\$ 6,200

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 1,643	\$ 354	\$ 2,500

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ 8,260 \$ 8,310 \$ 9,115

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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
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	-	
Total Object Code	9,115				

223 Professional Services

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	81,645	\$ 37,944	\$ 40,750

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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			60,000		Fees for attorneys representing CC in various matters. Some employment litigation as well as continuing PSD litigation. We will well exceed the 40,750 that was budgeted in FY 19
Leadership Developmen/HR Training				10,000	Provide management/human resources training to Department Heads and any Elected Officials who would be interested in attending
Total	-	750	60,000	10,000	
Total Object Code	70,750				

223 HRA

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	146,059	\$ 44,969	\$ 120,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Employee HRA		138,000			Program used to reduce employee deductible
					Based on history. Mgordon
					69,636 at 12/31/2018
Total	-	138,000	-	-	
Total Object Code	138,000				

224 Audit

	FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$	35,000	\$ -	\$ 35,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	314,336	\$ 320,295	\$ 321,100

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/ Purpose
WVCorp-Liability for FY19					
Property Insurance	39,358				Actual Cost will not be known until the renewal in March
General Liability	151,855				Actual Cost will not be known until the renewal in March
Auto	86,554				Actual Cost will not be known until the renewal in March
Director's Liability	41,872				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
Include a 2.1% estimated increase	7,053				Estimate an increase of 2.2% for FY20. FY19 experienced a 2.2% increase over FY18
WV Corp-Volunteer Policy for FY19	713				Actual Cost will not be known until the renewal in March
Total	328,355	-	-	-	
Total Object Code	328,355				

226 Workers Comp Insurance

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	152,914	\$ 66,295	\$ 154,972

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/ Purpose
WVCorp FY19 Policy Amount	132,590				Actual Cost will not be known until the renewal in March
Estimate a 11.0% Increase	14,057				FY19 realized a 3.0% decrease over FY18. FY18 experienced a 3.2% increase over FY17.
					=> In FY19, the County's experience Mod Factor decreased from 0.96 in FY2018 to 0.83 in FY2019.
					=>For FY20, the County's experience Mod Factor is preliminarily expected to increase from 0.83 in FY2019 to 0.90 in FY20.
					Additionally, total payroll is estimated to increase by 2% or \$210,000
Total	146,647	-	-	-	
Total Object Code	146,647				

226 Unemployment Insurance

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	10,084	\$ 14,527	\$ 15,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/ Purpose
WV Unemployment	20,000				The County pays based upon the actual number of employees who file and receive unemployment. The amount requested is based on historical trend.
Total	20,000	-	-	-	
Total Object Code	20,000				

230 Contracted Services

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	2,957	\$ 559	\$ 3,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
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				

237 Other Fees

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ -	\$ 1,361	\$ -

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/ Purpose
Other Fees					FY19's amount is a one time fee. Will not have this in future years.

Total	-	-	-	-	
Total Object Code	-				

239 Retiree Medical Insurance

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	73,512	\$ 35,322	\$ 89,152

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/ Purpose
Retiree Health Insurance PEIA	92,280				FY20 Estimated MGORDON
Total	92,280	-	-	-	
Total Object Code	92,280				

341 Materials and Supplies

FY18 Actual \$ 2,032 FY19 YTD as of 11/30/2018 \$ 294 FY19 Budget \$ 1,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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				

567 Contributions to Other Govt Entities

FY18 Actual \$ 4,800
 FY19 YTD as of 11/30/2018 \$ 4,800
 FY19 Budget \$ 4,800

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 150,010	\$ 75,005	\$ 150,010

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/ Purpose
Case Manager	41,600				Coordinate supervision, treatment and transportation of JDRC clients
Rent	35,640				Cash Match for CC Grant
Utilities	24,711				Cash Match for CC Grant
BRIM		13,500			Mission Critical - Liability Insurance Property and Vehicles
Workers' Compensation		7,500			Mission Critical - Worker Protection dealing with high risk population
Employee Health Insurance		48,000			Mission Critical - Recruit/Retain Highly Qualified Employees
Retirement (3% Match)		12,690			Mission Critical - Recruit/Retain Highly Qualified Employees
Total	101,951	81,690	-	-	
Total Object Code	183,641				

568 Contribution - Ozone

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ - \$ - \$ 8,483

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Watershed and Air Quality		10,179			Match to WVDEP Grant through Region 9, assists counties in compliance with water and air quality
Total	-	10,179	-	-	
Total Object Code	10,179				

Payroll Dept: FY 2020

Elected Officials	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	
Noland, Patsy	401	1,592.12	41,395.12	2,567.00	601.00	-	-	12.70	23.46	6.94	803.62	846.72	
Compton, Josh	401	1,592.12	41,395.12	2,567.00	601.00	-	-	12.70			1,387.23	1,399.93	
Hudson, Caleb	401	1,592.12	41,395.12	2,567.00	601.00	-	-	12.70			-	12.70	
Tabb, Jane	401	1,421.54	36,960.04	2,292.00	536.00	3,697.00		12.70	23.46	6.94	803.62	846.72	
Lorenzetti, Ralph	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>2,995.00</u>	<u>3,119.00</u>	
Carroll, Jessica	401	1,569.23	40,799.98	2,530.00	592.00	4,080.00		12.70	23.46	6.94	803.62	846.72	
Gordon, Michelle	401	3,286.67	85,453.42	5,299.00	1,240.00	8,546.00		12.70	23.46	6.94	1,662.06	1,705.16	
Grove, Stepahanie	401	4,002.36	104,061.36	6,452.00	1,509.00	10,407.00		12.70	23.46	6.94	1,662.06	1,705.16	
McDonald, Sandra	401	3,000.42	78,010.92	4,837.00	1,132.00	7,802.00		12.70	23.46	6.94	803.62	846.72	
Perkins, Bryan	401	1,628.19	42,332.94	2,625.00	614.00	4,234.00		12.70	23.46	6.94	803.62	846.72	
Weimer, Dawn	401	1,218.04	31,669.04	1,964.00	460.00	3,167.00		12.70	23.46	6.94	803.62	846.72	
		<u>14,705.00</u>	<u>382,328.00</u>	<u>23,707.00</u>	<u>5,547.00</u>	<u>38,236.00</u>		<u>77.00</u>	<u>141.00</u>	<u>42.00</u>	<u>6,539.00</u>	<u>6,798.00</u>	
Elected Official Count	5							Elected Insurance	768.00	564.00	168.00	35,940.00	37,440.00
Employee Count	6							Employee Insurance	924.00	1,692.00	504.00	78,468.00	81,588.00
Department Count	11							Department Total	<u>1,692.00</u>	<u>2,256.00</u>	<u>672.00</u>	<u>114,408.00</u>	<u>119,028.00</u>

Jefferson County Commission
WVCorp Insurance Rates
FY20 Estimated Renewal

Description	FY17 Amount	FY18 Amount	FY19 Amount	FY18 to FY19 Inc/(Dec)	% Inc/(Dec)	FY20 Budget	Est %	FY20 Increase Amount
Business Auto	84,480	85,744	86,554	810	0.9%	88,458	2.2%	1,904
Crime Exposure	950	950	950	-	0.0%	971	2.2%	21
General Liability	125,248	128,700	131,942	3,242	2.5%	134,845	2.2%	2,903
Increased Limits of Liability	19,342	19,793	19,913	120	0.6%	20,351	2.2%	438
Inland Marine		2,789	3,826	1,037	37.2%	3,910	2.2%	84
Public Officials Liability	40,365	40,115	41,872	1,757	4.4%	42,793	2.2%	921
PR-Boiler & Machinery	37,091	35,532	35,532	-	0.0%	36,314	2.2%	782
Subtotal Bond Ins 226.000	307,476	313,623	320,589	6,966	2.2%	327,642	2.2%	7,053
Workers' Comp 226.001	148,611	153,432	132,590	(20,842)	-13.6%	146,647	10.6%	14,057
Total WVCorp	456,087	467,055	453,179	(13,876)	-3.0%	474,289	4.7%	21,110

**Jefferson County Commission
W/C Rate History**

Classification	Code	FY18			FY19			FY20 Estimate		
		Payroll	Rate per \$100 PR	Contribution	Payroll	Rate per \$100 PR	Contribution	Payroll	Rate per \$100 PR	Contribution
Policy Officers & Drivers	7720	2,498,521	3.50	87,448	2,523,685	3.49	88,077	2,574,159	3.49	89,838
Auto Service or Repair	8380	45,473	2.67	1,214	45,973	2.17	998	46,892	2.17	1,018
Clerical	8810	4,964,292	0.23	11,418	5,144,094	0.19	9,774	5,246,976	0.19	9,969
Attorney-All Employee	8820	1,282,988	0.17	2,181	1,262,029	0.14	1,767	1,287,270	0.14	1,802
Animal Control	8831	213,143	1.18	2,515	218,950	1.00	2,190	223,329	1.00	2,233
Building Operated by Owner	9015	536,416	3.15	16,897	564,005	2.75	15,510	575,285	2.75	15,820
Municipal Employees NOC	9410	678,312	3.10	21,028	673,597	3.61	24,317	687,069	3.61	24,803
Total		\$10,219,145	5.53%		\$10,432,333	2.09%		\$10,640,980	2.00%	
Manual Contribution				\$ 142,701			\$ 142,633			\$ 145,483
Experience Modification			-4.95%	0.96		-13.54%	0.83		8.43%	0.90
Modified Contribution				\$ 136,993			\$ 118,385			\$ 130,935
Regulator & Debt Reduction				1.12			1.12			1.12
Total Estimated Contribution			3.24%	\$ 153,432		-13.58%	\$ 132,591		10.60%	\$ 146,647
Quarterly Payment				\$ 38,358			\$ 33,148			\$ 36,662
Employer's Liability			FY18		FY19		FY20 Estimate			
Bodily Injury by Accident			\$ 1,000,000		\$ 1,000,000		\$ 1,000,000			\$ 1,000,000
Bodily Injury by Disease (Per Person)			\$ 1,000,000		\$ 1,000,000		\$ 1,000,000			\$ 1,000,000
Bodily Injury by Disease (Per Accident)			\$ 1,000,000		\$ 1,000,000		\$ 1,000,000			\$ 1,000,000

Jefferson Day Report Center, Inc.

121 W. Third Avenue, Ranson WV 25438
(304) 728-3527 FAX: (304) 728-3614

Date: January 14, 2018

To: Jefferson County Commission

Subject: FY 20 Budget Justification

The Jefferson Day Report Center (JDRC) is a combined effort of the Jefferson County Commission, justice agencies and community partners to address the opioid epidemic and jail overcrowding that has afflicted Jefferson County. With aid from initiatives such as Justice Reinvestment, community corrections and telehealth grant funding, the program has managed the multi-faceted problem of substance use disorders (SUDs) and justice involvement with multi-modal treatment and wrap-around services.

Supervision is also provided, in conjunction with treatment programming, which has led to success in holding patients accountable and encouraging their effective engagement in care.

Upon intake, each JDRC participant receives an individualized treatment plan addressing clinical goals and a case management plan outlining criminogenic needs. These planning tools provide detailed information on requirements for successful completion of the program, in addition to fulfilling court costs, fees, and other reparation.

Additionally, JDRC utilizes random and multidimensional drug screening procedures (e.g., blood cards, urine collection, 24-hour patch monitoring, and oral swabs) and implements graduated sanctions for positive drug screens and other issues of program noncompliance.

During FY 19, several new initiatives have been launched to maximize the funding sources received by the JDRC through grants and contracts for services.

- Increased hours of operation on Monday and Tuesday (9 am - 9 pm) and Saturday (9 am - 3 pm)

- Expanded services to DHHR Child Protective Services for psychological assessments and testing along with additional methods of comprehensive drug screening to include blood, saliva, sweat, and urine specimen collection for laboratory analysis.
- Testing for infectious disease and referral for additional evaluation and treatment as needed.
- WV DUI Safety and Treatment Program
- Expansion of medication assisted treatment to include SUBLOCADE™ (buprenorphine extended-release) injection.
- Partnership with International Forest Products (ICF) for employment placement of JDRC participants.
- Expanding telehealth services to Day Report Centers located in remote areas of West Virginia that include Taylor, Barbour, Tucker, Mason, and Preston Counties to maximize the utilization of clinical staff.

During FY 19, the JDRC has provided the following clinical services to Jefferson County residents referred through justice agencies:

Procedures	Units
Psychiatric Diagnostic Evaluations	182
Psychiatric Diagnostic Evaluations w/Medication	51
Follow-up Office Visits - Medical	697
Psychotherapy	1,198
Psychophysiological w/Biofeedback Training	455
Vivitrol Injections	147
Sessions via telehealth	990
Group Psychotherapy	705
Total	4,425

The level of comprehensive services now provided through the JDRC requires professionally trained clinicians and support staff. A measure of response to treatment of JDRC participants is utilizing random drug screens. The chart below represents the low percentage of positive drug screen results of JDRC participants for the most frequently abused drugs in this region.

Drug Class	Number of Specimens	% Positive
Methadone	3418	1.08%
Cocaine	3476	4.69%
Oxycodone	3317	4.85%
Opiates	3476	6.24%
EtG - Alcohol	990	12.63%

Funding provided by the Jefferson County Commission will be utilized as matching funds for grant applications, such as the Community Corrections Grant, and any other grant opportunities that require local governmental matching funds.

The JDRC has operated within budget for the mandated and mission critical functions previously funded by the Jefferson County Commission. However, support for healthcare and retirement benefits to JDRC employees is critical in our efforts to recruit and retain highly qualified professionals and is the basis for the increased funding request.



January 3, 2019

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

RE: FY 2020 Watershed/Air Quality Program

Dear Ms. Noland:

In preparation for your FY 2020 budget, the Jefferson County Commission's allocation for the Watershed and Air Quality Initiative is **\$10,179.00**. 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 FY2020. The funds are needed to obtain a \$50,000 grant 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 \$ 30,000.00

2019 Allocation of Funds

Jefferson County Commission	\$ 10,179.00	33.93%
Berkeley County Council	\$ 8,247.00	27.49%
Berkeley County Development Authority	\$ 8,247.00	27.49%
City of Martinsburg	\$ 3,327.00	11.09%

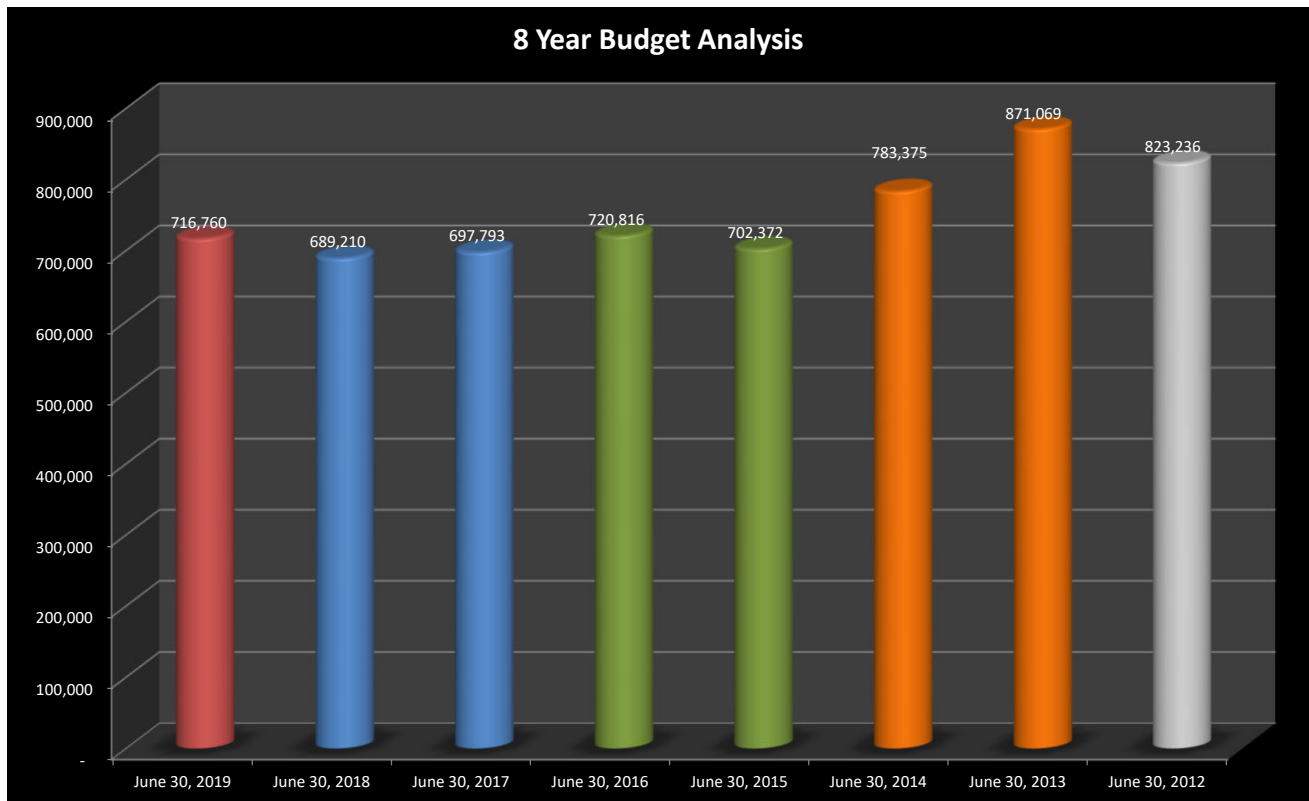
Totals \$ 30,000.00 100%

BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: County Clerk
 Account Number: 402

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Personnel Services							
101 Official Salary	\$ 62,093	\$ 62,093	\$ 26,270	42.31%	\$ 62,093		
103 Salary & Wages of Employees	\$ 417,284	\$ 422,420	\$ 169,799	40.20%	\$ 428,094		
104 FICA Tax - Social Security	\$ 28,781	\$ 30,051	\$ 11,889	39.56%	\$ 30,645		
104 Medicare	\$ 6,731	\$ 7,036	\$ 2,780	39.51%	\$ 7,171		
105 Group Insurance Expense	\$ 74,133	\$ 75,735	\$ 25,921	34.23%	\$ 76,839		
106 Retirement Expense	\$ 52,547	\$ 48,446	\$ 19,192	39.62%	\$ 49,524		
108 Overtime	\$ 11	\$ -	\$ -		\$ 4,000		
Total Personnel Services	\$ 641,580	\$ 645,781	\$ 255,851	39.62%	\$ 658,366	\$ -	\$ -
Contractual Services							
212 Printing	\$ -	\$ 500	\$ 398	79.60%	\$ 500		
214 Travel	\$ 2,037	\$ 3,150	\$ -	0.00%	\$ 3,550		
216 M&R- Equipment	\$ -	\$ 200	\$ -	0.00%	\$ 200		
218 Postage	\$ 111	\$ 120	\$ -	0.00%	\$ 150		
220 Advertising & Legal Publications	\$ 3,270	\$ 4,100	\$ 483	11.78%	\$ 4,100		
221 Training & Education	\$ 1,474	\$ 3,290	\$ 60	1.82%	\$ 3,750		
222 Dues & Subscription	\$ 796	\$ 904	\$ 36	3.98%	\$ 995		
230 Contracted Services	\$ 33,021	\$ 34,300	\$ 24,464	71.32%	\$ 37,400		
237 Other Fees & Taxes	\$ -	\$ -	\$ 729	-100.00%	\$ -		
Total Contractual Services	\$ 40,709	\$ 46,564	\$ 26,170	56.20%	\$ 50,645	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 6,921	\$ 7,748	\$ 2,467	31.84%	\$ 6,713		
342 Record books	\$ -	\$ 16,667	\$ -	0.00%	\$ -		
Total Commodities	\$ 6,921	\$ 24,415	\$ 2,467	10.10%	\$ 6,713	\$ -	\$ -
Department Grand Total	\$ 689,210	\$ 716,760	\$ 284,488	39.69%	\$ 715,724	\$ -	\$ -



101 Elected Officials Salary

FY18 Actual \$ 62,093 FY19 YTD as of 11/30/2018 \$ 26,270 FY19 Budget \$ 62,093

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
Per attached wage sheet	62,093				Do not change this line, make any adjustments below i
Total	62,093	-	-	-	
Total Object Code	62,093				

103 Salary/Wages

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	417,284	\$ 169,799	\$ 422,420

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Per attached wage sheet		419,700			Do not change this line, make any adjustments below it
Please note the following:					
Tammy Shaffer's salary increased to \$57,000.00 on 1/22/2019					
2% increase across the board			8,394		
Total	-	419,700	8,394	-	
Total Object Code	428,094				

104 FICA

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 28,781	\$ 11,889	\$ 30,051

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
FICA Elected	3,850				Do not change this line
FICA Regular Salaries	26,026				Do not change this line
FICA Overtime	248				Do not change this line
					Do not change this line
FICA 2% Increase			521		
Total	30,124	-	521	-	
Total Object Code	30,645				

104 Medicare

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 6,731	\$ 2,780	\$ 7,036

Description	FY20	FY20	FY20	FY20	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Medicare Elected	901				Do not change this line
Medicare Regular Salaries	6,090				Do not change this line
Medicare Overtime	58				Do not change this line
					Do not change this line
Medicare 2% Increase			122		
Total	7,049	-	122	-	
Total Object Code	7,171				

105 Health Insurance

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	74,133	\$ 25,921	\$ 75,735

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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		71,868			Do not change this line
Total	-	76,839	-	-	
Total Object Code	76,839				

106 Retirement

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 52,547	\$ 19,192	\$ 48,446

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/Purpose
Retirement Elected	6,210				Do not change this line
Retirement Regular Salaries	41,974				Do not change this line
Retirement Overtime	500				Do not change this line
Retirement 2% Increase			840		
Total	48,684	-	840	-	
Total Object Code	49,524				

108 Overtime

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 11	\$ -	\$ -

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Overtime		4,000			
Total	-	4,000	-	-	

Total Object Code 4,000

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ -	\$ 398	\$ 500

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/Purpose
Folders for vital records			500		For birth and marriage certificates
Total	-	-	500	-	
Total Object Code	500				

214 Travel

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ 2,037 \$ - \$ 3,150

Description	FY20 Request	FY20 Request	FY20 Request	FY20 Request	Justiication/ Purpose
	Mandated	Mission Critical	Discretionary	New Initiative	
\$100.00 per diem & \$150.00/night pp		400			WVACO-Charleston, 1 person for 3 days(2nights)
\$300.00 per diem \$150.00/night pp		1,650			State Auditor Annual training, 3 people for 4 days(3 nights)
Year end government sector		100			Payroll, mileage, etc.
Community Leadership Academy		400			County Clerk
Misc.		1,000			additional training if offered
Total	-	3,550	-	-	
Total Object Code	3,550				

216 Maintenance/Repair of Equipment

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
\$ - \$ - \$ 200

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
Typewriter		200			repair and maintenance on typewriters
Total	-	200	-	-	
Total Object Code	200				

218 Postage

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 111	\$ -	\$ 120

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
United States Postal Service	150				Yearly box rental
Total	150	-	-	-	
Total Object Code	150				

220 Ads/Legal Publications

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	3,270	\$ 483	\$ 4,100

Description	FY20	FY20	FY20	FY20	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Probate ads	4,000				Publish estates
Employee Ads	100				Help wanted ads
Total	4,100	-	-	-	
Total Object Code	4,100				

221 Training/Education

FY18 Actual \$ 1,474 FY19 YTD as of 11/30/2018 \$ 60 FY19 Budget \$ 3,290

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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		200			Finance
Webinar Affordable Care		200			Finance
Local Chapter APA		200			Payroll
American Payroll Association		500			Update and new books for payroll
Year End Government Sector		400			Payroll processing
Community Leadership Academy		200			County Clerk
Misc		1,000			Additional training if available
Total	-	3,750	-	-	
Total Object Code	3,750				

222 Dues/Subscriptions

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 796	\$ 36	\$ 904

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
WVACO	650				Yearly dues
Spirit of Jefferson		36			Yearly subscription for Probate
American Payroll Association		219			Tammy Shaffer's dues
WV Labor Law Poster Service	90				Yearly renewal for State and Federsl posters
Total	740	255	-	-	
Total Object Code	995				

230 Contracted Services

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 33,021	\$ 24,464	\$ 34,300

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
Record Management shred		700			2 shred boxes & add'l trips, as needed
SSI		800			Payroll/Finance
Xerox		15,000			4 machines
Compiled Technologies		16,800			Annual contract (includes 6 trips per year)
Compiled Technologies		2,200			Micro Focus Runtime Maintenance
Compiled Technologies		900			Micro Focus Relativity Maintenance
Misc		1,000			
Total	-	37,400	-	-	
Total Object Code	37,400				

237 Other Fees & Taxes

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ -	\$ 729	\$ -

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
Total	-	-	-	-	
Total Object Code	-				

341 Materials and Supplies

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 6,921	\$ 2,467	\$ 7,748

Description	FY20	FY20	FY20	FY20	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Expanding file folders		136			Payroll-employee folders
Notary seals 2 @ 36		72			Purchase notary seals
Ribbons	300				Receipt printers
Gold seals	300				Certify vital records
Self inkers	55				Darken embossed seals
Disbursement folders		250			Finance
Deposits, check orders & registers	300				County Clerk's 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
Office chairs		350			Replace chairs as needed
Signature stamps		60			County Commission President and Vice President
BCT		50			Safe deposit box
Locer Room		200			T-shirts for election night
Acco data binders		145			Payroll
Pen/tacky finger/highlighters		100			Supplies not available from maintenance
Desk calendars		65			
Misc		1,000			
Total	1,855	4,858	-	-	
Total Object Code	6,713				

342 Record Books

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ -	\$ -	\$ 16,667

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
Total	-	-	-	-	
Total Object Code	-				

Payroll Dept: FY 2020

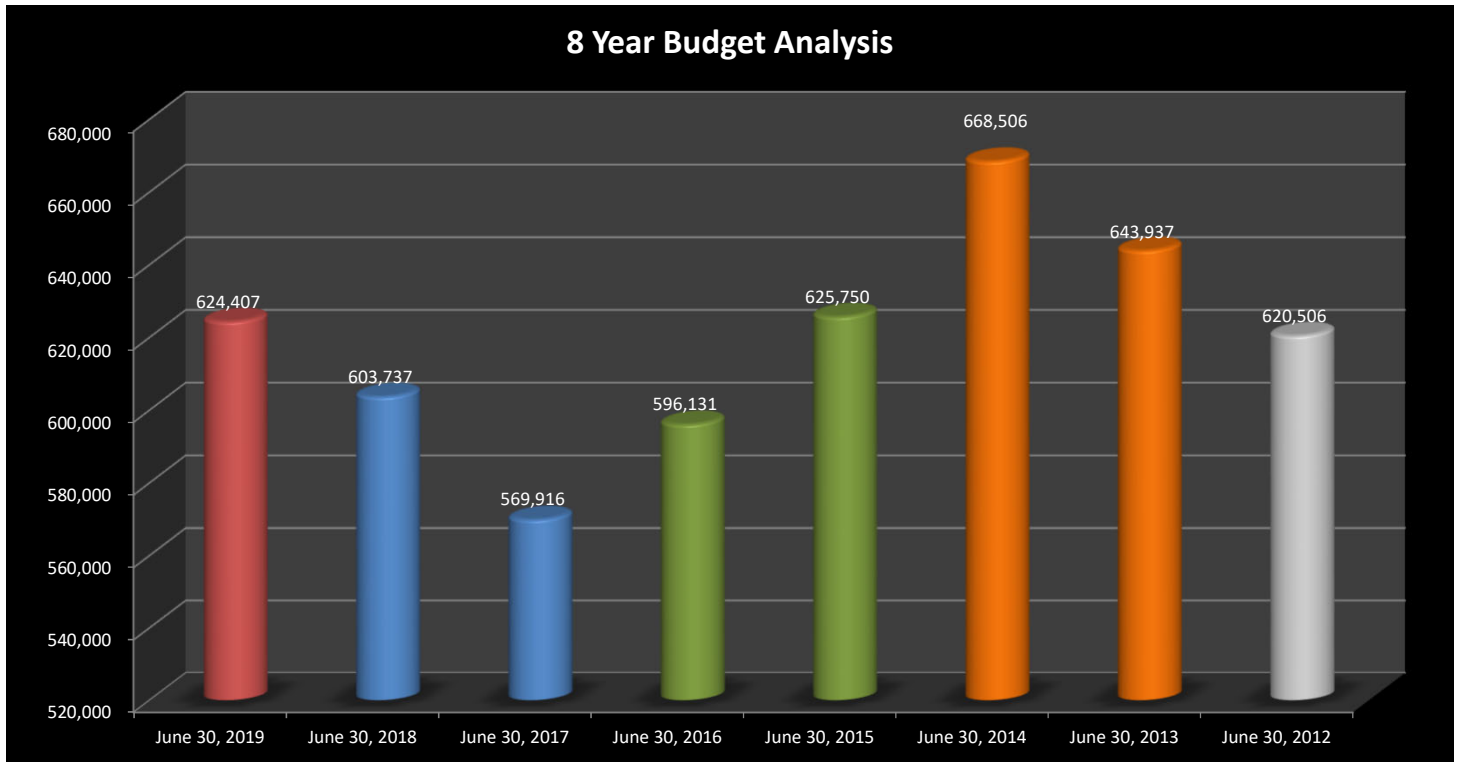
	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's Sheriff Dep	10.0% 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	
Shadle, J	402	2,388.19	62,092.94	3,850	901	6,210		12.70	23.46	6.94	-	43.10	
Clark, Katrina	402	1,644.08	42,746.08	2,651	620	4,275		12.70			-	12.70	
Conner, Connie M	402	1,188.90	30,911.40	1,917	449	3,092		12.70	23.46	6.94	1,387.23	1,430.33	
Dardis, Kelly	402	1,188.90	30,911.40	1,917	449	3,092		12.70			-	12.70	
Fields, Shakira	402	1,523.80	39,618.80	2,457	575	3,962		12.70	23.46	6.94	803.62	846.72	
Fields, Vivian	402	1,850.96	48,124.96	2,984	698	4,813		12.70	23.46	6.94	-	43.10	
Vacant	402	1,458.31	37,916.06	2,351	550	3,792		12.70	23.46	6.94	803.62	846.72	
Magaha, Gail	402	2,261.40	58,796.40	3,646	853	5,880		12.70	23.46	6.94	803.62	846.72	
Maze, Elaina	402	1,254.17	32,608.42	2,022	473	3,261		12.70	23.46	6.94	-	43.10	
Olden, Karen	402	1,579.48	41,066.48	2,547	596	4,107		12.70	23.46	6.94	803.62	846.72	
Shaffer, Tammy L	402	2,192.31	57,000.00	3,534	827	5,700		12.70	23.46	6.94	1,387.23	1,430.33	
		<u>16,143.00</u>	<u>419,700.00</u>	<u>26,026</u>	<u>6,090</u>	<u>41,974</u>	<u>-</u>	<u>127.00</u>	<u>188.00</u>	<u>56.00</u>	<u>5,989.00</u>	<u>6,360.00</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	71,868.00	76,320.00
Department Count	11							Department Total	<u>1,677.00</u>	<u>2,538.00</u>	<u>756.00</u>	<u>71,868.00</u>	<u>76,839.00</u>

BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Circuit Clerk
 Account Number: 403

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Personnel Services							
101 Official Salary	\$ 62,093	\$ 62,093	\$ 26,270	42.31%	\$ 62,093		
103 Salary & Wages of Employees	\$ 330,801	\$ 339,942	\$ 137,809	40.54%	\$ 341,242		
104 FICA Tax - Social Security	\$ 22,673	\$ 24,931	\$ 9,437	37.85%	\$ 25,013		
104 Medicare	\$ 5,303	\$ 5,835	\$ 2,207	37.82%	\$ 5,855		
105 Group Insurance Expense	\$ 124,376	\$ 130,206	\$ 57,031	43.80%	\$ 136,907		
106 Retirement Expense	\$ 43,030	\$ 40,210	\$ 16,408	40.81%	\$ 40,340		
Total Personnel Services	\$ 588,276	\$ 603,217	\$ 249,162	41.31%	611,450	\$ -	\$ -
Contractual Services							
212 Printing	\$ 2,197	\$ 2,000	\$ -	0.00%	\$ 2,250		
214 Travel	\$ 2,056	\$ 3,500	\$ 385	11.00%	\$ 3,500		
221 Training & Education	\$ 1,080	\$ 1,400	\$ -	0.00%	\$ 1,625		
222 Dues & Subscription	\$ 230	\$ 300	\$ -	0.00%	\$ 300		
230 Contracted Services	\$ 5,115	\$ 5,490	\$ 2,052	37.38%	\$ 5,570		
Total Contractual Services	\$ 10,678	\$ 12,690	\$ 2,437	19.20%	13,245	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 3,055	\$ 5,500	\$ 777	14.13%	\$ 5,000		
342 Record books	\$ 1,728	\$ 2,500	\$ 447	17.88%	\$ 2,500		
Total Commodities	\$ 4,783	\$ 8,500	\$ 1,224	14.40%	7,500	\$ -	\$ -
Department Grand Total	\$ 603,737	\$ 624,407	\$ 252,823	40.49%	\$ 632,195	\$ -	\$ -



101 Elected Officials Salary

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ 62,093 \$ 26,270 \$ 62,093

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Per attached wage schedule	62,093				Do not change this line, make any adjustments below it
Total	62,093	-	-	-	
Total Object Code	62,093				

103 Salary/Wages

FY18 Actual \$ 330,801 FY19 YTD as of 11/30/2018 \$ 137,809 FY19 Budget \$ 339,942

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Per attached wage schedule		341,242			Do not change this line, make any adjustments below it

Total - 341,242 - -
Total Object Code 341,242

104 FICA

FY18 Actual \$ 22,673 FY19 YTD as of 11/30/2018 \$ 9,437 FY19 Budget \$ 24,931

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
FICA Elected	3,850				Do not change this line
FICA Regular Salaries	21,163				Do not change this line
Total	25,013	-	-	-	
Total Object Code	25,013				

104 Medicare

FY18 Actual \$ 5,303 FY19 YTD as of 11/30/2018 \$ 2,207 FY19 Budget \$ 5,835

Description	FY20 Request	FY20 Request	FY20 Request	FY20 Request	Justiication/ Purpose
	Mandated	Mission Critical	Discretionary	New Initiative	
Medicare Elected	901				Do not change this line
Medicare Regular Salaries	4,954				Do not change this line
Total	5,855	-	-	-	
Total Object Code	5,855				

105 Health Insurance

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	124,376	\$ 57,031	\$ 130,206

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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		131,708			Do not change this line
Total	-	136,907	-	-	
Total Object Code	136,907				

106 Retirement

FY18 Actual \$ 43,030 FY19 YTD as of 11/30/2018 \$ 16,408 FY19 Budget \$ 40,210

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
Retirement Elected	6,210				
Retirement Regular Salaries	34,130				
Total	40,340	-	-	-	
Total Object Code	40,340				

212 Printing

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	2,197	\$ -	\$ 2,000

Description	FY20	FY20	FY20	FY20	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Vital Signs		750			Envelopes
Envelope Superstore		1,500			Special sized envelopes for jury
Total	-	2,250	-	-	
Total Object Code	2,250				

214 Travel

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	2,056	\$ 385	\$ 3,500

Description	FY20	FY20	FY20	FY20	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
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

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ 1,080 \$ - \$ 1,400

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/Purpose
WV Assoc. Circuit Clerks		800			Clerks Conference
WVACo		300			Related to work and legislation
MAACM		300			Continuing Education
WVU Leadership Academy		225			Continuing Education
Total	-	1,625	-	-	
Total Object Code	1,625				

222 Dues/Subscriptions

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 230	\$ -	\$ 300

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ 5,115 \$ 2,052 \$ 5,490

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
USPS		120			Post Office Box
Iron Mtn 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		800			Juror calling/email/texting program
Total	3,000	2,570	-	-	
Total Object Code	5,570				

341 Materials and Supplies

FY18 Actual \$ 3,055
 FY19 YTD as of 11/30/2018 \$ 777
 FY19 Budget \$ 5,500

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
Bank of Charles Town		100			Deposit slips
Shoplet.com		3,000			Office supplies
Casto & Harris		1,000			File folders
Pifer Office Supply		300			Office supplies
Walz		600			Certified Mail cards for service
Total	-	5,000	-	-	
Total Object Code	5,000				

342 Record Books

FY18 Actual \$ 1,728
 FY19 YTD as of 11/30/2018 \$ 447
 FY19 Budget \$ 2,500

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/Purpose
Matthew Bender		2,500			Updated WV Code books with new legislation
Total	-	2,500	-	-	
Total Object Code	2,500				

Payroll Dept: FY 2018

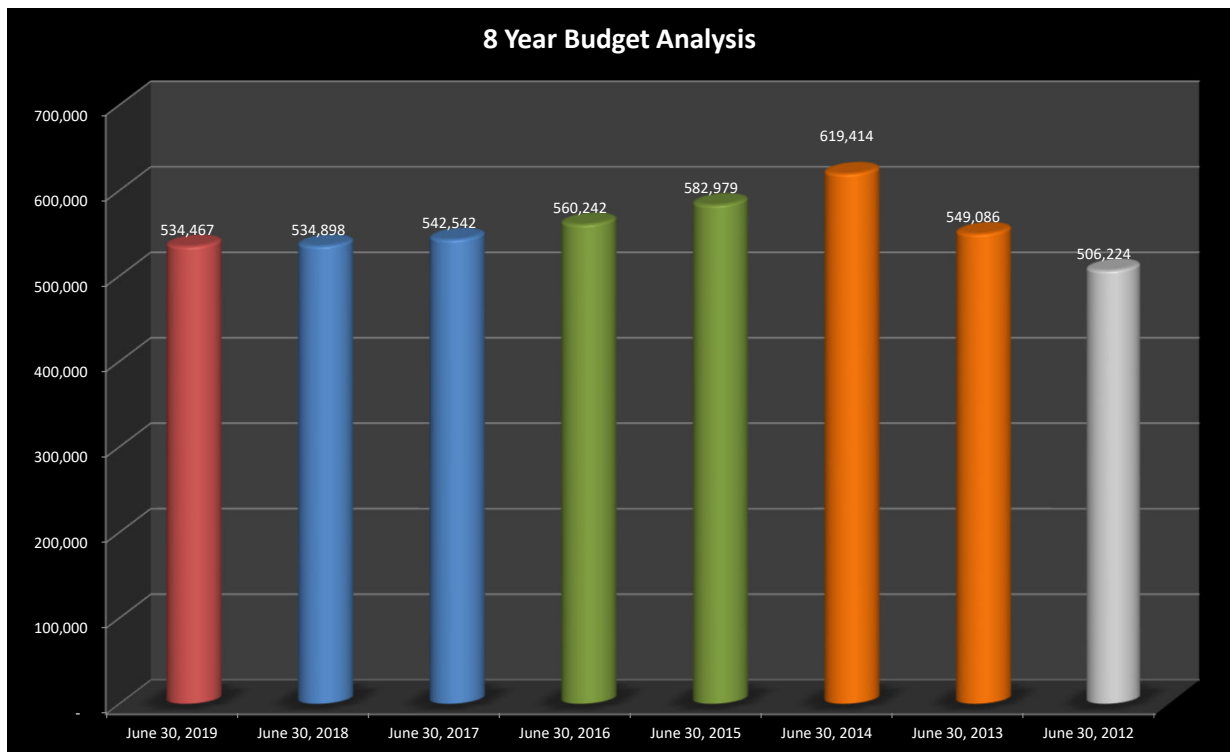
	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's Sheriff Dep	10.0% 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	
Storm, L	403	2,388.19	62,092.94	3,850	901	6,210		12.70	23.46	6.94	803.62	847.00	
Chalk, Rebecaa	403	1,360.23	35,365.98	2,193	513	3,537		12.70	23.46	6.94	803.62	847.00	
Combs, Samantha	403	1,204.32	31,312.32	1,942	455	3,132		12.70	23.46	6.94	1,662.06	1,706.00	
Cooper, Edith	403	1,221.73	31,764.98	1,970	461	3,177		12.70	23.46	6.94	803.62	847.00	
Mason, Shayna	403	1,730.93	45,004.18	2,791	653	4,501		12.70	23.46	6.94	1,662.06	1,706.00	
Nobrega, Nicole	403	1,249.83	32,495.58	2,015	472	3,250		12.70	23.46	6.94	803.62	847.00	
Reynolds, Ashtyn	403	1,367.31	35,550.06	2,205	516	3,556		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	1,387.23	1,431.00	
Wolfe, Jamie	403	1,461.54	38,000.04	2,357	552	3,801		12.70	23.46	6.94	1,662.06	1,706.00	
Yokley, Tammy	403	2,053.58	53,393.08	3,311	775	5,340		12.70	23.46	6.94	1,387.23	1,431.00	
		<u>13,125.00</u>	<u>341,242.00</u>	<u>21,163</u>	<u>4,954</u>	<u>34,130</u>	<u>-</u>	<u>115.00</u>	<u>212.00</u>	<u>63.00</u>	<u>10,172.00</u>	<u>10,565.00</u>	
Elected Official Count	1							Elected Insurance	153	282	84	9,644	10,163
Employee Count	9							Employee Insurance	1,380	2,544	756	122,064	126,744
Department Count	<u>10</u>							Department Total	<u>1,533</u>	<u>2,826</u>	<u>840</u>	<u>131,708</u>	<u>136,907</u>

BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Sheriff's Tax Office
 Account Number: 404

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Personnel Services							
101 Official Salary	\$ 50,266	\$ 50,266	\$ 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	\$ 300,316	\$ 284,052	\$ 114,702	40.38%	\$ 291,125		
104 FICA Tax - Social Security	\$ 22,346	\$ 22,313	\$ 9,419	42.21%	\$ 22,750		
104 Medicare	\$ 5,226	\$ 5,222	\$ 2,203	42.19%	\$ 5,325		
105 Group Insurance Expense	\$ 54,304	\$ 46,263	\$ 20,347	43.98%	\$ 48,867		
106 Retirement Expense	\$ 40,109	\$ 35,501	\$ 15,209	42.84%	\$ 36,206		
108-001 Overtime	\$ 646	\$ 1,500	\$ 1,123	74.87%	\$ 1,500		
108-002 Part Time / Extra Help	\$ 1,872	\$ 9,000	\$ 2,331	0.00%	\$ 9,000		
Total Personnel Services	\$ 490,085	\$ 469,117	\$ 201,600	42.97%	\$ 480,039	\$ -	\$ -
Contractual Services							
212 Printing	\$ 5,150	\$ 10,000	\$ 3,435	34.35%	\$ 10,000		
214 Travel	\$ 34	\$ 1,000	\$ 237	23.70%	\$ 1,000		
220 Advertising & Legal Publications	\$ 11,136	\$ 12,500	\$ 999	7.99%	\$ 12,500		
221 Training & Education	\$ -	\$ 1,000	\$ 756	75.60%	\$ 1,000		
222 Dues & Subscription	\$ 32	\$ 100	\$ -	0.00%	\$ 100		
223 Professional Services	\$ 4,200	\$ 5,000	\$ 4,200	84.00%	\$ 5,000		
229 Court Costs & Damages	\$ -	\$ 1,000	\$ -	0.00%	\$ 1,000		
230 Contracted Services	\$ 21,160	\$ 31,500	\$ 3,301	10.48%	\$ 31,500		
232 Bank Charges	\$ 624	\$ 750	\$ 144	19.20%	\$ 750		
Total Contractual Services	\$ 42,336	\$ 62,850	\$ 13,072	20.80%	\$ 62,850	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 2,477	\$ 2,500	\$ 192	7.68%	\$ 2,500		
Total Commodities	\$ 2,477	\$ 2,500	\$ 192	7.68%	\$ 2,500	\$ -	\$ -
Department Grand Total	\$ 534,898	\$ 534,467	\$ 214,864	40.20%	\$ 545,389	\$ -	\$ -



101 Elected Officials Salary

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	50,266	\$ 21,266	\$ 50,266

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
Per attached wage sheet	50,266				Do not change this line, make any adjustments below i
Total	50,266	-	-	-	
Total Object Code	50,266				

102 Official's Salary Supplement

FY18 FY19 YTD as of FY19
 Actual 11/30/2018 Budget
 \$ 15,000 \$ 15,000 \$ 15,000

Description	FY20	FY20	FY20	FY20	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Supplemental Salary	15,000				
Total	15,000	-	-	-	
Total Object Code	15,000				

103 Salary/Wages

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 300,316	\$ 114,702	\$ 284,052

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/Purpose
Per attached wage sheet		284,024			Do not change this line, make adjustments below it
			7,101		2.5% increase
Total	-	284,024	7,101	-	
Total Object Code	291,125				

104 FICA

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 22,346	\$ 9,419	\$ 22,313

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
FICA Elected	3,117				Do not change this line
FICA Regular Salaries	17,612				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				
			440		2.5% increase
Total	22,310	-	440	-	
Total Object Code	22,750				

104 Medicare

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 5,226	\$ 2,203	\$ 5,222

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/Purpose
Medicare Elected	729				Do not change this line
Medicare Regular Salaries	4,122				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
			103		2.5% increase
Total	5,222	-	103	-	
Total Object Code	5,325				

105 Health Insurance

FY18 Actual \$ 54,304 FY19 YTD as of 11/30/2018 \$ 20,347 FY19 Budget \$ 46,263

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
Life		1,077			
Dental		1,698			
Vision		504			
Medical		45,588			
Total	-	48,867	-	-	
Total Object Code	48,867				

106 Retirement

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 40,109	\$ 15,209	\$ 35,501

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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	28,406				Do not change this line
Retirement overtime	188				Do not change this line
			710		2.5% increase
Total	35,496	-	710	-	
Total Object Code	36,206				

108 Overtime

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 646	\$ 1,123	\$ 1,500

Description	FY20	FY20	FY20	FY20	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			1,500		
Total	-	-	1,500	-	
Total Object Code	1,500				

108-002 Part Time / Extra Help

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 1,872	\$ 2,331	\$ 9,000

Description	FY20	FY20	FY20	FY20	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				

FY18 Actual \$ 5,150 FY19 YTD as of 11/30/2018 \$ 3,435 FY19 Budget \$ 10,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
		10,000			
Total	-	10,000	-	-	
Total Object Code	10,000				

214 Travel

FY18 Actual \$ 34 FY19 YTD as of 11/30/2018 \$ 237 FY19 Budget \$ 1,000

Description	FY20 Request	FY20 Request	FY20 Request	FY20 Request	Justiication/ Purpose
	Mandated	Mission Critical	Discretionary	New Initiative	
			1,000		
Total	-	-	1,000	-	
Total Object Code	1,000				

220 Ads/Legal Publications

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 11,136	\$ 999	\$ 12,500

Description	FY20	FY20	FY20	FY20	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		12,500			
Total	-	12,500	-	-	
Total Object Code	12,500				

221 Training/Education

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ -	\$ 756	\$ 1,000

Description	FY20	FY20	FY20	FY20	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			1,000		
Total	-	-	1,000	-	
Total Object Code	1,000				

222 Dues/Subscriptions

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 32	\$ -	\$ 100

Description	FY20	FY20	FY20	FY20	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			100		
Total	-	-	100	-	
Total Object Code	100				

223 Professional Services

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 4,200	\$ 4,200	\$ 5,000

Description	FY20	FY20	FY20	FY20	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		5,000			
Total	-	5,000	-	-	
Total Object Code	5,000				

229 Court Costs and Damages

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ -	\$ -	\$ 1,000

Description	FY20	FY20	FY20	FY20	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

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 21,160	\$ 3,301	\$ 31,500

Description	FY20	FY20	FY20	FY20	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		31,500			
Total	-	31,500	-	-	
Total Object Code	31,500				

232 Bank Charges

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ 624 \$ 144 \$ 750

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
		750			
Total	-	750	-	-	
Total Object Code	750				

341 Materials and Supplies

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 2,477	\$ 192	\$ 2,500

Description	FY20	FY20	FY20	FY20	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			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, DiAnn	404	1,653.89	43,001.14	2,667	624	4,301		12.70	23.46	6.94	1,387.23	1,430.33
Hendricks, Teresa	404	2,969.23	77,199.98	4,787	1,120	7,720		12.70	23.46	6.94	803.62	846.72
Nick, Karen	404	1,611.64	41,902.64	2,598	608	4,191		12.70	-	-	-	12.70
Puttock, Christy	404	1,336.15	34,739.90	2,154	504	3,474		12.70	23.46	6.94	-	43.10
Stephenson, Evelyn	404	1,676.54	43,590.04	2,703	633	4,360		12.70	23.46	6.94	803.62	846.72
Thompson, Mary Katherine	404	1,676.54	43,590.04	2,703	633	4,360		12.70	23.46	6.94	803.62	846.72
		<u>10,924.00</u>	<u>284,024.00</u>	<u>17,612.00</u>	<u>4,122.00</u>	<u>28,406.00</u>		<u>77.00</u>	<u>118.00</u>	<u>35.00</u>	<u>3,799.00</u>	<u>4,027.00</u>
Elected Official Count	1					Elected Insurance		153	282	84	-	519
FT Employee Count	6					Employee Insurance		924	1,416	420	45,588	48,348
Department Count	<u>7</u>					Department Total		<u>1,077</u>	<u>1,698</u>	<u>504</u>	<u>45,588</u>	<u>48,867</u>

Jefferson County Sheriff's Office



FY20 Budget
Tax Office
Animal Control
Law Enforcement

Tax Office

FY20 Budget Presentation

No Increases or New Requests

- FY19 Approved Budget - \$534,467
- FY20 Total Request - \$545,389
(includes projected 2.5% salary increase)



JEFFERSON COUNTY
Animal Control
161 Poor Farm Road
Kearneysville, WV 25430
304-728-3289

Animal Control

FY20 BUDGET PRESENTATION

3,316 CALLS FOR SERVICE
4 EMPLOYEES 16 HOURS PER DAY COVERAGE

Highlights

- ▶ Reductions to overall budget totaling \$9,000
- ▶ No ACO II/III designations eligible this year
- ▶ FY19 Budget \$248,357
- ▶ FY20 Budget \$262,337 (includes projected 2.5% salary increase)

LAW ENFORCEMENT OFFICE

FY20 BUDGET PRESENTATION



JEFFERSON COUNTY SHERIFF'S OFFICE
SHERIFF
JEFFERSON CO.
WEST VIRGINIA

CY18 OVERVIEW

- 31 DEPUTIES PROVIDING 24/7 COVERAGE
5 ADMINISTRATIVE ASSISTANTS
2 PROCESS SERVERS
1 CRIME ANALYST
- 24,918 CALLS FOR SERVICE (19,853 IN CY17 REPRESENTING A 25.51% INCREASE)

SAVINGS

- FILLED CHIEF DEPUTY POSITION FROM WITHIN CURRENT RANKS
- GRANTS (APPROXIMATELY \$300,000 AWARDED IN FUNDING FOR FY19)
- BOLIVAR CONTRACT (\$80,000)
- PRO - \$50,000

NEW INITIATIVES

- INCREASE MINIMUM STARTING SALARY AND ADJUST DEPUTY SALARIES ACCORDINGLY - \$3,000/EACH
- STIPEND FOR IN-COUNTY DEPUTIES - \$12,000
- HIRE 2 NEW DEPUTIES
- INCREASE FUNDING FOR BAILIFFS
- CRIME ANALYST – FUND AS PERMANENT POSITION
- UPDATE IN-CAR CAMERAS - \$20,000
- 4 NEW FULLY EQUIPPED VEHICLES - \$200,000 IN CAPITAL OUTLAY FUNDING

OVERALL BUDGET IMPACT

- FY19 APPROVED – 4,554,516 (3,797,569 WITHOUT GRANT FUNDING AND CAPITAL OUTLAY)
- FY20 REQUEST - 4,845,361 (4,344,801 WITHOUT GRANT FUNDING AND CAPITAL OUTLAY)

BUDGET REQUEST

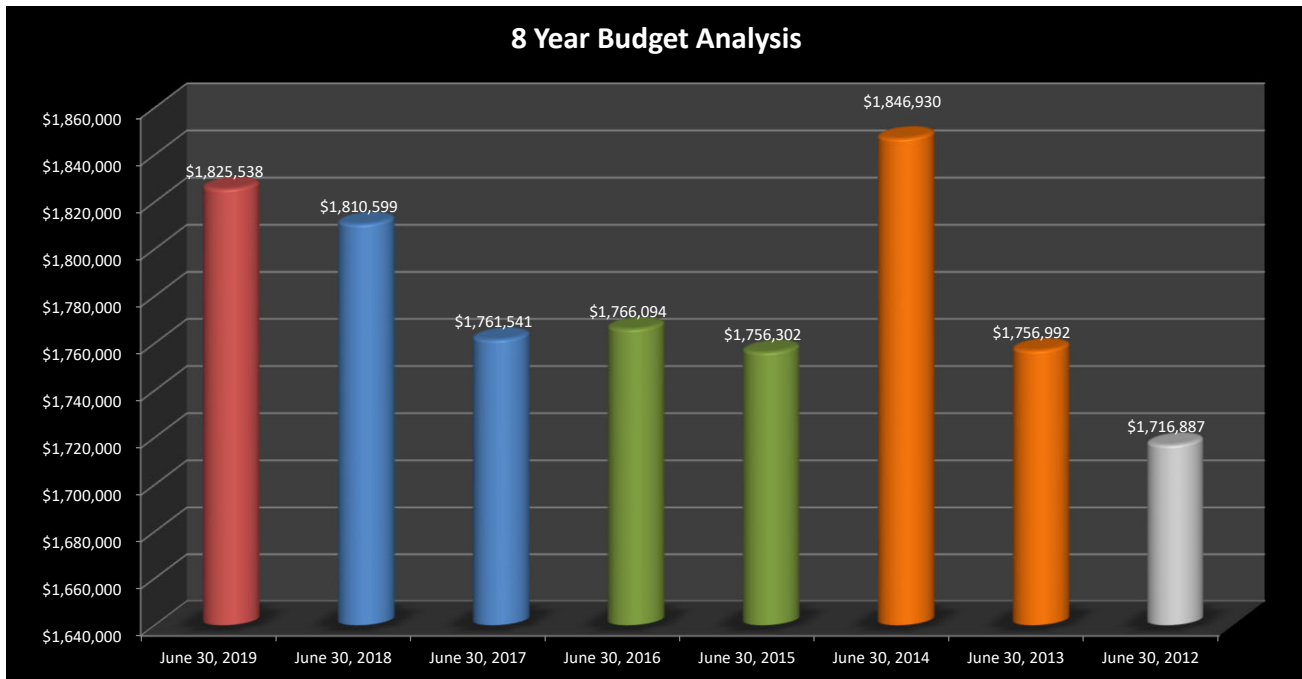
Fiscal Year: 2019 - 2020

Department: Prosecuting Attorney

Account Number: 405

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Personnel Services							
101 Official Salary	\$ 108,192	\$ 108,192	\$ 45,774	42.31%	\$ 108,192		
103 Salary & Wages of Employees	\$ 1,171,735	\$ 1,164,800	\$ 453,745	38.95%	\$ 1,176,643		
104 FICA Tax - Social Security	\$ 77,565	\$ 79,560	\$ 30,692	38.58%	\$ 79,791		
104 Medicare	\$ 18,141	\$ 18,615	\$ 7,178	38.56%	\$ 18,668		
105 Group Insurance Expense	\$ 222,243	\$ 221,568	\$ 91,039	41.09%	\$ 205,044		
106 Retirement Expense	\$ 138,087	\$ 125,803	\$ 48,991	38.94%	\$ 128,492		
108 Part-tim / Extra Help	\$ 9,997	\$ 2,000	\$ 10,288	514.40%	\$ 2,000		
Total Personnel Services	\$ 1,745,960	\$ 1,720,538	\$ 687,707	39.97%	\$ 1,718,830	\$ -	\$ -
Contractual Services							
211 Telephone	\$ 1,226	\$ 1,200	\$ 347	28.92%	\$ 1,200		
214 Travel	\$ 8,265	\$ 12,000	\$ 2,957	24.64%	\$ 12,000		
218 Postage	\$ 117	\$ 550	\$ -	0.00%	\$ 250		
220 Advertising & Legal Publications	\$ 177	\$ 1,000	\$ 8	0.80%	\$ 500		
221 Training & Education	\$ 1,854	\$ -	\$ -	-	\$ -		
222 Dues & Subscription	\$ 17,932	\$ 25,145	\$ 6,387	25.40%	\$ 22,500		
223 Professional Services	\$ 16,263	\$ 12,000	\$ 534	4.45%	\$ 15,000		
229 Court Costs & Damages	\$ -	\$ -	\$ -	-	\$ -		
230 Contracted Services	\$ 4,565	\$ 6,000	\$ 1,952	32.53%	\$ 6,000		
237 Other Fees & Taxes	\$ -	\$ -	\$ 537	-100.00%			
Total Contractual Services	\$ 50,399	\$ 57,895	\$ 12,722	21.97%	\$ 57,450	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 2,997	\$ 4,000	\$ 3,391	84.78%	\$ 4,000		
353 Computer Software	\$ 2,767	\$ 39,000	\$ 12,000	30.77%	\$ 10,000		
354 Computer Hardware	\$ -	\$ 4,105	\$ -	0.00%	\$ -		
Total Commodities	\$ 5,764	\$ 47,105	\$ 15,391	32.67%	\$ 14,000	\$ -	\$ -
Department Grand Total	\$ 1,802,123	\$ 1,825,538	\$ 715,820	39.21%	\$ 1,790,280	\$ -	\$ -



101 Elected Officials Salary

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	108,192	\$ 45,774	\$ 108,192

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Per attached wage sheet	108,192				
Total	108,192	-	-	-	
Total Object Code	108,192				

103 Salary/Wages

FY18 Actual \$ 1,171,735
 FY19 YTD as of 11/30/2018 \$ 453,745
 FY19 Budget \$ 1,164,800

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Per attached wage sheet		1,176,643			Do not change this line, make any adjustments below i
Total	-	1,176,643	-	-	
Total Object Code	1,176,643				

104 FICA

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 77,565	\$ 30,692	\$ 79,560

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
FICA Elected	6,708				Do not change this line
FICA Regular salaries	72,959				Do not change this line
FICA Extra Help	124				Do not change this line
Total	79,791	-	-	-	
Total Object Code	79,791				

104 Medicare

FY18 FY19 YTD as of FY19
Actual 11/30/2018 Budget
\$ 18,141 \$ 7,178 \$ 18,615

Description	FY20	FY20	FY20	FY20	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Medicare Elected	1,569				Do not change this line
Medicare Regular salaries	17,070				Do not change this line
Medicare Extra Help	29				Do not change this line
Total	18,668	-	-	-	
Total Object Code	18,668				

105 Health Insurance

FY18 FY19 YTD as of FY19
 Actual 11/30/2018 Budget
 \$ 222,243 \$ 91,039 \$ 221,568

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/ Purpose
Life		3,060			Do not change this line
Dental		4,236			Do not change this line
Vision		1,176			Do not change this line
Medical		196,572			Do not change this line
Total	-	205,044	-	-	
Total Object Code	205,044				

106 Retirement

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ 138,087 \$ 48,991 \$ 125,803

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/ Purpose
Retirement elected	10,820				Do not change this line
Retirement regular salaries	117,672				Do not change this line
Total	128,492	-	-	-	
Total Object Code	128,492				

108-002 Extra Help

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 9,997	\$ 10,288	\$ 2,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget	
\$ 1,226	\$ 347	\$ 1,200	

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/ Purpose
		1,200			Two cell phones for staff to use for work puposes
Total	-	1,200	-	-	
Total Object Code	1,200				

214 Travel

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ 8,265 \$ 2,957 \$ 12,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/ Purpose
Mandatory CLEs for Attorneys		12,000			Travel for CLE's and other work related purposes
Total	-	12,000	-	-	
Total Object Code	12,000				

218 Postage

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 117	\$ -	\$ 550

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/ Purpose
		250			Postage
Total	-	250	-	-	
Total Object Code	250				

220 Ads/Legal Publications

FY18 Actual \$ 177 FY19 YTD as of 11/30/2018 \$ 8 FY19 Budget \$ 1,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Legal Publications		500			Ad space for legal ads required to be published
Total	-	500	-	-	
Total Object Code	500				

221 Training/Education

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 1,854	\$ -	\$ -

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Summer Prosecutor Conference	1,800				Required CLE hours for lawyer
Winter Prosecutor Conference	1,000				Required CLE hours for lawyers
Total	2,800	-	-	-	
Total Object Code					

222 Dues/Subscriptions

FY18 FY19 YTD as of FY19
 Actual 11/30/2018 Budget
 \$ 17,932 \$ 6,387 \$ 25,145

Description	FY20	FY20	FY20	FY20	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
WV State Bar dues	2,500				State Bar annual dues
Lexis-Nexis		17,000			Computerized legal research
Various Publications		3,000			Miscellaneous research items
Total	2,500	20,000	-	-	
Total Object Code	22,500				

223 Professional Services

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 16,263	\$ 534	\$ 12,000

Description	FY20	FY20	FY20	FY20	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		15,000			Hearing and trial transcripts for litigation expert witness fees and expenses
Total	-	15,000	-	-	
Total Object Code	15,000				

230 Contracted Services

FY18 Actual \$ 4,565 FY19 YTD as of 11/30/2018 \$ 1,952 FY19 Budget \$ 6,000

Description	FY20	FY20	FY20	FY20	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

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 2,997	\$ 3,391	\$ 4,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
materials supplies		4,000			various office supplies not available thorough Maintanance
Total	-	4,000	-	-	
Total Object Code	4,000				

353 Computer Software

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 2,767	\$ 12,000	\$ 39,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/ Purpose
Case Mangement Software		10,000			Yearly dues and maintenance to system
Total	-	10,000	-	-	
Total Object Code	10,000				

Payroll Dept: FY 2020

Elected Officials	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
Harvey, Matt	405	4,161.23	108,191.98	6,708.00	1,569.00	10,820.00	-	12.70	23.46	6.94	803.62	846.72	10,160.64
		<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>804.00</u>	<u>847.00</u>	<u>10,161.00</u>
Ainsworth, Charlotte	405	1,608.63	41,824.38	2,594.00	607.00	4,183.00		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	803.62	846.72	10,160.64
Burlett, Shannon	405	1,320.36	34,329.36	2,129.00	498.00	3,433.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Cochran, Nathan	405	3,736.16	97,140.16	6,023.00	1,409.00	9,715.00		12.70	23.46	6.94	1,662.06	1,705.16	20,461.92
Creamer, Morgan E.	405	2,500.00	65,000.00	4,030.00	943.00	6,500.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Danner, Cynthia	405	1,550.06	40,301.56	2,499.00	585.00	4,031.00		12.70			-	12.70	152.40
Green, Jamie L	405	961.80	25,006.80	1,551.00	363.00	2,501.00		12.70	23.46	6.94	-	43.10	517.20
Groh, Stephen	405	3,740.94	97,264.44	6,031.00	1,411.00	9,727.00		12.70			803.62	816.32	9,795.84
Hall, Rebecca S	405	1,686.08	43,838.08	2,718.00	636.00	4,384.00		12.70	23.46	-	1,662.06	1,698.22	20,378.64
Jones, Gregory K	405	3,846.15	99,999.90	6,200.00	1,450.00	10,000.00		12.70	23.46	6.94	1,387.23	1,430.33	17,163.96
Kidwell, Patsy R	405	1,252.84	32,573.84	2,020.00	473.00	3,258.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Luke, Elyssa H.	405	2,500.00	65,000.00	4,030.00	943.00	6,500.00		12.70	23.46	6.94	1,387.23	1,430.33	17,163.96
Matschat, Lyndsey	405	3,076.92	79,999.92	4,960.00	1,160.00	8,000.00		12.70	23.46	6.94	1,662.06	1,705.16	20,461.92
McLaughlin, Debra M.	405	3,461.60	90,001.60	5,581.00	1,306.00	9,001.00		12.70			-	12.70	152.40
McMillion, Gail	405	1,376.98	35,801.48	2,220.00	520.00	3,581.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Rideoutt, Denise	405	2,105.67	54,747.42	3,395.00	794.00	5,475.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Ward, Adam J	405	3,076.80	79,996.80	4,960.00	1,160.00	8,000.00		12.70			-	12.70	152.40
Young, Deborah	405	2,650.17	68,904.42	4,273.00	1,000.00	6,891.00		12.70	23.46	6.94	1,387.23	1,430.33	17,163.96
Zahradnik, Neil	405	3,076.92	79,999.92	4,960.00	1,160.00	8,000.00		12.70	23.46	6.94	803.62	846.72	10,160.64
		<u>45,256</u>	<u>1,176,643</u>	<u>72,959</u>	<u>17,070</u>	<u>117,672</u>	<u>-</u>	<u>242</u>	<u>329</u>	<u>91</u>	<u>15,577</u>	<u>16,237</u>	<u>194,842</u>

Batt, Dianne E. PT Grant Fund

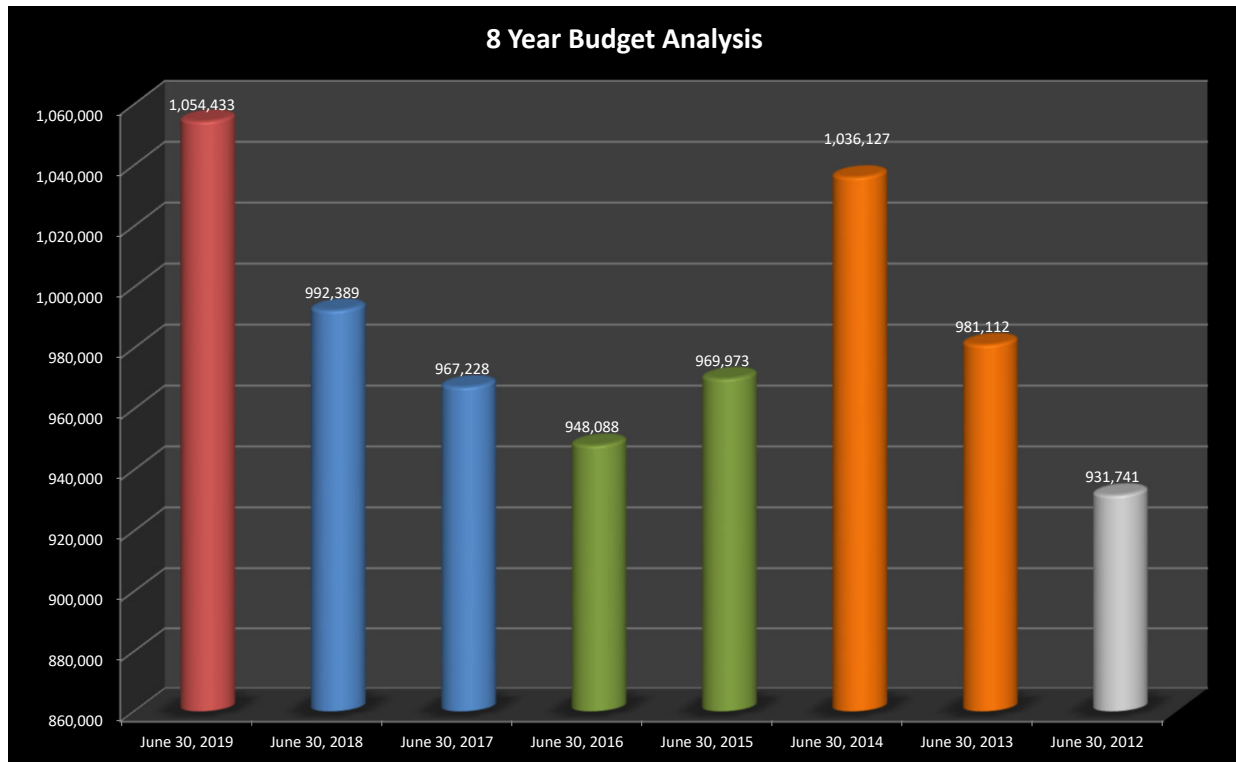
Elected Official Count	1	Elected Insurance	156	288	84	9,648	10,176
Employee Count	19	Employee Insurance	2,904	3,948	1,092	186,924	194,868
Department Count	<u>20</u>	Department Total	<u>3,060</u>	<u>4,236</u>	<u>1,176</u>	<u>196,572</u>	<u>205,044</u>

BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Assessor
 Account Number: 406

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Personnel Services							
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	\$ 247,287	\$ 267,812	\$ 108,150	40.38%	\$ 252,900		
104 FICA Tax - Social Security	\$ 21,079	\$ 23,199	\$ 10,482	45.18%	\$ 22,942		
104 Medicare	\$ 4,930	\$ 5,430	\$ 2,451	45.14%	\$ 5,368		
105 Group Insurance Expense	\$ 74,823	\$ 83,533	\$ 36,846	44.11%	\$ 88,458		
106 Retirement Expense	\$ 35,104	\$ 34,415	\$ 15,342	44.58%	\$ 33,121		
108 Overtime	\$ 5,222	\$ 7,000	\$ 5,439	77.70%	\$ 8,000		
108 Extra Help	\$ 29,577	\$ 31,000	\$ 19,724	63.63%	\$ 38,800		
Total Personnel Services	\$ 488,315	\$ 522,683	\$ 239,727	45.86%	\$ 519,883	\$ -	\$ -
Contractual Services							
212 Printing	\$ 4,745	\$ 5,100	\$ 245	4.80%	\$ 5,100		
214 Travel	\$ 1,325	\$ 1,500	\$ 163	10.87%	\$ 1,500		
220 Advertising & Legal Publications	\$ 1,628	\$ 1,500	\$ 1,141	76.07%	\$ 1,500		
222 Dues & Subscription	\$ 100	\$ 100	\$ 100	100.00%	\$ 100		
230 Contracted Services	\$ 2,211	\$ 3,500	\$ 2,122	60.63%	\$ 3,500		
237 Other Fees & Taxes	\$ -	\$ -	\$ 1,159	-100.00%			
Total Contractual Services	\$ 10,009	\$ 11,700	\$ 4,930	42.14%	\$ 11,700	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 3,518	\$ 3,600	\$ 2,426	67.39%	\$ 3,600		
342 Record books	\$ 1,185	\$ 1,200	\$ -	0.00%	\$ 1,200		
Total Commodities	\$ 4,703	\$ 4,800	\$ 2,426	50.54%	\$ 4,800	\$ -	\$ -
Department Grand Total	\$ 503,027	\$ 539,183	\$ 247,083	45.83%	\$ 536,383	\$ -	\$ -



101 Elected Officials Salary

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	50,266	\$ 21,266	\$ 50,267

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
Per attached wage sheet	50,267				Do not change this line, make any adjustments below i
Total	50,267	-	-	-	
Total Object Code	50,267				

102 Official's Salary Supplement

FY18 Actual \$ 20,027
 FY19 YTD as of 11/30/2018 \$ 20,027
 FY19 Budget \$ 20,027

Description	FY20 Request	FY20 Request	FY20 Request	FY20 Request	Justiication/ Purpose
	Mandated	Mission Critical	Discretionary	New Initiative	
Additional duty supplement	20,027				
Total	20,027	-	-	-	
Total Object Code	20,027				

103 Salary/Wages

FY18 Actual \$ 247,287 FY19 YTD as of 11/30/2018 \$ 108,150 FY19 Budget \$ 267,812

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/Purpose
Per attached wage sheet		245,500			Do not change this line, make any adjustments below it
			7,400		Increases for Employees
Total	-	245,500	7,400	-	
Total Object Code	252,900				

Attached wage sheet.

104 FICA

FY18 Actual \$ 21,079 FY19 YTD as of 11/30/2018 \$ 10,482 FY19 Budget \$ 23,199

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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	15,222				Do not change this line
FICA overtime	496				Do not change this line
FICA extra help	2,406				Do not change this line
			459		Increases for Employees
Total	22,483	-	459	-	
Total Object Code	22,942				

104 Medicare

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	4,930	\$ 2,451	\$ 5,430

Description	FY20	FY20	FY20	FY20	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Medicare elected salary	729				Do not change this line
Medicare supplemental wage	291				Do not change this line
Medicare regular salaries	3,562				Do not change this line
Medicare overtime	116				Do not change this line
Medicare extra help	563				Do not change this line
			107		Increases for Employees
Total	5,261	-	107	-	
Total Object Code	5,368				

105 Health Insurance

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 74,823	\$ 36,846	\$ 83,533

Description	FY20	FY20	FY20	FY20	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		84,819			Do not change this line
Total	-	88,458	-	-	
Total Object Code	88,458				

106 Retirement

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 35,104	\$ 15,342	\$ 34,415

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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	24,551				Do not change this line
Retirement overtime	800				Do not change this line
			740		Increases for Employees
Total	32,381	-	740	-	
Total Object Code	33,121				

108 Overtime

FY18 Actual \$ 5,222
 FY19 YTD as of 11/30/2018 \$ 5,439
 FY19 Budget \$ 7,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
Overtime		8,000			Needed to get all work done by mandated deadlines.
Total	-	8,000	-	-	
Total Object Code	8,000				

FY18 Actual \$ 29,577
 FY19 YTD as of 11/30/2018 \$ 19,724
 FY19 Budget \$ 31,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
Part-time		38,800			Needed during busy time to process mail and meet statutory deadlines.
Total	-	38,800	-	-	
Total Object Code	38,800				

FY18 Actual \$ 4,745
 FY19 YTD as of 11/30/2018 \$ 245
 FY19 Budget \$ 5,100

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/Purpose
		5,100			print envelopes, homestead applications, receipts for dogs, supplementals
Total	-	5,100	-	-	
Total Object Code	5,100				

214 Travel

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 1,325	\$ 163	\$ 1,500

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
	1,500				annual tax commissioners training
Total	1,500	-	-	-	
Total Object Code	1,500				

220 Ads/Legal Publications

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 1,628	\$ 1,141	\$ 1,500

Description	FY20	FY20	FY20	FY20	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
	1,500				legal notices to taxpayers
Total	1,500	-	-	-	
Total Object Code	1,500				

222 Dues/Subscriptions

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 100	\$ 100	\$ 100

Description	FY20	FY20	FY20	FY20	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		100			assessor association annual dues
Total	-	100	-	-	
Total Object Code	100				

230 Contracted Services

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 2,211	\$ 2,122	\$ 3,500

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
		3,500			Software Systems(supplemental bills) GST (dog program) online filing
Total	-	3,500	-	-	
Total Object Code	3,500				

341 Materials and Supplies

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 3,518	\$ 2,426	\$ 3,600

Description	FY20	FY20	FY20	FY20	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
	1,600				Dog tags are mandated
		2,000			heavy folders, binders, toners, special cartridges for forms printer., misc
Total	1,600	2,000	-	-	
Total Object Code	3,600				

342 Record Books

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 1,185	\$ -	\$ 1,200

Description	FY20	FY20	FY20	FY20	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
	1,200				binders for my books, the sheriffs and the county clerks
					cardboard binder for the auditor
Total	1,200	-	-	-	
Total Object Code	1,200				

Payroll Dept: FY 2020

	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	\$ 1,387.23	\$ 1,430.33	\$ 17,163.96
Clerk Vacant	406	1,346.15	\$ 35,000	2,170.00	508.00	3,500.00		12.70	23.46	6.94	\$ 803.62	\$ 846.72	\$ 10,160.64
Jenkins, Wendy	406	1,288.46	\$ 33,500	2,077.00	486.00	3,350.00		12.70	23.46	6.94	\$ 803.62	\$ 846.72	\$ 10,160.64
Mickey, Jason	406	1,923.08	\$ 50,000	3,101.00	726.00	5,001.00		12.70	23.46	6.94	\$ 1,662.06	\$ 1,705.16	\$ 20,461.92
Nelson, Vanda	406	1,538.46	\$ 40,000	2,480.00	580.00	4,000.00		12.70	23.46	6.94	\$ 803.62	\$ 846.72	\$ 10,160.64
Silvious, Rachel	406	1,538.46	\$ 40,000	2,480.00	580.00	4,000.00		12.70	23.46	6.94	\$ 803.62	\$ 846.72	\$ 10,160.64
Thompson, Hope	406	1,807.69	\$ 47,000	2,914.00	682.00	4,700.00		12.70	23.46	6.94	\$ 803.62	\$ 846.72	\$ 10,160.64
		<u>\$ 9,443.00</u>	<u>\$ 245,500.00</u>	<u>\$ 15,222.00</u>	<u>\$ 3,562.00</u>	<u>\$ 24,551.00</u>	<u>\$ -</u>	<u>\$ 77.00</u>	<u>\$ 141.00</u>	<u>\$ 42.00</u>	<u>\$ 5,681.00</u>	<u>\$ 5,939.00</u>	<u>\$ 71,266.00</u>
Elected Official Count	1							Elected Insurance	\$ 153.00	\$ 282.00	\$ 84.00	\$ 16,647.00	\$ 17,166.00
Employee Count	6							Employee Insurance	\$ 924.00	\$ 1,692.00	\$ 504.00	\$ 68,172.00	\$ 71,292.00
Department Count	<u>7</u>							Department Total	<u>\$ 1,077.00</u>	<u>\$ 1,974.00</u>	<u>\$ 588.00</u>	<u>\$ 84,819.00</u>	<u>\$ 88,458.00</u>
Gaynor, Robin J.	406	PT	15.50										
Mercer, Joan M.	406	PT	15.50										

BUDGET REQUEST

Fiscal Year: 2019 - 2020

Department: Assesor Valuation Fund

Account Number: 407

Notes:

Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Personnel Services							
103 Salary & Wages of Employees	\$ 357,196	\$ 364,600	\$ 146,522	40.19%	\$ 373,800		
104 FICA Tax - Social Security	\$ 21,753	\$ 23,973	\$ 9,573	39.93%	\$ 24,542		
104 Medicare	\$ 5,087	\$ 5,653	\$ 2,239	39.61%	\$ 5,743		
105 Group Insurance Expense	\$ 61,812	\$ 61,860	\$ 27,283	44.10%	\$ 65,496		
106 Retirement Expense	\$ 38,876	\$ 37,164	\$ 14,967	40.27%	\$ 38,083		
108-001 Overtime	\$ 5,118	\$ 7,000	\$ 3,243	46.33%	\$ 7,000		
108-002 Extra Help	\$ (480)	\$ 15,000	\$ 9,210	61.40%	\$ 15,000		
237 Other Fringe Benefits	\$ -	\$ -	\$ 972.00		\$ -		
Total Personnel Services	\$ 489,362	\$ 515,250	\$ 214,009	41.53%	\$ 529,664	\$ -	\$ -
Department Grand Total	\$ 489,362	\$ 515,250	\$ 214,009	41.53%	\$ 529,664	\$ -	\$ -

103 Salary/Wages

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	357,196	\$ 146,522	\$ 364,600

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Per attached wage sheet		364,601			Do not change this line, make adjustments below it
		9,199			Raises for employees in the 407 budget
Total	-	373,800	-	-	
Total Object Code	373,800				

104 FICA

FY18 FY19 YTD as of FY19
 Actual 11/30/2018 Budget
 \$ 21,753 \$ 9,573 \$ 23,973

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
FICA regular salaries	22,608				Do not change this line
FICA overtime	434				Do not change this line
FICA Part Time	930				
FICA Increases			570		
Total	23,972	-	570	-	
Total Object Code	24,542				

104 Medicare

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 5,087	\$ 2,239	\$ 5,653

Description	FY20	FY20	FY20	FY20	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Medicare regular salaries	5,290				Do not change this line
Medicare overtime	102				Do not change this line
Part time	218				
Medicare Increases			133		
Total	5,610	-	133	-	
Total Object Code	5,743				

105 Health Insurance

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 61,812	\$ 27,283	\$ 61,860

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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		62,232			Do not change this line
Total	-	65,496	-	-	
Total Object Code	65,496				

106 Retirement

FY18 Actual \$ 38,876 FY19 YTD as of 11/30/2018 \$ 14,967 FY19 Budget \$ 37,164

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
Retirement regular salaries	36,463				Do not change this line
Retirement overtime	700				Do not change this line
Retirement Increases			920		
Total	37,163	-	920	-	
Total Object Code	38,083				

108 Overtime

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 5,118	\$ 3,243	\$ 7,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Overtime		7,000			
Total	-	7,000	-	-	
Total Object Code	7,000				

108-002 Part time/ extra help

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ (480)	\$ 9,210	\$ 15,000

Description	FY20	FY20	FY20	FY20	Justification/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Part time/ extra help		15,000			
Total	-	15,000	-	-	
Total Object Code	15,000				

Payroll Dept: FY 2020

	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, Laura	407	1,338.46	34,799.96	2,158.00	505.00	3,480.00	12.70			-	12.70	
Bennett, Monica	407	1,903.85	49,500.10	3,070.00	718.00	4,951.00	12.70	23.46	6.94	-	43.10	
Bowers, E June	407	2,269.23	58,999.98	3,658.00	856.00	5,900.00	12.70	23.46	6.94	803.62	846.72	
Gainey, Margaret	407	1,384.62	36,000.12	2,233.00	523.00	3,601.00	12.70	23.46	6.94	803.62	846.72	
Myers, Victoria	407	2,615.38	67,999.88	4,216.00	986.00	6,800.00	12.70	23.46	6.94	1,387.23	1,430.33	
Williams, Russell	407	1,934.62	50,300.12	3,119.00	730.00	5,031.00	12.70	23.46	6.94	1,387.23	1,430.33	
Willingham, Rhonda	407	2,576.92	66,999.92	4,154.00	972.00	6,700.00	12.70	23.46	6.94	803.62	846.72	
		<u>14,024.00</u>	<u>364,601.00</u>	<u>22,608.00</u>	<u>5,290.00</u>	<u>36,463.00</u>	<u>-</u>	<u>89.00</u>	<u>141.00</u>	<u>42.00</u>	<u>5,186.00</u>	<u>5,457.00</u>
Employee Count	7					Employee Insurance	1,068.00	1,692.00	504.00	62,232.00	65,496.00	

BUDGET REQUEST

Fiscal Year: 2019 - 2020

Department: State Wide Computer Network

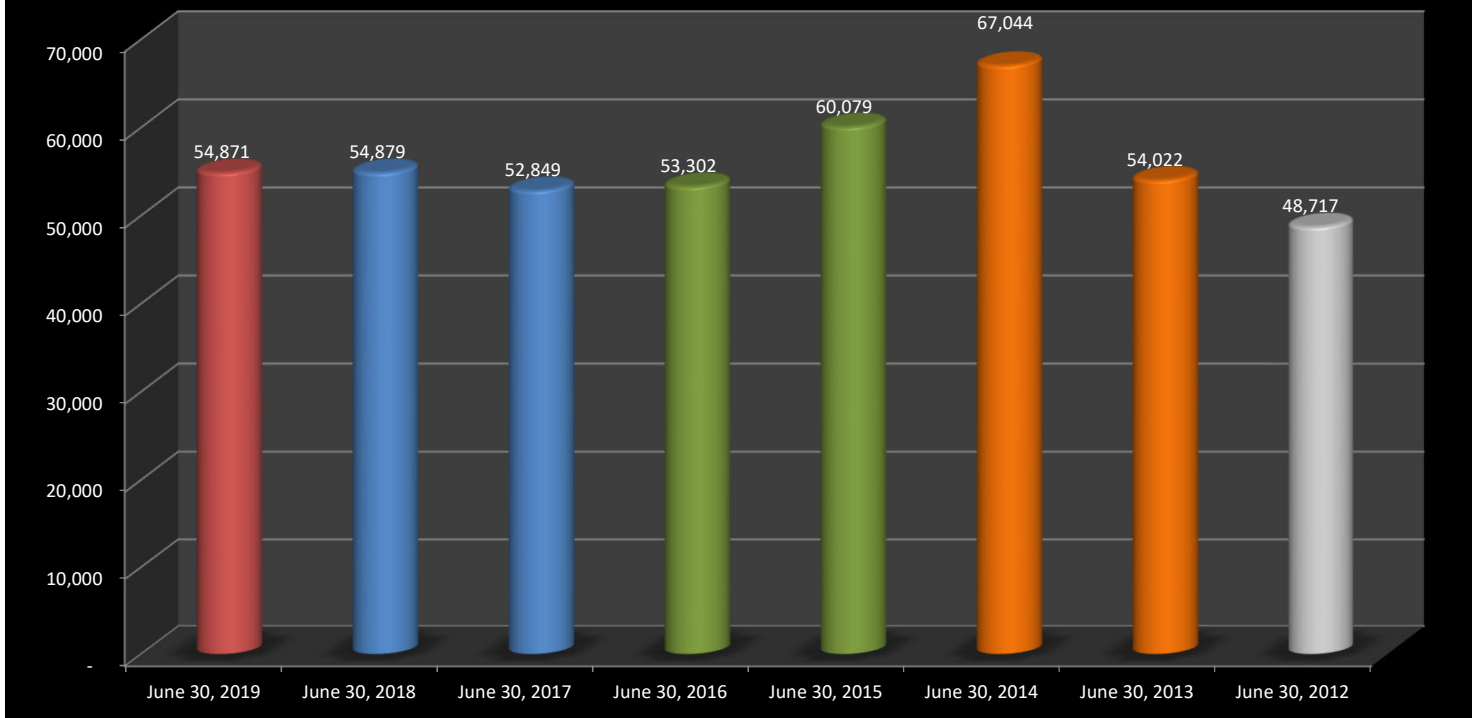
Account Number: 408

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Commodities							
349 Charges by Other Gov. Entities	\$ 54,879	\$ 54,871	\$ -	0.00%	\$ 43,110		
Total Commodities	\$ 54,879	\$ 54,871	\$ -	0.00%	\$ 43,110	\$ -	\$ -
Department Grand Total	\$ 54,879	\$ 54,871	\$ -	0.00%	\$ 43,110	\$ -	\$ -

Based on figure as provided by State of WV

8 Year Budget Analysis



349 Charges by Other Gov't Entity

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 54,879	\$ -	\$ 54,871

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
State Computer Network	43,110				
Total	43,110	-	-	-	
Total Object Code	43,110				



Dave Hardy
Secretary of Revenue

Dale W. Steager
State Tax Commissioner

STATE TAX DEPARTMENT

January 16, 2019

able Members of the
son County Commission
son County Courthouse
Washington Street
Box 250
s Town, West Virginia 25414

Commissioners:

The following budget amount estimate is provided to assist you in your task of preparing 2019-2020 budget for the Statewide Computer Network, Account #408.

Jefferson County	\$43,110
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You should consult with your county assessor to determine if he or she plans a higher than usual of data processing activity for the coming year. If a higher level of activity is anticipated, you should revise the above figure upward to account for that activity. Our staff can assist you to determine an appropriate dollar amount for such a revision.

As always, you can be assured that the staff of our Property Tax Division will continue to use its power to ensure that costs concerning the administration of the network are held to a minimum. Our efforts during the upcoming fiscal year will be focused on ensuring that actual costs come under budget amounts as much as possible.

Should you have questions regarding this information, please feel free to contact Kris Korman at 304-558-8507.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Amburgey".

Jeff Amburgey
Director
Property Tax Division

Assessor of Jefferson County

BUDGET REQUEST

Fiscal Year: 2019 - 2020

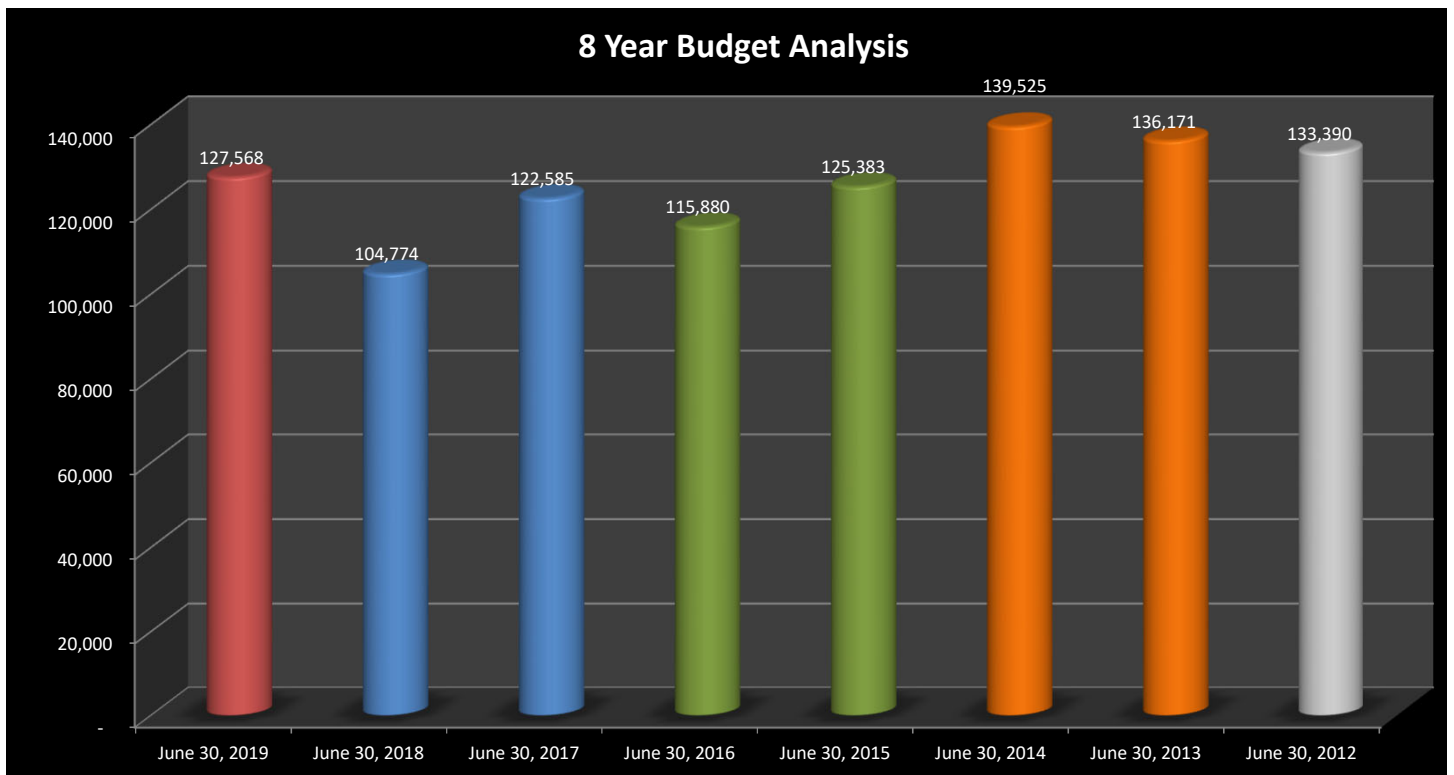
Department: Agricultural Agent

Account Number: 412

Notes:

Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Personnel Services							
103 Salary & Wages of Employees	\$ 53,837	\$ 68,313	\$ 26,787	39.21%	\$ 68,186		
104 FICA Tax - Social Security	\$ 3,307	\$ 4,261	\$ 1,503	35.27%	\$ 4,254		
104 Medicare	\$ 773	\$ 997	\$ 351	35.21%	\$ 995		
105 Group Insurance Expense	\$ 11,188	\$ 19,320	\$ 8,741	45.24%	\$ 21,000		
106 Retirement Expense	\$ 4,657	\$ 6,873	\$ 2,683	39.04%	\$ 6,859		
108 Overtime	\$ 247	\$ 400	\$ 37	9.25%	\$ 400		
Total Personnel Services	\$ 74,009	\$ 100,164	\$ 40,102	40.04%	\$ 101,694	\$ -	\$ -
Contractual Services							
214 Travel	\$ 4,602	\$ 5,000	\$ 1,588	31.76%	\$ 5,000		
216 Maintenance /Equip Repair	\$ -	\$ 1,000	\$ -	0.00%	\$ 1,000		
222 Dues & Subscription	\$ 34	\$ 150	\$ -	0.00%	\$ 150		
230 Contracted Services	\$ 8,636	\$ 8,950	\$ -	0.00%	\$ 8,950		
Total Contractual Services	\$ 13,272	\$ 15,100	\$ 1,588	10.52%	\$ 15,100	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 1,154	\$ 2,500	\$ 1,408	56.32%	\$ 2,500		
354 Computer Hardware	\$ 1,539	\$ 1,900	\$ 414	21.79%	\$ 1,900		
Total Commodities	\$ 2,693	\$ 4,400	\$ 1,822	41.41%	\$ 4,400	\$ -	\$ -
Contributions/Transfers							
567 Contributions/Transfers oth Gov. Ent	\$ 14,800	\$ 14,800	\$ 7,400	50.00%	\$ 14,800		
Total Contributions/Transfers	\$ 14,800	\$ 14,800	\$ 7,400	50.00%	\$ 14,800	\$ -	\$ -
Department Grand Total	\$ 104,774	\$ 134,464	\$ 50,912	37.86%	\$ 135,994	\$ -	\$ -



103 Salary/Wages

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 53,837	\$ 26,787	\$ 68,313

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/ Purpose
Per attached wage sheet		68,186			Do not change this line, make adjustments below it
Total	-	68,186	-	-	
Total Object Code	68,186				

104 FICA

FY18 Actual \$ 3,307 FY19 YTD as of 11/30/2018 \$ 1,503 FY19 Budget \$ 4,261

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
FICA Regular Salaries	4,229				Do not change this line
FICA overtime	25				Do not change this line
Total	4,254	-	-	-	
Total Object Code	4,254				

104 Medicare

FY18 Actual \$ 773 FY19 YTD as of 11/30/2018 \$ 351 FY19 Budget \$ 997

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/Purpose
Medicare Regular Salaries	989				Do not change this line
Medicare overtime	6				Do not change this line
Total	995	-	-	-	
Total Object Code	995				

105 Health Insurance

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	11,188	\$ 8,741	\$ 19,320

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
Life		312			Do not change this line
Dental		564			Do not change this line
Vision		168			Do not change this line
Medical		19,956			Do not change this line
Total	-	21,000	-	-	
Total Object Code	21,000				

106 Retirement

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 4,657	\$ 2,683	\$ 6,873

Description	FY20	FY20	FY20	FY20	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Retirement Regular Salaries	6,819				Do not change this line
Retirement overtime	40				Do not change this line
Total	6,859	-	-	-	
Total Object Code	6,859				

108 Overtime

FY18 Actual \$ 247 FY19 YTD as of 11/30/2018 \$ 37 FY19 Budget \$ 400

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
		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

FY18 Actual \$ 4,602
 FY19 YTD as of 11/30/2018 \$ 1,588
 FY19 Budget \$ 5,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
		5,000			Part of the requirement for Extension Agents for Jefferson County is the county provides travel funds as well as funds for professional development (conferences, etc.) Our 2 secretaries and program assistant (when this position is filled) also use these funds when they are asked to travel around the county for programming purposes, which is more frequent without a current 3rd agent.
Total	-	5,000	-	-	
Total Object Code	5,000				

216 Maintenance Repair of Equip

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ - \$ - \$ 1,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/Purpose
		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

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 34	\$ -	\$ 150

Description	FY20	FY20	FY20	FY20	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		150			This covers dues and subscriptions for professional associations as well as publications.
Total	-	150	-	-	
Total Object Code	150				

230 Contracted Services

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 8,636	\$ -	\$ 8,950

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
Internet		1,250			This covers the cost of our internet access. (Comcast)
Copier		6,200			The large copier is still under a lease contract and paid in installments.
Color Printer		1,500			Everyone in the office is networked and has access to these 2 printers.
Total	-	8,950	-	-	
Total Object Code	8,950				

341 Materials and Supplies

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 1,154	\$ 1,408	\$ 2,500

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
		2,500			We try to use these funds wisely, taking advantage of sales, coupons, and access to surplus materials through WVU and the County Maintenance.
Total	-	2,500	-	-	
Total Object Code	2,500				

354 Computer Hardware

FY18 Actual \$ 1,539
 FY19 YTD as of 11/30/2018 \$ 414
 FY19 Budget \$ 1,900

Description	FY20	FY20	FY20	FY20	Justiication/ Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		1,900			We have the ability to purchase computer hardware through WVU's annual bulk purchase order. WVU will match the funds and reduce the cost of equipment.
Total	-	1,900	-	-	
Total Object Code	1,900				

567 Contributions to Other Govt Entities

FY18 Actual \$ 14,800 FY19 YTD as of 11/30/2018 \$ 7,400 FY19 Budget \$ 14,800

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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. Given our increased travel time being in the far east, this savings is very 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. WVU will handle the onboarding, job search, hiring process and payroll for a Mountaineer Temp, saving the county's time and effort
Total	-	14,800	-	-	
Total Object Code	14,800				

Payroll Dept: FY 2020

	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	1,068.32	27,776.32	1,723.00	403.00	2,778.00	12.70	23.46	6.94	-	43.10	
Blaker, April	412	1,554.20	40,409.20	2,506.00	586.00	4,041.00	12.70	23.46	6.94	1,662.06	1,705.16	
		<u>2,623.00</u>	<u>68,186.00</u>	<u>4,229.00</u>	<u>989.00</u>	<u>6,819.00</u>	<u>-</u>	<u>26.00</u>	<u>47.00</u>	<u>14.00</u>	<u>1,663.00</u>	<u>1,749.00</u>
Employee Count	2					Employee Insurance	312.00	564.00	168.00	19,956.00	21,000.00	

BUDGET REQUEST

Fiscal Year: 2019 - 2020

Department: County Clerk Elections

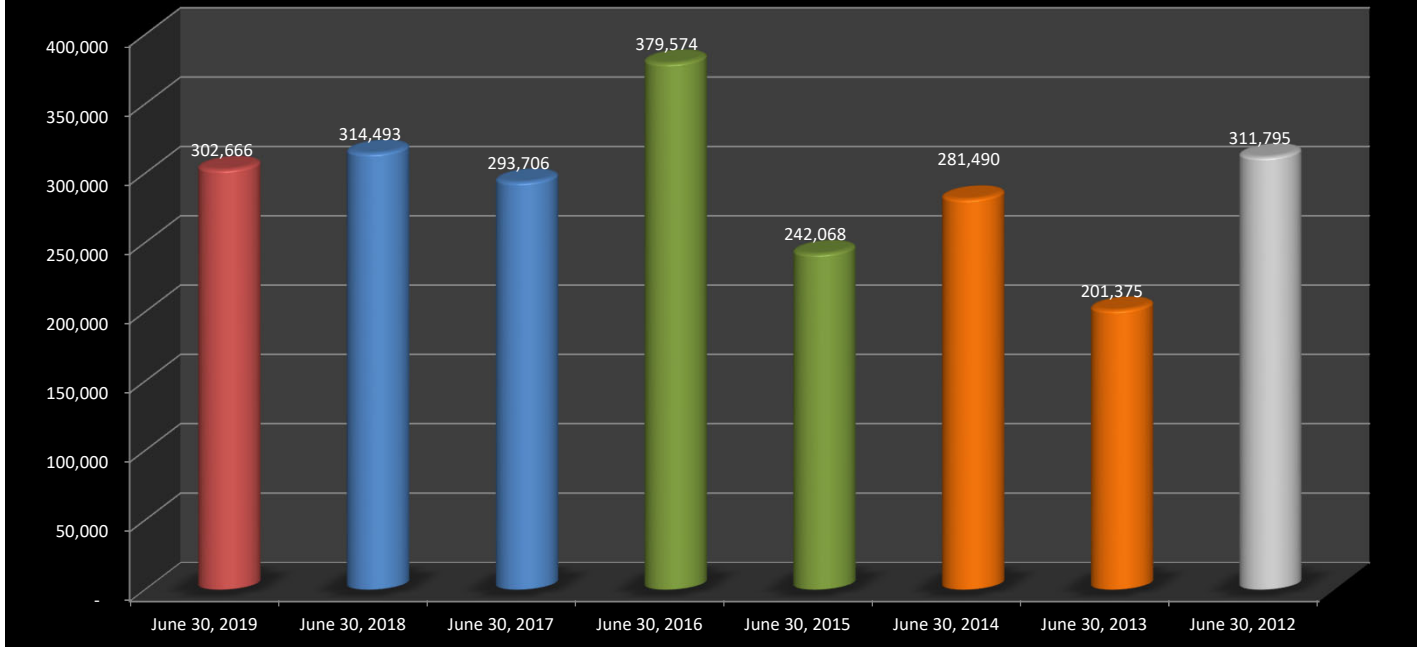
Account Number: 413

Notes:

Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Personnel Services							
103 Salary & Wages of Employees	\$ 82,917	\$ 85,115	\$ 33,671	39.56%	\$ 87,595		
104 FICA Tax - Social Security	\$ 6,274	\$ 9,804	\$ 2,899	29.57%	\$ 9,958		
104 Medicare	\$ 1,467	\$ 2,295	\$ 607	26.45%	\$ 2,330		
105 Group Insurance Expense	\$ 19,548	\$ 19,704	\$ 8,589	43.59%	\$ 20,640		
106 Retirement Expense	\$ 10,051	\$ 9,512	\$ 4,178	43.92%	\$ 9,761		
108 Overtime	\$ 8,430	\$ 10,000	\$ 7,423	74.23%	\$ 10,000		
108 Extra Help	\$ 112,024	\$ 63,000	\$ 56,453	89.61%	\$ 63,000		
Total Personnel Services	\$ 240,711	\$ 199,430	\$ 113,820	57.07%	\$ 203,284	\$ -	\$ -
Contractual Services							
212 Printing	\$ 59	\$ 1,700	\$ -	0.00%	\$ 1,450		
214 Travel	\$ 1,948	\$ 1,600	\$ 499	31.19%	\$ 1,200		
216 M&R- Equipment	\$ 13,661	\$ 44,336	\$ -	0.00%	\$ 44,336		
219 Buildings & Equipment & Rents	\$ 7,245	\$ 4,600	\$ 1,900	41.30%	\$ 4,600		
220 Advertising & Legal Publications	\$ 3,977	\$ 4,500	\$ 40	0.89%	\$ 2,800		
223 Professional Services	\$ -	\$ 1,700	\$ -	0.00%	\$ 5,000		
Total Contractual Services	\$ 26,890	\$ 58,436	\$ 2,439	4.17%	\$ 59,386	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 46,892	\$ 44,800	\$ 4,440	9.91%	\$ 41,800		
Total Commodities	\$ 46,892	\$ 44,800	\$ 4,440	9.91%	\$ 41,800	\$ -	\$ -
Department Grand Total	\$ 314,493	\$ 302,666	\$ 120,699	39.88%	\$ 304,470	\$ -	\$ -

8 Year Budget Analysis



103 Salary/Wages

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 82,917	\$ 33,671	\$ 85,115

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Per attached wage sheet		85,877			Do not change this line, make any adjustments below i
2% increase for employees			1,718		
Total	-	85,877	1,718	-	
Total Object Code	87,595				

104 FICA

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 6,274	\$ 2,899	\$ 9,804

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
FICA regualr salaries	5,325				Do not change this line
FICA overtime	620				Do not change this line
FICA extra help	3,906				Do not change this line
Increase 2%			107		
Total	9,851	-	107	-	
Total Object Code	9,958				

105 Health Insurance

	FY18		FY19 YTD as of		FY19
	Actual		11/30/2018		Budget
\$	2	\$	8,589	\$	19,704

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Life		312			Do not change this line
Dental		288			Do not change this line
Vision		84			Do not change this line
Medical		19,956			Do not change this line
Total	-	20,640	-	-	
Total Object Code	20,640				

106 Retirement

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 10,051	\$ 4,178	\$ 9,512

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Retirement regular salaries	8,589				Do not change this line
Retirement overtime	1,000				Do not change this line
Increase 2%			172		
Total	9,589	-	172	-	
Total Object Code	9,761				

108 Overtime

FY18 Actual \$ 8,430 FY19 YTD as of 11/30/2018 \$ 7,423 FY19 Budget \$ 10,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Overtime: Early Voting Staff, County Clerk Staff on Election Day		10,000			Primary 2020
Total	-	10,000	-	-	
Total Object Code	10,000				

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 112,024	\$ 56,453	\$ 63,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Poll Workers, Early Voting Employees, Election Night Staff		63,000			2020 Primary
Total	-	63,000	-	-	
Total Object Code	63,000				

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 59	\$ -	\$ 1,700

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/Purpose
NCOA/ERIC postcards	1,000				Required by code to send notices and participate in NCOA
Poll Worker Manuals		450			
Total	1,000	450	-	-	
Total Object Code	1,450				

214 Travel

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ 1,948 \$ 499 \$ 1,600

Description	FY20 Request	FY20 Request	FY20 Request	FY20 Request	Justification/ Purpose
	Mandated	Mission Critical	Discretionary	New Initiative	
Poll Worker Mileage	600				2020 Primary
Mandatory Election Training		600			3 staff members to attend the WWSOS training
Total	600	600	-	-	
Total Object Code	1,200				

216 Maintenance/Repair of Equipment

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 13,661	\$ -	\$ 44,336

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
ES&S Maintenance Agreement		44,336			Maintenance contract with ES&S for DS200, ExpressVote and Epoll Book
Total	-	44,336	-	-	
Total Object Code	44,336				

219 Building & Equip Rent

FY18 Actual \$ 7,245
 FY19 YTD as of 11/30/2018 \$ 1,900
 FY19 Budget \$ 4,600

Description	FY20 Request	FY20 Request	FY20 Request	FY20 Request	Justification/ Purpose
	Mandated	Mission Critical	Discretionary	New Initiative	
Polling Place Rental	4,000				2020 Primary
Truck Rental		600			
Total	4,000	600	-	-	
Total Object Code	4,600				

220 Ads/Legal Publications

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 3,977	\$ 40	\$ 4,500

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
Election Legal Ads		2,800			2020 Primary
Polling Place Notice					
Election Announcement					
Public Test Notice					
Sample Ballots					
Early Voting Information					
Total	-	2,800	-	-	
Total Object Code	2,800				

223 - Professional Services

FY18 Actual \$ -
 FY19 YTD as of 11/30/2018 \$ -
 FY19 Budget \$ 1,700

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/ Purpose
Election Night Support		5,000			This is a requested increase. The independent contractor we have used in the past is no longer available so we will have to request a tech directly from ES&S. The tech is in our office the day before the election, election day/night, and the day after the election. They can perform maintenance on the machines and troubleshoot tally errors election night.
Total	-	5,000	-	-	
Total Object Code	5,000				

341 Materials and Supplies

	FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
	\$ 46,892	\$ 4,440	\$ 44,800

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/ Purpose
Ballots	19,000				2020 Primary
Audio Coding	3,000				
Ballot Coding	6,500				
Ballot Layout	3,000				
Epoll Book Setup	3,000				
Epoll book / DS200 paper rolls	800				
EAC certified thumb drives (8)	1,000				Backup in case of failures
Misc Election Supplies:	5,500				
Security Seals					
Early Voting Supplies					
Wallet Voter Cards					
Mail-in Voter Cards					
3-part voter forms					
Absentee Voting Envelopes					
Replacement Supply Bags					
I Voted Stickers					
Total	41,800	-	-	-	
Total Object Code	41,800				

Payroll Dept: FY 2020

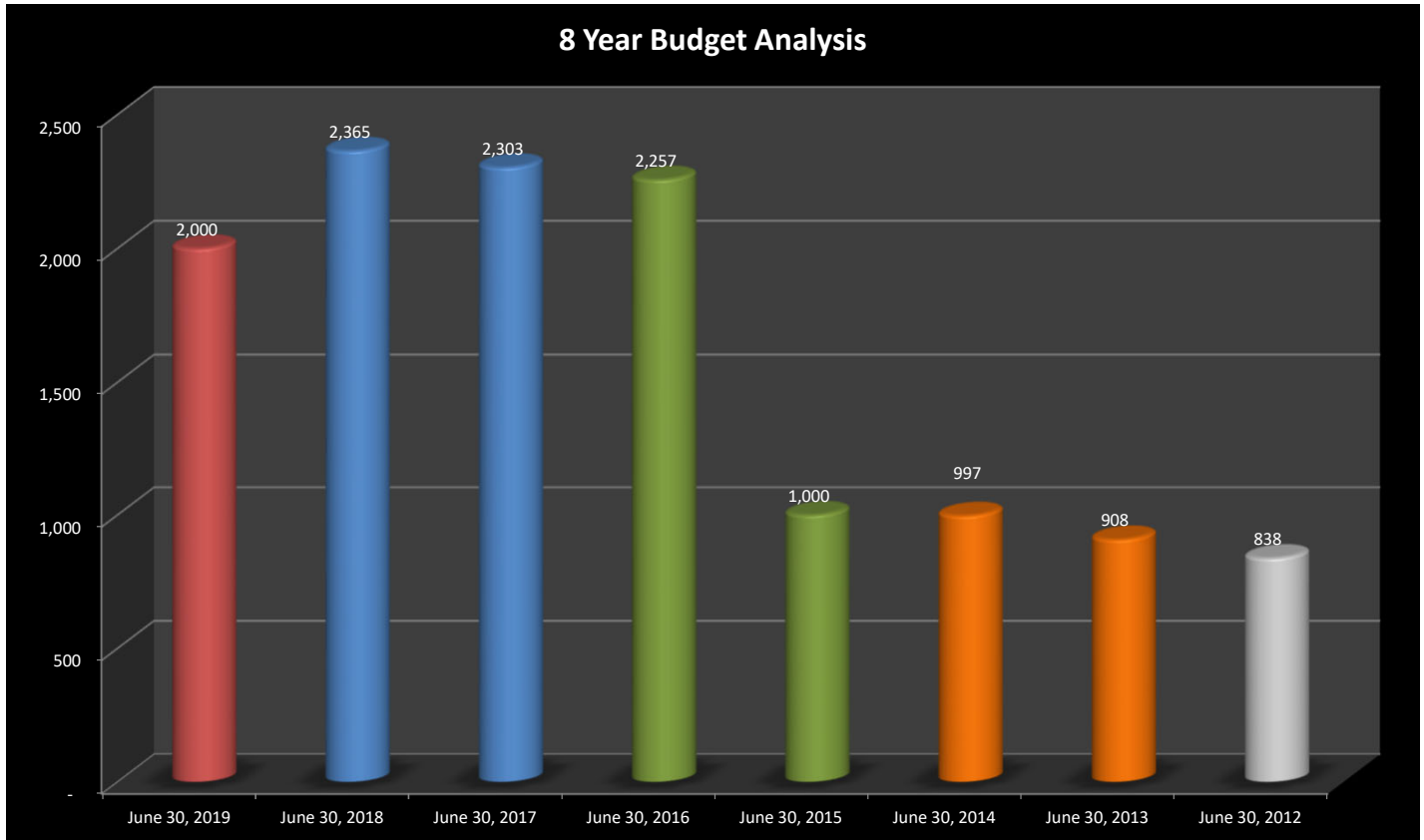
	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's Sheriff Dep	10.0% 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly
Pacetti, Shaun E.	413	1,285.05	\$ 33,411	2,072.00	485.00	3,342.00		12.70				\$ 12.70
Painter, Nicole	413	2,017.89	\$ 52,465	3,253.00	761.00	5,247.00		12.70	23.46	6.94	\$ 1,662.06	\$ 1,705.16
		<u>\$ 3,303.00</u>	<u>\$ 85,877.00</u>	<u>\$ 5,325.00</u>	<u>\$ 1,246.00</u>	<u>\$ 8,589.00</u>		<u>\$ 26.00</u>	<u>\$ 24.00</u>	<u>\$ 7.00</u>	<u>\$ 1,663.00</u>	<u>\$ 1,718.00</u>
Employee Count	2					Employee Insurance		<u>\$ 312.00</u>	<u>\$ 288.00</u>	<u>\$ 84.00</u>	<u>\$ 19,956.00</u>	<u>\$ 20,616.00</u>

BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Magistrate Court
 Account Number: 415

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Contractual Services							
211 Telephone	\$ 2,365	\$ 2,000	\$ 690	34.50%	\$ 3,000		\$ -
Total Contractual Services	\$ 2,365	\$ 2,000	\$ 690	34.50%	\$ 3,000	\$ -	\$ -
Department Grand Total	\$ 2,365	\$ 2,000	\$ 690	34.50%	\$ 3,000	\$ -	\$ -



211 Telephone

FY18 Actual \$ 2,365 FY19 YTD as of 11/30/2017 \$ 690 FY19 Budget \$ 2,000

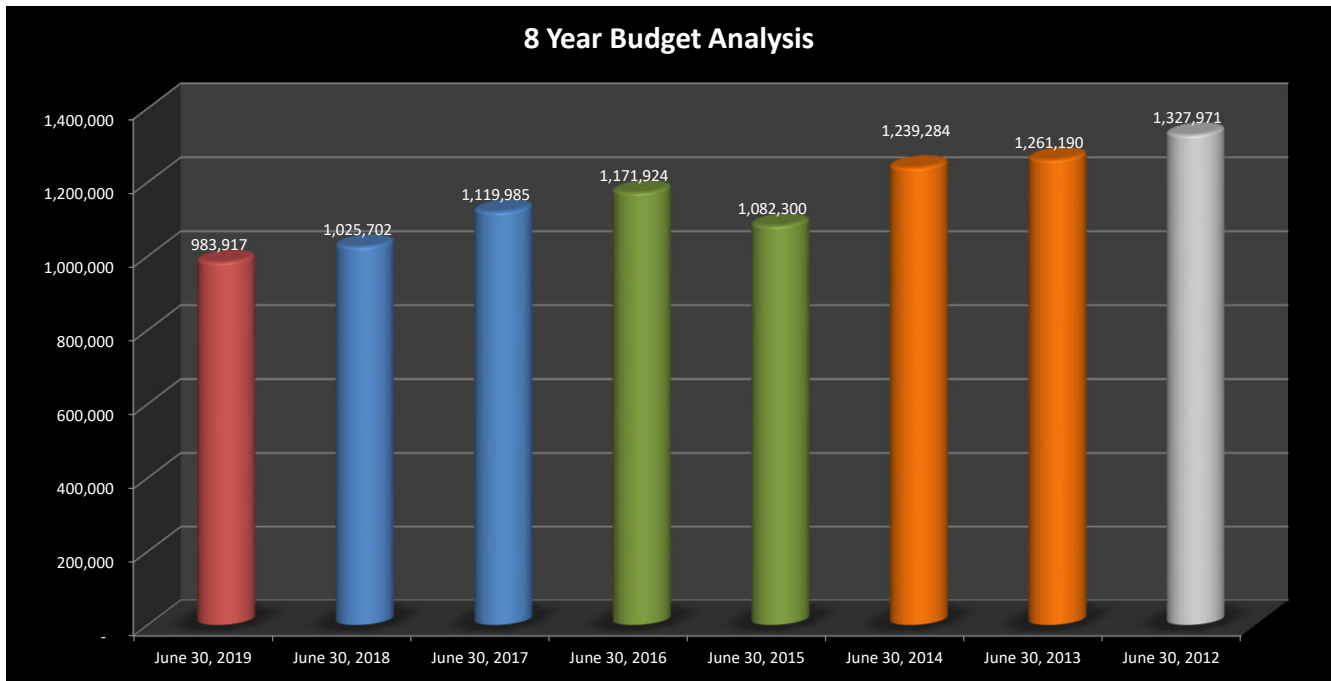
Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justiication/ Purpose
	3,000				
Total	3,000	-	-	-	
Total Object Code	3,000				

BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Courthouse
 Account Number: 424

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Personnel Services							
103 Salary & Wages of Employees	\$ 574,734	\$ 595,529	\$ 238,227	40.00%	\$ 626,615		
104 FICA Tax - Social Security	\$ 34,991	\$ 38,166	\$ 14,478	37.93%	\$ 40,096		
104 Medicare	\$ 8,184	\$ 8,934	\$ 3,386	37.90%	\$ 9,386		
105 Group Insurance Expense	\$ 148,596	\$ 147,594	\$ 73,606	49.87%	\$ 191,040		
106 Retirement Expense	\$ 64,171	\$ 61,560	\$ 24,436	39.69%	\$ 64,668		
108 Overtime	\$ 14,643	\$ 20,000	\$ 6,871	34.36%	\$ 20,000		
Total Personnel Services	\$ 845,319	\$ 871,783	\$ 361,004	41.41%	\$ 951,805	\$ -	\$ -
Contractual Services							
211 Telephone	\$ 123,439	\$ 115,000	\$ 40,326	35.07%	\$ 115,000		
213-001 Utilities	\$ 24,458	\$ 22,000	\$ 8,086	36.75%	\$ 22,000		
213-002 Fuel Oil	\$ 7,437	\$ 8,000	\$ -	0.00%	\$ 8,000		
213-003 Water/Sewer	\$ 1,108	\$ 1,000	\$ 613	61.30%	\$ 1,000		
214 Travel	\$ -	\$ 200	\$ -	0.00%	\$ 1,000		
215 M&R - Buildings&Grounds	\$ -	\$ 5,000	\$ 1,500	30.00%	\$ 5,000		
216 M&R- Equipment	\$ 6,420	\$ 5,000	\$ -	0.00%	\$ 5,000		
220 Advertising & Legal Publications	\$ 965	\$ 1,000	\$ 252	25.20%	\$ 1,000		
221 Training & Education	\$ 636	\$ 1,000	\$ -	0.00%	\$ 2,500		
222 Dues & Subscription	\$ 785	\$ 500	\$ 208	41.60%	\$ 500		
223 Professional Services	\$ 1,012	\$ 2,500	\$ -	0.00%	\$ 2,500		
230 Contracted Services	\$ 5,205	\$ 7,000	\$ 2,192	31.31%	\$ 7,000		
237 Other Fees & Taxes	\$ -	\$ -	\$ 1,299	-100.00%	\$ -		
Total Contractual Services	\$ 171,465	\$ 168,200	\$ 54,476	32.39%	\$ 170,500	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 7,163	\$ 6,000	\$ 1,736	28.93%	\$ -		
345 Uniforms	\$ 1,755	\$ 1,500	\$ 2,293	152.87%	\$ 1,500		
Total Commodities	\$ 8,918	\$ 7,500	\$ 4,029	53.72%	\$ 1,500	\$ -	\$ -
Department Grand Total	\$ 1,025,702	\$ 1,047,483	\$ 419,509	40.05%	\$ 1,123,805	\$ -	\$ -



103 Salary/Wages

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	574,734	\$ 238,227	\$ 595,529

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Per attached wage sheet		626,615			Do not change this line, make any adjustments below it
Total	-	626,615	-	-	
Total Object Code	626,615				

104 FICA

FY18 Actual \$ 34,991 FY19 YTD as of 11/30/2018 \$ 14,478 FY19 Budget \$ 38,166

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
FICA regular salaries		38,856			Do not change this line
FICA overtime		1,240			Do not change this line
Total	-	40,096	-	-	
Total Object Code	40,096				

104 Medicare

FY18 Actual \$ 8,184 FY19 YTD as of 11/30/2018 \$ 3,386 FY19 Budget \$ 8,934

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Medicare regular salaries		9,096			Do not change this line
Medicare overtime		290			Do not change this line
Total	-	9,386	-	-	
Total Object Code	9,386				

105 Health Insurance

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	148,596	\$ 73,606	\$ 147,594

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Life		2,292			Do not change this line
Dental		3,948			Do not change this line
Vision		1,176			Do not change this line
Medical		183,624			Do not change this line
Total	-	191,040	-	-	
Total Object Code	191,040				

106 Retirement

FY18 Actual \$ 64,171 FY19 YTD as of 11/30/2018 \$ 24,436 FY19 Budget \$ 61,560

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Retirement regular salaries	62,668				Do not change this line
Retirement overtime	2,000				Do not change this line
Total	64,668	-	-	-	
Total Object Code	64,668				

108 Overtime

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 14,643	\$ 6,871	\$ 20,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Overtime		20,000			Needed for 24/7 coverage (on-call, emergencies, weather, special projects, etc.)
Total	-	20,000	-	-	
Total Object Code	20,000				

211 Telephone

FY18 Actual \$ 123,439 FY19 YTD as of 11/30/2018 \$ 40,326 FY19 Budget \$ 115,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Telephone		115,000			
Total	-	115,000	-	-	
Total Object Code	115,000				

213-001 Utilities

FY18 Actual \$ 24,458 FY19 YTD as of 11/30/2018 \$ 8,086 FY19 Budget \$ 22,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Electricity		22,000			
Total	-	22,000	-	-	
Total Object Code	22,000				

213-002 Fuel Oil

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ 7,437 \$ - \$ 8,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Fuel Oil		8,000			
Total	-	8,000	-	-	
Total Object Code	8,000				

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 1,108	\$ 613	\$ 1,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Water/Sewer		1,000			
Total	-	1,000	-	-	
Total Object Code	1,000				

214 Travel

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ - \$ - \$ 200

Description	FY20 Request	FY20 Request	FY20 Request	FY20 Request	Justification / Purpose
	Mandated	Mission Critical	Discretionary	New Initiative	
Travel			1,000		Planning on providing additional staff training. Will need increase of travel line.
Total	-	-	1,000	-	
Total Object Code	1,000				

215 M&R Bldg/Grounds

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ - \$ 1,500 \$ 5,000

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Maint & Repair Bldgs		5,000			
Total	-	5,000	-	-	
Total Object Code	5,000				

216 Maintenance/Repair of Equipment

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 6,420	\$ -	\$ 5,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Maint/Repair Equipment		5,000			
Total	-	5,000	-	-	
Total Object Code	5,000				

220 Ads/Legal Publications

FY18 Actual \$ 965
 FY19 YTD as of 11/30/2018 \$ 252
 FY19 Budget \$ 1,000

Description	FY20 Request	FY20 Request	FY20 Request	FY20 Request	Justification / Purpose
	Mandated	Mission Critical	Discretionary	New Initiative	
Ads/Legal Publications		1,000			
Total	-	1,000	-	-	
Total Object Code	1,000				

221 Training/Education

FY18 Actual \$ 636
 FY19 YTD as of 11/30/2018 \$ -
 FY19 Budget \$ 1,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Training/Education			2,500		I would like to increase this line in order to provide staff with additional training and continuing education.
Total	-	-	2,500	-	
Total Object Code	2,500				

222 Dues/Subscriptions

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ 785 \$ 208 \$ 500

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Dues/Subscriptions		500			
Total	-	500	-	-	
Total Object Code	500				

223 Professional Services

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 1,012	\$ -	\$ 2,500

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Professional Services		2,500			
Total	-	2,500	-	-	
Total Object Code	2,500				

230 Contracted Services

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 5,205	\$ 2,192	\$ 7,000

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Contracted Services		7,000			
Total	-	7,000	-	-	
Total Object Code	7,000				

341 Materials and Supplies

FY18 Actual \$ 7,163 FY19 YTD as of 11/30/2018 \$ 1,736 FY19 Budget \$ 6,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Materials and Supplies					
Total	-	-	-	-	
Total Object Code	-				

345 Uniforms

FY18 Actual \$ 1,755
 FY19 YTD as of 11/30/2018 \$ 2,293
 FY19 Budget \$ 1,500

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Uniforms			1,500		
Total	-	-	1,500	-	
Total Object Code	1,500				

	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
Vacancy	424	1,197.00	31,122.00	1,930.00	452.00	3,113.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Collier, Janet	424	1,571.23	40,851.98	2,533.00	593.00	4,086.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Doane, Randall	424	1,812.61	47,127.86	2,922.00	684.00	4,713.00		12.70	23.46	6.94	1,387.23	1,430.33	17,163.96
Farias Megan	424	1,218.04	31,669.04	1,964.00	460.00	3,167.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Gainey, Tony	424	1,582.20	41,137.20	2,551.00	597.00	4,114.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Gregory, Myron	424	1,900.01	49,400.26	3,063.00	717.00	4,941.00		12.70	23.46	6.94	1,387.23	1,430.33	17,163.96
Kemp, David	424	1,218.04	31,669.04	1,964.00	460.00	3,167.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Kuhn, Laura	424	1,766.31	45,924.06	2,848.00	666.00	4,593.00		12.70	23.46	6.94	1,662.06	1,705.16	20,461.92
McIntyre, Ricci	424	1,218.04	31,669.04	1,964.00	460.00	3,167.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Milbourne, Ryan	424	1,707.17	44,386.42	2,752.00	644.00	4,439.00		12.70	23.46	6.94	1,662.06	1,705.16	20,461.92
Polk, Bill	424	3,005.40	78,140.40	4,845.00	1,134.00	7,815.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Ring, Amanda	424	1,218.04	31,669.04	1,964.00	460.00	3,167.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Thomas, Leonard	424	2,072.84	53,893.84	3,342.00	782.00	5,390.00		12.70	23.46	6.94	1,387.23	1,430.33	17,163.96
Wise, Charles	424	1,395.58	36,285.08	2,250.00	527.00	3,629.00		12.70	-	-	-	12.70	152.40
Zaleski, Juana	424	1,218.04	31,669.04	1,964.00	460.00	3,167.00		12.70	23.46	6.94	1,387.23	1,430.33	17,163.96
		<u>24,101.00</u>	<u>626,615.00</u>	<u>38,856.00</u>	<u>9,096.00</u>	<u>62,668.00</u>	<u>-</u>	<u>191.00</u>	<u>329.00</u>	<u>98.00</u>	<u>15,302.00</u>	<u>15,919.00</u>	<u>191,018.00</u>
Employee Count	15					Employee Insurance		<u>2,292.00</u>	<u>3,948.00</u>	<u>1,176.00</u>	<u>183,624.00</u>	<u>191,040.00</u>	

BUDGET REQUEST

Fiscal Year: 2019 - 2020

Department: Other Building

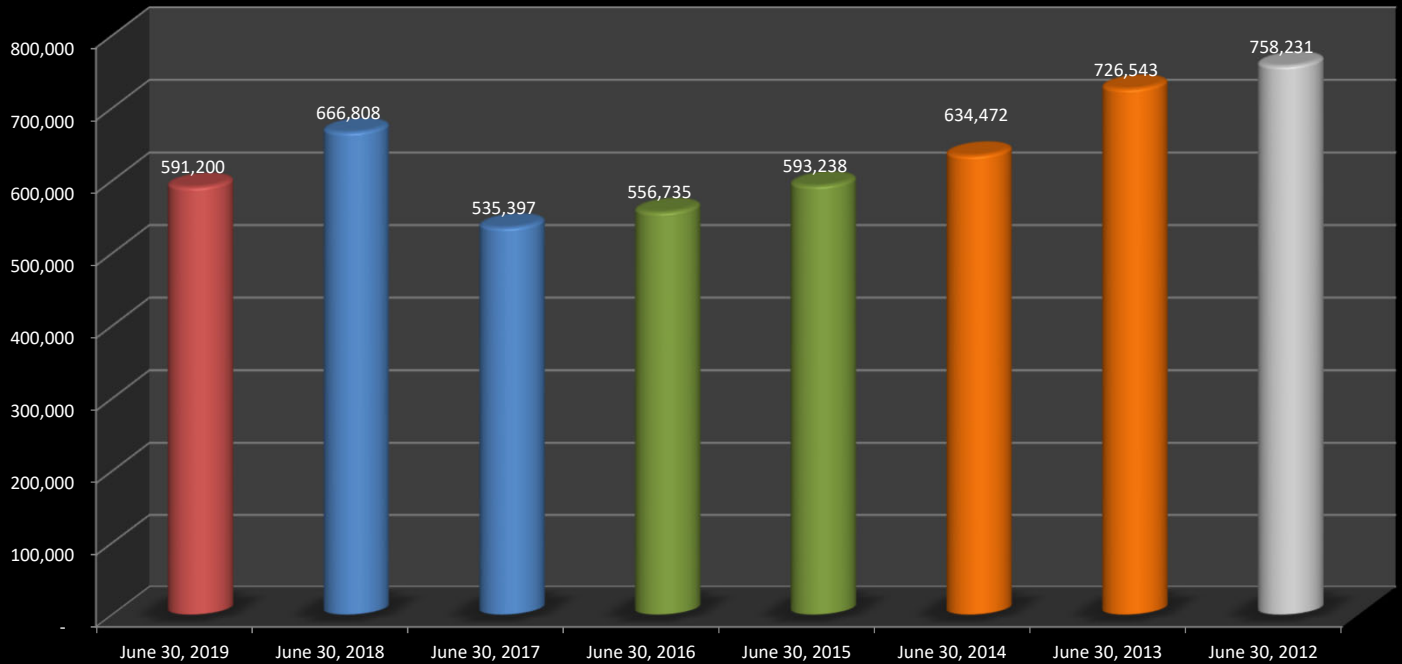
Account Number: 425

Notes:

Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Contractual Services							
213-001 Utilities	\$ 332,894	\$ 250,400	\$ 71,113	28.40%	\$ 250,400		
213-002 Fuel Oil	\$ 14,746	\$ 18,000	\$ 5,163	28.68%	\$ 18,000		
213-003 Water/Sewer	\$ 30,197	\$ 30,000	\$ 8,417	28.06%	\$ 30,000		
213-004 Electricity	\$ 22,218	\$ 20,000	\$ 7,381	36.91%	\$ 20,000		
215 M&R - Buildings&Grounds	\$ 26,426	\$ 35,000	\$ 950	2.71%	\$ 70,000		
216 M&R- Equipment	\$ 41,993	\$ 30,000	\$ 13,477	44.92%	\$ 40,000		
216-001 M&R- Security System	\$ 13,978	\$ 9,000	\$ 10,106	112.29%	\$ 15,000		
219-001 Equipment Rent	\$ -	\$ 800	\$ -	0.00%	\$ 800		
219-005 Library Rent	\$ 18,000	\$ 18,000	\$ 7,500	41.67%	\$ 18,000		
223 Professional Services	\$ 11,071	\$ 15,000	\$ 2,719	18.13%	\$ 15,000		
230 Contracted Services	\$ 66,876	\$ 75,000	\$ 32,360	43.15%	\$ 75,000		
Total Contractual Services	\$ 578,399	\$ 501,200	\$ 159,186	31.76%	\$ 552,200	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 88,409	\$ 90,000	\$ 43,909	48.79%	\$ 90,000		
Total Commodities	\$ 88,409	\$ 90,000	\$ 43,909	48.79%	\$ 90,000	\$ -	\$ -
Department Grand Total	\$ 666,808	\$ 591,200	\$ 203,095	34.35%	\$ 642,200	\$ -	\$ -

8 Year Budget Analysis



213-001 Electricity

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	332,894	\$ 71,113	\$ 250,400

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Electricity		250,400			
Total	-	250,400	-	-	
Total Object Code	250,400				

213-002 Fuel Oil

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ 14,746 \$ 5,163 \$ 18,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Fuel Oil		18,000			
Total	-	18,000	-	-	
Total Object Code	18,000				

213-003 Water/Sewer

FY18 Actual \$ 30,197 FY19 YTD as of 11/30/2018 \$ 8,417 FY19 Budget \$ 30,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
water/sewer		30,000			
Total	-	30,000	-	-	
Total Object Code	30,000				

213-004 Other Utilities

FY18 Actual \$ 22,218 FY19 YTD as of 11/30/2018 \$ 7,381 FY19 Budget \$ 20,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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 Buildings Grounds

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	26,426	\$ 950	\$ 35,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Maint/Repair Buildings		70,000			Will be providing notes on this increase request
Total	-	70,000	-	-	
Total Object Code	70,000				

216-000 Maintenance/Repair of Equipment

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 41,993	\$ 13,477	\$ 30,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Maintenance/ Repair Equipment		40,000			Will be providing notes on this increase request
Total	-	40,000	-	-	
Total Object Code	40,000				

216-001 Maintenance/Repair Security System

FY18 Actual \$ 13,978 FY19 YTD as of 11/30/2018 \$ 10,106 FY19 Budget \$ 9,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Maint/Repair Security		15,000			
Total	-	15,000	-	-	
Total Object Code	15,000				

219-001 Equipment Rent

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ - \$ - \$ 800

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Equipment Rental			800		
Total	-	-	800	-	
Total Object Code	800				

219-002 Library Rent

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 18,000	\$ 7,500	\$ 18,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Library Rent		18,000			
Total	-	18,000	-	-	
Total Object Code	18,000				

223 Professional Services

FY18 Actual \$ 11,071 FY19 YTD as of 11/30/2018 \$ 2,719 FY19 Budget \$ 15,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Professional Services		15,000			
Total	-	15,000	-	-	
Total Object Code	15,000				

341 Materials and Supplies

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	88,409	\$ 43,909	\$ 90,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Materials and Supplies		90,000			Plan to purchase safety gear and equipment
Total	-	90,000	-	-	
Total Object Code	90,000				

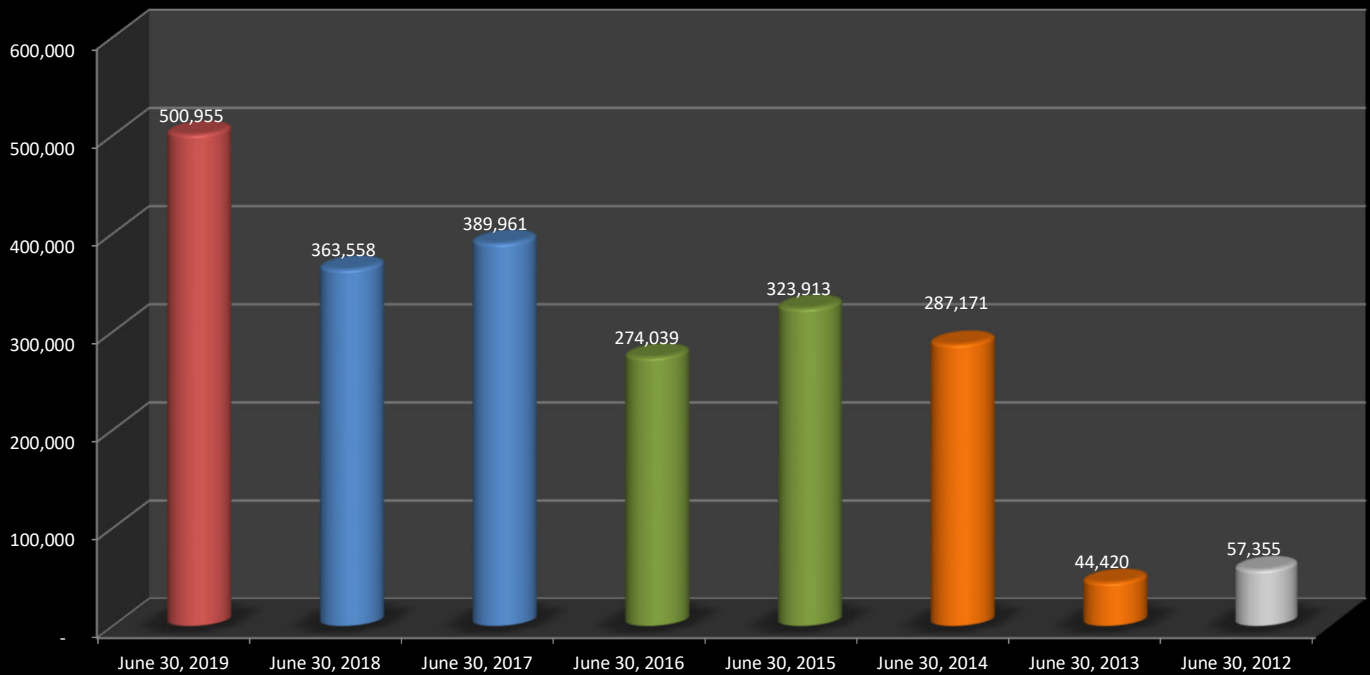
BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Data Processing (IT)
 Account Number: 428

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Personnel Services							
103 Salary & Wages of Employees	\$ 113,147	\$ 113,747	\$ 44,463	39.09%	\$ 157,423		
104 FICA Tax - Social Security	\$ 6,771	\$ 7,053	\$ 2,655	37.64%	\$ 9,761		
104 Medicare	\$ 1,583	\$ 1,650	\$ 621	37.64%	\$ 2,283		
105 Group Insurance Expense	\$ 16,279	\$ 16,296	\$ 7,215	44.27%	\$ 27,501		
106 Retirement Expense	\$ 12,424	\$ 11,376	\$ 4,446	39.08%	\$ 24,668		
Total Personnel Services	\$ 150,204	\$ 150,122	\$ 59,400	39.57%	\$ 221,636	\$ -	\$ -
Contractual Services							
211 Telephone	\$ 1,715	\$ 2,150	\$ 489	22.74%	\$ 2,350		
223 Professional Services	\$ 9,079	\$ 10,050	\$ 9,692	96.44%	\$ 10,650		
230 Contracted Services	\$ 16	\$ -	\$ -		\$ 3,250		
Total Contractual Services	\$ 10,810	\$ 12,200	\$ 10,181	83.45%	\$ 16,250	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 40,280	\$ 27,500	\$ 10,328	37.56%	\$ 27,500		
353 Computer Software	\$ 13,648	\$ 28,610	\$ 17,181	60.05%	\$ 52,680		
354 Computer Hardware	\$ 54,524	\$ 86,820	\$ 36,939	42.55%	\$ 95,600		
355 IT Consulting	\$ 54,630	\$ 55,290	\$ 17,668	31.96%	\$ 56,590		
356 Lic&Annual Fees	\$ 39,462	\$ 76,847	\$ 18,965	24.68%	\$ 114,358		
Total Commodities	\$ 202,544	\$ 275,067	\$ 101,081	36.75%	\$ 346,728	\$ -	\$ -
Department Grand Total	\$ 363,558	\$ 437,389	\$ 170,662	39.02%	\$ 584,614	\$ -	\$ -

8 Year Budget Analysis



103 Salary/Wages

FY18 Actual \$ 113,147 FY19 YTD as of 11/30/2018 \$ 44,463 FY19 Budget \$ 113,747

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Full-time employee		114,923			Do not change this line, make any adjustments below i
Add One Full-time employee				42,500	Additional Full-Time Employee for IT Department
Total	-	114,923	-	42,500	
Total Object Code	157,423				

104 FICA

FY18 Actual \$ 6,771 FY19 YTD as of 11/30/2018 \$ 2,655 FY19 Budget \$ 7,053

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
FICA regular salaries	7,126				Do not change this line
FICA Additional Position			2,635		
Total	7,126	-	2,635	-	
Total Object Code	9,761				

104 Medicare

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 1,583	\$ 621	\$ 1,650

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Medicare regular salaries	1,667				Do not change this line
Medicare Additional Position			616		
Total	1,667	-	616	-	
Total Object Code	2,283				

105 Health Insurance

FY18 FY19 YTD as of FY19
 Actual 11/30/2018 Budget
 \$ 16,279 \$ 7,215 \$ 16,296

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Life		312			Do not change this line
Dental		288			Do not change this line
Vision		84			Do not change this line
Medical		16,656			Do not change this line
Insurance Additional Position			10,161		
Total	-	17,340	10,161	-	
Total Object Code	27,501				

106 Retirement

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 12,424	\$ 4,446	\$ 11,376

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Retirement regular FT salary	11,493				Do not change this line
Retirement Additional Position			13,175		
Total	11,493	-	13,175	-	
Total Object Code	24,668				

211 Telephone

	FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
	\$ 1,715	\$ 489	\$ 2,150

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Sprint		2,350			Cellular Service/Engineering Field MiFi(s)
Total	-	2,350	-	-	
Total Object Code	2,350				

223 Professional Services

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 9,079	\$ 9,692	\$ 10,050

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Vision Internet	10,650				Yearly Contract service on Jefferson County Website - includes all maintenance updates, code changes for new browsers/smart phones, analytics
Total	10,650	-	-	-	
Total Object Code	10,650				

230 Contracted Services

FY18 Actual \$ 9,079 FY19 YTD as of 11/30/2018 \$ 9,692 FY19 Budget \$ 10,050

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Quality Uptime Services		3,250			911 Center Uninterruptible Power System
Total	-	3,250	-	-	
Total Object Code	3,250				

341 Materials and Supplies

FY18 Actual \$ 40,280
 FY19 YTD as of 11/30/2018 \$ 10,328
 FY19 Budget \$ 27,500

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 13,648	\$ 17,181	\$ 28,610

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
911 Software		3,300			Software for 911 Center
Engineering - MyGovOnline		14,580			Engineering Modern Citizen Experience Digital Online Permitting Process
Adobe Acrobat DC/Online		4,800			Prosecutors/Engineering Office
County Commission Microsoft Upgrades		7,500			Upgrades for the Microsoft/Others products used by County Commission OS/Office
UAS - Unmanned Aerial System				22,500	Project to identify,define,design and implement UAS (drone) program within JCC
Total	-	30,180	-	22,500	
Total Object Code	52,680				

354 Computer Hardware

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	54,524	\$ 36,939	\$ 86,820

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
HAVA Computer Grant		9,000			County Clerks Office Grant Match
Dell Optiplex Workstations		16,000			Outdated PC Replacements and Updating Workstations All county
HewlettPackard		4,000			Replacement of outdated/nonfunctioning printers
Hewlett Packard		1,450			Replacement Network Switch(s)
Laptop/Tablet Replacements		7,500			Replacement of old nonfunctioning laptops
Fujitsu Scanners		2,450			County Clerk, Prosecuting Attorney and Commission Scanners
Dell Precision/OptiPlex Laptops		4,200			Public Safety Replacements
ThecusOS Storage Network Infrastructure		12,500			Replication/Storage/Area Network Backup Infrastructure CAD BodyCameras
Dell R720 Server Class System (2)		24,500			Virtualization Host Infrastructure Backup/Replication Downtown for 911
Network Host Memory		9,000			VMware ESXi Host upgrades
Panasonic ToughBooks		5,000			ToughBook Replacements
Total	-	95,600	-	-	
Total Object Code	95,600				

355 IT Consulting

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 54,630	\$ 17,668	\$ 55,290

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Advantage Technology		52,800			Information Technology Consulting Contract
Software Systems, Inc. SSI		2,800			Network Software Support
Microsoft		990			Microsoft Support Incidents (2)
Total	-	56,590	-	-	
Total Object Code	56,590				

356 Lic & Annual Fees

FY18 Actual \$ 39,462
 FY19 YTD as of 11/30/2018 \$ 18,965
 FY19 Budget \$ 76,847

Description	FY20 Request	FY20 Request	FY20 Request	FY20 Request	Justification / Purpose
	Mandated	Mission Critical	Discretionary	New Initiative	
Tyler Technologies		25,296			Support and Maintenance for Tyler Technologies
Xerox/ACS Tax Office AS 400		15,204			Licensing for AS400 software tax office - may be reduced by Tyler
ESRI GIS Software Maintenance		12,045			GIS Software Annual License Fee - required for GIS Operations
IBM AS400 OS/Hardware		3,345			IBM Support for Operating System/Hardware AS 400
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		3,896			Licensing for Barracuda Email/Anti-Virus/EmailFireWall/County Wide Network 1YR
SolarWinds Patch Management		1,250			SsystemWide Updates Patch Management Microsoft and others
Solarwinds Mini-Dameware		275			Remote Systems Assistance
WatchGuard		3,845			Licensing for WatchGuard Firewall Network Security Bardane Campus
VMware Horizon View		2,150			Horizon View Licensing 911 Center/Police
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		165			911 Scheduling Software Support
Print-O-Stat		1,250			HP T2530 PS Support Engineering
Print-O-Stat		650			HP 1200 Support Engineering/GIS
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
Judicial Dialogue		7,350			Prosecuting Attorneys Software Support
VMware Virtualization Support		5,619			Support/Maintenance 911 Center and Downtown DataCenters
LogMeINVision Internet Support		200			Remote Support Option for Vison Internet Website Maintenance
BlueBeam		985			Engineering Software Support MCX MyGovOnline
Trimble Software		985			Engineering - GIS Spatial Data Software
Textedly		240			MCX Text Messaging Alerts
Total	-	114,358	-	-	
Total Object Code	114,358				

Payroll Dept: FY 2020

	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	2,851.06	74,127.66	4,596.00	1,075.00	7,413.00	12.70	23.46	6.94	1,387.23	1,430.33	
Stratton, Tina Dawn	428	1,569.04	40,795.04	2,530.00	592.00	4,080.00	12.70			-	12.70	
		<u>4,421.00</u>	<u>114,923.00</u>	<u>7,126.00</u>	<u>1,667.00</u>	<u>11,493.00</u>	<u>-</u>	<u>26.00</u>	<u>24.00</u>	<u>7.00</u>	<u>1,388.00</u>	<u>1,444.00</u>
Employee Count	2					Employee Insurance	<u>312.00</u>	<u>288.00</u>	<u>84.00</u>	<u>16,656.00</u>	<u>17,340.00</u>	

BUDGET REQUEST

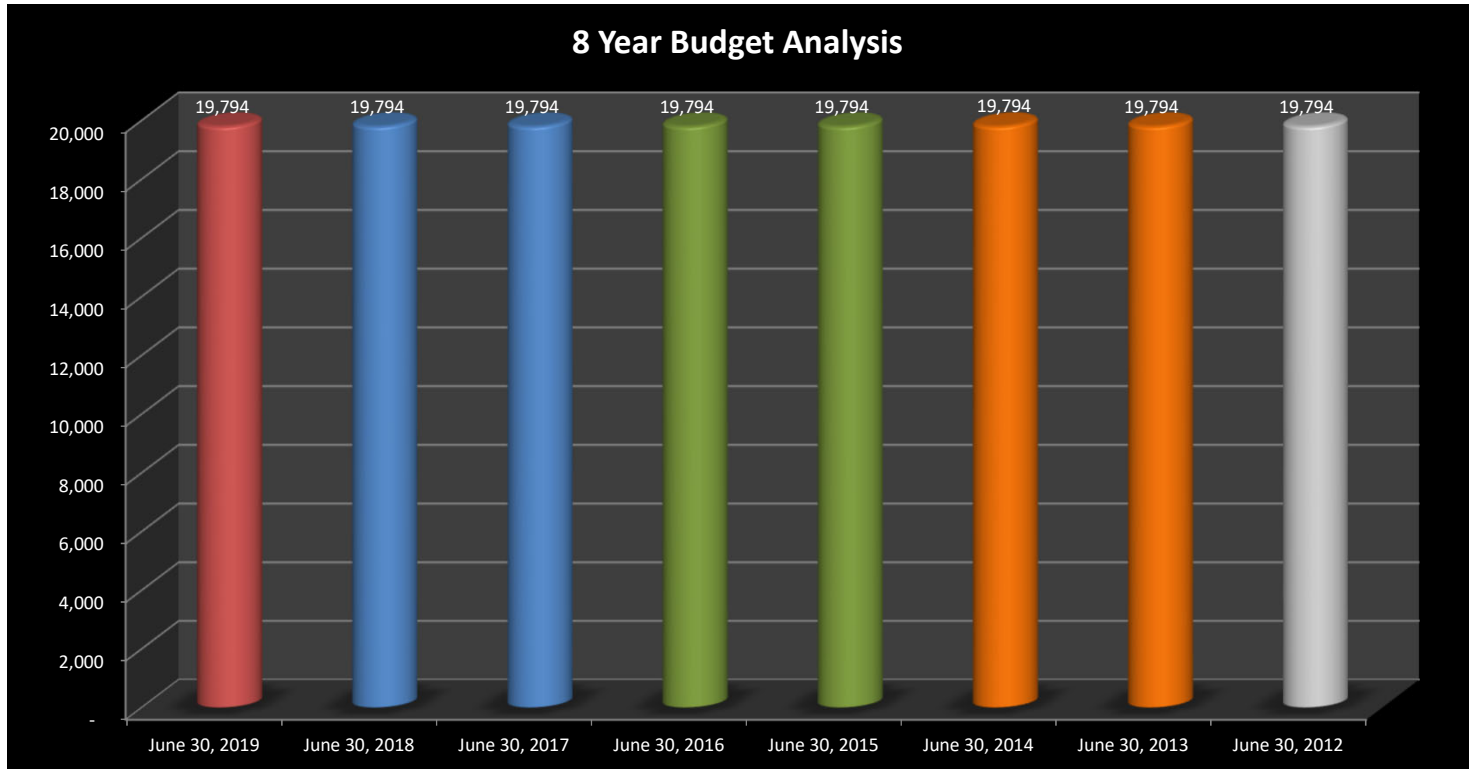
Fiscal Year: 2019 - 2020

Department: RDA

Account Number: 429

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Contributions/Transfers							
567 Contributions/Transfers oth Gov. Ent	\$ 19,794	\$ 19,795	\$ 19,794	99.99%	\$ 19,795		
Total Contributions/Transfers	\$ 19,794	\$ 19,795	\$ 19,794	99.99%	\$ 19,795	\$ -	\$ -
Department Grand Total	\$ 19,794	\$ 19,795	\$ 19,794	99.99%	\$ 19,795	\$ -	\$ -





January 2, 2019

**DO
NOT
PAY**

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

Re: FY 2020 Annual Assessment – Region 9 Planning & Development Council

In preparation for your annual budget, we are notifying local governments of the fiscal year 2020 assessment required by State Code §8-25-12 (attached) for the period of July 1, 2019 through June 30, 2020. 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 2019.

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 2020 \$19,794.26

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

Sincerely,

William R. Clark
Executive Director

West Virginia State Code

§8-25-12. Annual budget of regional council; contributions by governmental units; deposits and disbursements.

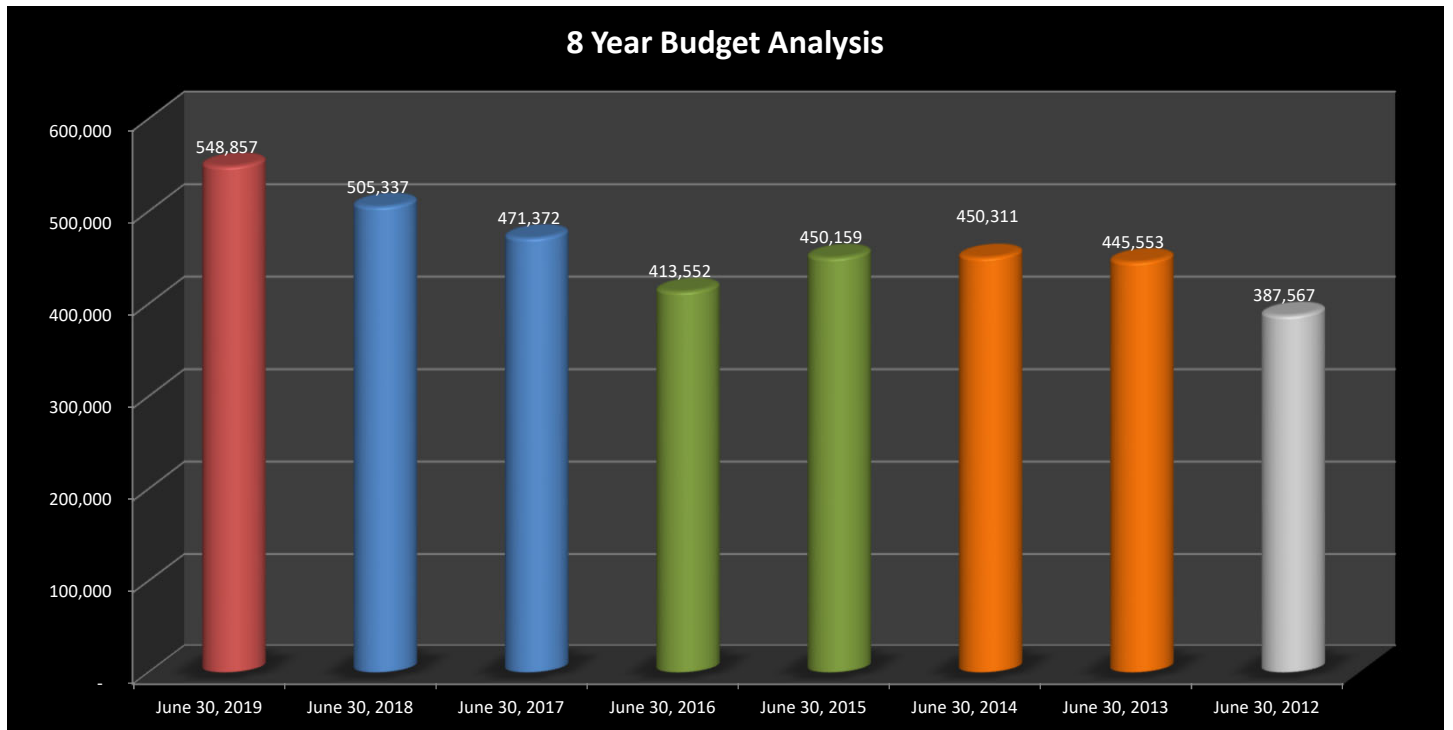
Each regional council shall adopt an annual budget, to be submitted to the participating governmental units which shall each contribute to the financing of the council according to a formula adopted by the council and approved by a majority of the counties and a majority of the municipalities participating in the regional council. All such contributions shall be fair and equitable and shall be based on the population of each participating governmental unit as determined on the basis of the latest decennial census, or such other criteria as may be determined by each respective regional council. Each participating county and municipality is hereby directed and empowered to pay over and contribute to the operation of said councils in accordance with the formula adopted as hereinbefore provided. Such sums, as are appropriated hereunder, may be transferred to the regional councils for deposit and disbursement as the regional councils may designate and direct. By such transfer, the governing body designates the regional council as its disbursing agent.

BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: EC Development
 Account Number: 431

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Personnel Services							
103 Salary & Wages of Employees	\$ 244,317	\$ 257,666	\$ 103,744	40.26%	\$ 276,394		
104 FICA Tax - Social Security	\$ 14,363	\$ 15,980	\$ 6,007	37.59%	\$ 17,140		
104 Medicare	\$ 3,359	\$ 3,738	\$ 1,476	39.49%	\$ 4,011		
105 Group Insurance Expense	\$ 60,112	\$ 73,552	\$ 32,671	44.42%	\$ 78,432		
106 Retirement Expense	\$ 26,311	\$ 25,771	\$ 10,374	40.25%	\$ 27,643		
Total Personnel Services	\$ 348,462	\$ 376,707	\$ 154,272	40.95%	\$ 403,620	\$ -	\$ -
Contractual Services							
223 Professional Services	\$ -	\$ 10,000	\$ -	0.00%	\$ 10,000		
Total Contractual Services	\$ -	\$ 10,000	\$ -	0.00%	\$ 10,000	\$ -	\$ -
567-000 In-Kind Rent - Econ Dev	\$ 37,000	\$ 37,200	\$ -	0.00%	\$ 37,386		
567-001 In-Kind Rent - Farm Prot Bd	\$ 13,875	\$ 13,950	\$ -	0.00%	\$ 14,020		
568 Other Contribution	\$ 106,000	\$ 106,000	\$ 53,000	50.00%	\$ 191,000		
568-001 Airport Authority	\$ -	\$ 5,000	\$ 5,000	100.00%	\$ 5,000		
Total Contributions/Transfers	\$ 156,875	\$ 162,150	\$ 58,000	35.77%	\$ 247,406	\$ -	\$ -
Department Grand Total	\$ 505,337	\$ 548,857	\$ 212,272	38.68%	\$ 661,026	\$ -	\$ -



103 Salary/Wages

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	244,317	\$ 103,744	\$ 257,666

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Per attached wage sheet		260,244			Do not change this line, make any adjustments below it
					FUNDING NOTES:
					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
					Total Funding From Other Sources: \$142,747
Nic Diehl				7,650	10% Increase
Lyn Goodwin				4,500	10% Increase
Jane Jones				4,000	10% Increase
Total	-	260,244	-	16,150	
Total Object Code	276,394				

104 FICA

FY18 Actual \$ 14,363 FY19 YTD as of 11/30/2018 \$ 6,007 FY19 Budget \$ 15,980

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
FICA regular wages	16,139				Do not change this line
FICA for Increases			1,001		
Total	16,139	-	1,001	-	
Total Object Code	17,140				

104 Medicare

FY18 Actual \$ 3,359 FY19 YTD as of 11/30/2018 \$ 1,476 FY19 Budget \$ 3,738

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Medicare regular wages	3,777				Do not change this line
Medicare for Increases			234		
Total	3,777	-	234	-	
Total Object Code	4,011				

105 Health Insurance

	FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
	\$ 60,112	\$ 32,671	\$ 73,552

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Life		768			Do not change this line
Dental		1,416			Do not change this line
Vision		420			Do not change this line
Medical		75,828			Do not change this line
Total	-	78,432	-	-	
Total Object Code	78,432				

106 Retirement

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	26,311	\$ 10,374	\$ 25,771

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Retirement	26,028				Do not change this line
Retirement for Increases			1,615		
Total	26,028	-	1,615	-	
Total Object Code	27,643				

223 Professional Services

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ -	\$ -	\$ 10,000

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
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

FY18 Actual \$ 37,000 FY19 YTD as of 11/30/2018 \$ - FY19 Budget \$ 37,200

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
JCDA Office Space		37,386			in-kind rent per Mgordon
Total	-	37,386	-	-	
Total Object Code	37,386				

567-001 In-Kind Contributions-Rent Farm Prot Bd

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	13,875	\$ -	\$ 13,950

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Farmland Protection Board		14,020			in-kind rent per Mgordon
Total	-	14,020	-	-	
Total Object Code	14,020				

568 Other Contributions

	FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
	\$ 106,000	\$ 53,000	\$ 106,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Other contribution					This line item funds our operating budget, excluding salaries and benefits
Marketing/Advertising		45,000			
Computer Tech and Internet		5,000			
Dues & Subscriptions		2,000			
Liability Insurance		2,000			
Business Park Maintenance		3,000			
Meetings		1,500			
Accountant & Audit		9,000			
Professional Services & Research		110,000			
Office Administrative		4,500			
Training		2,000			
Travel		7,000			
Total	-	191,000	-	-	

Total	-	191,000	-	-	
Total Object Code	191,000				

568 Contribution - Airport Authority

FY18 Actual \$ - FY19 YTD as of 11/30/2018 \$ 5,000 FY19 Budget \$ 5,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Jefferson County Appointment		5,000			Mr. Dan Zappe's appointment to EWVRAA (TERM: 08/18/2016 - 07/02/2019)
Total	-	5,000	-	-	

Total Object Code 5,000

Payroll Dept: FY 2020

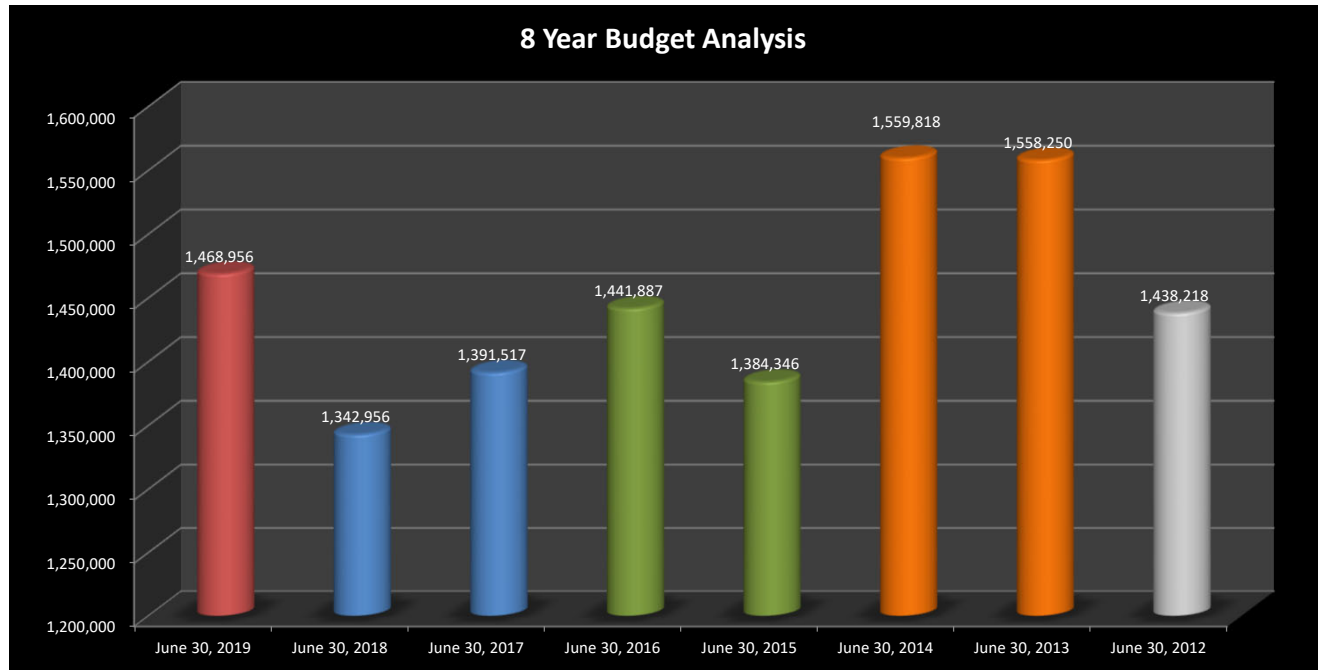
Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 10.0% Sheriff Dep 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly		
Coffey, Matt **	431	1,923.08	50,000.08	3,101.00	726.00	5,001.00	12.70	23.46	6.94	1,662.06	1,705.16	
Diehl, Nic *	431	2,942.31	76,500.06	4,744.00	1,110.00	7,651.00	12.70	23.46	6.94	1,662.06	1,705.16	
Goodwin, Lyn *	431	1,741.55	45,280.30	2,808.00	657.00	4,529.00	12.70	23.46	6.94	803.62	846.72	
Jones, Jane R. *	431	1,555.38	40,439.88	2,508.00	587.00	4,044.00	12.70	23.46	6.94	1,387.23	1,430.33	
Wheeler, Elizabeth ***	431	1,847.04	48,023.04	2,978.00	697.00	4,803.00	12.70	23.46	6.94	803.62	846.72	
		<u>10,010.00</u>	<u>260,244.00</u>	<u>16,139.00</u>	<u>3,777.00</u>	<u>26,028.00</u>	-	<u>64.00</u>	<u>118.00</u>	<u>35.00</u>	<u>6,319.00</u>	<u>6,535.00</u>
					Employee Insurance		<u>768.00</u>	<u>1,416.00</u>	<u>420.00</u>	<u>75,828.00</u>	<u>78,432.00</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: 2019 - 2020
 Department: Combining - Engineering, Planning, Zoning, GIS
 Account Number: 440

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Personnel Services							
103 Salary & Wages of Employees	\$ 917,619	\$ 995,346	\$ 365,969	36.77%	\$ 998,926		
104 FICA Tax - Social Security	\$ 54,835	\$ 62,032	\$ 21,937	35.36%	\$ 62,250		
104 Medicare	\$ 12,824	\$ 14,515	\$ 5,130	35.34%	\$ 14,565		
105 Group Insurance Expense	\$ 211,785	\$ 224,640	\$ 89,070	39.65%	\$ 225,096		
106 Retirement Expense	\$ 101,166	\$ 100,046	\$ 36,788	36.77%	\$ 100,399		
108 Overtime	\$ 5,040	\$ 5,000	\$ 2,163	43.26%	\$ 5,000		
108 Extra Help	\$ -	\$ -	\$ -		\$ -		
Total Personnel Services	\$ 1,303,269	\$ 1,401,579	\$ 521,057	37.18%	\$ 1,406,236	\$ -	\$ -
Contractual Services							
211 Telephone	\$ 2,439	\$ 2,711	\$ 520	19.18%	\$ 3,040		
212 Printing	\$ -	\$ 200	\$ -	0.00%	\$ 300		
214 Travel	\$ 1,212	\$ 3,990	\$ -	0.00%	\$ 3,990		
216 M&R- Equipment	\$ 558	\$ 609	\$ 609	100.00%	\$ 615		
220 Advertising & Legal Publications	\$ 1,922	\$ 3,700	\$ 418	11.30%	\$ 3,700		
221 Training & Education	\$ 2,310	\$ 5,447	\$ 509	9.34%	\$ 5,447		
222 Dues & Subscription	\$ 2,129	\$ 2,595	\$ 255	9.83%	\$ 2,660		
223 Professional Services	\$ 7,262	\$ 25,000	\$ -	0.00%	\$ -		
230 Contracted Services-Eng	\$ 4,997	\$ 5,500	\$ 612	11.13%	\$ 5,000		
230-001 Contracted Services-GIS	\$ 1,767	\$ 1,600	\$ 379	23.69%	\$ 1,600		
230-002 Contracted Services-PLN	\$ 6,296	\$ 6,300	\$ 1,930	30.63%	\$ 6,300		
236 Refunding Erroneous Payments	\$ 312	\$ -	\$ -		\$ -		
Total Contractual Services	\$ 31,204	\$ 57,652	\$ 5,232	9.08%	\$ 32,652	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 2,910	\$ 3,100	\$ 517	16.68%	\$ 3,100		
341-001 Departmental Supplies & Materials-GIS	\$ 4,633	\$ 5,625	\$ 973	17.30%	\$ 5,625		
341-002 Departmental Supplies & Materials-PLN	\$ 940	\$ 1,000	\$ -	0.00%	\$ 1,000		
Total Commodities	\$ 8,483	\$ 9,725	\$ 1,490	15.32%	\$ 9,725	\$ -	\$ -
Department Grand Total	\$ 1,342,956	\$ 1,468,956	\$ 527,779	35.93%	\$ 1,448,613	\$ -	\$ -



103 Salary/Wages

	FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$	917,619	\$ 365,969	\$ 995,346

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Per attached wage sheet		996,926			Do not change this item, make any adjustments below it
Duane Dunn, Plans Reviewer/Inspector; salary increase upon obtaining plans reviewer certification		2,000			
Total	-	998,926	-	-	
Total Object Code	998,926				

104 FICA

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 54,835	\$ 21,937	\$ 62,032

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
FICA Regular Wages	61,816				Do not change this line
FICA Overtime	310				Do not change this line
FICA Extra Help	-				Do not change this line
FICA Increase			124		
Total	62,126	-	124	-	
Total Object Code	62,250				

104 Medicare

FY18 FY19 YTD as of FY19
 Actual 11/30/2018 Budget
 \$ 12,824 \$ 5,130 \$ 14,515

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Medicare Regular Wages	14,463				Do not change this line
Medicare Overtime	73				Do not change this line
Medicare Extra Help	-				Do not change this line
Medicare Increase			29		
Total	14,536	-	29	-	
Total Object Code	14,565				

105 Health Insurance

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	211,785	\$ 89,070	\$ 224,640

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Life		2,748			Do not change this line
Dental		5,076			Do not change this line
Vision		1,416			Do not change this line
Medical		215,856			Do not change this line
Total	-	225,096	-	-	
Total Object Code	225,096				

106 Retirement

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 101,166	\$ 36,788	\$ 100,046

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Retirement Regular Salaries	99,699				
Retirement Overtime	500				
Retirement Increase			200		
Total	100,199	-	200	-	
Total Object Code	100,399				

108 Overtime

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 5,040	\$ 2,163	\$ 5,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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				

211 Telephone

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 2,439	\$ 520	\$ 2,711

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Engineering Cell Phone		675			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 (3)		900			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 \$900 amount is to provide the three inspectors with a \$25/month/each stipend toward their personal cell phone costs.
GIS Manager Cell Phone		675			GIS Office Manager must be available for Emergency Operations Center disaster activations and exercises and check Nixel 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		790			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	-	3,040	-	-	
Total Object Code	3,040				

212 Printing

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ - \$ - \$ 200

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Printing - Bldg Code Plaquards & Stickers	300				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 placard, which is mandated by the building code.
Total	300	-	-	-	
Total Object Code	300				

FY18 Actual \$ 1,212
 FY19 YTD as of 11/30/2018 \$ -
 FY19 Budget \$ 3,990

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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.
					Floodplain Manager continuing education is required under WV State Code §15-5-20a, Section (b). Floodplain Manager Training.
					Floodplain Manager continuing education is required under WV State Code §15-5-20a, Section (b). Floodplain Manager Training.
					Floodplain Manager continuing education is required under WV State Code §15-5-20a, Section (b). Floodplain Manager Training.
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		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.
Total	2,625	1,365	-	-	
Total Object Code	3,990				

216 Maintenance/Repair of Equipment

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 558	\$ 609	\$ 609

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Ink Jet Plotter - Full Service Maintenance Contract		615			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	-	615	-	-	
Total Object Code	615				

220 Ads/Legal Publications

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 1,922	\$ 418	\$ 3,700

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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

FY18 Actual \$ 2,310
 FY19 YTD as of 11/30/2018 \$ 509
 FY19 Budget \$ 5,447

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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.
					Floodplain Manager continuing education is required under WV State Code §15-5-20a, Section (b). Floodplain Manager Training.
					Building Inspector & Building Code Official continuing education is required under WV State Code, Legislative Rule, Title 87, Series 7, Section 4.2 Continuing Education.
					Professional Engineer 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 2020, 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

FY18 Actual \$ 2,129 FY19 YTD as of 11/30/2018 \$ 255 FY19 Budget \$ 2,595

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
ASCE Dues - Chief Co. Engineer		300			Membership provides 8 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 8 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		200			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.
West Virginia State Fire Marshal Registration	300				Under WV State Code, Legislative Rule, Title 87, Series 7, the Building Inspectors & Building Code Official are required to submit continuing educations credits and pay a registration fee.
WVCOA Membership - Chief Co. Engineer		150			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		150			
WVCOA Membership - Bldg. Inspector #2		150			
WVCOA Membership - Bldg. Plans Reviewer		150			
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		-			In the FY 2020 budget, \$500 of subscriptions were terminated in this budget item.
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	300	2,360	-	-	
Total Object Code	2,660				

230 Contracted Services

FY18 FY19 YTD as of FY19
 Actual 11/30/2018 Budget
 \$ 4,997 \$ 612 \$ 5,500

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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		-			The new Elavon credit card payment system will not require any monthly fees from Jefferson County; therefore, the \$500 budgeted expense in the FY 2019 budget is removed from the FY 2020 budget.
					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	-	5,000	-	-	
Total Object Code	5,000				

230-001 Contracted Services-GIS

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	1,767	\$ 379	\$ 1,600

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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

FY18 Actual \$ 6,296 FY19 YTD as of 11/30/2018 \$ 1,930 FY19 Budget \$ 6,300

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 312	\$ -	\$ -

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
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 Materials and Supplies

FY18 Actual \$ 2,910
 FY19 YTD as of 11/30/2018 \$ 517
 FY19 Budget \$ 3,100

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Engineering Office - Office Supplies		3,100			Office supplies are critical to our mission in the Engineering and Permits & Inspections Offices. Funds are used to purchase things like pens, markers, notepads, envelopes, file folders, clips, laminate material for weather proofing permit plaquards, uniforms, notebook binders for reports, chairs, file cabinets, board member name plates, etc.
Total	-	3,100	-	-	
Total Object Code	3,100				

341-001 Materials and Supplies-GIS

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 4,633	\$ 973	\$ 5,625

Description	FY20 Request	FY20 Request	FY20 Request	FY20 Request	Justification / Purpose
	Mandated	Mission Critical	Discretionary	New Initiative	
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

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 940	\$ -	\$ 1,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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				

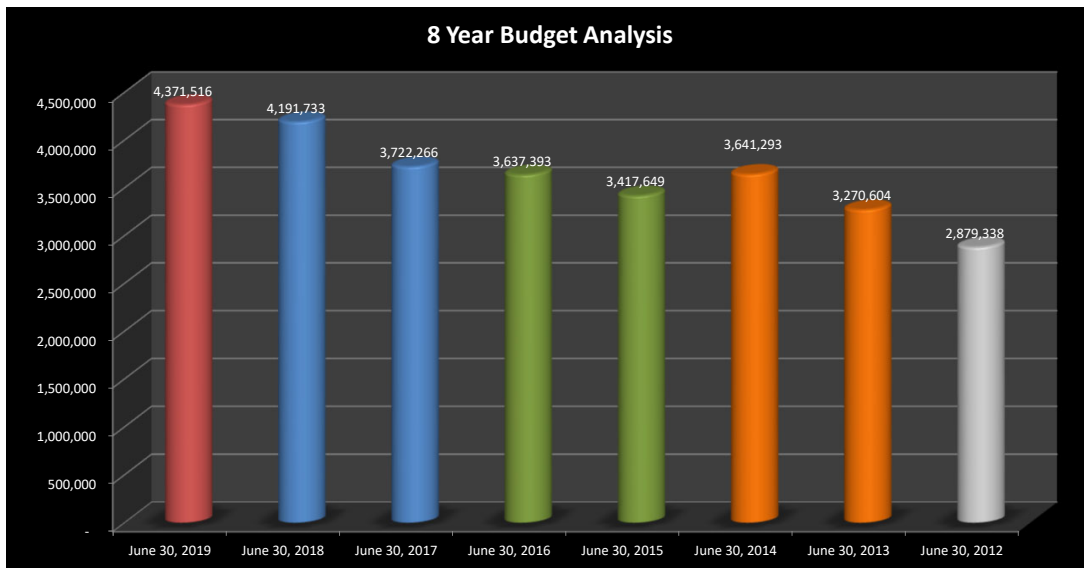
	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's Sheriff Dep	10.0% 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	Gr. Insurance Annual
VACANT-Office Clerk	440	1,346.15	35,000.00	2,170.00	508.00	3,500.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Beaulieu, Alexandra	440	1,985.08	51,612.08	3,200.00	749.00	5,162.00		12.70	23.46	6.94	1,662.06	1,705.16	20,461.92
Brockman, Jennifer	440	3,285.75	85,429.50	5,297.00	1,239.00	8,543.00		12.70	23.46	6.94	1,662.06	1,705.16	20,461.92
Burke, Rachel	440	1,346.15	34,999.90	2,170.00	508.00	3,500.00		12.70	23.46		1,387.23	1,423.39	17,080.68
Burns, Rebecca	440	2,619.09	68,096.34	4,222.00	988.00	6,810.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Carter, David	440	1,572.97	40,897.22	2,536.00	594.00	4,090.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Dunn, Duane C.	440	1,538.46	39,999.96	2,480.00	580.00	4,000.00		12.70	23.46	6.94	-	43.10	517.20
Fagan, Todd	440	2,784.06	72,385.56	4,488.00	1,050.00	7,239.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Garza, Ron	440	1,693.12	44,020.99	2,730.00	639.00	4,403.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Goodwin, Roger	440	3,947.46	102,633.96	6,364.00	1,489.00	10,264.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Gormont, Jessica	440	1,818.62	47,284.12	2,932.00	686.00	4,729.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Greenholtz, Rhonda	440	1,449.50	37,687.00	2,337.00	547.00	3,769.00		12.70	23.46	6.94	1,387.23	1,430.33	17,163.96
Hartman, Jennilee	440	1,697.31	44,130.06	2,737.00	640.00	4,414.00		12.70	23.46	6.94	1,662.06	1,705.16	20,461.92
Kent, Joseph	440	2,909.47	75,646.22	4,691.00	1,097.00	7,565.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Mason, D Michelle	440	1,598.39	41,558.14	2,577.00	603.00	4,156.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Monaghan, Michael	440	2,189.90	56,937.45	3,531.00	826.00	5,694.00		12.70	23.46	6.94	1,387.23	1,430.33	17,163.96
Saunders, Jonathan	440	3,055.70	79,448.20	4,926.00	1,152.00	7,945.00		12.70	23.46	6.94	803.62	846.72	10,160.64
Schutz, Wendy	440	1,506.09	39,158.34	2,428.00	568.00	3,916.00		12.70	23.46	6.94	803.62	846.72	10,160.64
		<u>38,344.00</u>	<u>996,926.00</u>	<u>61,816.00</u>	<u>14,463.00</u>	<u>99,699.00</u>	-	<u>229.00</u>	<u>423.00</u>	<u>118.00</u>	<u>17,988.00</u>	<u>18,757.00</u>	<u>225,079.00</u>
Employee Count	<u>18</u>							<u>2,748.00</u>	<u>5,076.00</u>	<u>1,416.00</u>	<u>215,856.00</u>	<u>225,096.00</u>	

BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Law Enforcement
 Account Number: 700

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Personnel Services							
103 Salary & Wages of Employees	\$ 2,037,544	\$ 1,974,313	\$ 825,632	41.82%	\$ 2,198,165		
103-001 Incremental Pay	\$ 15,960	\$ 18,500	\$ 5,400	29.19%	\$ 18,840		
103-003 DUJ GRANT	\$ 12,680	\$ 25,000	\$ 11,468	45.87%	\$ 25,000		
103-004 Other GRANTS	\$ 105,748	\$ 190,000	\$ 58,174	30.62%	\$ 190,000		
104 FICA Tax - Social Security	\$ 165,499	\$ 175,879	\$ 69,870	39.73%	\$ 199,208		
104-001 Medicare	\$ 38,705	\$ 41,137	\$ 16,341	39.72%	\$ 46,591		
105 Group Insurance Expense	\$ 469,701	\$ 479,927	\$ 213,670	44.52%	\$ 553,376		
106 Retirement Expense	\$ 291,606	\$ 297,574	\$ 120,375	40.45%	\$ 307,321		
108-001 Overtime	\$ 240,449	\$ 170,000	\$ 112,069	65.92%	\$ 190,000		
108-002 Extra Help	\$ 1,444	\$ 6,000	\$ 525	8.75%	\$ 18,000		
108-003 Bailiffs	\$ 343,469	\$ 431,000	\$ 147,586	34.24%	\$ 545,000		
108-004 Trip Guards	\$ 11,956	\$ 21,967	\$ 7,993	36.39%	\$ 28,000		
Total Personnel Services	\$ 3,734,761	\$ 3,831,297	\$ 1,589,103	41.48%	\$ 4,319,501	\$ -	\$ -
Contractual Services							
211 Telephone	\$ 19,255	\$ 21,500	\$ 4,867	22.64%	\$ 25,000		
212 Printing	\$ 509	\$ 750	\$ 268	35.73%	\$ 750		
214 Travel	\$ 1,572	\$ 7,000	\$ 1,211	17.30%	\$ 7,000		
214-001 Travel-GRANT	\$ 2,047	\$ 4,000	\$ -	0.00%	\$ 4,000		
216 M&R- Equipment	\$ -	\$ 2,000	\$ -	0.00%	\$ 2,000		
218 Postage	\$ 501	\$ 1,000	\$ 178	17.80%	\$ 1,000		
220 Advertising & Legal Publications	\$ 346	\$ 1,500	\$ 220	14.67%	\$ 1,500		
221 Training & Education	\$ 18,226	\$ 18,000	\$ 8,761	48.67%	\$ 18,000		
221-001 Training & Education-GRANT	\$ -	\$ 1,560	\$ -	0.00%	\$ 1,560		
222 Dues & Subscription	\$ 2,007	\$ 4,000	\$ 434	10.85%	\$ 4,000		
223 Professional Services	\$ 2,091	\$ 5,000	\$ 1,591	31.82%	\$ 5,000		
229 Court Costs & Damages	\$ 2,369	\$ -	\$ -	-	\$ 5,000		
230 Contracted Services	\$ 13,254	\$ 18,000	\$ 1,702	9.46%	\$ 31,000		
230-001 Contracted Services-GRANT	\$ 27,000	\$ 36,000	\$ 9,000	25.00%	\$ -		
Total Contractual Services	\$ 89,177	\$ 120,310	\$ 28,232	23.47%	\$ 105,810	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 45,575	\$ 80,764	\$ 38,984	48.27%	\$ 110,000		
341-001 Departmental Supp & Mat-GRANT	\$ 126,171	\$ 153,987	\$ -	0.00%	\$ 80,000		
343 Automobile Supplies	\$ 13,977	\$ 14,258	\$ 26,895	188.63%	\$ 20,000		
345 Uniforms	\$ 8,434	\$ 7,500	\$ 1,358	18.11%	\$ 7,500		
Total Commodities	\$ 194,157	\$ 256,509	\$ 67,237	26.21%	\$ 217,500	\$ -	\$ -
Capital Outlay							
459 Capital Outlay - Equipment	\$ 8,539	\$ -	\$ -	-	\$ -		
459-001 Capital Outlay - Equipment-GRANT	\$ 165,099	\$ 163,400	\$ 12,211	7.47%	\$ -		
Total Capital Outlay	\$ 173,638	\$ 163,400	\$ 12,211	7.47%	\$ -	\$ -	\$ -
Department Grand Total	\$ 4,191,733	\$ 4,371,516	\$ 1,696,783	38.81%	\$ 4,642,811	\$ -	\$ -



103 Salary/Wages

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	2,037,544	\$ 825,632	\$ 1,974,313

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Per attached wage sheet		2,133,548			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
1) Unappropriated position		(40,000)			Chief Deputy unappropriated (90,000), but not eliminated. Partial position funding was used to create a new Crime Analyst and keep total position count flat. Changes were approved in FY19.
		93,000			\$3,000/deputy increase
		21,885			Employee increases / upgrades
		7,000			Civilian Staff increase
		90,600			includes 2 new deputy positions at increased minimum rate
		12,000			In-County Stipend
Total	-	2,198,165	-	-	
Total Object Code	2,198,165				

103-001 Incremental Pay

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 15,960	\$ 5,400	\$ 18,500

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
	18,840				
Total	18,840	-	-	-	
Total Object Code	18,840				

103-003 Wages DUI Grant

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 12,680	\$ 11,468	\$ 25,000

Description	FY20	FY20	FY20	FY20	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

FY18 Actual \$ 105,748 FY19 YTD as of 11/30/2018 \$ 58,174 FY19 Budget \$ 190,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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				

FY18 Actual \$ 165,499
 FY19 YTD as of 11/30/2018 \$ 69,870
 FY19 Budget \$ 175,879

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
FICA regular salaries	130,670				Do not change this line
FICA incremental pay	1,169				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	11,780				Do not change this line
FICA extra help	1,116				Do not change this line
FICA bailiffs	33,790				Do not change this line
FICA trip guards	1,736				Do not change this line
Bailiff FICA for extended Comm Meetings		-			
FICA 2 new Officers			5,617		
Total	193,591	-	5,617	-	
Total Object Code	199,208				

104 Medicare

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 38,705	\$ 16,341	\$ 41,137

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Medicare regular salaries	30,560				Do not change this line
Medicare incremental pay	274				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	2,755				Do not change this line
Medicare extra help	261				Do not change this line
Medicare bailiffs	7,903				Do not change this line
Medicare trip guards	406				Do not change this line
Bailiff Medicare for extended Comm Meetings		-			
Medicare 2 new Officers			1,314		
Total	45,277	-	1,314	-	
Total Object Code	46,591				

105 Health Insurance

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 469,701	\$ 213,670	\$ 479,927

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Life		5,791.20			Do not change this line
Dental		10,134.96			Do not change this line
Vision		3,165.44			Do not change this line
Medical		482,146.56			Do not change this line
Life		839			Life Insurance for FT Bailiffs
Dental		564			Dental Insurance for FT Bailiffs
Vision		167			Vision Insurance for FT Bailiffs
Medical		9,644			Medical Insurance for FT Bailiffs
Insurance 2 New Officers					
Life			305		
Dental			563		
Vision			167		
Medical			39,889		
Total	-	512,452	40,924	-	
Total Object Code	553,376				

106 Retirement

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 291,606	\$ 120,375	\$ 297,574

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Retirement regular wages	227,070				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	22,800				Do not change this line
Retirement Bailiffs	20,779				Retirement FT Bailiffs
Bailiff Ret for extended Comm Meetings		-			
Retirement 2 new Officers			10,872		
Total	296,449	-	10,872	-	
Total Object Code	307,321				

108 Overtime

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 240,449	\$ 112,069	\$ 170,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
		190,000			
Total	-	190,000	-	-	
Total Object Code	190,000				

FY18 Actual \$ 1,444
 FY19 YTD as of 11/30/2018 \$ 525
 FY19 Budget \$ 6,000

Description	FY20 Request	FY20 Request	FY20 Request	FY20 Request	Justification / Purpose
	Mandated	Mission Critical	Discretionary	New Initiative	
			6,000		
				12,000	paid internship
Total	-	-	6,000	12,000	
Total Object Code	18,000				

108-004 Wages Trip Guards

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 11,956	\$ 7,993	\$ 21,967

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			28,000		
Total	-	-	28,000	-	
Total Object Code	28,000				

211 Telephone

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 19,255	\$ 4,867	\$ 21,500

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
		25,000			
Total	-	25,000	-	-	
Total Object Code	25,000				

FY18 Actual \$ 509 FY19 YTD as of 11/30/2018 \$ 268 FY19 Budget \$ 750

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
			750		
Total	-	-	750	-	
Total Object Code	750				

214 Travel

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 1,572	\$ 1,211	\$ 7,000

Description	FY20	FY20	FY20	FY20	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

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 2,047	\$ -	\$ 4,000

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			4,000		
Total	-	-	4,000	-	
Total Object Code	4,000				

216 Maintenance/Repair of Equipment

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ -	\$ -	\$ 2,000

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			2,000		
Total	-	-	2,000	-	
Total Object Code	2,000				

218 Postage

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 501	\$ 178	\$ 1,000

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			1,000		
Total	-	-	1,000	-	
Total Object Code	1,000				

221 Training/Education

FY18 Actual \$ 18,226
 FY19 YTD as of 11/30/2018 \$ 8,761
 FY19 Budget \$ 18,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
		18,000			
Total	-	18,000	-	-	
Total Object Code	18,000				

221-001 Training/Education-GRANTS

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ -	\$ -	\$ 1,560

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			1,560		
Total	-	-	1,560	-	
Total Object Code	1,560				

222 Dues/Subscriptions

FY18 Actual \$ 2,007
 FY19 YTD as of 11/30/2018 \$ 434
 FY19 Budget \$ 4,000

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			4,000		
Total	-	-	4,000	-	
Total Object Code	4,000				

223 Professional Services

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 2,091	\$ 1,591	\$ 5,000

Description	FY20	FY20	FY20	FY20	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

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 13,254	\$ 1,702	\$ 18,000

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
		13,000	18,000		
					Service agreement for Body Cams - year 1
Total	-	13,000	18,000	-	
Total Object Code	31,000				

230-001 Contracted Services-GRANTS

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 27,000	\$ 9,000	\$ 36,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
			-		GHSP contract position - was terminated
Total	-	-	-	-	
Total Object Code	-				

341 Materials and Supplies

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 45,575	\$ 38,984	\$ 80,764

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			90,000		
				20,000	In Car Camera Upgrades
Total	-	-	90,000	20,000	
Total Object Code	110,000				

341-001 Materials and Supplies-GRANTS

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 126,171	\$ -	\$ 153,987

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
				20,000	Vest Grant Match (Grant already approved)
				60,000	In projected grant application matches, dependant on grant approval
Total	-	-	-	80,000	
Total Object Code	80,000				

343 Auto Supplies

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 13,977	\$ 26,895	\$ 14,258

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			20,000		
Total	-	-	20,000	-	
Total Object Code	20,000				

345 Uniforms

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 8,434	\$ 1,358	\$ 7,500

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
			7,500		
Total	-	-	7,500	-	
Total Object Code	7,500				

459-001 Capital Outlay/Equipment-GRANT.

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 165,099	\$ 12,211	\$ 163,400

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Total	-	-	-	-	
Total Object Code	-				

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	2,098.52	54,561.52	3,383.00	792.00	6,548.00	12.70	23.46	6.94	803.62	846.72	
Boober, David	700	1,923.08	50,000.08	3,101.00	726.00	-	12.70	23.46	6.94	1,662.06	1,705.16	
Chief Position- Hold Difference		39,999.92	2,480.00	580.00	4,000.00							
Boyce, Kevin	700	2,659.43	69,145.18	4,288.00	1,003.00	8,298.00	12.70	23.46	6.94	803.62	846.72	
Brown, Emma	700	1,061.22	27,591.72	1,711.00	401.00	2,760.00	12.70	23.46	6.94	-	43.10	
Chandler, Kraig	700	1,626.92	42,299.92	2,623.00	614.00	5,076.00	12.70	23.46	6.94	803.62	846.72	
Colbert, David	700	3,044.87	79,166.62	4,909.00	1,148.00	9,500.00	12.70	23.46	6.94	803.62	846.72	
Conway, Brandon	700	2,529.34	65,762.84	4,078.00	954.00	7,892.00	12.70	23.46	6.94	1,387.23	1,430.33	
Demory, Scott	700	2,335.52	60,723.52	3,765.00	881.00	7,287.00	12.70	23.46	6.94	803.62	846.72	
Ellis, Charles	700	1,626.92	42,299.92	2,623.00	614.00	5,076.00	12.70	23.46	6.94	803.62	846.72	
Fletcher, Douglas	700	2,199.82	57,195.32	3,547.00	830.00	6,864.00	12.70	23.46	6.94	1,662.06	1,705.16	
Fletcher, Ronald	700	3,020.42	78,530.92	4,869.00	1,139.00	9,424.00	12.70	23.46	6.94	803.62	846.72	
Forman, Joseph	700	2,420.48	62,932.48	3,902.00	913.00	7,552.00	12.70	23.46	6.94	803.62	846.72	
Grantham, Joseph	700	1,867.65	48,558.90	3,011.00	705.00	5,828.00	12.70	23.46	6.94	803.62	846.72	
Hess, Charles	700	2,228.48	57,940.48	3,593.00	841.00	6,953.00	12.70	23.46	6.94	1,662.06	1,705.16	
Hockman, Albert	700	2,335.52	60,723.52	3,765.00	881.00	7,287.00	12.70	23.46	6.94	1,662.06	1,705.16	
Hockman, Christian	700	1,636.15	42,539.90	2,638.00	617.00	5,105.00	12.70	23.46	6.94	803.62	846.72	
Holz, Steven	700	2,652.51	68,965.26	4,276.00	1,000.00	8,276.00	12.70	23.46	6.94	803.62	846.72	
Kilmer, Glen	700	2,335.52	60,723.52	3,765.00	881.00	7,287.00	12.70	23.46	6.94	1,662.06	1,705.16	
Lemon, Jennifer	700	1,198.83	31,169.58	1,933.00	452.00	3,117.00	12.70	23.46	6.94	803.62	846.72	
Lowe, Debbie	700	2,056.08	53,458.08	3,315.00	776.00	5,346.00	12.70	23.46	6.94	1,662.06	1,705.16	
Lupis, Victor	700	2,937.30	76,369.80	4,735.00	1,108.00	9,165.00	12.70	23.46	6.94	1,662.06	1,705.16	
Mahony, Robin	700	1,626.92	42,299.92	2,623.00	614.00	4,230.00	12.70		6.94	-	19.64	
Maloney, Elizabeth	700	2,072.28	53,879.28	3,341.00	782.00	5,388.00	12.70	23.46	6.94	803.62	846.72	
McCusker, Bryan	700	1,787.88	46,484.88	2,883.00	675.00	5,579.00	12.70	23.46	6.94	1,662.06	1,705.16	
Mobley, Tammy	700	1,578.71	41,046.46	2,545.00	596.00	4,926.00	12.70	23.46	6.94	1,387.23	1,430.33	
Moffett, Joseph	700	1,636.15	42,539.90	2,638.00	617.00	5,105.00	12.70	23.46	6.94	803.62	846.72	
O' Shea, Conor	700	1,809.17	47,038.42	2,917.00	683.00	5,645.00	12.70	-	6.94	803.62	823.26	
Palmer, Terry	700	1,527.28	39,709.28	2,462.00	576.00	4,766.00	12.70	23.46	6.94	1,387.23	1,430.33	
Propps, Kelsey	700	1,626.92	42,299.92	2,623.00	614.00	5,076.00	12.70	23.46	6.94	803.62	846.72	
Rjasko, Robert	700	2,199.82	57,195.32	3,547.00	830.00	6,864.00	12.70	23.46	6.94	-	43.10	
Sell, Robert	700	2,789.65	72,530.90	4,497.00	1,052.00	8,704.00	12.70	23.46	6.94	803.62	846.72	
Stely, Travis	700	1,787.88	46,484.88	2,883.00	675.00	5,579.00	12.70	23.46	6.94	803.62	846.72	
Tabler, Dustin	700	2,546.03	66,196.78	4,105.00	960.00	7,944.00	12.70	23.46	6.94	1,662.06	1,705.16	
Thomas, Allan	700	2,335.52	60,723.52	3,765.00	881.00	7,287.00	12.70	23.46	6.94	1,662.06	1,705.16	
Tiong, Vincent	700	2,539.10	66,016.60	4,094.00	958.00	7,922.00	12.70	23.46	6.94	1,662.06	1,705.16	
Wilhelm, William	700	1,783.27	46,365.02	2,875.00	673.00	5,564.00	12.70	23.46	6.94	803.62	846.72	
Williams, Benjamin	700	2,659.43	69,145.18	4,288.00	1,003.00	8,298.00	12.70	23.46	6.94	1,662.06	1,705.16	
Windle, Joseph	700	2,420.48	62,932.48	3,902.00	913.00	7,552.00	12.70	23.46	6.94	803.62	846.72	
New Deputy	700	45,300.00	2,809.00	657.00	5,436.00		12.70	23.46	6.94	1,662.06	1,705.16	
New Deputy	700	45,300.00	2,809.00	657.00	5,436.00		12.70	23.46	6.94	1,662.06	1,705.16	
		80,521.07	2,224,147.74	137,916.00	32,272.00	255,942.00	-	508.00	891.48	277.60	43,502.93	45,180.01
Bolivar Contract Funded	1											
Deputy-Grant Funded	2											
Proj Coord-Grant Funded	-											
Other Adjustments:												
New Officers	2	Requested in FY20										
Chief Deputy	(1)	Unappropriated in FY19										
New Position	1	Crime Analyst in FY19										
County Funded FY20	35											
Total Count FY20	40											
Bolivar Contract Funded	1											
Deputy-Grant Funded	2											
Proj Coord-Grant Funded	-											
Other Adjustments:												
Chief Deputy	(1)	Unappropriated in FY19										
New Position	1	Crime Analyst										
County Funded FY19	35											
Total Count FY19	38											
Bolivar Contract Funding	1											
Deputy-Grant Funded	2	Gov Sfty Hwy Grant 10-1-2017, 2 Add'l LEO										
County Funded FY18	35	Asked for 5, 2 new LEO positions approved										
Total Count FY18	38											
Bolivar Contract Funding	1	Added during FY17										
County Funded FY17	33	Asked for 2, None approved										
Total Count FY17	34											

Payroll Dept: FY 2020
FT Bailiff Wages

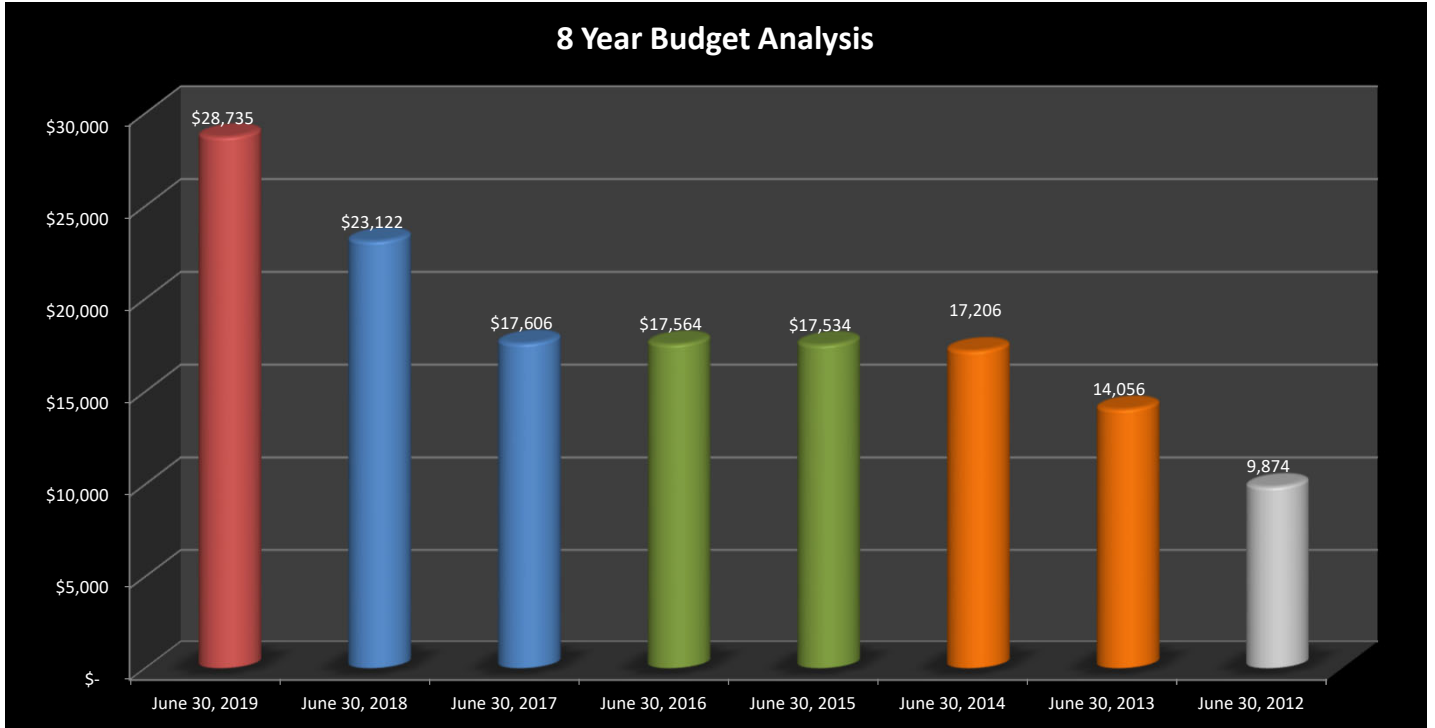
	Dept	Bi-wkly	Salary	Fica	Medicare	Retirement Co. EE's 10.0% Sheriff Dep 12.0%	Life Monthly	Dental Monthly	Vision Monthly	Medical Monthly	Total Gr Insurance Monthly	
Brunswick, Louis	700	1,691.26	43,972.76	2,727.00	638.00	4,398.00	6.35	23.46	6.94	-	36.75	
Pittinger, Douglas F/T Hourly	700	1,200.00	31,200.00	1,935.00	453.00	3,120.00	12.70			-	12.70	
Potter, William F/T hourly	700	1,200.00	31,200.00	1,935.00	453.00	3,120.00	12.70			-	12.70	
Renner, Mark	700	1,500.22	39,005.72	2,419.00	566.00	3,901.00	12.70	23.46	6.94	803.62	846.72	
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	
		<u>7,991.48</u>	<u>207,778.48</u>	<u>12,886.00</u>	<u>3,016.00</u>	<u>20,779.00</u>	<u>-</u>	<u>69.85</u>	<u>46.92</u>	<u>13.88</u>	<u>803.62</u>	<u>934.27</u>
Employee Count	6						<u>839.00</u>	<u>564.00</u>	<u>167.00</u>	<u>9,644.00</u>	<u>11,214.00</u>	
		Hourly			Employee Insurance							

BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Service of Process
 Account Number: 701

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Commodities							
345 Uniforms	\$ 23,122	\$ 18,700	\$ 28,735	153.66%	\$ 19,100		
Total Commodities	\$ 23,122	\$ 18,700	\$ 28,735	153.66%	\$ 19,100	\$ -	\$ -
Department Grand Total	\$ 23,122	\$ 18,700	\$ 28,735	153.66%	\$ 19,100	\$ -	\$ -



345 Uniforms

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 23,122	\$ 28,735	\$ 18,700

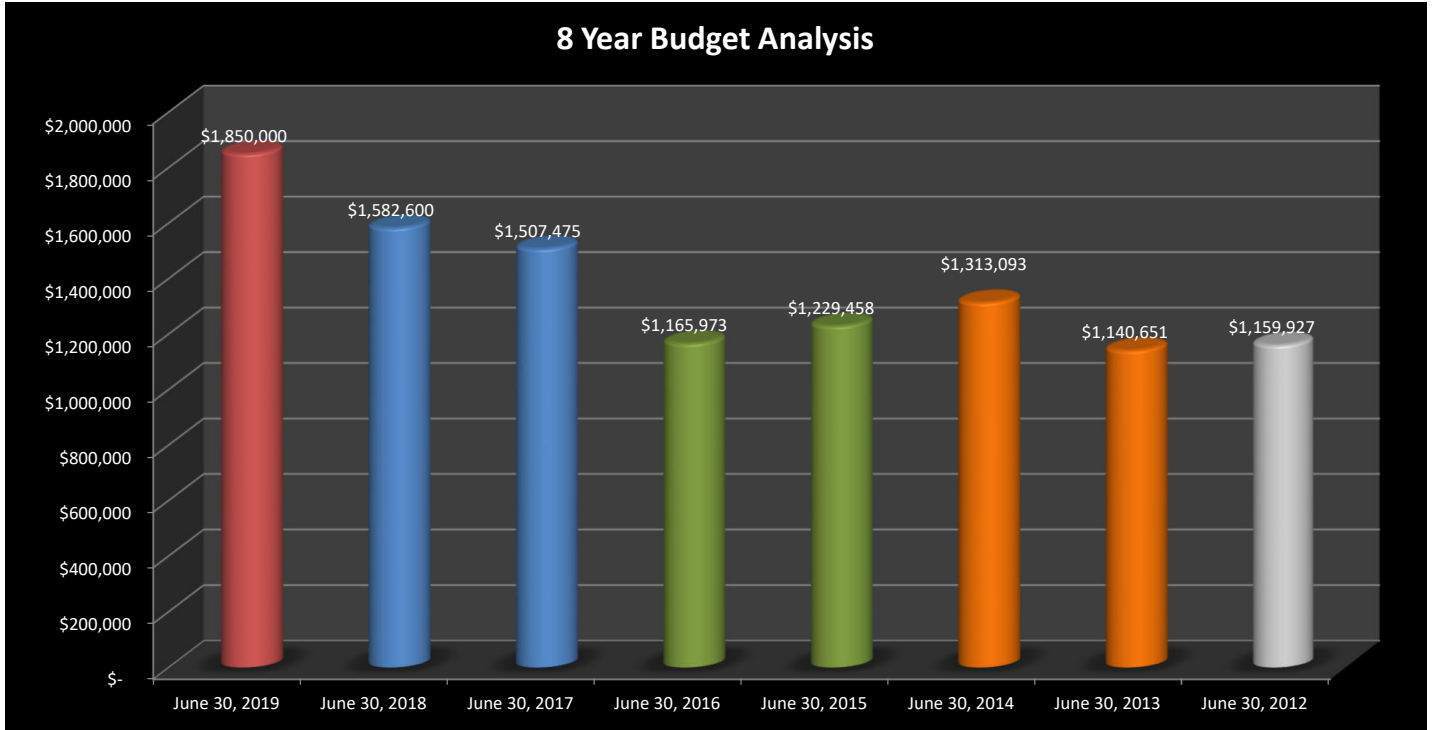
Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/ Purpose
	19,100				This amount should be the same as revenue 001.329.CS.000
Total	19,100	-	-	-	
Total Object Code	19,100				

BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Regional Jail
 Account Number: 704

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Commodities							
344 Reg Jail Care/ Feed Prisoners	\$ 1,582,600	\$ 1,850,000	\$ 337,219	18.23%	\$ 1,500,000		
Total Commodities	\$ 1,582,600	\$ 1,850,000	\$ 337,219	18.23%	\$ 1,500,000	\$ -	\$ -
Department Grand Total	\$ 1,582,600	\$ 1,850,000	\$ 337,219	18.23%	\$ 1,500,000	\$ -	\$ -



344 Regional Jail Care / Feed Prisoners

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 1,582,600	\$ 337,219	\$ 1,850,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
	1,500,000				See attached historical trend analysis.
Total	1,500,000	-	-	-	
Total Object Code	1,500,000				

Jefferson County Commission
 Jail Fees (001.704.03.344.000.PS.000)

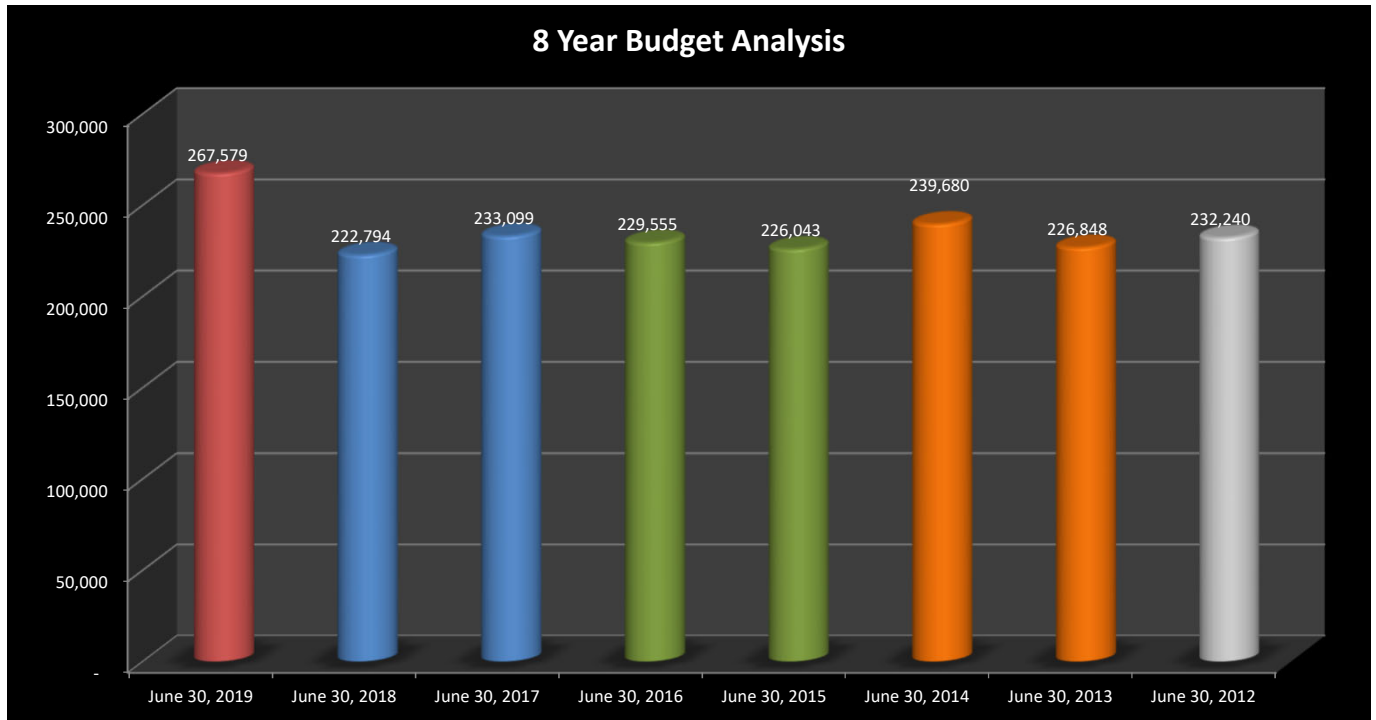
Month	FY14	FY15	FY16	FY17	FY18	Mo-Mo	Cumulative by Mo	FY19		Cumulative by Mo
								FY19	Mo-Mo	
June 2013	88,377									
July	97,658	108,997	101,808	112,567	128,828	14.4%	14.4%	119,226	-7.5%	-7.5%
August	108,370	116,813	117,489	108,852	133,604	22.7%	18.5%	115,366	-13.7%	-10.6%
September	88,090	114,642	93,460	110,879	131,626	18.7%	18.6%	102,628	-22.0%	-14.4%
October	108,418	112,037	118,792	125,554	136,789	8.9%	15.9%	103,641	-24.2%	-17.0%
November	90,903	109,721	103,738	115,504	131,578	13.9%	15.5%	95,439	-27.5%	-19.0%
December	97,320	104,152	111,458	141,759	136,065	-4.0%	11.7%	99,685	-26.7%	-20.4%
January	99,395	115,848	105,282	125,788	143,978	14.5%	12.1%		-100.0%	114,700
February	81,494	102,648	82,604	116,862	134,666	15.2%	12.5%		-100.0%	107,300
March	123,472	95,680	95,535	148,079	151,989	2.6%	11.1%		-100.0%	121,100
April	108,659	81,543	85,161	143,930	114,304	-20.6%	7.5%		-100.0%	91,000
May	113,050	91,241	86,078	134,811	127,234	-5.6%	6.2%		-100.0%	101,300
June	107,887	76,139	94,570	122,893	111,940	-8.9%	5.0%		-100.0%	89,200
Total	1,224,716	1,229,458	1,195,973	1,507,475	1,582,600	5.0%		635,984	-20.4%	624,600
	7.4%	0.4%	-2.7%	26.0%	7.2% Avg Inc FY14-FY18					
					16.9% Act Increase in FY19 Bud					
					1,850,000	FY19 Budget	1,473,495	FY20 Budget Estimate		
					1,697,000	FY19 Revised Projection	635,984	FY19 YTD		
					(153,000)	Potential Revision	624,600	FY19 Projected Remaining		
					1,582,600	FY18 Total Expense	1,260,584	FY19 Total Projected Expense		
					1,720,000	FY18 Revised Budget	1,850,000	FY19 Revised Budget		
					(137,400)	FY18 Under Budget	(589,416)	FY19 Budget Revision		

BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Homeland Security
 Account Number: 711

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Personnel Services							
103 Salary & Wages of Employees	\$ 153,178	\$ 169,001	\$ 65,222	38.59%	\$ 157,508		
104 FICA Tax - Social Security	\$ 9,355	\$ 10,479	\$ 3,901	37.23%	\$ 9,767		
104 Medicare	\$ 2,188	\$ 2,451	\$ 912	37.21%	\$ 2,285		
105 Group Insurance Expense	\$ 24,105	\$ 33,339	\$ 15,288	45.86%	\$ 40,812		
106 Retirement Expense	\$ 15,889	\$ 16,902	\$ 6,522	38.59%	\$ 15,752		
Total Personnel Services	\$ 204,715	\$ 232,172	\$ 91,845	39.56%	\$ 226,124	\$ -	\$ -
Contractual Services							
211 Telephone	\$ 2,272	\$ 2,265	\$ 591	26.09%	\$ 2,700		
212 Printing	\$ -	\$ 1,000	\$ -	0.00%	\$ 1,000		
214 Travel	\$ 1,281	\$ 3,300	\$ 57	1.73%	\$ 7,800		
216 M&R- Equipment	\$ 597	\$ 1,000	\$ 14	1.40%	\$ 1,000		
220 Advertising & Legal Publications	\$ -	\$ 500	\$ -	0.00%	\$ 500		
221 Training & Education	\$ 170	\$ 3,075	\$ 80	2.60%	\$ 3,075		
222 Dues & Subscription	\$ 552	\$ 1,015	\$ 125	12.32%	\$ 1,015		
223 Professional Services	\$ 3,750	\$ 5,000	\$ (3,750)	-75.00%	\$ 5,000		
230 Contracted Services	\$ 5,273	\$ 9,552	\$ 5,121	53.61%	\$ 9,700		
Total Contractual Services	\$ 13,895	\$ 26,707	\$ 2,238	8.38%	\$ 31,790	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 4,184	\$ 8,700	\$ 441	5.07%	\$ 9,500		
Total Commodities	\$ 4,184	\$ 8,700	\$ 441	5.07%	\$ 9,500	\$ -	\$ -
Department Grand Total	\$ 222,794	\$ 267,579	\$ 94,524	35.33%	\$ 267,414	\$ -	\$ -



103 Salary/Wages

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 153,178	\$ 65,222	\$ 169,001

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Per attached wage sheet		157,508			Do not change this line, make adjustments below it
Total	-	157,508	-	-	
Total Object Code	157,508				

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 9,355	\$ 3,901	\$ 10,479

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
FICA	9,767				Do not change this line
Total	9,767	-	-	-	
Total Object Code	9,767				

104 Medicare

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 2,188	\$ 912	\$ 2,451

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Medicare	2,285				Do not change this line
Total	2,285	-	-	-	
Total Object Code	2,285				

105 Health Insurance

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 24,105	\$ 15,288	\$ 33,339

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Life		468			Do not change this line
Dental		852			Do not change this line
Vision		252			Do not change this line
Medical		39,240			Do not change this line
Total	-	40,812	-	-	
Total Object Code	40,812				

106 Retirement

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 15,889	\$ 6,522	\$ 16,902

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Retirement	15,752				Do not change this line
Total	15,752	-	-	-	
Total Object Code	15,752				

211 Telephone

FY18 FY19 YTD as of FY19
 Actual 11/30/2018 Budget
 \$ 2,272 \$ 591 \$ 2,265

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Service for 3 cell phones		2,400			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		300			Director uses this service for CAD in vehicle. This funding is a transfer from our department to the Emergency Communications Department.
Total	-	2,700	-	-	
Total Object Code	2,700				

212 Printing

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ -	\$ -	\$ 1,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 1,281	\$ 57	\$ 3,300

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
State meetings and trainings	4,000				Travel required for State EMPG funding
FEMA Emergency Management Inst.	2,000				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	6,000	1,800	-	-	
Total Object Code	7,800				

216 Maintenance/Repair of Equipment

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 597	\$ 14	\$ 1,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ - \$ - \$ 500

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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

FY18 Actual \$ 170 FY19 YTD as of 11/30/2018 \$ 80 FY19 Budget \$ 3,075

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	552	\$ 125	\$ 1,015

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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

FY18 FY19 YTD as of FY19
 Actual 11/30/2018 Budget
 \$ 3,750 \$ (3,750) \$ 5,000

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
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

FY18 Actual \$ 5,273 FY19 YTD as of 11/30/2018 \$ 5,121 FY19 Budget \$ 9,552

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
Futurity/ORION Damage Assessment		1,000			Fee for web-based damage assessment program
NIXLE/Everbridge		3,800			Fee for web-based emergency alert system/public notification 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		450			Used for surveys of partners/public in the Hazard Mitigation Grant process
Net Motion Licenses		150			This is required for using CAD. The money is transferred to the Emergency Communications Department
Total	2,500	7,200	-	-	
Total Object Code	9,700				

341 Materials and Supplies

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 4,184	\$ 441	\$ 8,700

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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
CERT supplies to outfit trained members				3,000	Various protective equipment used to train new CERT trainees
Total	4,500	1,300	700	3,000	
Total Object Code	9,500				

Payroll Dept: FY 2020

	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	
Allen, Stephen	711	2,813.55	73,152.30	4,536.00	1,061.00	7,316.00		12.70	23.46	6.94	803.62	846.72	
Sager, James	711	1,812.62	47,128.12	2,922.00	684.00	4,713.00		12.70	23.46	6.94	1,662.06	1,705.16	
Vacant	711	1,431.81	37,227.00	2,309.00	540.00	3,723.00		12.70	23.46	6.94	803.62	846.72	
		<u>6,058.00</u>	<u>157,508.00</u>	<u>9,767.00</u>	<u>2,285.00</u>	<u>15,752.00</u>	-	<u>39.00</u>	<u>71.00</u>	<u>21.00</u>	<u>3,270.00</u>	<u>3,399.00</u>	
Employee Count	3							<u>Employee Insurance</u>	<u>468.00</u>	<u>852.00</u>	<u>252.00</u>	<u>39,240.00</u>	<u>40,812.00</u>

BUDGET REQUEST

Fiscal Year: 2019 - 2020

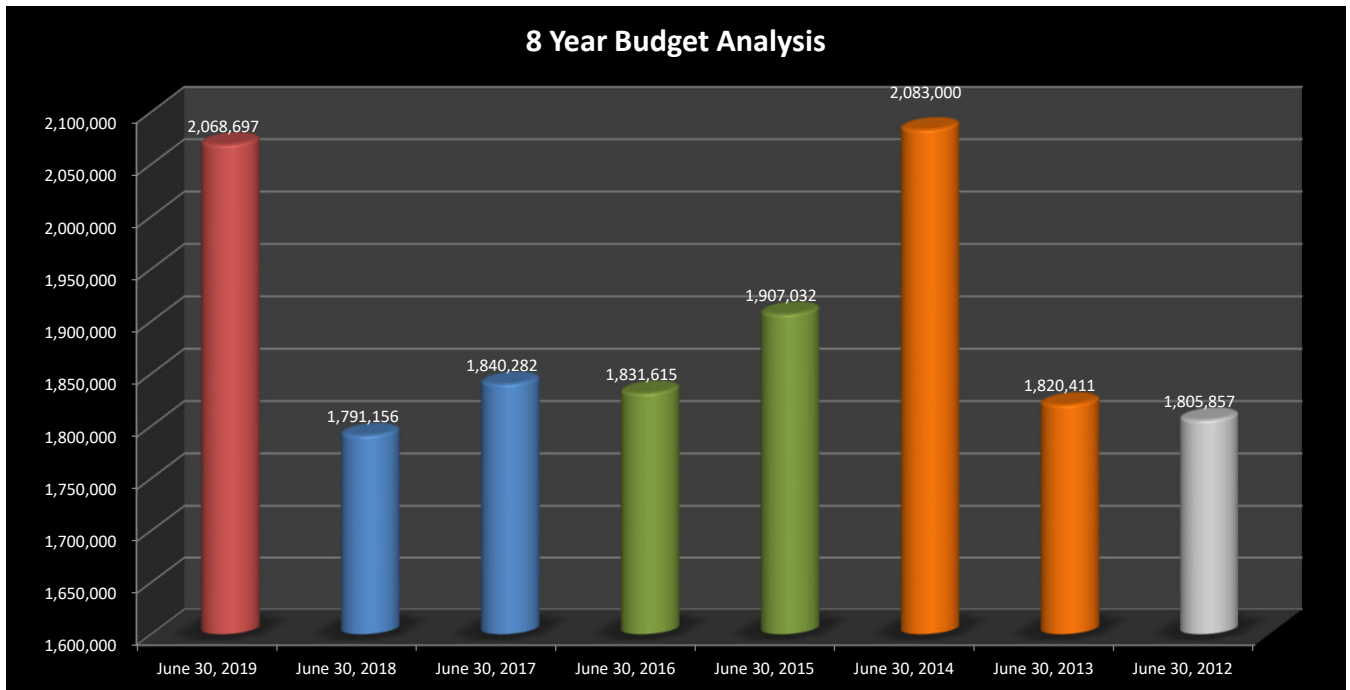
Department: Communication Center (911)

Account Number: 712

Notes:

Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Personnel Services							
103 Salary & Wages of Employees	\$ 1,086,677	\$ 1,237,467	\$ 441,736	35.70%	\$ 1,528,457		
104 FICA Tax - Social Security	\$ 69,660	\$ 83,233	\$ 28,216	33.90%	\$ 100,680		
104 Medicare	\$ 16,291	\$ 19,469	\$ 6,599	33.89%	\$ 23,688		
105 Group Insurance Expense	\$ 263,127	\$ 275,226	\$ 113,662	41.30%	\$ 351,064		
106 Retirement Expense	\$ 124,657	\$ 129,261	\$ 45,429	35.15%	\$ 157,399		
108 Overtime	\$ 59,074	\$ 55,000	\$ 28,500	51.82%	\$ 55,000		
108 Extra Help	\$ 35,849	\$ 50,000	\$ 5,839	11.68%	\$ 50,000		
Total Personnel Services	\$ 1,655,335	\$ 1,849,656	\$ 669,981	36.22%	\$ 2,266,288	\$ -	\$ -
Contractual Services							
211 Telephone	\$ 77,017	\$ 75,940	\$ 23,449	30.88%	\$ 76,454		
212 Printing	\$ -	\$ 250	\$ -	0.00%	\$ 250		
214 Travel	\$ 4,103	\$ 8,903	\$ 1,041	11.69%	\$ 15,112		
216 M&R- Equipment	\$ 27,647	\$ 81,842	\$ 41,054	50.16%	\$ 87,135		
221 Training & Education	\$ 4,310	\$ 14,542	\$ 1,067	7.34%	\$ 18,221		
222 Dues & Subscription	\$ 242	\$ 750	\$ 208	27.73%	\$ 958		
223 Professional Services	\$ 12,590	\$ 12,000	\$ 5,000	41.67%	\$ 12,000		
230 Contracted Services	\$ 4,457	\$ 10,814	\$ 585	5.41%	\$ 14,414		
237 Other Fees & Taxes	\$ 904	\$ -	\$ 2,005	-100.00%	\$ -		
Total Contractual Services	\$ 131,270	\$ 205,041	\$ 74,409	36.29%	\$ 224,544	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 3,813	\$ 6,500	\$ 653	10.05%	\$ 6,500		
353 Computer Software	\$ 738	\$ 7,500	\$ 2,136	28.48%	\$ 7,500		
355 IT Support	\$ -	\$ -	\$ -		\$ -		
Total Commodities	\$ 4,551	\$ 14,000	\$ 2,789	19.92%	\$ 14,000	\$ -	\$ -
Department Grand Total	\$ 1,791,156	\$ 2,068,697	\$ 747,179	36.12%	\$ 2,504,832	\$ -	\$ -



103 Salary/Wages

FY18 Actual \$ 1,086,677 FY19 YTD as of 11/30/2018 \$ 441,736 FY19 Budget \$ 1,237,467

Description	FY20 Request	FY20 Request	FY20 Request	FY20 Request	Justification / Purpose
	Mandated	Mission Critical	Discretionary	New Initiative	
Per attached wage sheet		1,218,299			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
NEW DISPATCHER INITIATIVE					
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
ASSISTANT SUPERVISOR					
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
CAD ADMINISTRATOR					
				55,000	Initiative to add an employee for much needed CAD system support
Merit Increases				14,064	**Estimate Only. Final Employee amount will be determined by Elected Office, Department Head, Supervisor responsible for this department.
Total	-	1,227,891	-	300,566	
Total Object Code	1,528,457				

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 69,660	\$ 28,216	\$ 83,233

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
FICA regular salaries	75,535				Do not change this line
FICA overtime	3,410				Do not change this line
FICA extra help	3,100				Do not change this line
New Dispatcher Initiative				13,824	
Assistant Supervisor / Training Officer				529	
CAD Administrator				3,410	
Merit Increases				872	
Total	82,045	-	-	18,635	
Total Object Code	100,680				

104 Medicare

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 16,291	\$ 6,599	\$ 19,469

Description	FY20 Request	FY20 Request	FY20 Request	FY20 Request	Justification / Purpose
	Mandated	Mission Critical	Discretionary	New Initiative	
Medicare regular salaries	17,665				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			
New Dispatcher Initiative				3,233	
Assistant Supervisor / Training Officer				124	
CAD Administrator				798	
Merit Increases				204	
Total	19,188	141	-	4,359	
Total Object Code	23,688				

105 Health Insurance

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 263,127	\$ 113,662	\$ 275,226

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Life		3,972			Do not change this line
Dental		6,204			Do not change this line
Vision		1,836			Do not change this line
Medical		278,088			Do not change this line
New Dispatcher Initiative - Insurances (6)				60,964	Calculating Employee Only Life/Dental/Vision/Medical for the New Dispatcher Initiative
Total	-	290,100	-	60,964	
Total Object Code	351,064				

108 Overtime

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 59,074	\$ 28,500	\$ 55,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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				

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 35,849	\$ 5,839	\$ 50,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
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

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 77,017	\$ 23,449	\$ 75,940

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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		1,668			Long Distance Services on POTS lines
Sprint Wireless - ECC		2,519			Mission Critical amount is Director/Dep Dir. Discretionary amount for when Sprint charges County for orders, activations, shipping, etc
Sprint Wireless - Hotspots		9,068			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	15,255	-	-	
Total Object Code	76,454				

212 Printing

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ - \$ - \$ 250

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Incident Cards			250		Printing Costs for Backup Cards for CAD down (if needed)
Total	-	-	250	-	
Total Object Code	250				

216 Maintenance/Repair of Equipment

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 27,647	\$ 41,054	\$ 81,842

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Motorola - Radio System Maintenance		37,299			WV SIRN Trunked Radio System Maintenance Agreement for Jefferson's Blue Ridge site, & the 10 consoles at PSAP. Recorder contract now separate with CRS through FY2022
Frontier - VESTA 9-1-1 Telephone System / T&M		9,600			T&M contract with Frontier or other critical infrastructure vendors - Frontier will respond to place 9-1-1 system back in service 24/7/365 however, hourly rate for tech support onsite will be charged based upon number of techs needed (critical infrastructure). Amount is for one tech. See comments
Teltronics - Motorola Fleet Equipment Maintenance		6,700	3,350		Maintenance of portable and mobile radio's
Critical SMA		599			Candidate Testing Software Upgrade/Maintenance
CPI Computer Projects - OPENFOX		1,800			WEAPON / CJIS Statelink Terminal Software Maintenance
Priority Dispatch Pro-QA, AQUA, Cardset SMA	7,773				Maintenance Agreement for Annual ProQA ESP, AQUA QA and Backup Cardsets
Copier/Xerox SMA		4,833			Copiers for ECC & HSEM
NetMotion Software VPN License SMA		8,888			NetMotion VPN Licenses for public safety CAD. Agencies will reimburse County for \$7,160 (145 of the 180 licenses)
Schedule Express		4,665			Software Maintenance Agreement for Communications Center employee automated scheduling system
APCO Expectations Licensing SMA		162			Software Maintenance Agreement for Communications Training Officer Daily Observation Review / Reports
Xybix - Console Repairs		800	400		Parts needed to repair dispatch console furniture
nextTEST WEAPON recert software SMA	266				Software Maintenance Agreement for WEAPON recertification software
Total	8,039	75,346	3,750	-	
Total Object Code	87,135				

221 Training/Education

FY18 Actual \$ 4,310 FY19 YTD as of 11/30/2018 \$ 1,067 FY19 Budget \$ 14,542

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
EMD Recertification	700				12 Recerts for EMD, 1 Recert 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
EMD Pro-QA Training	594				Training for Pro-QA
WEAPON Certification	600				West Virginia Automated Police Network (WEAPON) NCIC network certification
NIMS 300/400			140		National Incident Management System - Advanced (DepDir)
Continuing Dispatch Education		3,469			Yearly continuing dispatch education for full-time and part-time staff
Navigator Conference (EMD)		1,110			Emergency Medical Dispatch Conference for EMD Coordinator & EMD-Q
SIRN Conference (RADIO)		300			Conference for 2 Radio Programmers - Certification mandated by State
Spillman Conference (CAD)		1,800			Registration for Spillman National Conference
Spillman East Coast User Group Meeting		70			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)			450		
NEW DISPATCHER INITIATIVE					
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
ASSISTANT SUPERVISOR					
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	4,903	6,749	1,189	5,380	
Total Object Code	18,221				

222 Dues/Subscriptions

FY18 Actual \$ 242 FY19 YTD as of 11/30/2018 \$ 208 FY19 Budget \$ 750

Description	FY20 Request	FY20 Request	FY20 Request	FY20 Request	Justification / Purpose
	Mandated	Mission Critical	Discretionary	New Initiative	
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

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 12,590	\$ 5,000	\$ 12,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 4,457	\$ 585	\$ 10,814

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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				

237 Other Fees and Taxes

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ - \$ - \$ -

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Total	-	-	-	-	
Total Object Code	-				

341 Materials and Supplies

FY18 Actual \$ 3,813 FY19 YTD as of 11/30/2018 \$ 653 FY19 Budget \$ 6,500

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
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

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 738	\$ 2,136	\$ 7,500

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 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				

	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	
Vacancy - 911 Dispatch	712	1,429.32	37,162.32	2,305.00	539.00	3,717.00		12.70	23.46	6.94	803.62	846.72	
Vacancy - 911 Dispatch	712	1,429.32	37,162.32	2,305.00	539.00	3,717.00		12.70	23.46	6.94	803.62	846.72	
Vacancy-Deputy Chief	712	2,550.37	66,309.62	4,112.00	962.00	6,631.00		12.70	23.46	6.94	803.62	846.72	
Ashley, Jessica	712	1,475.77	38,370.02	2,379.00	557.00	3,838.00		12.70	23.46	6.94	1,662.06	1,705.16	
Breeden, Shawn	712	1,823.72	47,416.72	2,940.00	688.00	4,742.00		12.70	23.46	6.94	1,387.23	1,430.33	
Brown, Lori	712	1,523.73	39,616.98	2,457.00	575.00	3,962.00		12.70	23.46	6.94	1,387.23	1,430.33	
Costello, Lynn	712	2,385.49	62,022.74	3,846.00	900.00	6,203.00		12.70	23.46	6.94	1,662.06	1,705.16	
Dorsey, Pamela	712	1,505.29	39,137.54	2,427.00	568.00	3,914.00		12.70	-	-	-	12.70	
Dudash, Pamela	712	2,072.62	53,888.12	3,342.00	782.00	5,389.00		12.70	23.46	6.94	1,387.23	1,430.33	
Dutko, Elizabeth	712	1,333.61	34,673.86	2,150.00	503.00	3,468.00		12.70	23.46	6.94	803.62	846.72	
Engle, Christopher	712	1,475.77	38,370.02	2,379.00	557.00	3,838.00		12.70	23.46	6.94	1,387.23	1,430.33	
Hahn, Richard	712	1,505.29	39,137.54	2,427.00	568.00	3,914.00		12.70	23.46	6.94	803.62	846.72	
Hayden, James	712	2,194.82	57,065.32	3,539.00	828.00	5,707.00		12.70	23.46	6.94	1,662.06	1,705.16	
Hess, Brooke	712	1,974.93	51,348.18	3,184.00	745.00	5,135.00		12.70	-	-	-	12.70	
Hovermale, Staci	712	1,766.31	45,924.06	2,848.00	666.00	4,593.00		12.70	23.46	6.94	803.62	846.72	
King, Kathryn	712	1,604.72	41,722.72	2,587.00	605.00	4,173.00		12.70	23.46	6.94	803.62	846.72	
McIntyre, Merri	712	1,823.72	47,416.72	2,940.00	688.00	4,742.00		12.70	23.46	6.94	803.62	846.72	
Miller, Christine	712	1,656.87	43,078.62	2,671.00	625.00	4,308.00		12.70	23.46	6.94	803.62	846.72	
Polczynski, Jeff	712	3,693.89	96,041.14	5,955.00	1,393.00	9,605.00		12.70	23.46	6.94	803.62	846.72	
Pope, Laura	712	2,259.17	58,738.42	3,642.00	852.00	5,874.00		12.70	23.46	6.94	803.62	846.72	
Potts, Brandon	712	1,554.20	40,409.20	2,506.00	586.00	4,041.00		12.70	23.46	6.94	803.62	846.72	
Schweitzer, William	712	2,072.84	53,893.84	3,342.00	782.00	5,390.00		12.70	23.46	6.94	1,387.23	1,430.33	
Seidel, Christie	712	1,429.32	37,162.32	2,305.00	539.00	3,717.00		12.70			-	12.70	
Wiegand, Julianne	712	1,457.91	37,905.66	2,351.00	550.00	3,791.00		12.70	23.46	6.94	803.62	846.72	
Wilkins, Erika	712	1,429.32	37,162.32	2,305.00	539.00	3,717.00		12.70			-	12.70	
Woodward, Mackenzie	712	1,429.32	37,162.32	2,305.00	539.00	3,717.00		12.70	23.46	6.94	803.62	846.72	
		<u>46,858.00</u>	<u>1,218,299</u>	<u>75,549.00</u>	<u>17,675.00</u>	<u>121,843.00</u>	<u>-</u>	<u>331.00</u>	<u>517.00</u>	<u>153.00</u>	<u>23,174.00</u>	<u>24,173.00</u>	
Employee Count	26							Employee Insurance	3,972	6,204	1,836	278,088	290,100

BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: JCESA - Fire Depts
 Account Number: 713

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Contributions/Transfers							
567 Contributions/Transfers oth Gov. Ent	\$ 665,000	\$ 665,000	\$ 380,000	57.14%	\$ 770,000		
Total Contributions/Transfers	\$ 665,000	\$ 665,000	\$ 380,000	57.14%	\$ 770,000	\$ -	\$ -
Department Grand Total	\$ 665,000	\$ 665,000	\$ 380,000	57.14%	\$ 770,000	\$ -	\$ -

567 Contributions to Other Govt Entities

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
665,000	380,000	665,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Allocation to Volunteer Fire Departments		770,000			Amount requested by Fire & Rescue Association (= \$110k each VFD)
Total	-	770,000	-	-	
Total Object Code	770,000				

Jefferson County Commission
Fire Company Summary
 Calendar Year 2017

	2017	Pg. 5 Shep	Pg. 7 Ind	Pg. 9 Friend	Pg. 11 Cit	Pg. 13 Middle	Pg. 15 Blue Rdg	Pg. 17 Baker
Balance Sheet								
Assets								
Cash	2,147,915	465,492	647,274	235,692	220,208	454,380	24,575	100,294
Accounts Receivable	27,237	-	-	-	13,437	-	-	13,800
Inventory	2,533	-	-	-	2,533	-	-	-
Prepaid Expenses	84,500	17,014	-	-	67,486	-	-	-
Investments	7,801,719	23,325	4,704,309	334,095	2,739,990	-	-	-
Fixed Assets	-	-	-	-	-	-	-	-
Land	2,287,426	468,407	-	-	1,362,252	100,000	266,767	90,000
Buildings	7,657,343	1,576,758	2,228,642	-	2,252,156	1,090,293	87,104	422,390
A/D	(2,994,384)	(899,312)	(883,261)	-	(905,958)	(116,852)	(87,104)	(101,897)
Leashold Improvements	75,747	-	-	-	26,700	-	35,888	13,159
A/D	(66,362)	-	-	-	(21,293)	-	(35,888)	(9,181)
Equipment	10,438,258	1,950,529	3,241,120	-	3,090,222	468,411	1,395,908	292,068
A/D	(5,849,425)	-	(2,415,884)	-	(1,905,745)	(177,909)	(1,159,287)	(190,600)
Other	1,860,843	-	-	1,753,241	107,602	-	-	-
A/D	(1,670,390)	-	-	(1,566,089)	(104,301)	-	-	-
Intangible Assets	25,074	-	-	-	-	8,823	9,258	6,993
Total Assets	21,828,034	3,602,213	7,522,200	756,939	6,945,289	1,827,146	537,221	637,026
Liabilities								
Deferred Revenue	369	369	-	-	-	-	-	-
Accounts Payable	103,551	-	-	821	50,827	48,259	3,644	-
Notes Payable	2,908,692	525,000	-	-	877,513	938,399	369,081	198,699
Total Liabilities	3,012,612	525,369	-	821	928,340	986,658	372,725	198,699
Fund Balance								
Unrestricted Net Assets	11,293,222	3,076,844	-	756,118	6,016,949	840,488	164,496	438,327
Total Liabilities & Net Assets	14,305,834	3,602,213	-	756,939	6,945,289	1,827,146	537,221	637,026
Income Statement								
Revenue								
Contributions & Grants	1,469,596	1,154,316	196,667	14,113	5,000	99,500	-	-
Jefferson County Commission	712,470	87,470	85,000	85,000	95,000	170,000	95,000	95,000
WV State	349,874	49,982	49,982	49,982	49,982	49,982	49,982	49,982
Other	319,712	95,325	98,695	52,760	16,749	20,505	5,749	29,929
Ambulance Fire Billing	1,376,031	262,477	504,592	84,963	274,769	74,044	152,766	22,420
Fire Billing	640	640	-	-	-	-	-	-
Fundraising Revenue	126,897	83,292	8,161	-	35,444	-	-	-
Pizza Revenue	50,364	-	-	-	-	-	50,364	-
Concessions Revenue	48,335	-	-	-	-	27,395	20,940	-
Pool Water Revenue	16,438	-	-	-	-	-	16,438	-
Subtotal Fundraising	242,034	83,292	8,161	-	35,444	27,395	87,742	-
Gaming	837,295	-	-	-	-	837,295	-	-
Bingo	300,802	169,552	131,250	-	-	-	-	-
Other	846,602	531,915	273,598	-	-	-	-	41,089
Subtotal Gaming	1,984,699	701,467	404,848	-	-	837,295	-	41,089
Investment Income	240,954	3,662	123,737	20,400	92,976	172	7	-

Jefferson County Commission
Fire Company Summary
 Calendar Year 2017

	2017	Pg. 5 Shep	Pg. 7 Ind	Pg. 9 Friend	Pg. 11 Cit	Pg. 13 Middle	Pg. 15 Blue Rdg	Pg. 17 Baker
Sale of Assets	1,765,850	-	1,508,789	3,921	234,140	15,000	-	4,000
Less: Book Value	(1,549,990)	-	(1,378,674)	-	(164,749)	(5,400)	-	(1,167)
Gain/Loss	215,860	-	130,115	3,921	69,391	9,600	-	2,833
Other & Rental Income	84,042	7,785	39,615	13,209	23,433	-	-	-
Total Revenue	6,995,912	2,446,416	1,641,412	324,348	662,744	1,288,493	391,246	241,253
Expenses								
Operating	258,250	258,250	-	-	-	-	-	-
Wages & Benefits	119,620	-	66,467	14,649	-	5,920	32,584	-
Accounting	25,341	-	6,320	4,625	-	3,882	7,379	3,135
Other Fees & Services	84,700	-	45,389	-	21,849	8,158	8,699	605
Advertising	-	-	-	-	-	-	-	-
Office Expense	58,741	-	-	2,911	14,366	14,847	13,851	12,766
Occupancy	319,764	125,335	75,753	-	36,081	24,808	34,469	23,318
Travel	585	-	-	-	585	-	-	-
Conferences	11,000	-	-	-	-	3,608	4,095	3,297
Interest	99,849	18,809	-	895	22,390	33,959	17,882	5,914
Depreciation	1,260,203	293,730	273,195	73,303	456,016	62,654	64,360	36,945
Insurance	449,003	53,773	209,706	23,412	76,346	23,998	39,212	22,556
Fire Supplies	281,921	-	-	26,806	35,846	48,702	121,989	48,578
Medical Supplies	276,262	52,279	65,547	17,898	61,225	36,461	29,293	13,559
Fuel	181,706	65,269	17,933	6,444	45,534	9,657	30,666	6,203
Other	408,872	82,599	232,597	61,726	23,492	7,490	-	968
Total Functional Expenses	3,835,817	950,044	992,907	232,669	793,730	284,144	404,479	177,844
Fundraising Exp	109,545	64,536	-	-	17,819	27,190	-	-
Concession	12,621	-	-	-	-	-	12,621	-
Pool Water	10,567	-	-	-	-	-	10,567	-
Pizza	35,076	-	-	-	-	-	35,076	-
Gaming Exp	1,625,132	574,640	326,318	-	-	694,282	-	29,892
Total Expenses	5,628,758	1,589,220	1,319,225	232,669	811,549	1,005,616	462,743	207,736
Net Surplus / (Deficit)	1,367,154	857,196	322,187	91,679	(148,805)	282,877	(71,497)	33,517
Non Cash Entries								
Add: Depreciation	1,260,203	293,730	273,195	73,303	456,016	62,654	64,360	36,945
Less: Principal Pmts Estimated	(154,484)	-	-	(21,412)	(20,000)	(31,271)	(35,106)	(46,695)
Cash Basis	2,472,873	1,150,926	595,382	143,570	287,211	314,260	(42,243)	23,767
Capital Needs								
Financed Purchases	1,015,820	-	-	-	920,000	-	50,320	45,500
Capital Purchases	(2,465,448)	(1,000,000)	(241,212)	(14,816)	(985,000)	(128,600)	(50,320)	(45,500)
Capital Cash Needs	1,023,245	150,926	354,170	128,754	222,211	185,660	(42,243)	23,767
NOTES:								
Net Fundraising	74,225	18,756	8,161	-	17,625	205	29,478	-
Net Gaming	359,567	126,827	78,530	-	-	143,013	-	11,197
Gaming Exp % of Rev	82%	82%	81%			83%		73%

Jefferson County Commission
Fire Company Summary

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Balance Sheet					
<i>Assets</i>					
Cash	2,615,101	2,011,331	1,554,102	1,561,074	2,147,915
Accounts Receivable	49,420	34,414	20,446	28,826	27,237
Inventory	2,223	2,223	1,418	3,837	2,533
Prepaid Expenses	-	-	57,529	78,913	84,500
Investments	5,558,678	6,332,384	6,557,486	7,034,808	7,801,719
Fixed Assets	5,363,498	-	-	-	-
Land	2,042,426	2,287,426	2,287,426	2,287,426	2,287,426
Buildings	4,749,429	6,805,110	7,024,279	7,467,728	7,657,343
A/D	(1,466,298)	(2,397,877)	(2,589,252)	(2,786,547)	(2,994,384)
Leashold Improvements	62,588	75,747	75,747	75,747	75,747
A/D	(50,489)	(58,858)	(61,519)	(64,180)	(66,362)
Equipment	6,791,784	9,162,358	9,356,859	10,223,163	10,438,258
A/D	(4,392,452)	(6,491,613)	(6,594,421)	(7,017,271)	(5,849,425)
Other	1,709,584	1,864,906	1,859,599	1,888,276	1,860,843
A/D	(1,374,974)	(1,490,160)	(1,566,775)	(1,630,249)	(1,670,390)
Intangible Assets	28,368	23,535	20,962	28,146	25,074
Total Assets	21,688,886	18,160,926	18,003,886	19,179,697	21,828,034
<i>Liabilities</i>					
Deferred Revenue	-	-	-	-	369
Accounts Payable	8,031	29,033	33,854	12,351	103,551
Notes Payable	1,714,391	1,539,289	1,235,700	2,087,843	2,908,692
Total Liabilities	1,722,422	1,568,322	1,269,554	2,100,194	3,012,612
<i>Fund Balance</i>					
Unrestricted Net Assets	19,966,464	16,592,604	16,734,332	17,079,503	11,293,222
Total Liabilities & Net Assets	21,688,886	18,160,926	18,003,886	19,179,697	14,305,834
				-	(7,522,200)
Income Statement					
<i>Revenue</i>					
Contributions & Grants	-	-	582,009	-	1,469,596
Jefferson County Commission	30,500	270,344	395,125	455,000	712,470
WV State	612,213	740,295	595,529	543,429	349,874
Other	342,144	337,664	331,452	337,236	319,712
Ambulance Fire Billing	1,006,720	1,052,436	1,107,890	1,317,697	1,376,031
Fire Billing	2,025	24,149	1,290	800	640
Fundraising Revenue	117,839	119,533	105,031	111,773	126,897
Pizza Revenue	-	-	-	-	50,364
Concessions Revenue	30,937	33,503	35,096	53,154	48,335
Pool Water Revenue	9,843	3,330	8,002	4,968	16,438
Subtotal Fundraising	158,619	156,366	148,129	169,895	242,034
Gaming	-	-	-	-	837,295
Bingo	222,402	164,501	183,758	652,308	300,802
Other	545,987	656,256	690,081	1,104,880	846,602
Subtotal Gaming	768,389	820,757	873,839	1,757,188	1,984,699
Investment Income	379,691	242,804	220,075	187,638	240,954

Jefferson County Commission
Fire Company Summary

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Sale of Assets	1,738,809	772,816	1,589,593	567,106	1,765,850
Less: Book Value	(1,589,982)	(589,473)	(1,093,996)	(477,435)	(1,549,990)
Gain/Loss	148,827	183,343	495,597	89,671	215,860
Other & Rental Income	55,320	71,268	76,636	81,914	84,042
Total Revenue	3,504,448	3,899,426	4,827,571	4,940,468	6,995,912
Expenses					
Operating	-	-	582,009	6,323	258,250
Wages & Benefits	123,621	107,160	123,759	130,432	119,620
Accounting	23,075	53,898	16,575	25,005	25,341
Other Fees & Services	61,633	62,618	70,224	69,131	84,700
Advertising	946	988	2,002	904	-
Office Expense	30,403	37,797	80,227	60,963	58,741
Occupancy	202,655	196,034	289,905	330,514	319,764
Travel	1,502	-	10,567	-	585
Conferences	17,762	11,652	13,059	4,735	11,000
Interest	54,875	80,774	67,106	60,473	99,849
Depreciation	680,727	1,027,002	1,144,369	1,041,731	1,260,203
Insurance	328,486	262,641	401,090	420,734	449,003
Fire Supplies	77,648	161,429	172,686	241,435	281,921
Medical Supplies	143,564	183,702	123,537	247,766	276,262
Fuel	72,514	186,679	141,396	142,208	181,706
Other	716,096	466,962	628,596	483,406	408,872
Total Functional Expenses	2,535,507	2,839,336	3,867,107	3,265,760	3,835,817
Fundraising Exp	64,638	117,704	105,718	102,919	109,545
Concession					12,621
Pool Water					10,567
Pizza					35,076
Gaming Exp	634,893	645,894	602,324	1,485,540	1,625,132
Total Expenses	3,235,038	3,602,934	4,575,149	4,854,219	5,628,758
Net Surplus / (Deficit)	269,410	296,492	252,422	86,249	1,367,154
Non Cash Entries					
Add: Depreciation	680,727	1,027,002	1,144,369	1,041,731	1,260,203
Less: Principal Pmts Estimated	(306,000)	(378,000)	(208,730)	(252,554)	(154,484)
Cash Basis	644,137	945,494	1,188,061	875,426	2,472,873
Capital Needs					
Financed Purchases	-	82,000	80,000	950,000	1,015,820
Capital Purchases	-	(92,000)	(424,807)	(1,445,675)	(2,465,448)
Capital Cash Needs	644,137	935,494	843,254	379,751	1,023,245
NOTES:					
Net Fundraising	93,981	38,662	42,411	66,976	132,489
Net Gaming	133,496	174,863	271,515	271,648	359,567
Gaming Exp % of Rev	83%	79%	69%	85%	82%

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Fixed Assets	5,363,498				
Land	223,407	468,407	468,407	468,407	468,407
Buildings		1,387,143	1,387,143	1,387,143	1,576,758
A/D		(781,212)	(820,586)	(856,878)	(899,312)
Leashold Improvements					
A/D					
Equipment		2,535,498	2,689,353	3,136,481	1,950,529
A/D		(1,704,985)	(1,899,951)	(1,871,154)	-
Other		33,241	40,865	43,969	-
A/D		(31,194)	(32,661)	(34,553)	-
Intangible Assets					-
Total Assets	6,027,694	2,442,692	2,419,942	2,759,648	3,602,213

Liabilities

Deferred Revenue					369
Accounts Payable			9,689	-	-
Notes Payable	490,000	360,000	200,000	540,000	525,000
Total Liabilities	490,000	360,000	209,689	540,000	525,369

Fund Balance

Unrestricted Net Assets	5,537,694	2,082,692	2,210,253	2,219,648	3,076,844
Total Liabilities & Net Assets	6,027,694	2,442,692	2,419,942	2,759,648	3,602,213

Income Statement

Revenue

Contributions & Grants			582,009		1,154,316
Jefferson County Commission		10,000	43,375	70,000	87,470
WV State	109,324	143,727	208,715	111,035	49,982
Other	90,736	97,253	94,000	83,440	95,325
Ambulance/ Fire Billing	183,855	202,388	242,743	292,501	262,477
Fire Billing	1,230	4,455	1,290	800	640
Fundraising Revenue	63,546	60,365	72,130	71,386	83,292
Pizza Revenue					
Concessions Revenue					
Pool Water Revenue					
Subtotal Fundraising	63,546	60,365	72,130	71,386	83,292
Gaming					
Bingo	104,565	128,828	140,780	134,719	169,552
Other-Pull Tabs	351,651	424,945	461,133	467,415	531,915
Subtotal Gaming	456,216	553,773	601,913	602,134	701,467
Investment Income	3,926	2,849	4,199	3,235	3,662

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Sale of Assets	10,000	500	100	10,700	-
Less: Book Value				(10,012)	-
Gain/Loss	10,000	500	100	688	-
Other & Rental Income	9,408	9,247	8,472	10,100	7,785
Total Revenue	928,241	1,084,557	1,858,946	1,245,319	2,446,416
Expenses					
Operating			582,009	6,323	FEMA Grant 258,250
Wages & Benefits				-	-
Accounting	3,150				
Other Fees & Services					
Advertising					
Office Expense					
Occupancy	105,414	85,886	90,028	132,362	125,335
Travel					
Conferences					
Interest	13,757	11,430	7,834	12,152	18,809
Depreciation		233,177	235,807	254,407	293,730
Insurance	59,479	53,557	74,172	72,563	53,773
Fire Supplies					
Medical Supplies	29,637	37,523	23,266	40,050	52,279
Fuel	19,695	21,049	42,118	15,335	65,269
Other	104,822	120,837	129,071	156,167	82,599
Total Functional Expenses	335,954	563,459	1,184,305	689,359	950,044
No Deprec					
Fundraising Exp	50,846	44,009	51,457	51,706	64,536
Concession					
Pool Water					
Pizza					
Gaming Exp	371,111	457,705	495,623	494,859	574,640
Total Expenses	757,911	1,065,173	1,731,385	1,235,924	1,589,220
Net Surplus / (Deficit)	170,330	19,384	127,561	9,395	857,196
Non Cash Entries					
Add: Depreciation	-	233,177	235,807	254,407	293,730
Less: Principal Pmts Estimated	(130,000)	(130,000)	(130,000)	(150,000)	-
Cash Basis	40,330	122,561	233,368	113,802	1,150,926
Capital Needs					
Financed Purchases			-	340,000	-
Capital Purchases			(160,000)	(450,000)	(1,000,000)
Capital Cash Needs	40,330	122,561	73,368	3,802	150,926
NOTES:					
Net Fundraising	12,700	16,356	20,673	19,680	18,756
Net Gaming	85,105	96,068	106,290	107,275	126,827
Gaming Exp % of Rev	81%	83%	82%	82%	82%

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Balance Sheet					
Assets					
Cash	1,377,814	794,574	389,922	490,435	647,274
Accounts Receivable					
Inventory					
Prepaid Expenses					-
Investments	3,336,537	3,659,532	3,856,469	4,266,449	4,704,309
Fixed Assets					
Land					
Buildings	1,427,185	2,090,428	2,228,642	2,228,642	2,228,642
A/D	(636,126)	(679,238)	(747,524)	(815,700)	(883,261)
Leashold Improvements					
A/D					
Equipment	2,910,497	2,892,847	2,909,861	2,999,908	3,241,120
A/D	(2,093,013)	(2,309,457)	(2,001,140)	(2,210,254)	(2,415,884)
Other	27,667	67,881	22,102		-
A/D	(26,919)	(27,457)	(22,102)		-
Intangible Assets				-	-
Total Assets	6,323,642	6,489,110	6,636,230	6,959,480	7,522,200
Liabilities					
Deferred Revenue					
Accounts Payable	1,182	1,173	1,452	-	-
Notes Payable		-	-	-	-
Total Liabilities	1,182	1,173	1,452	-	-
Fund Balance					
Unrestricted Net Assets	6,322,460	6,487,937	6,634,778	6,959,480	-
Total Liabilities & Net Assets	6,323,642	6,489,110	6,636,230	6,959,480	-
Income Statement					
Revenue					
Contributions & Grants					196,667
Jefferson County Commission	-	10,000	53,375	60,000	85,000
WV State	138,727	140,429	120,988	168,044	49,982
Other	125,931	119,904	89,047	146,695	98,695
Ambulance Fire Billing	397,197	420,400	402,340	456,568	504,592
Fire Billing	795	16,405			-
Fundraising Revenue	8,741	7,753			8,161
Pizza Revenue					
Concessions Revenue					
Pool Water Revenue					
Subtotal Fundraising	8,741	7,753	-	-	8,161
Gaming					
Bingo	117,837	10,957	29,709	117,313	131,250
Other	194,336	140,156	132,737	229,724	273,598
Subtotal Gaming	312,173	151,113	162,446	347,037	404,848
Investment Income	249,539	93,025	121,101	97,543	123,737

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Sale of Assets	943,013	394,713	916,362	65,000	1,508,789
Less: Book Value	(905,707)	(338,382)	(902,625)	(35,971)	(1,378,674)
Gain/Loss	37,306	56,331	13,737	29,029	130,115
Other & Rental Income	34,835	31,653	43,184	46,890	39,615
Total Revenue	1,305,244	1,047,013	1,006,218	1,351,806	1,641,412
Expenses					
Operating					-
Wages & Benefits	96,627	88,863	85,032	74,462	66,467
Accounting	5,980	38,113	5,470	8,051	6,320
Other Fees & Services	32,021	37,622	39,121	38,916	45,389
Advertising					
Office Expense			6,022		
Occupancy	41,903	44,975	93,344	76,722	75,753
Travel					
Conferences	5,418	5,766	9,032		
Interest	258	912	7,508		-
Depreciation	246,580	267,657	332,815	256,701	273,195
Insurance	110,047	85,175	194,921	178,439	209,706
Fire Supplies					
Medical Supplies	49,012	43,950		74,356	65,547
Fuel		26,257			17,933
Other	181,633	135,645	258,276	189,755	232,597
Total Functional Expenses	769,479	774,935	1,031,541	897,402	992,907
Fundraising Exp	10,368	11,391			-
Concession					
Pool Water					
Pizza					
Gaming Exp	263,782	95,208	67,602	291,321	326,318
Total Expenses	1,043,629	881,534	1,099,143	1,188,723	1,319,225
Net Surplus / (Deficit)	261,615	165,479	(92,925)	163,083	322,187
Non Cash Entries					
Add: Depreciation	246,580	267,657	332,815	256,701	273,195
Less: Principal Pmts Estimated	-	-	-	-	-
Cash Basis	508,195	433,136	239,890	419,784	595,382
Capital Needs					
Financed Purchases					-
Capital Purchases			(17,000)	(90,000)	(241,212)
Capital Cash Needs	508,195	433,136	222,890	329,784	354,170
NOTES:					
Net Fundraising	(1,627)	(3,638)	-	-	8,161
Net Gaming	48,391	55,905	94,844	55,716	78,530
Gaming Exp % of Rev	84%	63%	42%	84%	81%

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Balance Sheet					
<i>Assets</i>					
Cash	511,813	242,291	199,374	150,238	235,692
Accounts Receivable			-		
Inventory					
Prepaid Expenses					-
Investments		326,888	335,112	340,595	334,095
<i>Fixed Assets</i>					
Land					-
Buildings					-
A/D					-
Leashold Improvements					
A/D					
Equipment					-
A/D					-
Other	1,568,076	1,659,943	1,690,750	1,738,425	1,753,241
A/D	(1,240,705)	(1,332,242)	(1,410,981)	(1,492,786)	(1,566,089)
<i>Intangible Assets</i>					
Total Assets	839,184	896,880	814,255	736,472	756,939
<i>Liabilities</i>					
Deferred Revenue					
Accounts Payable	884	923	819	715	821
Notes Payable	-	61,696	41,966	21,412	-
Total Liabilities	884	62,619	42,785	22,127	821
<i>Fund Balance</i>					
Unrestricted Net Assets	838,300	834,261	771,470	714,345	756,118
Total Liabilities & Net Assets	839,184	896,880	814,255	736,472	756,939
Income Statement					
<i>Revenue</i>					
Contributions & Grants					14,113
Jefferson County Commission		53,375	60,000	10,000	85,000
WV State	121,913	77,730	53,132	54,602	49,982
Other	36,465	68,775	41,931	51,014	52,760
Ambulance Fire Billing	108,296	79,441	71,314	110,412	84,963
Fire Billing					-
Fundraising Revenue					-
Pizza Revenue					
Concessions Revenue					
Pool Water Revenue					
<i>Subtotal Fundraising</i>	-	-	-	-	-
Gaming					
Bingo					-
Other					-
<i>Subtotal Gaming</i>	-	-	-	-	-
Investment Income	4,934	17,752	8,433	11,217	20,400

Jefferson County Commission
 Friendship Fire Company of Harpers Ferry
 PO Box 126, Harpers Ferry, WV 25425 304.535.2211
 EIN 55-6027988

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Sale of Assets	70,945	92,839	43	24,479	3,921
Less: Book Value	(66,511)	(91,642)	-	(29,313)	-
Gain/Loss	4,434	1,197	43	(4,834)	3,921
Other & Rental Income	10,184	13,944	11,019	3,676	13,209
Total Revenue	286,226	312,214	245,872	236,087	324,348
Expenses					
Operating					-
Wages & Benefits	26,994	18,297	16,831	16,447	14,649
Accounting	4,100	5,525	4,550		4,625
Other Fees & Services					
Advertising					
Office Expense	5,016	7,929	11,560	2,996	2,911
Occupancy					-
Travel					
Conferences					
Interest	3,123	1,500	2,578	1,754	895
Depreciation	86,500	91,537	78,739	81,805	73,303
Insurance	25,651	24,437	44,075	38,765	23,412
Fire Supplies	9,145	15,317	21,569	18,700	26,806
Medical Supplies	24,131	19,862	18,477	16,406	17,898
Fuel	12,488	11,270	8,233	7,197	6,444
Other	133,284	120,579	102,051	109,142	61,726
Total Functional Expenses	330,432	316,253	308,663	293,212	232,669
Fundraising Exp					-
Concession					
Pool Water					
Pizza					
Gaming Exp					-
Total Expenses	330,432	316,253	308,663	293,212	232,669
Net Surplus / (Deficit)	(44,206)	(4,039)	(62,791)	(57,125)	91,679
Non Cash Entries					
Add: Depreciation	86,500	91,537	78,739	81,805	73,303
Less: Principal Pmts Estimated	(96,000)	(21,000)	(19,730)	(20,554)	(21,412)
Cash Basis	(53,706)	66,498	(3,782)	4,126	143,570
Capital Needs					
Financed Purchases		82,000			-
Capital Purchases		(92,000)	(30,807)	(47,675)	(14,816)
Capital Cash Needs	(53,706)	56,498	(34,589)	(43,549)	128,754

NOTES:

Net Fundraising	-	-	-	-	-
Net Gaming	-	-	-	-	-
Gaming Exp % of Rev					

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Balance Sheet					
Assets					
Cash	155,960	233,415	124,456	149,430	220,208
Accounts Receivable	14,643	2,969	6,646	7,531	13,437
Inventory	2,223	2,223	1,418	3,837	2,533
Prepaid Expenses	-	-	57,529	62,408	67,486
Investments	2,198,816	2,322,639	2,342,580	2,404,439	2,739,990
Fixed Assets					
Land	1,362,252	1,362,252	1,362,252	1,362,252	1,362,252
Buildings	2,230,502	2,230,502	2,230,502	2,252,156	2,252,156
A/D	(676,463)	(733,621)	(790,779)	(848,245)	(905,958)
Leashold Improvements	26,700	26,700	26,700	26,700	26,700
A/D	(16,580)	(17,758)	(18,936)	(20,115)	(21,293)
Equipment	1,828,223	1,822,138	1,888,362	2,109,051	3,090,222
A/D	(995,175)	(1,074,687)	(1,315,566)	(1,513,789)	(1,905,745)
Other	113,841	103,841	105,882	105,882	107,602
A/D	(107,350)	(99,267)	(101,031)	(102,910)	(104,301)
Intangible Assets				-	-
Total Assets	6,137,592	6,181,346	5,920,015	5,998,627	6,945,289
Liabilities					
Deferred Revenue					
Accounts Payable	827	14,049	15,679	11,011	50,827
Notes Payable	164,757	142,005	-	-	877,513
Total Liabilities	165,584	156,054	15,679	11,011	928,340
Fund Balance					
Unrestricted Net Assets	5,972,008	6,025,292	5,904,336	5,987,616	6,016,949
Total Liabilities & Net Assets	6,137,592	6,181,346	5,920,015	5,998,627	6,945,289
Income Statement					
Revenue					
Contributions & Grants					5,000
Jefferson County Commission		10,000	108,375	85,000	95,000
WV State	70,188	158,748	57,613	63,687	49,982
Other	28,670	21,761	40,612	20,394	16,749
Ambulance Fire Billing	149,641	175,497	199,620	254,932	274,769
Fire Billing					
Fundraising Revenue	45,552	32,515	31,734	40,387	35,444
Pizza Revenue					
Concessions Revenue				-	
Pool Water Revenue				-	
Subtotal Fundraising	45,552	32,515	31,734	40,387	35,444
Gaming					
Bingo		-	-		-
Other					-
Subtotal Gaming	-	-	-	-	-
Investment Income	121,216	129,090	86,210	75,486	92,976

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Sale of Assets	648,010	276,277	518,648	336,997	234,140
Less: Book Value	(613,880)	(159,449)	(167,371)	(331,456)	(164,749)
Gain/Loss	34,130	116,828	351,277	5,541	69,391
Other & Rental Income	893	16,424	13,961	21,248	23,433
Total Revenue	450,290	660,863	889,402	566,675	662,744

Expenses

Operating					-
Wages & Benefits				-	-
Accounting	2,285				
Other Fees & Services	22,483	18,666	23,103	20,178	21,849
Advertising	122	988	1,104		
Office Expense	5,375	10,014	9,048	9,605	14,366
Occupancy	37,797	34,156	41,474	41,475	36,081
Travel	1,502				585
Conferences	9,089			-	
Interest	2,407	7,200	5,178	-	22,390
Depreciation	177,632	281,565	300,979	280,867	456,016
Insurance	75,368	16,801	38,351	46,474	76,346
Fire Supplies		71,292	66,408	26,757	35,846
Medical Supplies		56,093	53,881	64,732	61,225
Fuel		78,446	58,562	78,856	45,534
Other	142,501	41,389	45,290	23,996	23,492
Total Functional Expenses	476,561	616,610	643,378	592,940	793,730

Fundraising Exp	28,254	15,772	16,520	-	17,819
Concession					
Pool Water					
Pizza					
Gaming Exp					-
Total Expenses	504,815	632,382	659,898	592,940	811,549

Net Surplus / (Deficit) (54,525) 28,481 229,504 (26,265) (148,805)

Non Cash Entries

Add: Depreciation	177,632	281,565	300,979	280,867	456,016
Less: Principal Pmts Estimated	(23,000)	(142,000)	-	-	(20,000)
Cash Basis	100,107	168,046	530,483	254,602	287,211

Capital Needs

Financed Purchases					920,000
Capital Purchases			(68,000)	(242,000)	(985,000)
Capital Cash Needs	100,107	168,046	462,483	12,602	222,211

NOTES:

Net Fundraising	17,298	16,743	15,214	40,387	17,625
Net Gaming	-	-	-	-	-
Gaming Exp % of Rev					

Jefferson County Commission
Middleway Volunteer Fire Co.
PO Box 1, Summit Point, WV 25446 304.582.0204
EIN 26-1773406
Officers are paid

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Balance Sheet					
<i>Assets</i>					
Cash	98,612	188,866	215,092	233,061	454,380
Accounts Receivable		-	-	-	
Inventory					
Prepaid Expenses					-
Investments					-
<i>Fixed Assets</i>					
Land	100,000	100,000	100,000	100,000	100,000
Buildings	582,248	587,543	668,498	1,090,293	1,090,293
A/D	(18,549)	(46,483)	(62,481)	(87,283)	(116,852)
Leashold Improvements				-	
A/D				-	
Equipment	183,574	183,574	195,711	339,811	468,411
A/D	(120,477)	(111,514)	(132,153)	(158,525)	(177,909)
Other					-
A/D					-
Intangible Assets	13,230	12,128	11,026	9,924	8,823
Total Assets	838,638	914,114	995,693	1,527,281	1,827,146

<i>Liabilities</i>					
Deferred Revenue					
Accounts Payable	-	7,750			48,259
Notes Payable	457,777	443,167	502,296	969,670	938,399
Total Liabilities	457,777	450,917	502,296	969,670	986,658

<i>Fund Balance</i>					
Unrestricted Net Assets	380,861	463,197	493,397	557,611	840,488
Total Liabilities & Net Assets	838,638	914,114	995,693	1,527,281	1,827,146

Income Statement	FEMA Grant				
<i>Revenue</i>					
Contributions & Grants					99,500
Jefferson County Commission		53,375	10,000	60,000	170,000
WV State	75,511	88,653	47,613	48,687	49,982
Other	24,619		21,717	14,097	20,505
Ambulance Fire Billing	64,028	77,898	90,103	56,663	74,044
Fire Billing		3,289			-
Fundraising Revenue					-
Pizza Revenue					
Concessions Revenue	18,691	22,507		17,154	27,395
Pool Water Revenue				-	
Subtotal Fundraising	18,691	22,507	-	17,154	27,395
Gaming					837,295
Bingo		24,716	13,269	165,934	-
Other		91,155	96,211	407,741	-
Subtotal Gaming	-	115,871	109,480	573,675	837,295
Investment Income	45	75	121	153	172

Jefferson County Commission
Middleway Volunteer Fire Co.
PO Box 1, Summit Point, WV 25446 304.582.0204
EIN 26-1773406
Officers are paid

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Sale of Assets	9,500				15,000
Less: Book Value	(334)				(5,400)
Gain/Loss	9,166	-	-	-	9,600
Rental Income					-
Total Revenue	192,060	361,668	279,034	770,429	1,288,493

Expenses

Operating					-
Wages & Benefits				6,818	5,920
Accounting	1,400	1,550	400	3,758	3,882
Other Fees & Services				3,119	8,158
Advertising					
Office Expense	6,977		34,659	26,401	14,847
Occupancy	5,091	13,833	12,963	29,351	24,808
Travel					
Conferences				630	3,608
Interest	25,048	24,561	25,221	21,360	33,959
Depreciation	41,054	37,155	37,739	51,383	62,654
Insurance	23,652	22,299	5,137	16,072	23,998
Fire Supplies	7,515	-	56,404	29,777	48,702
Medical Supplies	23,666	12,008	13,511	12,502	36,461
Fuel	6,438	8,496	7,596	5,686	9,657
Other	88,650	44,829	16,105	1,238	7,490
Total Functional Expenses	229,491	164,731	209,735	208,095	284,144

Direct Exp (Conc & Pool Wtr)	(29,016)	21,620		15,293	27,190
Concession					
Pool Water					
Pizza					
Gaming		92,981	39,099	482,827	694,282
Total Expenses	200,475	279,332	248,834	706,215	1,005,616

Net Surplus / (Deficit) style="text-align: right;">(8,415) style="text-align: right;">82,336 style="text-align: right;">30,200 style="text-align: right;">64,214 style="text-align: right;">282,877

Non Cash Entries

Add: Depreciation	41,054	37,155	37,739	51,383	62,654
Less: Principal Pmts Estimated	(15,000)	(15,000)	(17,000)	(32,000)	(31,271)
Cash Basis	17,639	104,491	50,939	83,597	314,260

Capital Needs

Financed Purchases			80,000	480,000	-
Capital Purchases			(94,000)	(566,000)	(128,600)
Capital Cash Needs	17,639	104,491	36,939	(2,403)	185,660

NOTES:

Net Fundraising	47,707	887	-	1,861	205
Net Gaming	-	22,890	70,381	90,848	143,013
Gaming Exp % of Rev		80%	36%	84%	83%

Jefferson County Commission
Blue Ridge Mountain Volunteer Fire Co.
181 Keyes Gap Road, Harpers Ferry, WV 25425 304-725-8118
EIN 33-1147581

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Balance Sheet					
<i>Assets</i>					
Cash	38,823	16,230	3,469	10,548	24,575
Accounts Receivable	-	-	-	7,495	-
Inventory					
Prepaid Expenses					
Investments					
<i>Fixed Assets</i>					
Land	266,767	266,767	266,767	266,767	266,767
Buildings	87,104	87,104	87,104	87,104	87,104
A/D	(87,043)	(87,104)	(87,104)	(87,104)	(87,104)
Leashold Improvements	35,888	35,888	35,888	35,888	35,888
A/D	(33,909)	(34,474)	(35,040)	(35,605)	(35,888)
Equipment	1,381,039	1,395,753	1,341,024	1,391,344	1,395,908
A/D	(968,183)	(1,049,011)	(1,029,373)	(1,095,709)	(1,159,287)
Other					
A/D					
Intangible Assets		-	-	9,757	9,258
Total Assets	720,486	631,153	582,735	590,485	537,221
<i>Liabilities</i>					
Deferred Revenue					
Accounts Payable	5,138	5,138	625	625	3,644
Notes Payable	288,488	245,852	232,039	353,867	369,081
Total Liabilities	293,626	250,990	232,664	354,492	372,725
<i>Fund Balance</i>					
Unrestricted Net Assets	426,860	380,163	350,071	235,993	164,496
Total Liabilities & Net Assets	720,486	631,153	582,735	590,485	537,221
Income Statement					
<i>Revenue</i>					
<i>Contributions & Grants</i>					
Jefferson County Commission	30,500	80,219	60,000	85,000	95,000
WV State	45,011	46,816	47,613	48,687	49,982
Other	16,555	9,216	24,770	4,789	5,749
Ambulance Fire Billing	103,703	96,812	87,970	127,811	152,766
Fire Billing					
Fundraising Revenue		-	1,167		
Pizza Revenue					50,364
Concessions Revenue	12,246	10,996	35,096	36,000	20,940
Pool Water Revenue	9,843	3,330	4,403	4,968	16,438
Subtotal Fundraising	22,089	14,326	40,666	40,968	87,742
Gaming					
Bingo		-	-		

Jefferson County Commission
Blue Ridge Mountain Volunteer Fire Co.
181 Keyes Gap Road, Harpers Ferry, WV 25425 304-725-8118
EIN 33-1147581

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Other					
<i>Subtotal Gaming</i>	-	-	-	-	-
Investment Income	31	13	9	4	7
Sale of Assets		-	14,440		
Less: Book Value		-	-		
Gain/Loss	-	-	14,440	-	-
Rental Income					
Total Revenue	217,889	247,402	275,468	307,259	391,246
Expenses					
Operating					
Wages & Benefits	-	-	21,896	32,705	32,584
Accounting	3,635	5,860	5,505	8,410	7,379
Other Fees & Services	7,129	6,330	8,000	6,918	8,699
Advertising					
Office Expense	11,448	15,424	11,546	15,459	13,851
Occupancy	12,450	17,184	23,068	23,444	34,469
Travel					
Conferences	3,255	5,886	600	3,085	4,095
Interest	2,351	29,366	12,083	19,817	17,882
Depreciation	82,369	81,453	78,928	67,108	64,360
Insurance	23,414	31,874	40,073	50,773	39,212
Fire Supplies	51,081	45,160	28,305	102,166	121,989
Medical Supplies	17,118	14,266	14,402	27,791	29,293
Fuel	21,773	31,141	24,887	27,741	30,666
Other	-	-	-	-	-
Total Functional Expenses	236,023	283,944	269,293	385,417	404,479
Direct Exp (Conc & Pool Wtr)	4,186	10,155	36,267	35,920	-
Concession					12,621
Pool Water					10,567
Pizza					35,076
Gaming					
Total Expenses	240,209	294,099	305,560	421,337	462,743
Net Surplus / (Deficit)	(22,320)	(46,697)	(30,092)	(114,078)	(71,497)
Non Cash Entries					
Add: Depreciation	82,369	81,453	78,928	67,108	64,360
Less: Principal Pmts Estimated	(20,000)	(43,000)	(14,000)	(20,000)	(35,106)
Cash Basis	40,049	(8,244)	34,836	(66,970)	(42,243)
Capital Needs					
Financed Purchases				130,000	50,320
Capital Purchases			(55,000)	(50,000)	(50,320)
Capital Cash Needs	40,049	(8,244)	(20,164)	13,030	(42,243)
NOTES:					
Net Fundraising	17,903	4,171	4,399	5,048	29,478
Net Gaming	-	-	-	-	-
Gaming Exp % of Rev					

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Balance Sheet						
<i>Assets</i>						
Cash	16,236	14,615	23,486	57,742	80,959	100,294
Accounts Receivable	33,121	34,777	31,445	13,800	13,800	13,800
Inventory						
Prepaid Expenses						
Investments						
Fixed Assets	749,131					
Land		90,000	90,000	90,000	90,000	90,000
Buildings		422,390	422,390	422,390	422,390	422,390
A/D		(48,117)	(70,219)	(80,778)	(91,337)	(101,897)
Leashold Improvements			13,159	13,159	13,159	13,159
A/D			(6,626)	(7,543)	(8,460)	(9,181)
Equipment		488,451	332,548	332,548	246,568	292,068
A/D		(215,604)	(241,959)	(216,238)	(167,840)	(190,600)
Other						
A/D						
Intangible Assets	16,278	15,138	11,407	9,936	8,465	6,993
Total Assets	814,766	801,650	605,631	635,016	607,704	637,026
<i>Liabilities</i>						
Deferred Revenue						
Accounts Payable	-	-	-	5,590	-	-
Notes Payable	289,062	313,369	286,569	259,399	202,894	198,699
Total Liabilities	289,062	313,369	286,569	264,989	202,894	198,699
<i>Fund Balance</i>						
Unrestricted Net Assets	525,704	488,281	319,062	370,027	404,810	438,327
Total Liabilities & Net Assets	814,766	801,650	605,631	635,016	607,704	637,026
Income Statement						
<i>Revenue</i>						
Contributions & Grants						
Jefferson County Commission	-	-	53,375	60,000	85,000	95,000
WV State	140,712	51,539	84,192	59,855	48,687	49,982
Other		19,168	20,755	19,375	16,807	29,929
Ambulance Fire Billing			-	13,800	18,810	22,420
Fire Billing						
Fundraising Revenue			18,900			
Pizza Revenue						
Concessions Revenue						
Pool Water Revenue				3,599		
Subtotal Fundraising	-	-	18,900	3,599	-	-
Gaming						
Bingo					234,342	
Other						41,089
Subtotal Gaming	-	-	-	-	234,342	41,089
Investment Income			-	2		

Jefferson County Commission
 Bakerton Fire Department CO 7
 891 Carter Avenue, Harpers Ferry, WV 25425 304-876-0007
 EIN 33-1130831

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Sale of Assets		57,341	8,487	140,000	129,930	4,000
Less: Book Value		(3,550)		(24,000)	(70,683)	(1,167)
Gain/Loss	-	53,791	8,487	116,000	59,247	2,833
Rental Income						
Total Revenue	140,712	124,498	185,709	272,631	462,893	241,253
Expenses						
Operating						
Wages						
Accounting		2,525	2,850	650	4,786	3,135
Other Fees & Services						605
Advertising		824		898	904	-
Office Expense		1,587	4,430	7,392	6,502	12,766
Occupancy				29,028	27,160	23,318
Travel				10,567	-	-
Conferences				3,427	1,020	3,297
Interest		7,931	5,805	6,704	5,390	5,914
Depreciation		46,592	34,458	79,362	49,460	36,945
Insurance		10,875	28,498	4,361	17,648	22,556
Fire Supplies		9,907	29,660		64,035	48,578
Medical Supplies					11,929	13,559
Fuel		12,120	10,020		7,393	6,203
Other		65,206	3,683	77,803	3,108	968
Total Functional Expenses	-	157,567	119,404	220,192	199,335	177,844
Direct Exp (Conc & Pool Wtr)			14,757	1,474	-	-
Concession						
Pool Water						
Pizza						
Gaming				-	216,533	29,892
Total Expenses	-	157,567	134,161	221,666	415,868	207,736
Net Surplus / (Deficit)	140,712	(33,069)	51,548	50,965	47,025	33,517
Non Cash Entries						
Add: Depreciation	-	46,592	34,458	79,362	49,460	36,945
Less: Principal Pmts Estimated	(18,000)	(22,000)	(27,000)	(28,000)	(30,000)	(46,695)
Cash Basis	122,712	(8,477)	59,006	102,327	66,485	23,767
Capital Needs						
Financed Purchases						45,500
Capital Purchases						(45,500)
Capital Cash Needs	122,712	(8,477)	59,006	102,327	66,485	23,767
NOTES:						
Net Fundraising	-	-	4,143	2,125	-	-
Net Gaming	-	-	-	-	17,809	11,197
Gaming Exp % of Rev					92%	73%

Friendship Fire Company - FY2018**Income**

Government Grants:	\$149,095
All other contributions, gifts:	\$52,760
Total:	\$201,855

Ambulance Service	\$84,963
Membership Dues & Assessment	\$0
Total:	\$84,963

Investment Income	\$20,400
Net gain or loss	\$3,921
Total:	\$24,321

Other revenue:	\$13,209
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Total Revenue:	\$324,348
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Expense

Other salaries and wages:	\$13,385
Payroll taxes:	\$1,264
Accounting:	\$4,625
Office expense:	\$2,911
Interest:	\$895
Depreciation, depletion, and amortization:	\$73,303
Insurance:	\$23,412
Repairs and Maintenance:	\$49,906
Supplies:	\$22,611
Fire Supplies:	\$26,806
Ambulance Supplies:	\$17,898
All other expenses:	\$45,559
Total:	\$282,575

Capital Outlays

EOY Assets	\$187,152
BOY Assets	\$245,639
Total:	\$58,487

Total Income vs. Expenditures:

Income:	\$324,348
Expenses:	\$282,575
Capital Outlays:	\$58,487
Total:	\$100,260

Citizens Fire Company - FY2018**Income**

Government Grants:	\$149,982	
All other contributions,gifts...	\$16,749	
Total:	\$166,731	
Ambulance Income		Total: \$274,769
Investment Income	\$92,976	
Rental Income:	\$14,400	
Total:	\$107,376	
Gross amount from sales of assets:	\$166,638	
Less:cost or other basis and sales:	\$156,855	
Total:	\$9,783	
Gross amount from sales of assets:	\$65,600	
Less:cost or other basis and sales:	\$6,500	
Total:	\$59,100	
Gross income from fundraising events:	\$35,444	
Less: direct expenses:	\$17,819	
Total:	\$17,625	
Gross sales of inventory:	\$1,902	
Less:cost of goods sold:	\$1,394	
Total:	\$508	
Miscellaneous:		Total: \$9,033
Total Revenue:	\$644,925	

Expense

Legal:	\$2,475
Investment management fees:	\$19,374
Office Expense:	\$14,366
Occupancy:	\$36,081
Depreciation, depletion, and amortization:	\$456,016
Insurance:	\$76,346
Repairs and Maintenance:	\$45,534
EMS Operations:	\$61,225
Fire Operations:	\$35,846
Travel:	\$585
Interest:	\$22,390
Miscellaneous:	\$13,186
All other expenses:	\$10,306
Total Expenditures:	\$793,730

Capitol Outlays

EOY Assets	\$3,901,635
BOY Assets	\$3,370,982
Total:	\$530,653

Total Income vs. Expenditures:

Income:	\$644,925
Expenses:	\$793,730
Capitol Outlays:	\$530,653
Total:	\$679,458

Shepherdstown Fire Department - FY2018

Income

Government grants: \$1,291,768
All other contributions, gifts: \$95,325
Total: **\$1,387,093**

Ambulance Fees: \$262,477
Transport & Research: \$640
Total: **\$263,117**

Investment Income: \$3,662
Gross rents: \$7,785
Net gains or loss: \$0
Net gains/loss from fundraising: \$18,756
Net income or loss from gaming: \$126,827
Total: **\$157,030**

Total Revenue: **\$1,807,240**

Expense

Grants and other assistance: \$258,250
Occupancy: \$125,335
Interest: \$18,809
Depreciation,depletion: \$293,730
Insurance: \$53,773
Equipment Maintenance: \$65,269
Medical Supplies: \$28,785
Ambulance Billings: \$28,916
Ambulance Maintenance: \$23,494
All other expenses: \$53,683

Total Expenditures: **\$950,044**

Capital Outlays

EOY Assets: \$3,096,382
BOY Assets: \$2,273,415
Total: **\$822,967**

Total Income vs. Expenditures:
Income: \$1,807,240
Expenses: **\$950,044**
Capital Outlays: **\$822,967**
Total: **\$34,229**

Independent Fire Company - FY2018**Income**

Government grants:	\$331,649
All other contributions:	\$98,695
Total:	\$430,344

Ambulance/Fire Services:	Total:	\$504,592
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Investment income:	\$123,737
Net rental income:	\$5,050
Net income from fundraising events:	\$8,161
Net income or loss from gaming:	\$78,530
Auxillary Revenue:	\$33,357
Miscellaneous:	\$1,208
Total:	\$250,043

Gross amount from sales of assets:	\$1,508,789
Less: cost or other basis and sales:	\$1,378,674
Total:	\$130,115

Total Revenue:	\$1,315,094
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Expense

Other salaries and wages:	\$60,631
Payroll taxes:	\$5,836
Accounting:	\$6,320
Investment management fees:	\$45,389
Occupancy:	\$75,753
Depreciation, depletion, and amortization:	\$273,195
Insurance and taxes:	\$209,706
Equipment Repairs and Maintenance:	\$69,669
Supplies:	\$65,547
Protection Equipment	\$69,178
All other expenses:	\$111,683
Total Expenditures:	\$992,907

Capital Outlays

EOY Assets	\$2,170,617
BOY Assets	\$2,202,596
Total:	\$31,979

Total Income vs. Expenditures:

Income:	\$1,315,094
Expenses:	\$992,907
Capital Outlays:	\$31,979
Total:	\$354,166

Blue Ridge Mountain Volunteer Fire Company - FY2018**Income**

Government grants:	\$144,982
All other contributions:	\$5,749
Total:	\$150,731

Ambulance/Fire Income:	Total:	\$152,766
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Investment Income:	\$7
Net Income or loss from fundraising:	\$29,478
Total:	\$29,485

Total Revenue:	\$332,982
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Expense

Compensation of current officers:	\$30,000
Payroll taxes:	\$2,584
Accounting:	\$7,379
Other:	\$8,699
Office expenses:	\$13,851
Occupancy:	\$34,469
Conferences, conventions, meetings:	\$4,095
Interest:	\$17,882
Depreciation, depletion, and amortization:	\$64,360
Insurance:	\$39,212
Fire Supplies:	\$121,989
Medical Supplies:	\$29,293
Fuel:	\$30,666

Total Expenditures:	\$404,479
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Capital Outlays

EOY Assets	\$503,388
BOY Assets	\$562,685
Total:	\$59,297

Total Income vs. Expenditures:

Income:	\$332,982
Expenses:	\$404,479
Capital Outlays:	\$59,297
Total:	\$12,200

Middleway Fire Company - FY2018**Income**

Government grants:	\$319,482
All other contributions:	\$20,505
Total:	\$339,987

Ambulance Income:	Total:	\$74,044
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Investment income:	\$172
Net income or loss sales of assets	\$9,600
Net income or loss from fundraising:	\$205
Net income or loss from gaming:	\$143,013
Total:	\$152,990

Total Revenue:	\$567,021
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Expense

Compensation of current officers:	\$5,920
Accounting:	\$3,882
Legal	\$4,023
Other:	\$4,135
Office expense:	\$14,847
Occupancy:	\$24,808
Conferences, conventions, and meetings:	\$3,608
Interest:	\$33,959
Depreciation, depletion, and amortization:	\$62,654
Insurance:	\$23,998
Fire Supplies:	\$48,702
Medical Supplies:	\$36,461
Fuel:	\$9,657
Other Expenses:	\$7,490
Total:	\$284,144

Capital Outlays

EOY Assets	\$1,363,943
BOY Assets	\$1,284,296
Total:	\$79,647

Total Income vs. Expenditures:

Income:	\$567,021
Expenses:	\$284,144
Capital Outlays:	\$79,647
Total:	\$203,230

Bakerton Fire Company - FY2018**Income**

Government grants:	\$144,982
All other contributions:	\$29,929
Total:	\$174,911

Ambulance/Fire Income:	Total:	\$22,420
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Investment income:	\$0
Net gain or loss:	\$2,833
Net income or loss from gaming:	\$11,197
Total:	\$14,030

Total Revenue:	\$211,361
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Expense

Accounting:	\$3,135
Legal:	\$605
Office expense:	\$12,766
Occupancy:	\$23,318
Conferences, conventions, and meetings:	\$3,297
Interest:	\$5,914
Depreciation, depletion, and amortization:	\$36,945
Insurance:	\$22,556
Fire Supplies:	\$48,578
Medical Supplies:	\$13,559
Fuel:	\$6,203
All other expenses:	\$968

Total Expenditures:	\$177,844
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Capital Outlays

EOY Assets	\$515,939
BOY Assets	\$504,480
Total:	\$11,459

Total Income vs. Expenditures:

Income:	\$211,361
Expenses:	\$177,844
Capital Outlays:	\$11,459
Total:	\$22,058

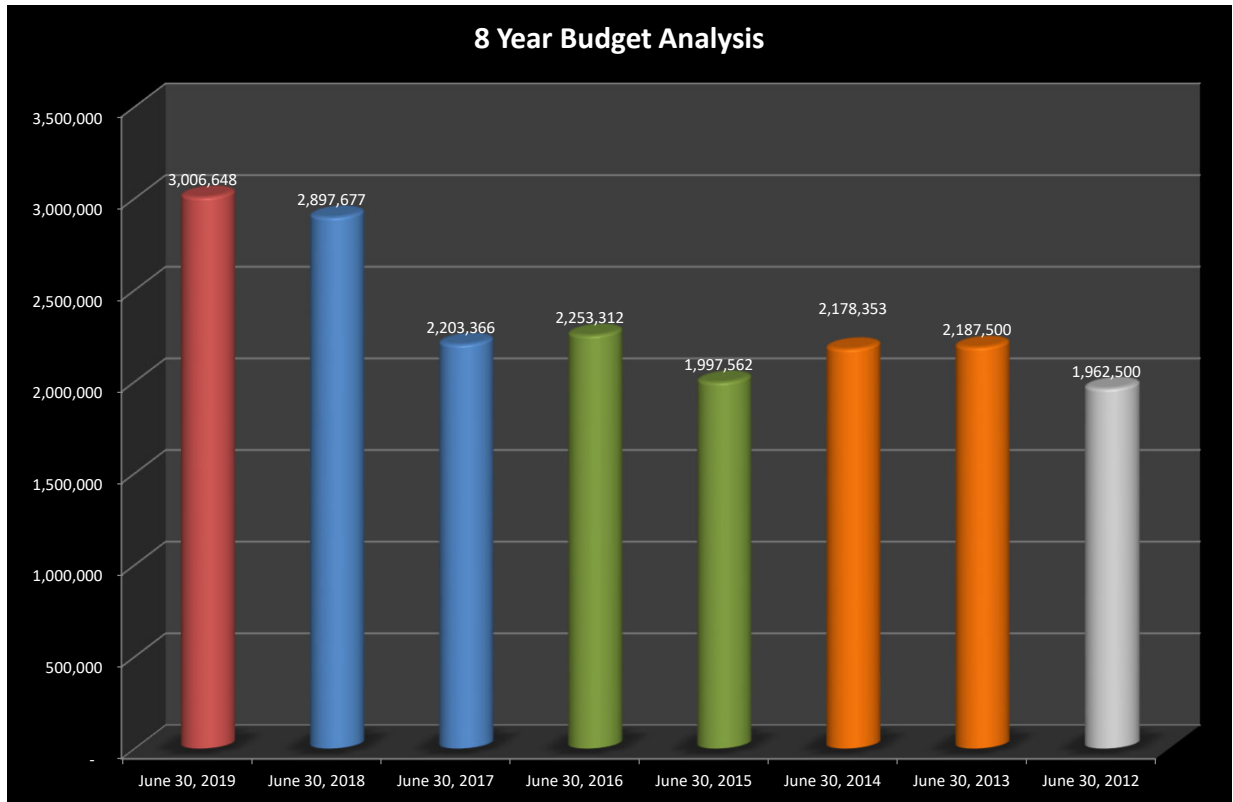
BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: JCESA - Ambulance
 Account Number: 715

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
FUND 001-Contributions/Transfers							
567 Contributions/Transfers oth Gov. Ent	\$ 1,954,234	\$ 2,037,000	\$ 1,018,500	50.00%	\$ 2,576,400		
Total Contributions/Transfers	\$ 1,954,234	\$ 2,037,000	\$ 1,018,500	50.00%	\$ 2,576,400	\$ -	\$ -
FUND 053- Emergency Service Fee							
10X Wages & Benefits-Administrative	\$ -	\$ 47,291	\$ -	0.00%	\$ 47,420		
566 Transfer to General Fund-Admin	\$ 70,071	\$ -	\$ 19,705		\$ -		
212 Printing	\$ -	\$ 2,000	\$ 2,065	103.25%	\$ 2,000		
218 Postage	\$ -	\$ 12,000	\$ -	0.00%	\$ 12,000		
230 Contracted Services	\$ -	\$ 2,300	\$ 415	18.04%	\$ 2,300		
232 Bank Charges	\$ 5,703	\$ 4,300	\$ -	0.00%	\$ 6,000		
235 Remittance of Fees Collected Cash	\$ 708,168	\$ 789,783	\$ 200,000	25.32%	\$ 837,000		
235 Remittance of Fees Collected Accrual	\$ (8,116)	\$ 67,999	\$ -	0.00%	\$ 20,000		
236 Bad Debt Expenses	\$ 167,507	\$ 40,000	\$ -	0.00%	\$ 50,000		
236 Refund Error Payment	\$ 110	\$ 975	\$ -	0.00%	\$ 1,000		
341 Materials & Supplies	\$ -	\$ 1,200	\$ 63	5.25%	\$ 1,200		
356 License & Annual Fees-Software	\$ -	\$ 1,800	\$ 1,800	100.00%	\$ 1,800		
Total Contributions/Transfers	\$ 943,443	\$ 969,648	\$ 224,048	23.11%	\$ 980,720	\$ -	\$ -
Department Grand Total	\$ 2,897,677	\$ 3,006,648	\$ 1,242,548	41.33%	\$ 3,557,120	\$ -	\$ -

Represents total payments to JCESA and Fire Depts in General Fund and Coal Severance



567 Contributions to Other Govt Entities

FY18 Actual \$ 1,954,234 FY19 YTD as of 11/30/2018 \$ 1,018,500 FY19 Budget \$ 2,037,000

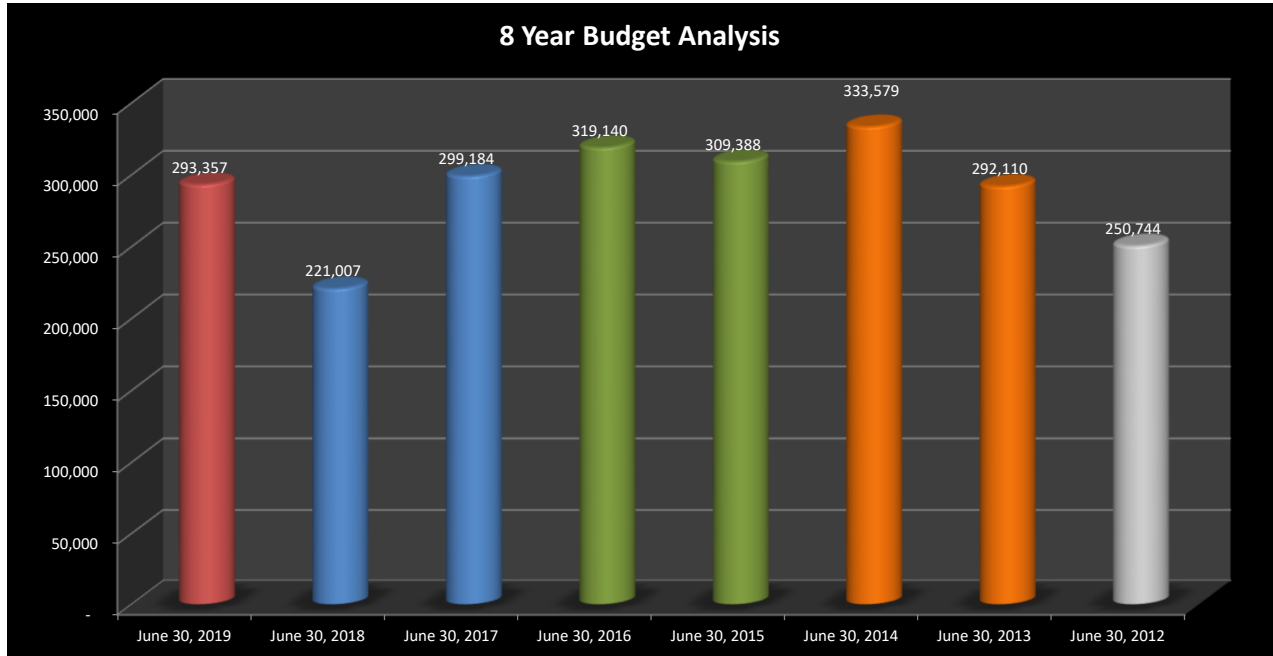
Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Full Time		\$ 1,105,000		\$ 270,000	- Includes 1.9% for COLA. New initiative includes request for 6 new full time staff
Part Time - Ops		\$ 40,000			
Overtime - OPS		\$ -			
Medical Director		\$ 8,400			
Worker Comp		\$ 150,000			-Increase based on estimate from insurer.
FICA/Med		\$ 105,000			
Hosp		\$ 205,000		\$ 24,000	- Request \$10k for mental health coverage and additional 6 staff
Life		\$ 10,000		\$ 6,000	- Request for increase in life insurance values
Dental		\$ 12,000		\$ 2,000	- Related to 6 new hires.
Retirement		\$ 120,000		\$ 12,000	- Request to Add 457 Plan match .
Fuel		\$ 18,000			
Maintenance		\$ 10,000			
License Ops		\$ 3,000			
Supplies		\$ 4,000			
Auto and Liability Insurance		\$ 42,000			
Ems Supples		\$ 54,000			
Uniforms, SCBA		\$ 60,000		\$ 90,000	- Based on 6 new full time positions. Also, new request for 30 sets for full time staff to allow JCESA to meet NFPA 1851.
Tech Services/Training		\$ 54,000		\$ 23,000	- Request for additional training funds. (EVOC, Live burn,)
Bldg Maint, Utilities, Telephone		\$ 30,000			
Office Expenses, Dues, Postage etc..		\$ 10,000			
Medical/Physicals		\$ 28,000			
Services:Audit, Billing, Professional		\$ 56,000			
Equipment Depr.		\$ 20,000			
Equipment Rental		\$ 5,000			
Total	-	2,149,400	-	427,000	
Total Object Code	2,576,400				

BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Animal Control
 Account Number: 716

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Personnel Services							
103 Salary & Wages of Employees	\$ 149,928	\$ 150,951	\$ 60,852	40.31%	\$ 154,448		
104 FICA Tax - Social Security	\$ 10,191	\$ 11,066	\$ 4,069	36.77%	\$ 10,694		
104 Medicare	\$ 2,383	\$ 2,592	\$ 951	36.69%	\$ 2,503		
105 Group Insurance Expense	\$ 10,986	\$ 10,200	\$ 12,769	125.19%	\$ 30,660		
106 Retirement Expense	\$ 17,995	\$ 17,098	\$ 6,827	39.93%	\$ 17,248		
108-001 Overtime	\$ 15,466	\$ 20,000	\$ 7,417	37.09%	\$ 18,000		
108-002 Part-time Wages	\$ -	\$ 7,500	\$ -	0.00%	\$ 2,500		
Total Personnel Services	\$ 206,949	\$ 219,407	\$ 92,885	42.33%	\$ 236,053	\$ -	\$ -
Contractual Services							
211 Telephone	\$ 666	\$ 750	\$ 173	23.07%	\$ 750		
212 Printing	\$ 50	\$ 750	\$ -	0.00%	\$ 750		
214 Travel	\$ 920	\$ 2,500	\$ 38	1.52%	\$ 2,000		
220 Advertising & Legal Publications	\$ -	\$ 500	\$ -	0.00%	\$ 500		
221 Training & Education	\$ 1,197	\$ 2,500	\$ -	0.00%	\$ 2,000		
222 Dues & Subscription	\$ 276	\$ 450	\$ 150	33.33%	\$ 450		
223 Professional Services	\$ 3,096	\$ 12,000	\$ 3,620	30.17%	\$ 11,000		
230 Contracted Services	\$ 3,604	\$ 2,000	\$ 968	48.40%	\$ 2,500		
Total Contractual Services	\$ 9,809	\$ 21,450	\$ 4,949	23.07%	\$ 19,950	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 2,786	\$ 4,500	\$ 1,653	36.73%	\$ 4,000		
343 Automobile Supplies	\$ -	\$ 1,000	\$ -	0.00%	\$ 1,000		
345 Uniforms	\$ 1,463	\$ 2,000	\$ 373	18.65%	\$ 2,000		
Total Commodities	\$ 4,249	\$ 7,500	\$ 2,026	27.01%	\$ 7,000	\$ -	\$ -
Capital Outlay							
459 Capital Outlay - Equipment	\$ -	\$ 45,000	\$ -	0.00%	\$ -		
Total Capital Outlay	\$ -	\$ 45,000	\$ -	0.00%	\$ -	\$ -	\$ -
Department Grand Total	\$ 221,007	\$ 293,357	\$ 99,860	34.04%	\$ 263,003	\$ -	\$ -



104 FICA

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	10,191	\$ 4,069	\$ 11,066

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
FICA regular salaries	9,344				Do not change this line
FICA overtime	1,116				Do not change this line
FICA for Increases			234		
Total	10,460	-	234	-	
Total Object Code	10,694				

104 Medicare

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 2,383	\$ 951	\$ 2,592

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Medicare regular salaries	2,187				Do not change this line
Medicare overtime	261				Do not change this line
Medicare for Increases			55		
Total	2,448	-	55	-	
Total Object Code	2,503				

105 Health Insurance

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 10,986	\$ 12,769	\$ 10,200

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Life		612			Do not change this line
Dental		288			Do not change this line
Vision		168			Do not change this line
Medical		29,592			Do not change this line
Total	-	30,660	-	-	
Total Object Code	30,660				

106 Retirement

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
	\$ 17,995	\$ 6,827	\$ 17,098

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Retirement regular salaries	15,071				Do not change this line
Retirement overtime	1,800				Do not change this line
Retirement for Increases			377		
Total	16,871	-	377	-	
Total Object Code	17,248				

108-001 Overtime

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	15,466	\$ 7,417	\$ 20,000

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			18,000		
Total	-	-	18,000	-	
Total Object Code	18,000				

	FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
	\$ -	\$ -	\$ 7,500

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
			2,500		
Total	-	-	2,500	-	
Total Object Code	2,500				

211 Telephone

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 666	\$ 173	\$ 750

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			750		
Total	-	-	750	-	
Total Object Code	750				

214 Travel

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 920	\$ 38	\$ 2,500

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			2,000		
Total	-	-	2,000	-	
Total Object Code	2,000				

220 Ads/Legal Publications

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ -	\$ -	\$ 500

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			500		
Total	-	-	500	-	
Total Object Code	500				

221 Training/Education

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 1,197	\$ -	\$ 2,500

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
			2,000		
Total	-	-	2,000	-	
Total Object Code	2,000				

222 Dues/Subscriptions

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 276	\$ 150	\$ 450

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			450		
Total	-	-	450	-	
Total Object Code	450				

223 Professional Services

FY18 Actual \$ 3,096 FY19 YTD as of 11/30/2018 \$ 3,620 FY19 Budget \$ 12,000

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
			11,000		
Total	-	-	11,000	-	
Total Object Code	11,000				

230 Contracted Services

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	3,604	\$ 968	\$ 2,000

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			2,500		
Total	-	-	2,500	-	
Total Object Code	2,500				

341 Materials and Supplies

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 2,786	\$ 1,653	\$ 4,500

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
			4,000		
Total	-	-	4,000	-	
Total Object Code	4,000				

Payroll Dept: FY 2020

	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	
FY18 Existing Positions												
Boyle, David	716	1,220.10	31,722.60	1,967.00	460.00	3,173.00	12.70	23.46	6.94	803.62	846.72	
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	-	-	1,662.06	1,674.76	
Turley, Dorothy	716	1,267.04	32,943.04	2,043.00	478.00	3,295.00	12.70	-	6.94	-	19.64	
Dept Total		<u>5,796.00</u>	<u>150,681.00</u>	<u>9,344.00</u>	<u>2,187.00</u>	<u>15,071.00</u>	<u>51.00</u>	<u>24.00</u>	<u>14.00</u>	<u>2,466.00</u>	<u>2,554.00</u>	
Count FY20	4											

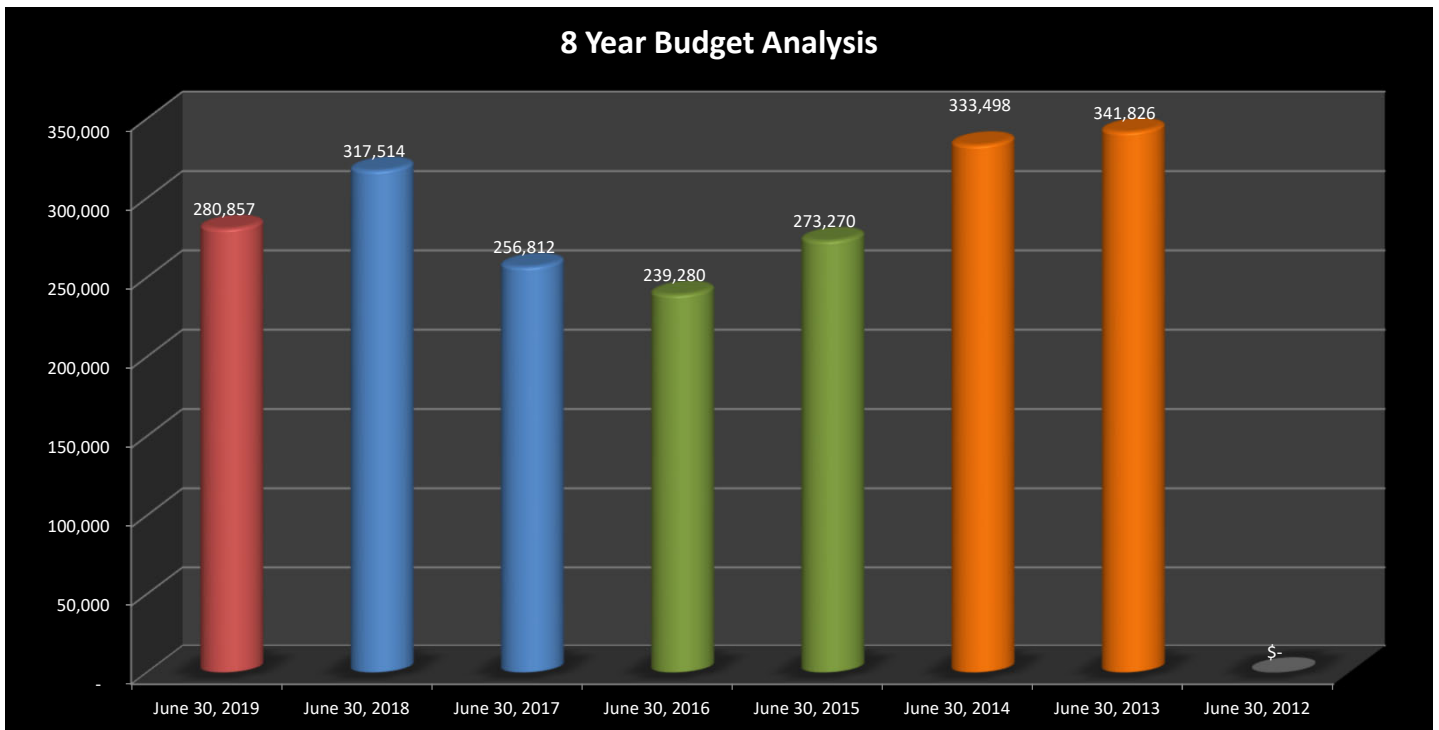
BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Central garage

Account Number: 717

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Personnel Services							
103 Salary & Wages of Employees	\$ 43,973	\$ 44,267	\$ 17,758	40.12%	\$ 44,853		
104 FICA Tax - Social Security	\$ 2,803	\$ 2,869	\$ 1,132	39.46%	\$ 2,905		
104 Medicare	\$ 656	\$ 671	\$ 265	39.49%	\$ 680		
105 Group Insurance Expense	\$ 9,642	\$ 9,660	\$ 4,234	43.83%	\$ 10,176		
106 Retirement Expense	\$ 4,993	\$ 4,640	\$ 1,818	39.18%	\$ 4,686		
108 Overtime	\$ 1,681	\$ 2,000	\$ 521	26.05%	\$ 2,000		
Total Personnel Services	\$ 63,748	\$ 64,107	\$ 25,728	40.13%	\$ 65,300	\$ -	\$ -
Contractual Services							
214 Travel	\$ 43	\$ 250	\$ -	0.00%	\$ 250		
216 M&R- Equipment	\$ -	\$ 1,000	\$ -	0.00%	\$ 1,000		
217 M&R - Autos & Trucks	\$ 18,625	\$ 5,000	\$ 175	3.50%	\$ 5,000		
223 Professional Services	\$ 1,087	\$ 2,000	\$ 809	40.45%	\$ 2,000		
Total Contractual Services	\$ 19,755	\$ 8,250	\$ 984	11.93%	\$ 8,250	\$ -	\$ -
Commodities							
341 Departmental Supplies & Materials	\$ 49,745	\$ 48,000	\$ 12,794	26.65%	\$ 48,000		
342 Record books	\$ 390	\$ 500	\$ -	0.00%	\$ 500		
343 Fuel	\$ 183,876	\$ 160,000	\$ 87,141	54.46%	\$ 200,000		
Total Commodities	\$ 234,011	\$ 208,500	\$ 99,935	47.93%	\$ 248,500	\$ -	\$ -
Department Grand Total	\$ 317,514	\$ 280,857	\$ 126,647	45.09%	\$ 322,050	\$ -	\$ -



103 Salary/Wages

FY18 Actual \$ 43,973 FY19 YTD as of 11/30/2018 \$ 17,758 FY19 Budget \$ 44,267

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Per attached wage sheet		44,853			Do not change this line, make adjustments below if
Total	-	44,853	-	-	
Total Object Code	44,853				

104 FICA

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 2,803	\$ 1,132	\$ 2,869

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
FICA regular salaries	2,781				Do not change this line
FICA Overtime	124				Do not change this line
Total	2,905	-	-	-	
Total Object Code	2,905				

104 Medicare

FY18 Actual \$ 656
 FY19 YTD as of 11/30/2018 \$ 265
 FY19 Budget \$ 671

Description	FY20 Request	FY20 Request	FY20 Request	FY20 Request	Justification / Purpose
	Mandated	Mission Critical	Discretionary	New Initiative	
Medicare regular salaries	651				Do not change this line
Medicare Overtime	29				Do not change this line
Total	680	-	-	-	
Total Object Code	680				

216 Maintenance/Repair of Equipment

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ -	\$ -	\$ 1,000

Description	FY20	FY20	FY20	FY20	Justification / Purpose
	Request Mandated	Request Mission Critical	Request Discretionary	Request New Initiative	
M&R Equipment			1,000		
Total	-	-	1,000	-	
Total Object Code	1,000				

223 Professional Services

FY18 Actual \$ 1,087
 FY19 YTD as of 11/30/2018 \$ 809
 FY19 Budget \$ 2,000

Description	FY20 Request	FY20 Request	FY20 Request	FY20 Request	Justification / Purpose
	Mandated	Mission Critical	Discretionary	New Initiative	
Professional Services			2,000		
Total	-	-	2,000	-	
Total Object Code	2,000				

342 Record Books

FY18 Actual	FY19 YTD as of 11/30/2018	FY19 Budget
\$ 390	\$ -	\$ 500

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification / Purpose
Record Books		500			Inspection Stickers
Total	-	500	-	-	
Total Object Code	500				

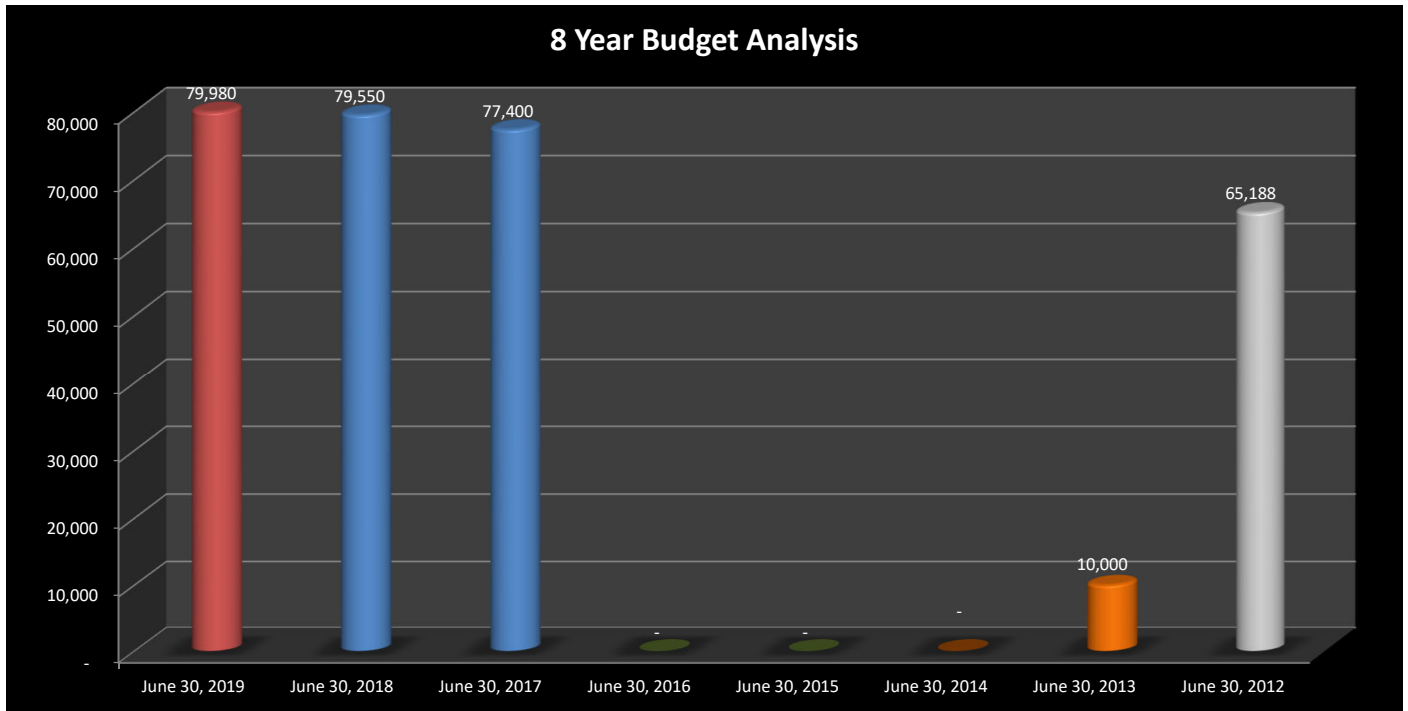
Payroll Dept: FY 2018

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
Blackford, Meredith	717	1,725.10 \$	44,853	2,781.00	651.00	4,486.00	12.70	23.46	6.94	\$ 803.62	\$ 846.72
		<u>\$ 1,726.00</u>	<u>\$ 44,853.00</u>	<u>\$ 2,781.00</u>	<u>\$ 651.00</u>	<u>\$ 4,486.00</u>	<u>\$ 13.00</u>	<u>\$ 24.00</u>	<u>\$ 7.00</u>	<u>\$ 804.00</u>	<u>\$ 847.00</u>
Employee Count	1				Employee Insurance		<u>\$ 156.00</u>	<u>\$ 288.00</u>	<u>\$ 84.00</u>	<u>\$ 9,648.00</u>	<u>\$ 10,176.00</u>

BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Health Department
 Account Number: 800
 Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Contributions/Transfers							
567 Contributions/Transfers oth Gov. Ent	\$ -	\$ -	\$ -		\$ 64,000		
567 In-Kind Contributions-Rent/Util	\$ 79,550	\$ 79,980	\$ 33,325	41.67%	\$ 80,380		
Total Contributions/Transfers	\$ 79,550	\$ 79,980	\$ 33,325		\$ 144,380	\$ -	\$ -
Department Grand Total	\$ 79,550	\$ 79,980	\$ 33,325	41.67%	\$ 144,380	\$ -	\$ -



FY 2019 Projected Budget

<u>Employees End of Year</u>	12	14	14	15	16
	2016*	2017	2018	2019 Proj	2020 Estimate
<u>INCOME</u>					
State Revenue	424,297.00	324,159.00	337,723.00	322,276.00	322,276.00
Clinical Service Revenue	153,959.00	181,414.00	203,929.00	185,000.00	190,000.00
Environmental Fee Permits	146,356.00	148,058.00	175,719.00	161,000.00	165,000.00
Environmental Fee Services	66,373.00	55,673.00	52,846.00	52,800.00	52,800.00
Federal - Threat Prep	80,505.00	75,001.00	76,860.00	90,808.00	90,808.00
Other	13,239.00	9,666.00	6,753.00	15,876.00	15,876.00
Total Revenue	884,729.00	793,971.00	853,830.00	827,760.00	836,760.00
<u>EXPENSES</u>					
Personnel	646,579.00	660,474.00	691,820.00	726,291.00	754,248.00
Current Operating Expenditures	337,886.00	269,715.00	223,649.19	280,000.00	280,000.00
Total Expenditures	984,465.00	930,189.00	915,469.19	1,006,291.00	1,034,248.00
Reduction in Reserve	(99,736.00)	(136,218.00)	(61,639.19)	(178,531.00)	(197,488.00)
Bank Balance	1,235,945.00	1,154,357.00	1,011,430.41		
* Clinical Income two years insurance billing in 2016 and carryover of 2016 into 2017.				6/30/2018	
			Projected Bank Balance	\$ 917,233.90	

Jefferson County Health Department
FY 2019 - Projected Income/Expenditures by Month

	3PP						3PP						Total
	Actual Jul 18	Actual Aug 18	Actual Sep 18	Actual Oct 18	Actual Nov 18	Actual Dec 18	Est Jan 19	Est Feb 19	Est Mar 19	Est Apr 19	Est May 19	Est Jun 19	
Income													
Medical Program - Private													
402841 - Private Testing/Medical	869.75	1,385.50	-1,334.00	1,424.00	960.00	409.00	3,013.44	1,187.00	2,201.00	2,134.00	2,000.00	2,000.00	16,249.69
402190 - BCCSP Private (Co-Pay)	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
402600 - Family Planning Private (Co-Pay)	47.00	0.00	46.84	106.14	132.98	0.00	13.50	44.00	39.50	40.50	9.00	26.00	505.46
402840 - Private Immunizations	930.69	9,986.72	3,593.20	3,679.00	5,184.38	2,722.00	8,000.00	10,000.00	10,000.00	10,000.00	13,000.00	23,200.00	100,295.99
Insurance Write Off	-716.82	-1,254.17	-1,566.44	-2,068.94	-868.14	-570.39	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	-13,044.90
Net	213.87	8,732.55	2,026.76	1,610.06	4,316.24	2,151.61	7,000.00	9,000.00	9,000.00	9,000.00	12,000.00	22,200.00	87,251.09
Total Medical Program - Private	1,130.62	10,118.05	739.60	3,140.20	5,409.22	2,560.61	10,026.94	10,231.00	11,240.50	11,174.50	14,009.00	24,226.00	104,006.24
Medical Program - State													
402610 - Family Planning State Contract	797.50	76.50	130.10	1,896.13	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	8,900.23
000000 - Immunization	0.00	0.00	4,315.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00	0.00	7,034.00	15,349.00
402200 - BCCSP State Contract	0.00	0.00	10.00	408.53	0.00	41.55	100.00	100.00	100.00	100.00	100.00	100.00	1,060.08
Harm Reduction Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,000.00	60,000.00
Total Medical Program - State	797.50	76.50	4,455.10	2,304.66	0.00	41.55	1,100.00	1,100.00	5,100.00	1,100.00	1,100.00	68,134.00	85,309.31
401000 - State Allocation	21,485.04	21,485.04	21,485.04	23,633.55	23,633.55	23,633.54	26,707.06	26,707.06	26,707.06	35,253.32	35,253.32	35,253.32	321,236.90
401130 - Board of Education	0.00	15,916.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,916.00
401450 - Threat Preparedness - Federal	6,197.43	0.00	0.00	0.00	11,846.59	6,565.04	8,255.00	8,255.00	8,255.00	8,255.00	8,255.00	24,924.00	90,808.06
401497 - Environmental Health	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
401410 - Fees For Service	3,020.00	1,790.00	1,050.00	4,165.00	1,990.00	880.00	1,395.00	1,400.00	1,500.00	1,185.00	1,400.00	1,800.00	21,575.00
401420 - Environmental Health Contract	300.00	300.00	210.00	360.00	0.00	210.00	0.00	0.00	0.00	1.00	170.00	0.00	1,551.00
401411 - Fees For Permits	9,955.00	6,555.00	4,070.00	6,305.00	6,729.00	5,495.00	17,017.00	12,000.00	11,665.00	38,335.00	38,335.00	16,000.00	172,461.00
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	3,545.00	3,885.00	1,930.00	2,140.00	1,320.00	1,765.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	5,000.00	29,585.00
401497 - Environmental Health - Other	0.00	0.00	0.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	330.00
Total 401497 - Environmental Health	16,820.00	12,530.00	7,260.00	12,970.00	10,069.00	8,350.00	20,412.00	15,400.00	15,165.00	41,521.00	41,905.00	23,100.00	225,502.00
Total FUNDING SOURCES	46,430.59	60,125.59	33,939.74	42,048.41	50,958.36	41,150.74	66,501.00	61,693.06	66,467.56	97,303.82	100,522.32	175,637.32	842,778.51
Other													
401040 - Interest	440.83	440.90	409.52	416.03	393.38	383.64	400.00	400.00	400.00	400.00	400.00	400.00	4,884.30
401100 - Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.25	0.00	0.00	0.00	0.00	9.25
401130 - Miscellaneous	0.00	0.00	0.00	0.00	3,878.20	0.00	0.00	0.00	300.00	0.00	0.00	0.00	4,178.20
Total Other	440.83	440.90	409.52	416.03	4,271.58	383.64	400.00	409.25	700.00	400.00	400.00	400.00	9,071.75

403-000 - Other Income	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
401-140 P Card Rebate	0.00	0.00	0.00	0.00	282.69	0.00	406.57	0.00	0.00	225.46	0.00	225.00	1,139.72
Total Income	0.00	0.00	0.00	0.00	282.69	0.00	406.57	0.00	0.00	225.46	0.00	225.00	1,139.72
Gross Profit	46,871.42	60,566.49	34,349.26	42,464.44	55,512.63	41,534.38	67,307.57	62,102.31	67,167.56	97,929.28	100,922.32	176,262.32	852,989.98
Expense													
CLASSIFIED SERVICE PERSONNEL													
Fringe Benefits													
501050 - FICA/Medicare	3,253.64	5,738.38	3,871.18	3,913.85	4,291.63	4,085.00	3,253.64	3,253.64	5,738.38	3,253.64	3,253.64	3,253.64	47,160.26
501060 - Retirement/Pension Plan	2,498.51	4,501.85	3,553.92	3,859.60	3,878.84	3,977.43	2,947.89	2,957.57	4,501.85	2,821.57	2,506.12	2,614.01	40,619.16
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
501070 - Workers Compensation	0.00	443.00	443.00	443.00	443.00	443.00	443.00	443.00	443.00	443.00	443.00	886.00	5,316.00
501090 - Health Insurance	4,511.46	5,166.66	5,116.66	4,168.86	5,502.06	5,452.06	5,502.06	5,502.06	5,502.06	5,502.06	5,502.06	5,502.06	62,930.12
501092 - Retirement Health Benefit Trust	1,098.00	1,281.00	1,281.00	732.00	1,464.00	1,464.00	1,464.00	1,464.00	1,464.00	1,464.00	1,464.00	1,464.00	16,104.00
	11,361.61	17,130.89	14,265.76	13,117.31	15,579.53	15,421.49	13,610.59	13,620.27	17,649.29	13,484.27	13,168.82	13,719.71	172,129.54
507101 Clinical Svc Admin	2,481.60	4,471.44	3,887.44	4,468.80	5,736.80	7,004.80	2,481.00	2,481.00	4,471.00	2,481.00	2,481.00	2,481.00	44,926.88
507100 Clinical Svc Nursing	8,635.16	14,148.62	9,123.08	8,755.08	9,139.08	9,355.08	9,000.00	9,000.00	14,148.00	9,000.00	9,000.00	9,000.00	118,304.10
Total 507000 - Salary Clinical Services	11,116.76	18,620.06	13,010.52	13,223.88	14,875.88	16,359.88	11,481.00	11,481.00	18,619.00	11,481.00	11,481.00	11,481.00	163,230.98
507010 - Salary Physician Director	6,153.84	9,230.76	6,153.84	6,153.84	6,153.84	6,153.84	6,153.84	6,153.84	9,230.76	6,153.84	6,153.84	6,153.92	80,000.00
507020 - Salary Management and Administr	4,848.00	7,478.31	4,985.54	4,985.54	4,985.54	4,985.54	4,985.54	4,985.54	7,478.00	4,985.54	4,985.54	4,985.54	64,674.17
507035 Environmental Health Admin	12,443.84	20,330.36	11,537.20	11,496.30	14,783.50	12,842.04	7,245.00	7,245.00	20,330.00	8,500.00	8,500.00	8,500.00	143,753.24
507030 Environmental Health Other	5,711.84	15,853.22	12,776.30	12,776.30	12,776.30	10,699.34	9,000.00	9,000.00	15,853.00	9,000.00	9,000.00	9,000.00	131,446.30
Total 507030 - Salary Environmental Health	18,155.68	36,183.58	24,313.50	24,272.60	27,559.80	23,541.38	16,245.00	16,245.00	36,183.00	17,500.00	17,500.00	17,500.00	275,199.54

Love lapse
C Roy full yr

507040 - Salaries Threat Preparation	2,160.00	3,499.20	2,332.80	2,332.80	2,332.80	2,332.80	2,332.80	3,588.00	2,332.80	2,332.80	2,332.80	2,332.80	30,242.40
507101 Overtime	96.20	0.00	0.00	0.00	192.40	25.13	0.00	0.00	0.00	0.00	0.00	1,500.00	1,813.73
TOTAL Classified Service Personnel	53,892.09	92,142.80	65,061.96	64,085.97	71,679.79	68,820.06	54,808.77	56,073.65	91,492.85	55,937.45	55,622.00	57,672.97	787,290.36

CURRENT OPERATING EXPENSES

501100 - Office Management and Admin													
501047 - Contracted Personnel	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
501150 - Auto Allowance	40.11	21.26	0.00	20.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.43
501096 - Board of Directors Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	280.00	0.00	0.00	0.00	300.00	580.00
501097 - Credit Card Processing Fees	292.04	248.46	19.95	172.70	237.60	19.95	19.95	227.93	19.95	129.53	179.67	19.95	1,587.68
501098 - Miscellaneous	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
501160 - Office Expense/Supplies	631.83	1,474.80	457.82	1,680.25	2,062.04	1,669.75	0.00	589.21	500.00	500.00	500.00	500.00	10,565.70
501180 - Travel/Training	69.09	176.74	-	120.50	43.06	35.76	54.62	297.56	28.94	230.49	141.02	185.11	1,382.89
501182 - Health Promotion	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
501190 - Telecommunications	302.91	102.88	201.49	201.93	102.86	304.48	-11.17	211.37	202.39	100.83	267.82	267.94	2,255.73
501191 - IT Services	2,664.29	-	6.00	2,512.07	6.00	7,338.61	1,647.00	0.00	1,335.07	1,362.66	1,647.00	1,600.00	20,118.70
501192 - State HR Services	510.75	0.00	0.00	629.10	0.00	0.00	0.00	513.00	0.00	288.00	0.00	0.00	1,400.00
501098 - Misc Legal Fees	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
501200 - Postage and Shipping	15.99	165.99	123.82	36.01	122.69	22.69	0.00	15.99	115.99	15.99	115.99	115.99	867.14
501230 - Dues and Subscriptions	0.00	0.00	0.00	0.00	0.00	779.00	0.00	0.00	-	0.00	0.00	0.00	779.00
501240 - Accounting/Auditing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,568.00	0.00	0.00	0.00	0.00	9,568.00
501-290 - Advertising - Help Wanted	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
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
501360 - Software Maintenance	0.00	0.00	0.00	1,300.00	0.00	0.00	0.00	0.00	3,707.39	0.00	0.00	0.00	5,007.39
501410 - Equipment Repair and Maint	0.00	0.00	0.00	0.00	385.40	0.00	394.77	0.00	171.00	0.00	0.00	401.50	1,352.67
501490 - Equipment Rent	803.00	0.00	0.00	462.00	0.00	0.00	832.20	0.00	0.00	401.68	830.00	0.00	3,328.88
501620 - Liability Insurance	5,110.00	0.00	0.00	0.00	0.00	5,110.00	0.00	5,110.00	0.00	0.00	0.00	5,110.00	20,440.00
66000 - QB Fees	370.96	0.00	0.00	130.23	0.00	0.00	400.00	0.00	400.00	0.00	400.00	500.00	2,201.19
Total 501100 - Office Management and Admin	10,810.97	2,190.13	809.08	7,264.85	2,959.65	15,280.24	3,337.37	16,813.06	6,480.73	3,029.18	4,081.50	9,000.49	81,516.40
502100 - Environmental Health													
000000 - Contractor													0.00
502430 - Postage and Shipping	79.40	39.95	20.30	0.00	0.00	39.89	49.69	19.51	0.00	37.91	109.24	330.00	725.89
502450 - Auto Allowance	636.22	647.08	0.00	695.47	0.00	261.61	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	11,240.38
502460 - Supplies	275.71	0.00	0.00	0.00	0.00	0.00	129.00	0.00	1,139.96	0.00	2,685.79	650.00	4,880.46
502461 - Office Expense	305.68	189.02	0.00	784.73	407.69	0.00	130.00	130.00	200.00	64.00	433.26	139.58	2,783.96
502480 - Travel	960.00	7,254.84	3,005.16	7,374.54	705.03	461.67	500.00	500.00	500.00	500.00	500.00	500.00	22,761.24
502490 - Equipment Rent	297.00	0.00	0.00	115.50	164.60	164.60	453.80	150.00	63.00	148.56	297.50	148.50	2,003.06
502100-Other	0.00	0.00	0.00	120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00
504432 - 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
Total 502100 - Environmental Health	2,554.01	8,130.89	3,025.46	9,090.24	1,277.32	927.77	2,762.49	2,299.51	3,402.96	2,250.47	5,525.79	3,268.08	44,514.99
502500 - Threat Preparedness													
502540-Auto Allowance	58.97	0.00	0.00	0.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59.62
502550 - Supplies and Equipment	0.00	0.00	0.00	1,393.00	-678.00	0.00	256.73	0.00	0.00	1,476.13	0.00	38.28	2,486.14
502551-Telecommunications	0.00	0.00	62.01	62.01	62.07	62.07	0.00	0.00	0.00	0.00	0.00	0.00	248.16
502560 - Office Expense	56.74	83.15	0.00	47.26	34.20	10.57	-10.57	0.00	77.15	10.57	10.57	10.57	330.21
502570 - Travel and Education	36.58	0.00	0.00	42.98	7.85	0.00	97.74	68.40	37.44	188.28	278.55	0.00	757.82
Total 502500 - Threat Preparedness	152.29	83.15	62.01	1,545.90	(573.88)	72.64	343.90	68.40	114.59	1,674.98	289.12	48.85	3,881.95
504400 - Clinical Services													
502410 - Contracted Personnel	0.00	0.00	0.00	0.00	256.00	0.00	990.00	0.00	0.00	0.00	0.00	0.00	1,246.00
504429 - Vaccine Expense	0.08	1,521.35	3,730.74	0.00	515.44	0.00	3,000.00	3,023.00	2,036.01	20,000.00	9,832.51	25,000.00	68,659.13
504430 - Medical Supplies	46.80	0.00	162.22	609.83	18.80	252.41	-410.58	608.46	93.60	0.00	251.52	0.00	1,633.06
504431 - Medical Services	0.00	46.80	0.00	46.80	0.00	243.42	140.40	5.67	0.00	0.00	46.80	0.00	529.89
504440 - Office Expense	450.95	70.00	0.00	210.00	70.00	259.98	140.00	70.00	525.58	140.00	140.00	70.00	2,146.51
504420 - Auto Allowances	0.00	0.00	0.00	13.46	0.00	0.00	0.00	0.00	0.00	0.00	21.85	0.00	35.31
504450 - Travel and Education	0.00	0.00	0.00	0.00	39.69	53.86	151.83	-460.60	907.80	982.87	63.22	153.40	1,892.07
504460 - Dues and Subscriptions	32.65	50.75	42.65	48.40	37.60	71.70	105.25	55.45	56.15	49.45	46.15	39.85	636.05
504480 - Other Supplies and Equipme	0.00	50.00	0.00	0.00	-	385.40	70.00	0.00	0.00	0.00	379.17	0.00	884.57
504400-Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19.70	19.70
504490 - Postage and Misc	15.32	48.71	0.00	40.74	0.00	46.21	19.77	144.98	0.00	23.78	25.28	15.33	380.12
Total 504400 - Clinical Services	545.80	1,787.61	3,935.61	969.23	937.53	1,312.98	4,206.67	3,446.96	3,619.14	21,196.10	10,806.50	25,298.28	78,062.41
Total 504400 - Clinical Services	14,063.07	12,191.78	7,832.16	18,870.22	4,600.62	17,593.63	10,650.43	22,627.93	13,617.42	28,150.73	20,702.91	37,615.70	208,516.60
505510 - 505500 - Physician Director													
505510 - Contracted Personnel	2,297.50	720.00	0.00	390.00	450.00	345.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	22,202.50
505520 - Travel and Education	0.00	0.00	89.38	89.93	110.83	808.80	0.00	62.57	104.66	0.00	-	-	1,266.17
505560 - Office Expense	70.00	0.00	70.00	70.00	-	140.00	49.50	0.00	561.27	40.00	500.00	300.00	1,800.77
Total 505500-Physician Director	2,367.50	720.00	159.38	549.93	560.83	1,293.80	3,049.50	3,062.57	3,665.93	3,040.00	3,500.00	3,300.00	25,269.44
Total Expense	70,322.66	105,054.58	73,053.50	83,506.12	76,841.24	87,707.49	68,508.70	81,764.15	108,776.20	87,128.18	79,824.91	98,588.67	1,021,076.40
Net Income by Month	-23,451.24	-44,488.09	-38,704.24	-41,041.68	-21,328.61	-46,173.11	-1,201.13	-19,661.84	-41,608.64	10,801.10	21,097.41	77,673.65	-168,086.42

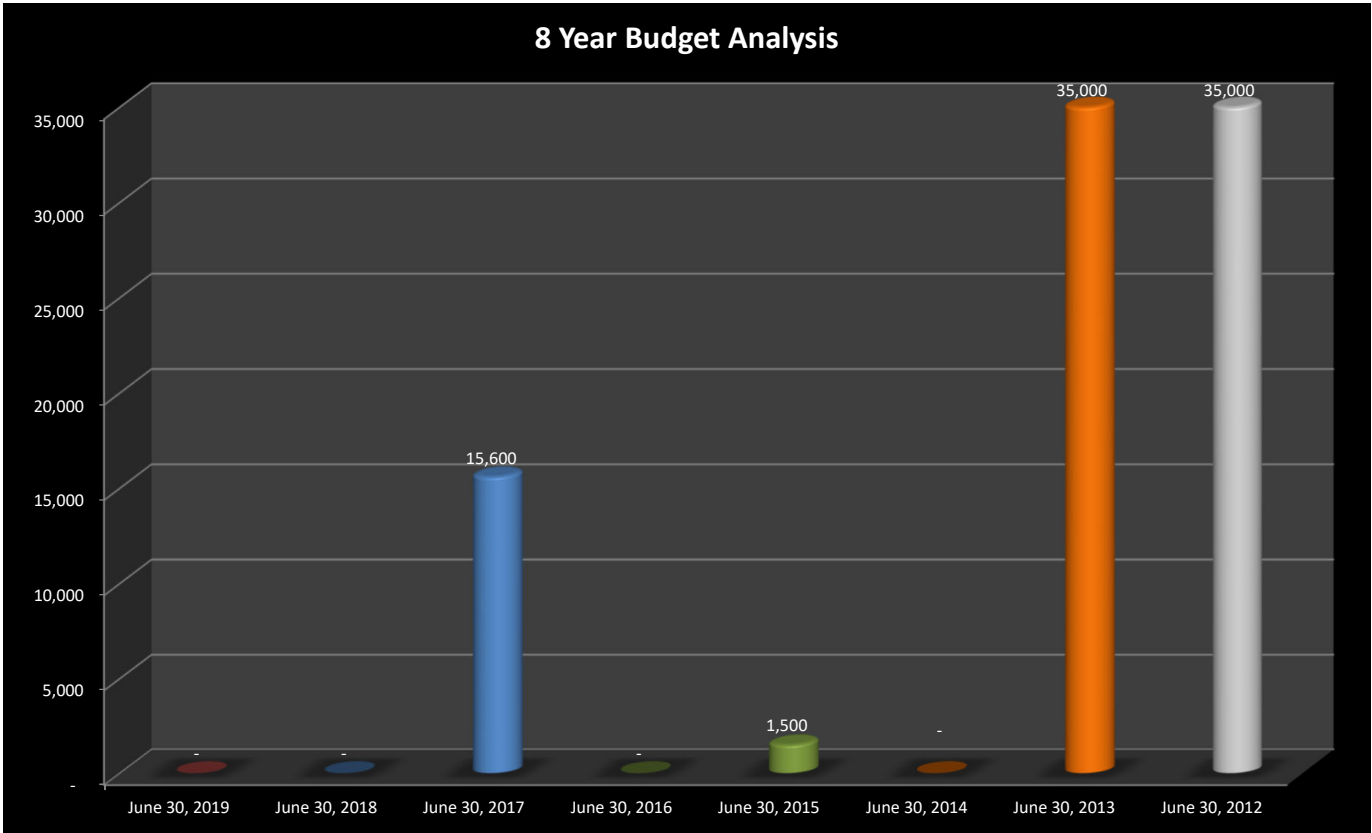
870133.35 868,932.22 849,270.38 807,661.74 818,462.84 839,560.25 917,233.90

BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Contributions
 Account Number: 808

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Contributions/Transfers							
567 Contributions/Transfers oth Gov. Ent	\$ -	\$ -	\$ -		-	\$ -	\$ -
Total Contributions/Transfers	\$ -	\$ -	\$ -		-	\$ -	\$ -
Department Grand Total	\$ -	\$ -	\$ -		-	\$ -	\$ -



567 Contributions to Other Govt Entities

FY18 Actual FY19 YTD as of 11/30/2018 FY19 Budget
 \$ - \$ - \$ -

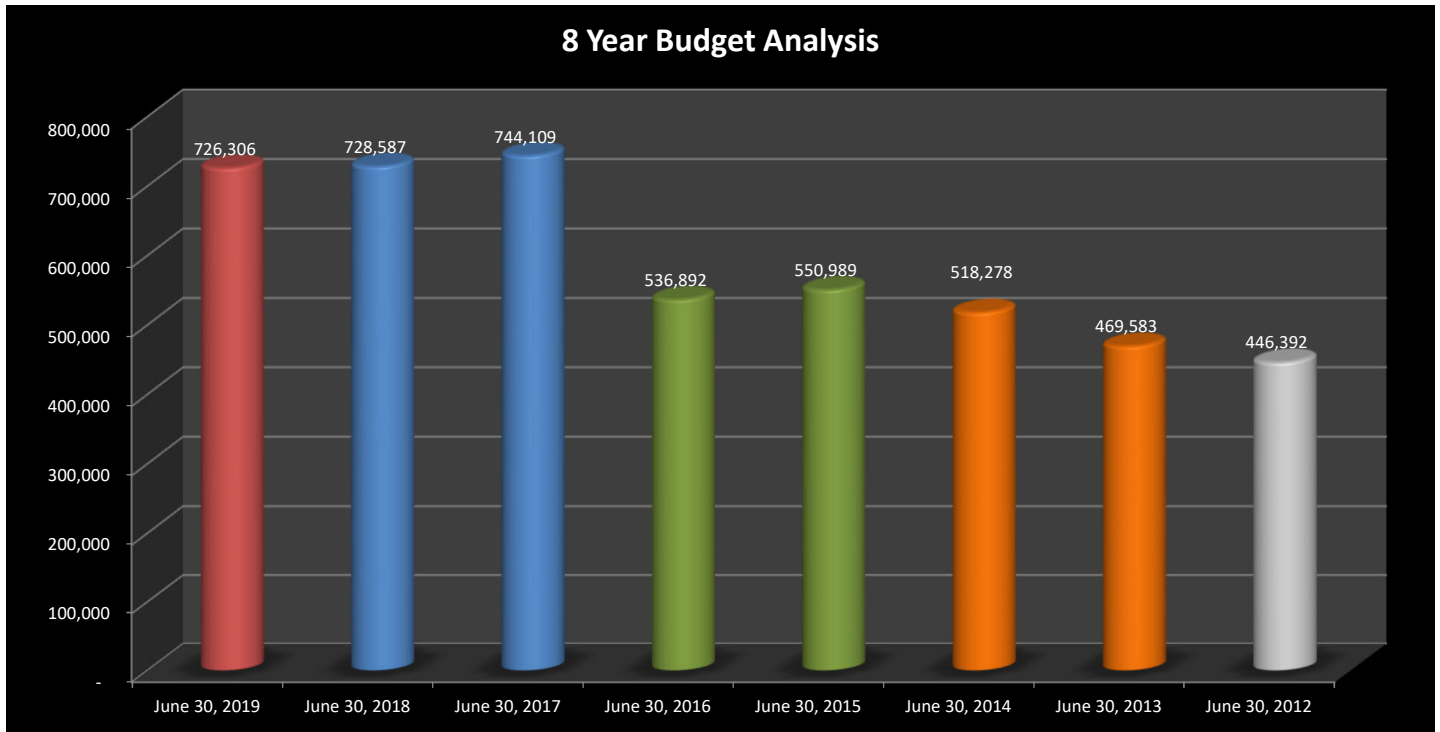
Description	FY20 Request	FY20 Request	FY20 Request	FY20 Request	Justification/ Purpose
	Mandated	Mission Critical	Discretionary	New Initiative	
					No Request Submitted Mgordon
Total	-	-	-	-	
Total Object Code	-				

BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Parks and Recreation
 Account Number: 900

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Contributions/Transfers							
211 Telephone	\$ 151	\$ 2,107	\$ (151)	-7.17%	\$ 2,107		
567-0 Hotel/Motel	\$ 332,546	\$ 327,249	\$ 184,239	56.30%	\$ 363,663		
567-03 Personnel Contribution	\$ 243,780	\$ 243,780	\$ 121,890	50.00%	\$ 292,536		
567 Scholarship	\$ 2,500	\$ 2,500	\$ 2,500	100.00%	\$ 2,500		
567 In-Kind Contributions-Land/Bldgs/Util	\$ 149,610	\$ 150,670	\$ 62,779	41.67%	\$ 151,730		
Total Contributions/Transfers	\$ 728,587	\$ 726,306	\$ 371,257	51.12%	\$ 812,536	\$ -	\$ -
Department Grand Total	\$ 728,587	\$ 726,306	\$ 371,257	51.12%	\$ 812,536	\$ -	\$ -



567-03 Personnel Contribution

	FY18	FY19 YTD as of	FY19
	Actual	11/30/2018	Budget
\$	243,780	\$ 121,890	\$ 243,780

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Full-time Staff Salaries		243,780			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.
Restoration of 20% budget cuts the dept. incurred over previous budget years to rebuild staffing levels.				48,756	Restoration of 20% budget cuts the dept. incurred over previous budget years to rebuild staffing levels. This money will allow JCPRC to continue to offer and expand programming at the JCCC and the newly build amphitheatre w/o significant cost increases to the public.
Total	-	243,780	-	48,756	
Total Object Code	292,536				

567 Scholarship

FY18	FY19 YTD as of	FY19
Actual	11/30/2018	Budget
\$ 2,500	\$ 2,500	\$ 2,500

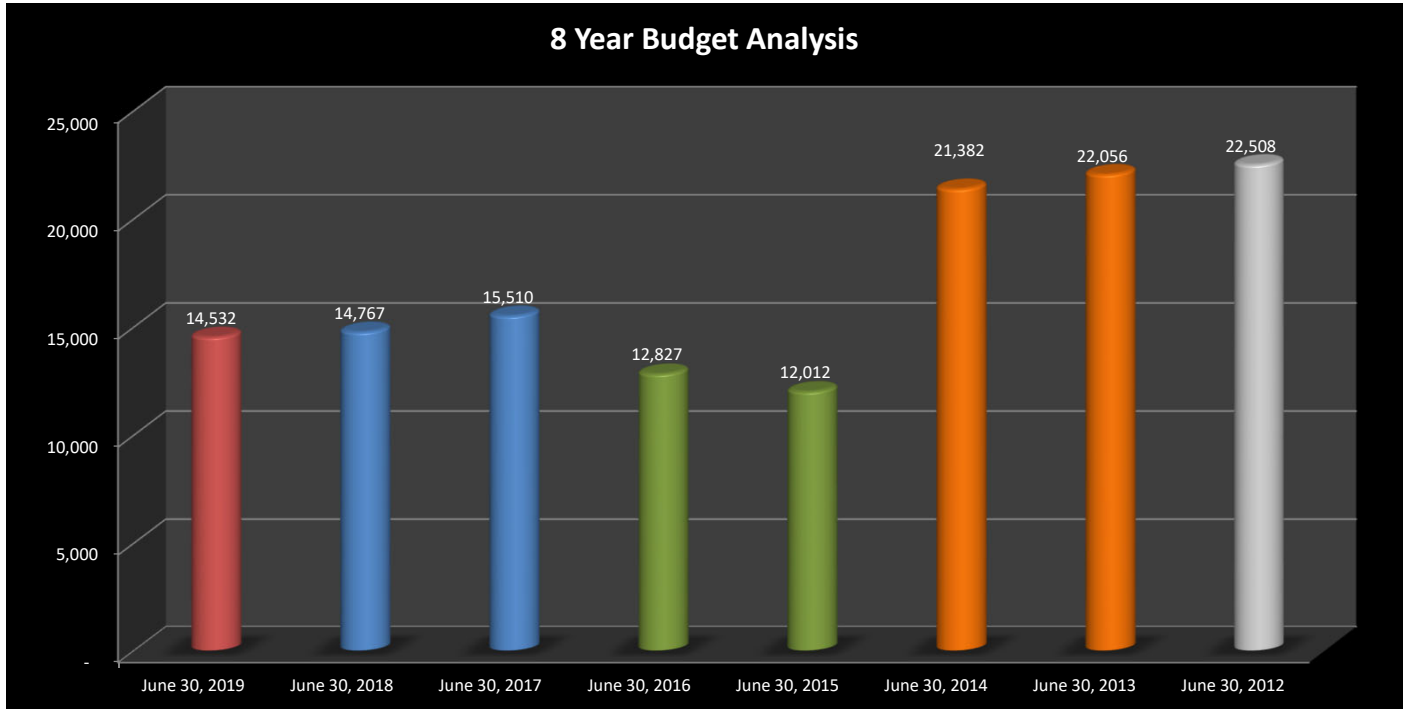
Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/ Purpose
Youth Scholarships (Programs)			2,500		Money used to provide program discounts to under privilege children that live in Jefferson County.
Total		-	2,500	-	
Total Object Code	2,500				

BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Arts and Humanities
 Account Number: 903

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Contributions/Transfers							
567 Contributions/Transfers oth Gov. Ent	\$ 14,767	\$ 14,532	\$ 8,181	56.30%	\$ 17,949		
Total Contributions/Transfers	\$ 14,767	\$ 14,532	\$ 8,181	56.30%	\$ 17,949	\$ -	\$ -
Department Grand Total	\$ 14,767	\$ 14,532	\$ 8,181	56.30%	\$ 17,949	\$ -	\$ -

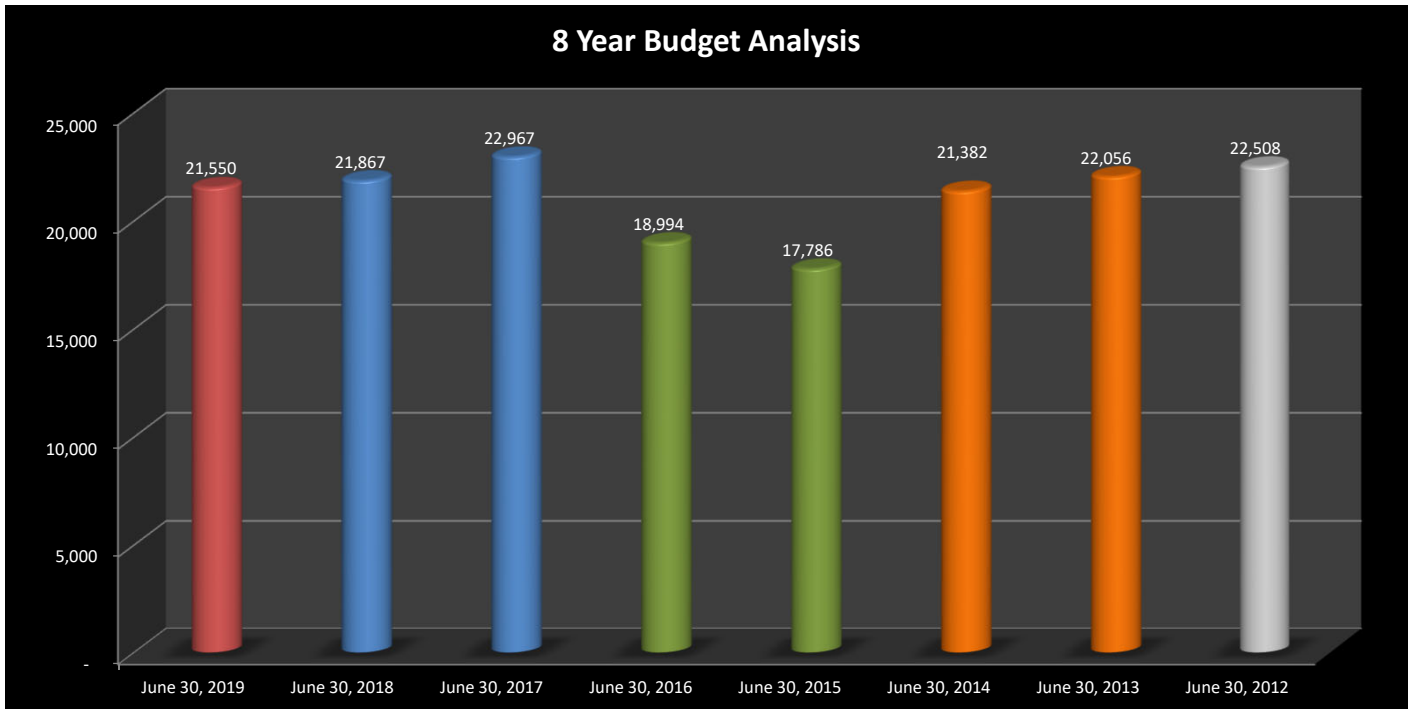


BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Historical Commission
 Account Number: 909

Notes: Expenditure data as of 11/30/2018

		FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Contributions/Transfers								
567	Contributions/Transfers oth Gov. Ent	\$ 21,867	\$ 21,550	\$ 12,115	56.22%	\$ 38,913		
Total Contributions/Transfers		\$ 21,867	\$ 21,550	\$ 12,115	56.22%	\$ 38,913	\$ -	\$ -
Department Grand Total		\$ 21,867	\$ 21,550	\$ 12,115	56.22%	\$ 38,913	\$ -	\$ -



Insurance	\$2,500.00
FY-19 Audit	\$500.00
AmeriCorps Member (part-time)	\$2,400.00
Commission operations	\$2,500.00
JCHLC Archives at Shepherd University	\$500.00
PAWV membership	\$200.00
NTHP membership	\$250.00

Properties

Peter Burr Farm Utilities & pest control	\$2,500.00
grass cutting by JC Parks and Rec	\$1,500.00

Shepherdstown Battlefield

Maintainance	\$2,000.00
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Duffields Depot

\$5,000.00

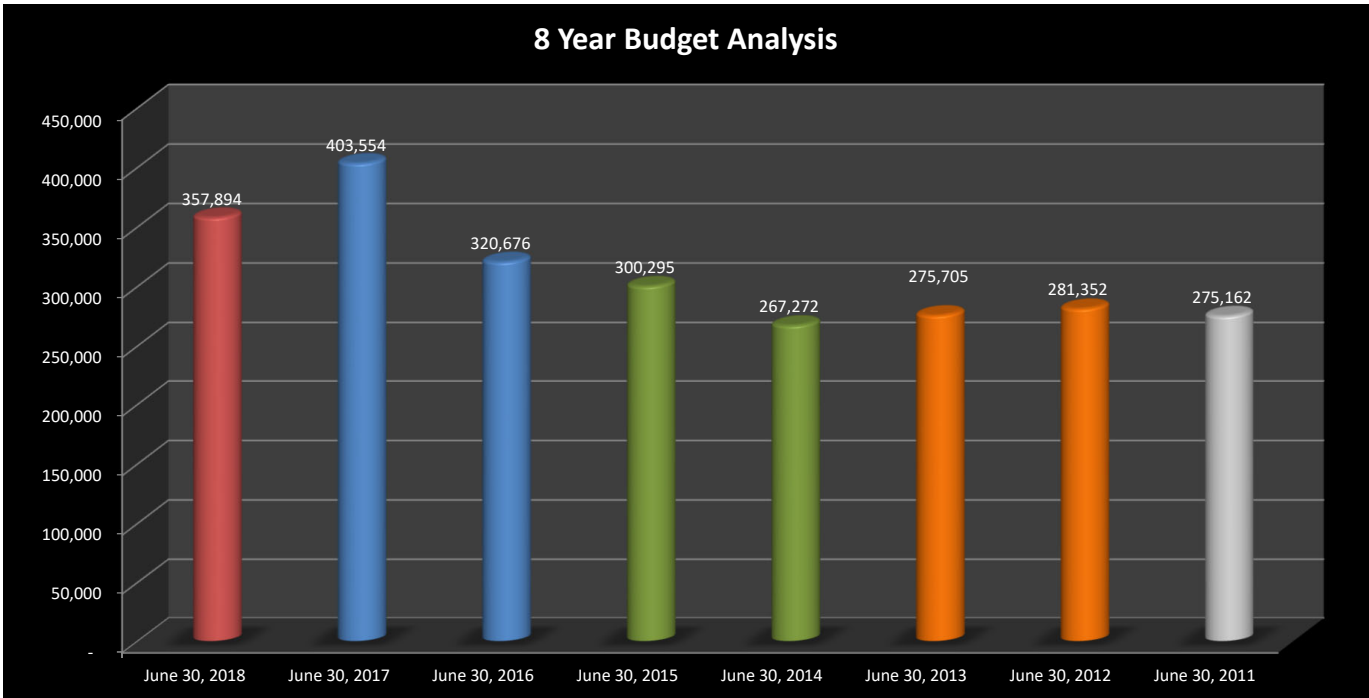
Education	\$1,500.00
OHOC Endowment	\$2,500.00

\$23,850.00

BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Visitors Bureau
 Account Number: 911
 Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Contributions/Transfers							
567 Contributions/Transfers oth Gov. Ent	\$ 369,180	\$ 363,300	\$ 204,535	56.30%	\$ 433,725	\$ -	\$ -
567 In-Kind Contribution-Land	\$ 14,100	\$ -	\$ -		\$ -	\$ -	\$ -
Total Contributions/Transfers	\$ 383,280	\$ 363,300	\$ 204,535	56.30%	\$ 433,725	\$ -	\$ -
Department Grand Total	\$ 383,280	\$ 363,300	\$ 204,535	56.30%	\$ 433,725	\$ -	\$ -



567 Contributions to Other Govt Entities

FY18 Actual \$ 369,180 FY19 YTD as of 11/30/2018 \$ 204,535 FY19 Budget \$ 363,300

Description	FY20 Request Mandated	FY20 Request Mission Critical	FY20 Request Discretionary	FY20 Request New Initiative	Justification/Purpose
Hotel Motel Tax	403,725				FY20 Estimate provided by MGORDON
					50% to CVB
Expansion of Jeff. Co. Welcome Center				30,000	Interior fixtures to describe county assets and amenities
Total	403,725	-	-	30,000	
Total Object Code	433,725				



A Word from the Architect, Michael Mills of the Mills Group:

The Jefferson County Convention & Visitor's Bureau has a vision of developing a unique visitor's experience within the new center inviting people through the front door and encouraging folks to explore all corners of the County of interest to them.

The architecture firm of the Mills Group has worked closely with the CEO, Annette Gavin Bates and the Board of Directors of the Jefferson County Convention & Visitor's Bureau to develop a design solution for an expansion to the existing Visitor's Center. The clients provided the design team with a goal of developing a finished building to serve as a landmark along a major corridor into the county and state providing a true welcoming experience for visitors. Based on exterior detailing found within the county the design team attempted a holistic design for the building's exterior envelop to help the Center blend into the park like surroundings. Local precedents lead to the use of exterior materials such as stone, board and batten siding, and horizontal beveled siding to accomplish a natural look. The building and site amenities will be fully accessible and are designed to accommodate future site services and exhibits.

Focusing on maximizing the visitor's experience, the interior layout is designed for a personal interaction and greeting as soon as the visitor arrives at the staffed counter. Staff will then guide them on their visit as they ask questions, pick up local tourist destination brochures, or purchase a water before embarking on their adventure.

The revitalized interior has doubled the size within the public areas with supporting restroom facilities tripled in capacity. The interior cathedral ceiling main hall has been enlarged to house the exhibit hall focused on highlighting the County's rich history, recreational amenities, and tourism destinations.

Serving as the headquarters of the Convention & Visitors Bureau, the building and supporting space allows for the staff to have dedicated work areas as well as meeting space. The new concept also provides a public meet space and accessible work area as needed on the main level.

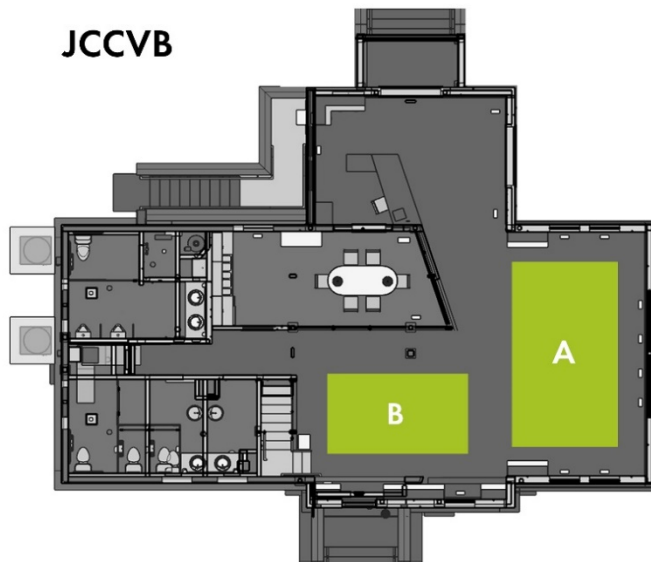
Possible planned exhibits include:

A. Touchscreen & Learning Space

- Larger circulatory space with touchscreen monitors
- App account access via monitors (see below)
- Large topo map or another tactile exhibit
- Purpose: To introduce and integrate walk-ins into the county, local activities and the mobile app

B. Virtual Reality Space

- Smaller space(s) dedicated to intimate virtual reality experiences.
- 360° images/video shot locally at key locations: gaming, horse racing, historic sites, river riding, hiking trail, ziplining, scenic vistas, shopping & dining, etc.
- Purpose: To build interest in local recreation, adventure and history





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JEFFERSON COUNTY

CONVENTION & VISITORS BUREAU

37 Washington Court
Harpers Ferry, WV 25425

CHARLES TOWN • HARPERS FERRY • SHEPHERDSTOWN

January 15, 2019

Dear Jefferson County Commissioners,

With two flowing rivers, mountains and trails, Jefferson County, WV is abundant in natural beauty. Add the history of the area including the Washington family heritage, the events taking place during the Civil War, the Niagara Movement and the Lewis and Clark expedition and you have a community worthy of a visit. I don't need to remind you that tourism is thriving in Jefferson County and we are the most visited county in the state. Therefore, the JCCVB is thrilled to move forward on an expansion and renovation to our current "A Frame" in Harpers Ferry, WV.

Located across from the entrance to the Harpers Ferry National Historical Park where over half million people a year visit, we serve as a *front porch* Welcome Center to the Eastern Panhandle of WV. Formerly a small A-Frame once serving as a Lindal Home real estate model, it has become obvious we needed to make a change. An estimated 35,000 visitors pass through the doors of our center each year and the building has only two bathrooms and about 1,000 square feet in size.

Our project architect, Michael Mills of the Mills Group, worked hard to complete the design and phase concepts and award the bid to contractor, W. Harley Miller Contractors, to secure the timely HUD money. The assistance of the HUD grant for \$250,000 and Washington Heritage Trail Grant in the amount of \$132,402 set the base for site work to begin on Phase 1 of this renovation and expansion project late fall 2018. In addition, the JCCVB Board of Directors acquired a loan for the short gap of the project to the tune of \$515,000. The assistance of the Jefferson County Maintenance Department with in-kind services was the final detail to assure the project could move forward. The current cost estimate is approx. \$950,000 without the interior fixtures, furnishings and interpretive design elements estimated at \$50,000.

Like the rest of our picturesque county we want our visitor center to be functional and attractive. The ramp needs replacing, and handrails added, the exterior of the 30 plus year old building requires new siding, a roof and windows and interior updates. Our vision includes touchscreen learning centers, discovery pods and virtual reality space that will guide you through the county compelling the visitor to see and do more.

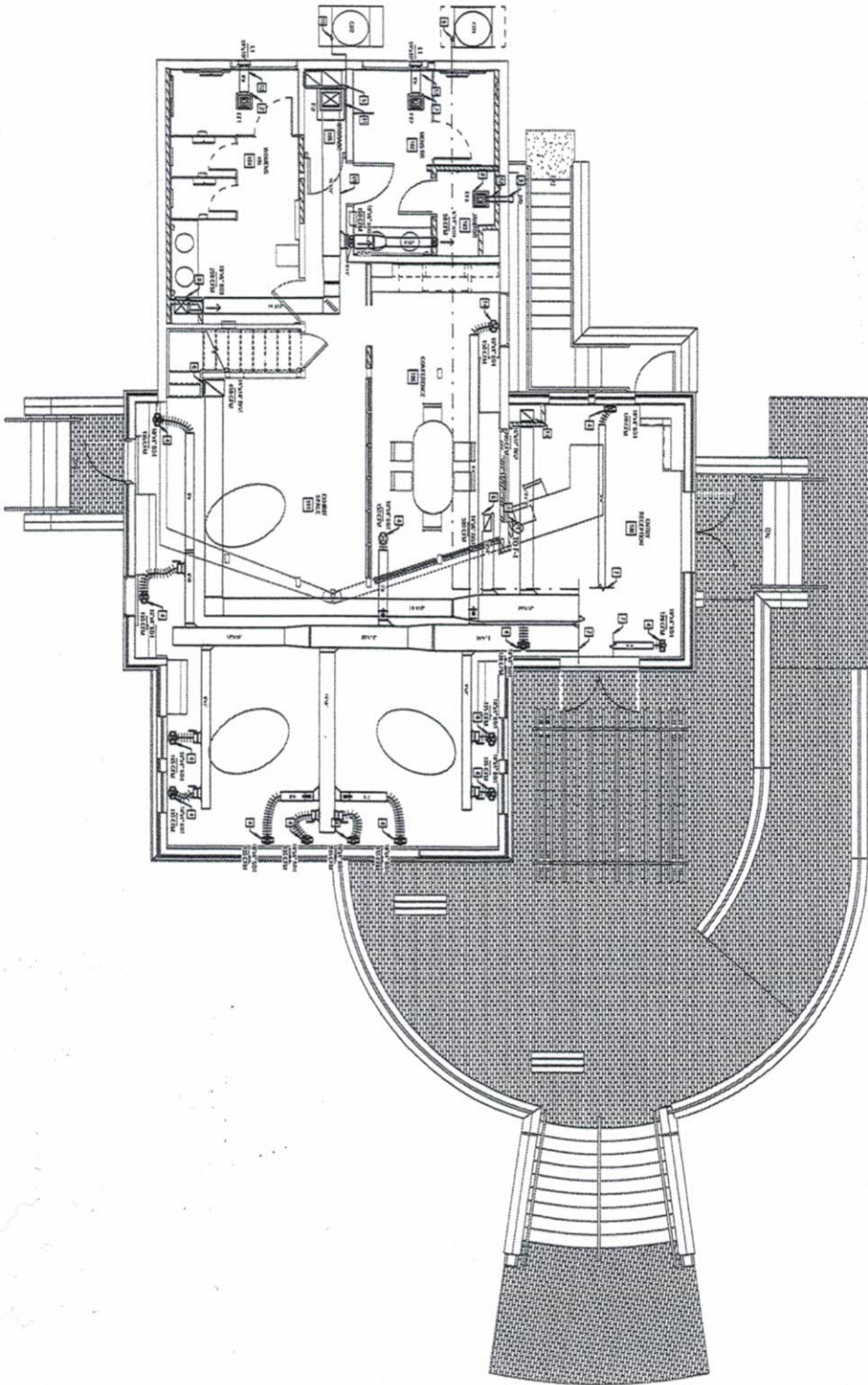
Your help is requested in changing the perception and first impression people have of our state by presenting a renovated and updated visitor center at the gateway of our beautiful county and state of WV.

Enclosed is a rendering, our vision, interior layout plan and project budget to give you an idea how this project will look when completed. The existing Lindal wood on the interior of the building is being preserved to give a warm welcoming feel to everyone entering the building. Once renovations are complete the center will be a showcase.

Thank you for reviewing the enclosed materials and for considering a contribution to the completion of our Welcome Center. I believe this is an investment into the future of our county and I am thrilled to partner with our County Commissioners on this exciting project.

Sincerely,

Annette Gavin Bates
CEO, JCCVB



1/4" = 1'-0"

PROJECT:
JCCVB PHASE 1

37 Washington Ct, Harpers Ferry, WV 25425

JEFFERSON COUNTY CVB



MILLS GROUP
ARCHITECTURE • INTERIOR DESIGN
1000 WASHINGTON STREET, SUITE 200
HARPERS FERRY, WV 25425
TEL: 336-222-1111 FAX: 336-222-1112
WWW.MILLSGROUP.COM

Allpartem Construction Services, Inc.
CONSTRUCTION SERVICES
1000 WASHINGTON STREET, SUITE 200
HARPERS FERRY, WV 25425
TEL: 336-222-1111 FAX: 336-222-1112
WWW.ALLPARTEM.COM

No.	Revision Description	Date

INTENDED DRAWING USE:
CONSTRUCTION DOCUMENTS

Project Number: **T1041**
Date: **10/18/17**
Drawn by: **DAC**
Checked by: **DAC**

M101

Scale **1/4" = 1'-0"**
SCALE REFER TO 2-D DRAWING SHEET

JEFFERSON COUNTY, WV
WELCOME CENTER



**JEFFERSON
COUNTY**
CONVENTION & VISITORS BUREAU

DESIGNED BY

MILLS GROUP
ARCHITECTURE • PLANNING • PRESERVATION



2.07.18

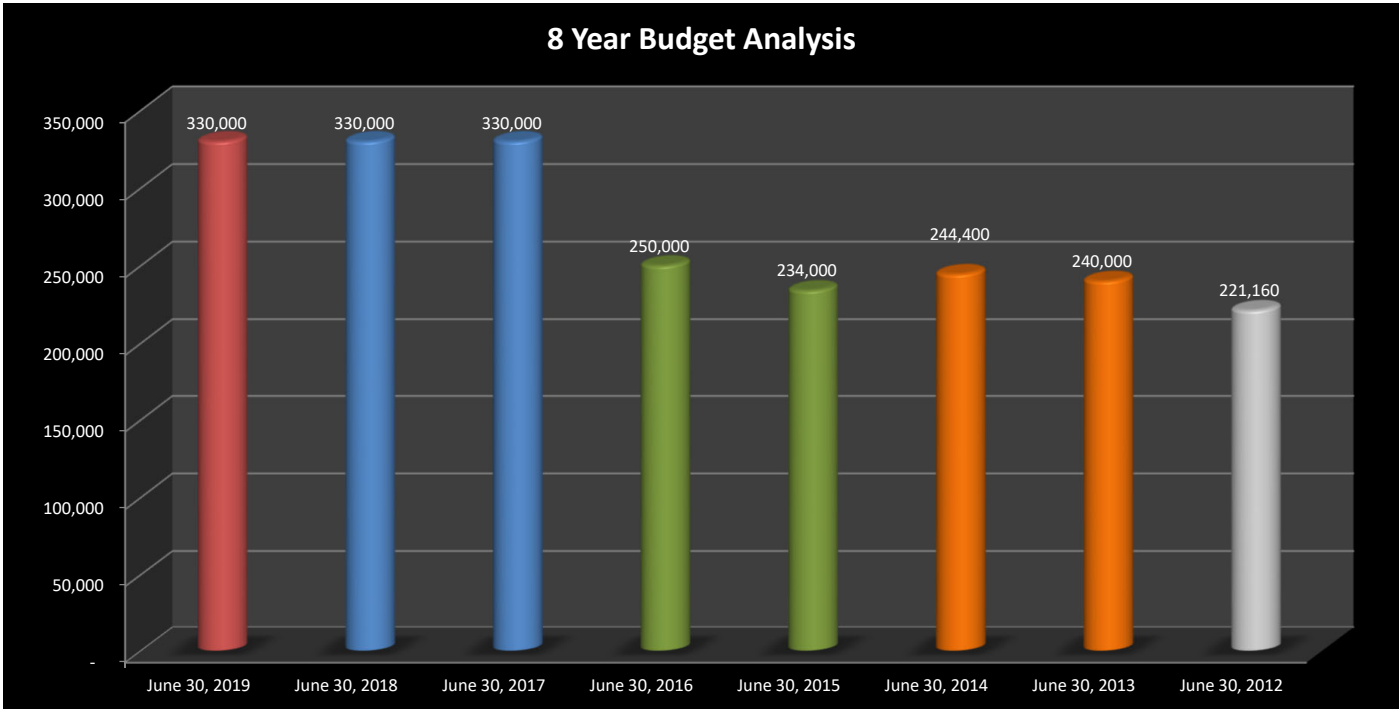
Mills Group Cost Opinion - Jefferson Co. CVB

Phase 1	SF Area	\$/SF Unit Cost	\$ Cost	Notes:
Shell Addition & Exterior Renovation				
Envelope with Doors and Windows	2,261	183	413,000	Bid on 9/1/2017 Possible award to W. Harley Miller Contractors
Phase 2 & 3				
Building				
Level 1				
Entry and Reception Space	294	75	22,050	
Exhibition Space (Double Ht.)	652	100	65,200	
Restrooms and Janitor Closet	358	150	53,700	
Meeting Room	220	75	16,500	
Kitchenette	22	150	3,300	
Circulation and Storage	117	50	5,850	
Level 2				
New Loft	140	75	10,500	
Existing Loft	516	25	12,900	
Stairs to Level 1	36	25	900	
Subtotal	2,355		190,900	81 Average \$/SF
Site				
Masonry Wall	792	50	39,600	
Handrails	1	7500	7,500	
Concrete Patio	1,055	25	26,375	
Unit Paving	84	20	1,680	
Grass and Landscaping (LS)	1	20000	20,000	
Pergola	196	30	5,880	
Perimeter Railing (LF)	115	175	20,125	
Site Furnishings (EA)	15	1500	22,500	
Existing Parking	9,400	2	18,800	
Sidewalks	1	15000	15,000	
Stormwater management system	1	85000	85,000	
Subtotal			262,460	
			866,360	
A/E fees			87,890	
			\$ 954,250	

BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Library
 Account Number: 916
 Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Contributions/Transfers							
567 Contributions/Transfers oth Gov. Ent	\$ 330,000	\$ 330,000	\$ 165,000	50.00%	\$ 370,000		
Total Contributions/Transfers	\$ 330,000	\$ 330,000	\$ 165,000	50.00%	\$ 370,000	\$ -	\$ -
Department Grand Total	\$ 330,000	\$ 330,000	\$ 165,000	50.00%	\$ 370,000	\$ -	\$ -

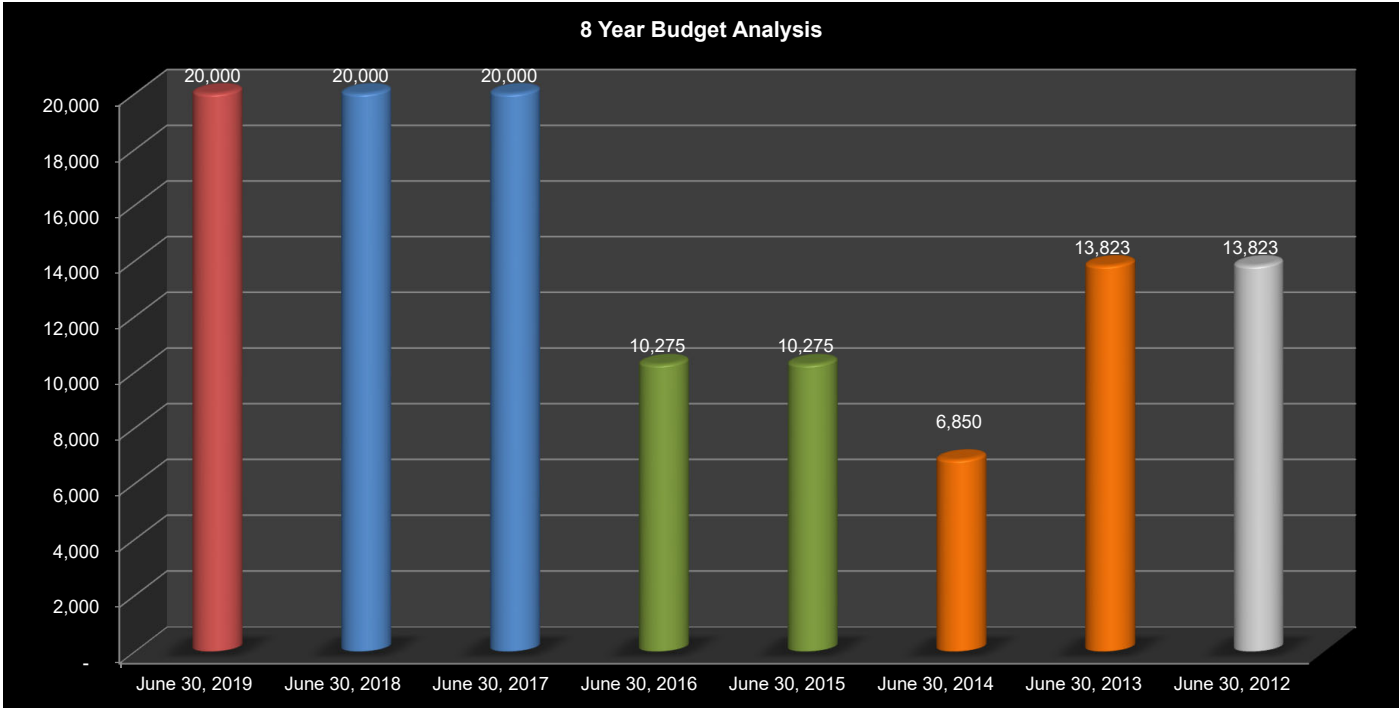


BUDGET REQUEST

Fiscal Year: 2019 - 2020
 Department: Public Transit
 Account Number: 953

Notes: Expenditure data as of 11/30/2018

	FY18 Actual	FY19 Budget	FY19 YTD Actual	% Spent YTD	FY20 Budget Request	Working Total	Approved FY20
Contributions/Transfers							
567 Contributions/Transfers oth Gov. Ent	\$ 20,000	\$ 20,000	\$ 10,000	50.00%	\$ 25,000		
Total Contributions/Transfers	\$ 20,000	\$ 20,000	\$ 10,000	50.00%	\$ 25,000	\$ -	\$ -
Department Grand Total	\$ 20,000	\$ 20,000	\$ 10,000	50.00%	\$ 25,000	\$ -	\$ -



Proposed Budget

FY20 Budget
With 2yr Comparison

	FY18	FY19	FY20
Ordinary Income/Expense			
Income			
Farebox Cash	93,000.00	95,000.00	95,000.00
Farebox Tickets	70,000.00	72,000.00	72,000.00
Grants			
Preventative Maintenance	283,777.00	250,354.00	235,500.00
5339	62,211.00	0.00	0.00
MARC State WV		30,795.00	0.00
Operating Grant	602,805.00	689,156.00	704,000.00
Total Grants	948,793.00	970,305.00	939,500.00
Local Funds			
Advertising Income			
In-kind Advertising	44,772.00	44,772.00	44,772.00
Advertising Income - Other	43,000.00	44,000.00	44,000.00
Total Advertising Income	87,772.00	88,772.00	88,772.00
Contract Revenue			
HFHNP	250,000.00	270,000.00	270,000.00
MARC/MD	170,000.00	10,000.00	10,000.00
MARC Jefferson		30,000.00	0.00
MARC Berkeley		30,000.00	0.00
MARC/WV	0.00	0.00	158,000.00
NEMT	140,000.00	143,345.00	162,000.00
Shepherd University	142,945.00	190,000.00	200,000.00
TANF		4,200.00	4,200.00
Berkeley County Services		125,000.00	75,000.00
Total Contract Revenue	702,945.00	802,545.00	879,200.00
Local Contribution			
Berkeley County Commission	51,300.00	51,300.00	55,000.00

Proposed Budget

FY20 Budget
With 2yr Comparison

	FY18	FY19	FY20
Berkeley County In-Kind IT	275.00	10,275.00	10,275.00
Bolivar Town Council	2,500.00	2,500.00	2,500.00
City of Charles Town	9,000.00	11,000.00	15,000.00
City of Martinsburg	50,000.00	50,000.00	55,000.00
City of Ranson	20,000.00	20,000.00	20,000.00
Harpers Ferry Town Council	1,000.00	1,200.00	2,500.00
Jefferson County Commission	20,000.00	20,000.00	25,000.00
Transit Contributions	0.00	2,500.00	2,500.00
Total Local Contribution	154,075.00	168,775.00	187,775.00
Miscellaneous Income	0.00	0.00	0.00
Total Local Funds	857,020.00	971,320.00	1,066,975.00
Total Income	2,056,585.00	2,197,397.00	2,262,247.00
Expense			
Ad Legal, Procure, Employment	2,000.00	2,000.00	3,000.00
Audit Costs	5,000.00	4,600.00	4,600.00
Bank Service Charges	400.00	400.00	200.00
Board Expense	6,000.00	6,600.00	7,200.00
MARC State WV		30,000.00	54,000.00
Contractual/Professional Serv.			
Accounting	0.00	4,600.00	4,600.00
Computer Software & Maintenance	17,300.00	18,000.00	18,000.00
Consultant/Planning	50,000.00	50,094.00	50,094.00
Total Contractual/Professional Serv.	67,300.00	72,694.00	72,694.00
Dues/Subscriptions/Memberships	4,500.00	4,500.00	4,500.00
Facility Maintenance			
Security	2,000.00	700.00	700.00
Facility Maintenance	17,500.00	17,500.00	17,500.00

Proposed Budget

FY20 Budget With 2yr Comparison				
		FY18	FY19	FY20
Total Facility Maintenance		19,500.00	18,200.00	18,200.00
Fuel		220,000.00	220,000.00	230,000.00
Garage/Vehicles				
Off-Site Vehicle Maint & Towing		17,000.00	32,960.00	17,000.00
On -Site Vehicle Maint		5,000.00	5,000.00	10,000.00
Service Materials		2,500.00	3,200.00	4,000.00
Shop Equipment		12,500.00	5,500.00	5,500.00
Hand Tools		0.00	0.00	1,500.00
Total Shop Equipment		37,000.00	46,660.00	38,000.00
Tires		19,500.00	17,500.00	17,500.00
Vehicle Equipment				
Replacement Parts		45,000.00	31,000.00	34,000.00
Zonar/Passio		5,600.00	21,740.00	21,740.00
Vehicle Equipment		22,000.00	14,000.00	9,000.00
Total Vehicle Equipment		72,600.00	66,740.00	64,740.00
Total Garage/Vehicles		129,100.00	130,900.00	118,740.00
Retirement/Employee		0.00	0.00	46,800.00
In Kind Expense		0.00	0.00	44,772.00
Insurance				
Auto & Property/Casualty		52,000.00	58,000.00	65,000.00
Insurance - Other				
Workers Comp		35,000.00	39,000.00	39,000.00
Total Insurance		87,000.00	97,000.00	104,000.00
Marketing				
Advertising		3,500.00	3,500.00	3,500.00
Bus Logo		500.00	500.00	500.00
Web		4,500.00	1,500.00	1,500.00

Proposed Budget

FY20 Budget With 2yr Comparison		FY18	FY19	FY20
Text Alert		500.00	500.00	500.00
Promotional Items		2,000.00	2,000.00	2,000.00
Marketing Supplies		2,000.00	2,000.00	2,000.00
Total Marketing		13,000.00	10,000.00	10,000.00
Office Expenses				
Commision			14,250.00	14,250.00
Office Equipment		7,800.00	7,800.00	7,800.00
Personnel Expenses		1,200.00	1,125.00	1,125.00
Office Supplies		4,200.00	3,000.00	3,000.00
Total Office Expenses		13,200.00	26,175.00	26,175.00
Payroll Expenses				
Dental Ins Company		9,100.00	10,000.00	10,500.00
Life,AD/D,STD,LTD		22,000.00	22,000.00	23,100.00
Pay Exp. - FICA		84,500.00	86,500.00	95,000.00
Pay Exp. - SUTA Exp.		20,000.00	15,000.00	15,000.00
Vision Ins Company Expense		3,800.00	3,500.00	3,700.00
Total Payroll Expenses		139,400.00	137,000.00	147,300.00
Postage and Delivery		750.00	750.00	750.00
Printing/Copying		7,000.00	19,000.00	19,000.00
Safety/Training Supplies				
Drug/Alc, Phys, Back Ground		4,000.00	4,200.00	5,200.00
Safety/Training Supplies		3,000.00	5,000.00	5,000.00
Total Safety/Training Supplies		7,000.00	9,200.00	10,200.00

Proposed Budget

	FY18	FY19	FY20
FY20 Budget With 2yr Comparison			
Salaries			
Driver's Salaries			
EPTA Driver	390,000.00	438,875.00	481,375.00
HFHNP Driver	135,000.00	141,750.00	141,750.00
MARC Driver	56,100.00	58,900.00	50,000.00
NEMT Driver	100,672.00	95,720.00	103,220.00
Shepherd University Driver	40,000.00	44,000.00	48,000.00
Total Driver's Salaries	721,772.00	779,245.00	824,345.00
Maintenance			
Mechanic	60,295.00	67,000.00	67,000.00
Fleet & Facility Manager	33,945.00	34,200.00	34,200.00
HFHNP Mechanic	54,500.00	56,500.00	56,500.00
Total Maintenance	148,740.00	157,700.00	157,700.00
Staff Salaries			
Finance Mgr	37,500.00	38,000.00	42,000.00
Deputy Director/Marketing	47,500.00	49,000.00	55,000.00
Operations Manager	47,500.00	47,500.00	49,500.00
Dispatcher	57,936.00	91,696.00	66,500.00
Director	57,500.00	61,000.00	61,000.00
Mobilty Manager	0.00	0.00	30,000.00
Overtime	58,617.00	55,000.00	80,548.00
HR Generalist	37,500.00	38,250.00	38,250.00
Total Staff Salaries	344,053.00	380,446.00	422,798.00
Salaries - Other	0.00	0.00	0.00
Total Salaries	1,133,693.00	1,317,391.00	1,404,843.00
Travel & Training	12,000.00	10,000.00	10,000.00
Uniforms (Employee)			

Proposed Budget

FY20 Budget
With 2yr Comparison

	FY18	FY19	FY20
Uniforms - Maintenance/Mechanic	3,000.00	3,000.00	3,567.00
Uniforms (Employee)	5,000.00	5,000.00	5,000.00
Total Uniforms (Employee)	8,000.00	8,000.00	8,567.00
Utilities			
Gas and Electric	15,000.00	13,000.00	13,000.00
Telephone/Communications	5,700.00	4,500.00	18,000.00
Berkeley County IT		10,275.00	10,275.00
Waste/Trash	2,170.00	2,325.00	2,500.00
Water & Sewer	2,000.00	2,000.00	2,200.00
Total Utilities	24,870.00	32,100.00	45,975.00
Total Expense	2,056,585.00	2,226,830.00	2,367,216.00
Capital 5339 Bus Replacement	49769	583497	260,000
5310 Van Replacement		60,000	72,000
Local Match	12442	128,700	66,400
	62,211.00	772,197.00	772,197.00