

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2019
THURSDAY, MARCH 21, 2019
6:00 P.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF REQUISITIONS

- March 21, 2019

APPROVAL OF ACCOUNTS PAYABLE

- March 14, 2019
- March 21, 2019

APPROVAL OF MANUAL CHECKS

- March 15, 2019
- March 22, 2019

APPROVAL OF PAYROLL

- March 7, 2019
- Eagle Scout Recognition

FINANCE DIRECTOR REPORT

- Review and Approval of FY2019 State Budget Revision 4 for the General Fund - Discussion/Action
- Review and Approval of FY2019 Internal Budget Revision 2 for the General Fund - Discussion/Action

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT (6:20 p.m. - 6:40 p.m)

PRESENTATIONS

1. 6:40 p.m. Pete Dougherty, Sheriff
- Approval of Court Security Grant - Discussion/Action
2. 6:55 p.m. Debra Young, Jefferson County Victim Assistance Program
- Approval of VOCA Grant Application - Discussion/Action
3. 7:10 p.m. Interviews and Appointments to the Jefferson County Board of Zoning Appeal
- Discussion/Action
4. 7:25 p.m. Appointments to the Jefferson County Development Authority -
Discussion/Action

Appointment to the Jefferson County Development Authority - City of Charles
Town Representative - Discussion/Action

Interviews and Appointment to the Jefferson County Development Authority -
Corporation of Shepherdstown Representative - Discussion/Action
5. 8:00 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of Jefferson County Civil Action #17-C-282 - Discussion/Action
- Discussion of renewal of County cable franchise agreement and related
issues - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #18-P-132 -
Discussion/Action
- Discussion of EEOC Charge #533-2018-01557 - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #18-C-171 -
Discussion/Action
- Discussion of EEOC Charge #533-2017-00706 - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action # 18-C-201 -
Discussion/Action
- Discussion of Board of Health septic tank permitting process and
procedures - Discussion/Action
- Discussion of and communication with FEMA regarding potential
resolution. U.S. District Court (Northern District) Civil Action #3:18-CV-122 -
Discussion/Action
- Discussion of U.S. District Court (Southern District) Civil Action #2:18-CV-
1126 - Discussion/Action

NEW BUSINESS

6. Request for WVDEP public hearing in Jefferson County, permit #WVR311281: Gas pipeline extension - Discussion/Action (JT)
7. Decision - Amendment to the Impact Fees Procedures Ordinance - Discussion/Action
8. Discuss Commission Liaison to the Charles Town Utility Board - Discussion/Action
9. Student Liaison to the JCC - Discussion/Action (JC)

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

10. 9:00 p.m. **ADJOURN**

CORRESPONDENCE/INFORMATION

Nominations for appointment to the Charles Town Utility Board on April 4, 2019.

Appointments to the Historic Landmarks Commission on April 4, 2019.

Appointments to the Planning Commission on April 4, 2019.

Appointments to the Jefferson County Development Authority on April 4, 2019.

Correspondence received from the Division of Highways regarding the Statewide Transportation Improvement Plan (STIP).

REQUISITIONS TO BE APPROVED

March 21, 2019

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
Courthouse	19004	\$ 152,000.00	Minighini's	Cross Section Paint Microscopy
GRAND TOTAL		\$ 152,000.00		

October 3, 2018

Jefferson County Commission
Maintenance Department
128 Industrial Boulevard
Kearneysville, WV 25430

Re: Jefferson County Courthouse – Cross-Section Paint Microscopy Report Paint Bid

Minghini's General Contractors, Inc. is submitting the following bid for the painting and repairing damaged bricks/masonry work requested at the Jefferson County Courthouse. The bid is based on the pre-bid meeting and the Cross-Section Paint Microscopy Report provided by the Jefferson County Maintenance Department.

Jefferson County Courthouse Cross-Section Paint Microscopy Report Paint Bid \$152,000.00

See the attached page for a list of clarifications.

MINGHINI'S GENERAL CONTRACTORS, INC.

Jacob Collis

Jacob Collis, Project Manager



WV 000056

51 Trumpet Lane ● Martinsburg, WV 25404-4889
P: (304) 263-9988 ● F: (304) 263-0109 ● www.minghinis.com

Bid Clarifications:

- B&O Taxes are included.
- Bonding is included.
- Testing by Owner if required.
- The bid is based on the pre-bid meeting and the Cross-Section Paint Microscopy Report provided by the Jefferson County Maintenance Department. Work will only be done on brick portions of the courthouse.
- An allowance of \$10,000.00 has been figured for repairing damaged bricks/masonry.
- Paint products used in this proposal:
 - 1 coat of Sherwin Williams Loxon Clear Conditioner.
 - 2 coats of Sherwin Williams Exterior SuperPaint.
- No lead abatement, lead removal, or lead disposal is included. The building owner shall confirm that this property does not fall under the Lead RRP rule.



WV 000056

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P: (304) 263-9988 • F: (304) 263-0109 • www.minghinis.com

October 3, 2018

Jefferson County Commission
Maintenance Department
128 Industrial Boulevard
Kearneysville, WV 25430

Re: Jefferson County Courthouse Paint Bid

REFERENCES OF HISTORICAL RESTORATIONS

Jefferson County Courthouse: Columns/Roof, Gutters and Soffits/Painting of the roof/Painting and Repair of the Clock Tower

Jefferson County Commission
Bill Polk (County Representative)
\$536,767.00

Charles Town City Hall Water Damage

City of Charles Town
Helbing Lipp Recny Architects
Katie See (City Representative)
\$303,635.00

MARC Layover Facility

CSX Transportation
Mike Hoey (CSX Representative)
\$1,333,707.00



WV 000056

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West Virginia Courthouse Facilities Improvement Authority Funding Award	Notification Date November 2018	Application Number: 16cycJefferson19
	GRANT ID NUMBER 16cycJeffe2019	State Fund Number 8685
	Grant Cycle 016	Program Name WV Courthouse Facilities Improvement Authority
F.E.I.N: 55-6000333	Funding Period From: January 1, 2019 To: December 31, 2019	
Recipient Name and Address: Jefferson County Commission P.O. Box 250 Charles Town, WV 25414	Project Name Exterior Improvements – Repair brick, masonry & paint	
	Funding Program ID: CFIF	
	Project Number: 16cyc Jefferson16 CY2019 19	
	Project Description: Repair brick and masonry; repaint bricks and paint exterior of main courthouse.	
Special Requirements: The grant application included 2 different options of repair. Please report to the CFIA once your final approach of repair is decided.		
Change Orders: Number: Date: Purpose:		
COPY OF ORIGINAL AGREEMENT IS ON FILE IN THE OFFICE OF THE COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY AND IS AVAILABLE FOR INSPECTION.		Maximum Amount Approved: \$ 100,000.00
Authorized Signature: <u>Melissa K Smith</u> Melissa K. Smith Executive Director WV Courthouse Facilities Improvement Authority		Date <u>12/3/18</u>
Payment Advice: Reimbursement contingent upon project completion and submission of all required documentation. All project funds secured from sources other than CFIA are the responsibility of the County Commission.		

CHECK REGISTER
MARCH 14, 2019

CHECK NUMBER	DEPT	VENDOR NAME	AMOUNT
81438	428	ADVANTAGE TECHNOLOGY LLC	\$ 8,400.00
81439	P/R DED	ALBERT HOCKMAN	\$ 2,098.28
81440	P/R DED	AMERIFLEX	\$ 114.00
81441	712	AT&T	\$ 180.22
81442	425	BIEDLERS ELEC MOTOR REP	\$ 86.57
81443	405	CAYLIN ROBERT VALENTINE	\$ 138.00
81444	700	DARYLL WIMER	\$ 5.84
81445		FIFTH THIRD BANK	\$ 110,290.15
81446	P/R DED	HOPE THOMPSON	\$ 2,116.94
81447	412	JADA BENNETT	\$ 317.26
81448	P/R DED	JESSICA GORMONT	\$ 921.83
81449	P/R DED	LAURA STORM	\$ 183.25
81450	P/R DED	MEGAN FARIAS	\$ 2,250.00
81451	425	OLD CHARLES TOWN LIBRARY	\$ 1,500.00
81452	424	PATRIOT FIRE AND SECURITY	\$ 550.00
81453	P/R DED	RETIREE HEALTH BENEFIT TRUST	\$ 306.00
81454	P/R DED	RETIREE HEALTH BENEFIT TRUST	\$ 8,306.00
81455	P/R DED	SHAYNA MASON	\$ 1,688.94
81456	404	SHERIFF OF JEFFERSON COUNTY	\$ 29.60
81457	404	SHERIFF OF JEFFERSON COUNTY	\$ 103.30
81458	404	SHERIFF OF JEFFERSON COUNTY	\$ 197.54
81459	402	SOFTWARE SYSTEMS INC	\$ 118.50
81459	404	SOFTWARE SYSTEMS INC	\$ 878.00
81459	406	SOFTWARE SYSTEMS INC	\$ 79.00
81459	428	SOFTWARE SYSTEMS INC	\$ 217.00
81460	P/R DED	VINCENT TIONG	\$ 425.46
			\$ 141,501.68

DEPT TOTALS

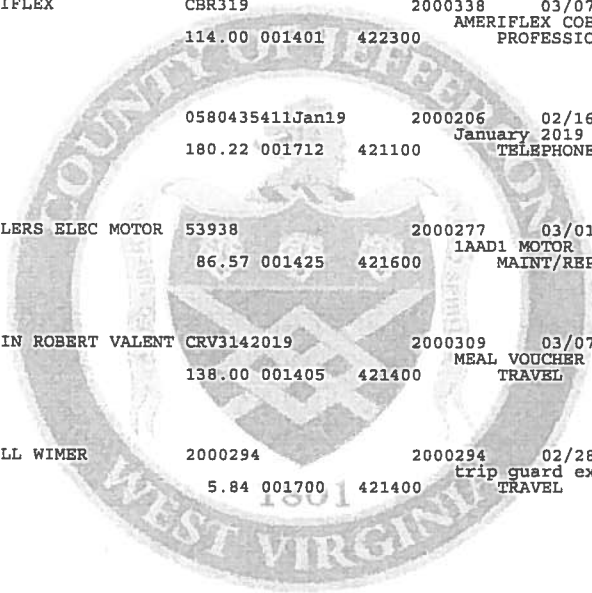
402/CCLK		CO. CLERK	\$ 118.50
404/TAX		TAX OFFICE	\$ 1,208.44
405/PA		PROS ATTY	\$ 138.00
406/ASSR		ASSESSORS	\$ 79.00
412/AG		AG AGT	\$ 317.26
424/CTHS		COURT HOUSE	\$ 550.00
425/OB		OTHER BUILDING	\$ 1,586.57
428/DATAP		DATA PROCESSING	\$ 8,617.00
700/SHRF		SHERIFF DEPT	\$ 5.84
712/911		911 COMMUNICATION	\$ 180.22
P/R DEDCTNS		PAYROLL DEDUCTIONS	\$ 18,410.70
FIFTH THIRD		FIFTH THIRD BANK	\$ 110,290.15
TOTAL			\$ 141,501.68

Jefferson County
Charles Town, West Virginia

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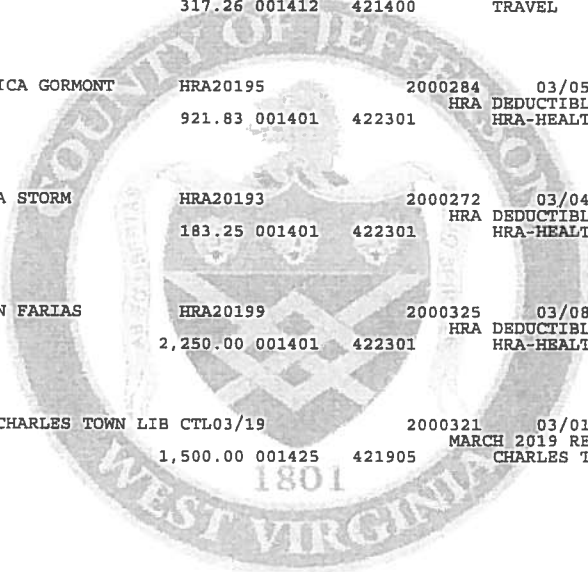
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CASH ACCOUNT: 999	10102	CASH-BANK OF CHARLES TOWN	INVOICE	DOCUMENT	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME	INVOICE	INVOICE DTL	DESC			
81438	03/14/2019	PRTD 10164 ADVANTAGE TECHNOLOGY	31935	2000327	01/03/2019		AP190214	4,200.00
		Invoice: 31935	4,200.00 001428	435500	Information Technology Management Consulting			
			32658	2000328	02/03/2019		AP190214	4,200.00
		Invoice: 32658	4,200.00 001428	435500	Information Technology Management Consult			
					INFORMATION TECH SUPPORT			
					CHECK	81438	TOTAL:	8,400.00
81439	03/14/2019	PRTD 17132 ALBERT HOCKMAN	HRA20191	2000274	03/04/2019		AP190214	2,098.28
		Invoice: HRA20191	2,098.28 001401	422301	HRA DEDUCTIBLE REIMBURSEMENT			
					HRA-HEALTH REIMBURSEMENT ACCT			
					CHECK	81439	TOTAL:	2,098.28
81440	03/14/2019	PRTD 10172 AMERIFLEX	CBR319	2000338	03/07/2019		AP190214	114.00
		Invoice: CBR319	114.00 001401	422300	AMERIFLEX COBRA ADMIN			
					PROFESSIONAL SERVICES			
					CHECK	81440	TOTAL:	114.00
81441	03/14/2019	PRTD 10073 AT&T	0580435411Jan19	2000206	02/16/2019		AP190214	180.22
		Invoice: 0580435411Jan19	180.22 001712	421100	January 2019 Long Distance Charges			
					TELEPHONE			
					CHECK	81441	TOTAL:	180.22
81442	03/14/2019	PRTD 11017 BIEDLERS ELEC MOTOR	53938	2000277	03/01/2019		AP190214	86.57
		Invoice: 53938	86.57 001425	421600	1AAD1 MOTOR			
					MAINT/REP EQUIPMENT			
					CHECK	81442	TOTAL:	86.57
81443	03/14/2019	PRTD 100008 CAYLIN ROBERT VALENT	CRV3142019	2000309	03/07/2019		AP190214	138.00
		Invoice: CRV3142019	138.00 001405	421400	MEAL VOUCHER			
					TRAVEL			
					CHECK	81443	TOTAL:	138.00
81444	03/14/2019	PRTD 32189 DARYLL WIMER	2000294	2000294	02/28/2019		AP190214	5.84
		Invoice: 2000294	5.84 001700	421400	trip guard expense			
					TRAVEL			



Jefferson County
Charles Town, West Virginia

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CASH ACCOUNT: 999		10102 CASH-BANK OF CHARLES TOWN							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	DOCUMENT	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
								CHECK	81444 TOTAL: 5.84
81445	03/14/2019	PRTD	100003 FIFTH THIRD BANK	FTB02/19	2000349	02/28/2019		AP190214	110,290.15
	Invoice: FTB02/19			110,290.15 001	203	FEB 2019 PCARD BILLING			
						PCARD CONTROL / LIABILITY		CHECK	81445 TOTAL: 110,290.15
81446	03/14/2019	PRTD	29131 HOPE THOMPSON	HRA20198	2000324	03/08/2019		AP190214	2,116.94
	Invoice: HRA20198			2,116.94 001401	422301	HRA DEDUCTIBLE REIMBURSEMENT HOPE THOMPSON			
						HRA-HEALTH REIMBURSEMENT ACCT		CHECK	81446 TOTAL: 2,116.94
81447	03/14/2019	PRTD	11136 JADA BENNETT	JB372019	2000311	02/28/2019		AP190214	317.26
	Invoice: JB372019			317.26 001412	421400	REIMB MILEAGE TRAVEL			
								CHECK	81447 TOTAL: 317.26
81448	03/14/2019	PRTD	16053 JESSICA GORMONT	HRA20195	2000284	03/05/2019		AP190214	921.83
	Invoice: HRA20195			921.83 001401	422301	HRA DEDUCTIBLE REIMBURSEMENT			
						HRA-HEALTH REIMBURSEMENT ACCT		CHECK	81448 TOTAL: 921.83
81449	03/14/2019	PRTD	27040 LAURA STORM	HRA20193	2000272	03/04/2019		AP190214	183.25
	Invoice: HRA20193			183.25 001401	422301	HRA DEDUCTIBLE REIMBURSEMENT			
						HRA-HEALTH REIMBURSEMENT ACCT		CHECK	81449 TOTAL: 183.25
81450	03/14/2019	PRTD	15099 MEGAN FARIAS	HRA20199	2000325	03/08/2019		AP190214	2,250.00
	Invoice: HRA20199			2,250.00 001401	422301	HRA DEDUCTIBLE REIMBURSEMENT MEGAN FARIAS			
						HRA-HEALTH REIMBURSEMENT ACCT		CHECK	81450 TOTAL: 2,250.00
81451	03/14/2019	PRTD	12135 OLD CHARLES TOWN LIB	CTL03/19	2000321	03/01/2019		AP190214	1,500.00
	Invoice: CTL03/19			1,500.00 001425	421905	MARCH 2019 RENT CHARLES TOWN LIBRARY RENT			
								CHECK	81451 TOTAL: 1,500.00

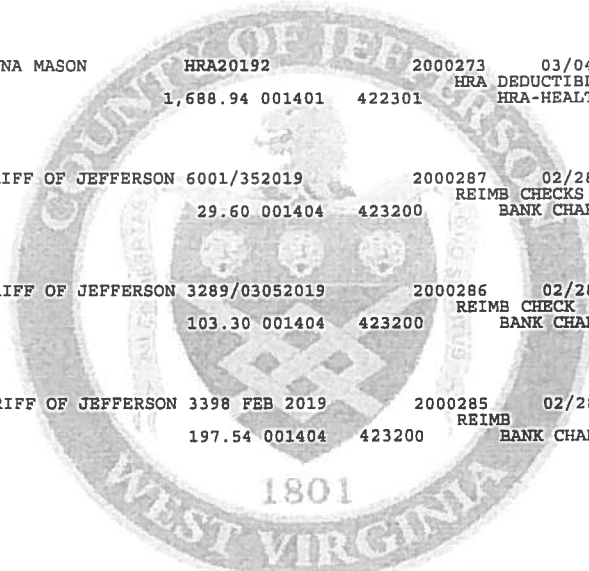


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Charles Town, West Virginia

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CASH ACCOUNT: 999	10102	CASH-BANK OF CHARLES TOWN	DOCUMENT	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME	INVOICE	INVOICE DTL	DESC		
81452	03/14/2019	PRTD 25084 PATRIOT FIRE AND SEC	11811	2000300	02/25/2019	AP190214	550.00
	Invoice: 11811				FIRE ALARM SERVICE CALL - REPLACE DUCT DETECTOR		
			550.00 001424	421600	MAINT/REP EQUIPMENT		
					CHECK	81452 TOTAL:	550.00
81453	03/14/2019	PRTD 27078 RETIREE HEALTH BENEF	89604662503051972964	2000276	03/04/2019	AP190214	306.00
	Invoice: 89604662503051972964				RETIREEES MEDICAL INSUREANCE ADJUSTED FOR FEB 2019		
			306.00 001401	423900	INSURANCE PREMIUM RETIREE		
					CHECK	81453 TOTAL:	306.00
81454	03/14/2019	PRTD 27078 RETIREE HEALTH BENEF	89604662503051938311	2000275	03/04/2019	AP190214	8,306.00
	Invoice: 89604662503051938311				RETIREEES MEDICAL INSURANCE MARCH 2019		
			8,306.00 001401	423900	INSURANCE PREMIUM RETIREE		
					CHECK	81454 TOTAL:	8,306.00
81455	03/14/2019	PRTD 15008 SHAYNA MASON	HRA20192	2000273	03/04/2019	AP190214	1,688.94
	Invoice: HRA20192				HRA DEDUCTIBLE REIMBURSEMENT		
			1,688.94 001401	422301	HRA-HEALTH REIMBURSEMENT ACCT		
					CHECK	81455 TOTAL:	1,688.94
81456	03/14/2019	PRTD 28297 SHERIFF OF JEFFERSON	6001/352019	2000287	02/28/2019	AP190214	29.60
	Invoice: 6001/352019				REIMB CHECKS		
			29.60 001404	423200	BANK CHARGES		
					CHECK	81456 TOTAL:	29.60
81457	03/14/2019	PRTD 28297 SHERIFF OF JEFFERSON	3289/03052019	2000286	02/28/2019	AP190214	103.30
	Invoice: 3289/03052019				REIMB CHECK		
			103.30 001404	423200	BANK CHARGES		
					CHECK	81457 TOTAL:	103.30
81458	03/14/2019	PRTD 28297 SHERIFF OF JEFFERSON	3398 FEB 2019	2000285	02/28/2019	AP190214	197.54
	Invoice: 3398 FEB 2019				REIMB		
			197.54 001404	423200	BANK CHARGES		
					CHECK	81458 TOTAL:	197.54



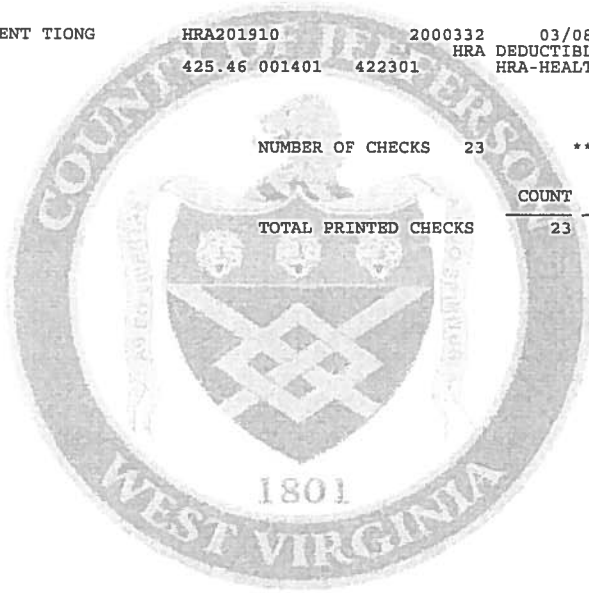
Jefferson County
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CASH ACCOUNT: 999	10102	CASH-BANK OF CHARLES TOWN	INVOICE	DOCUMENT	INV DATE	PO	CHECK RUN	NET	
CHECK NO	CHK DATE	TYPE VENDOR NAME							
INVOICE DTL DESC									
81459	03/14/2019	PRTD 28017	SOFTWARE SYSTEMS INC	32426	2000299	02/28/2019	AP190214	79.00	
Invoice: 32426									
				79.00 001406	423000	MNTHLY COMPUTER MAINT CONTRACTED SERVICES			
				32427	2000305	02/28/2019	AP190214	217.00	
Invoice: 32427									
				217.00 001428	435500	MNTHLY COMPUTER MAINT INFORMATION TECH SUPPORT			
				32493	2000306	02/28/2019	AP190214	118.50	
Invoice: 32493									
				118.50 001402	423000	MNTHLY COMPUTER MAINT CONTRACTED SERVICES			
				32428	2000307	02/28/2019	AP190214	878.00	
Invoice: 32428									
				878.00 001404	423000	MNTHLY COMPUTER MAINT CONTRACTED SERVICES			
							CHECK	81459 TOTAL:	1,292.50
81460	03/14/2019	PRTD 29057	VINCENT TIONG	HRA201910	2000332	03/08/2019	AP190214	425.46	
Invoice: HRA201910									
				425.46 001401	422301	HRA DEDUCTIBLE REIMBURSEMENT HRA-HEALTH REIMBURSEMENT ACCT			
							CHECK	81460 TOTAL:	425.46
								NUMBER OF CHECKS	23
								*** CASH ACCOUNT TOTAL ***	141,501.68
								COUNT	AMOUNT
								TOTAL PRINTED CHECKS	23
									141,501.68
								*** GRAND TOTAL ***	141,501.68



**MANUAL CHECKS
MARCH 15, 2019**

HOME DETETION			
O08			
Date	Check #	VENDOR	Amount
3/15/2019	638	ATTENTI	\$ 3,337.60
3/15/2019	639	AXON	\$ 1,130.00
3/15/2019	640	CDA	\$ 336.00
3/15/2019	641	UNITED BANK	\$ 56.03
ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
3/15/2019	722	UNITED BANK	\$ 530.00
IMPACT FEES			
249			
Date	Check #	VENDOR	Amount
3/15/2019	1176	SHERIFF JEFFERSON CO -SCHOOL	\$ 60,394.23
3/15/2019	1177	SHERIFF JEFFERSON CO - LAW	\$ 1,008.44
3/15/2019	1178	SHERIFF JEFFERSON CO - PARKS	\$ 4,581.33
3/15/2019	1179	SHERIFF JEFFERSON CO - EMS	\$ 500.22
TOTAL			\$ 71,873.85

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 405,640.44	\$ -	\$ 405,640.44
	\$ -		
6.2% Tax Payable OASDI	\$ 24,118.89	\$ -	\$ 24,118.89
1.45% Tax Payable HI	\$ 5,640.74	\$ -	\$ 5,640.74
Fed Withholding	\$ 37,928.44	\$ -	\$ 37,928.44
WV State Withholding	\$ 17,385.94	\$ -	\$ 17,385.94
PERS Retirement Deduct 4.5%	\$ 10,400.00	\$ -	\$ 10,400.00
PERS Retirement Deduct 6%	\$ 3,866.87		\$ 3,866.87
Hosp. Pre-Tax	\$ 14,623.00		\$ 14,623.00
Cancer/ICU Pre-Taxed	\$ 299.85		\$ 299.85
Cancer/ICU Not Pre-Taxed	\$ 1,458.69		\$ 1,458.69
Optional Life Not Pre-Taxed	\$ 1,952.98		\$ 1,952.98
Christmas Club	\$ 4,925.00		\$ 4,925.00
Wage Attach #1	\$ 713.25		\$ 713.25
Wage Attach #3	\$ 500.00		\$ 500.00
DSRS Retirement Deduct 8.5%	\$ 7,440.71		\$ 7,440.71
457 - Nationwide	\$ 849.00		\$ 849.00
457I - Empower	\$ 2,280.00		\$ 2,280.00
457R - Roth	\$ 520.00		\$ 520.00
MD State Tax	\$ 614.18		\$ 614.18
D/VF	\$ 1,703.73		\$ 1,703.73
VA. State Tax	\$ 164.72		\$ 164.72
COLONIAL(PLUS)	\$ 81.60		\$ 81.60
Total Deductions	\$ 137,467.59	\$ -	\$ 137,467.59
Net Wages Total	\$ 268,172.85	\$ -	\$ 268,172.85
Payroll Date	7-Mar-2019		



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **David Voron**

Department or Organization: **Potomac District's Eagle Scout Recognition Coordinator**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 21, 2019**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2nd Choice: [Click here to enter text.](#)

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

Eagle Scout Recognition

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

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

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

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

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **March 21, 2019**

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

Date Requested – 2nd Choice:

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

- Review and Approval of FY2019 State Budget Revision 4 for the General Fund
- Review and Approval of FY2019 Internal Budget Revision 2 for the General Fund

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

Is this a funding request? Y/N **No**

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

Provide exact financial impact/request:

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

- Motion to accept FY19 State Budget Revision 4 for the General Fund
- Motion to accept FY19 Internal Budget Revision 2 for the General Fund

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jefferson County, West Virginia
 Department of Financial Management
 Budget Revision for Fiscal Year Ending June 30, 2018
 Internal Budget Revision
 IRB # 406

IBR # 2

Narrative:

Budget Line No.	Account Name	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
406/212	ASSR PRINTING	5,100		1,000	4,100
406/214	ASSR TRAVEL	1,500	800		2,300
406/342	ASSR RECORD BOOKS	1,200	200		1,400
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
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					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
Totals		7,800	1,000	1,000	7,800

IBR Prepared by:

Approved by: (department head/elected): See Email from J. Peck S.
 Date: 2-27-19
 Reviewed by: [Signature] Date: 3-11-19

Date Submitted to County Commission: _____
 Date Approved: _____

Authorizing Signature: _____

Michelle Gordon

From: Angela Banks
Sent: Wednesday, February 27, 2019 10:53 AM
To: Michelle Gordon
Subject: budget revision for 406
Attachments: budge revision 406 Feb.2019.xlsx

See attached.

Angela Banks
Assessor of Jefferson County
104 E. Washington St.
Charles Town, WV 25414
304-728-3224 Phone
304-728-3383 Fax

REQUEST FOR REVISION TO APPROVED BUDGET

CONTROL NUMBER

Ora Ash, Director
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26302
 Phone: 627-2415 ext. 5114
 Fax: 627-2417

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

2019
 FY
001
 FUND
4
 REV. NO.
1 of 1
 PG. OF NO.

Jefferson County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding
 Budget Revision: **Michelle Gordon**
 Phone: **304-724-8425**
 Fax: **304-725-7916**

P.O. Box 250
 STREET OR PO BOX
 Charles Town 25414
 CITY ZIP CODE

COUNTY
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
344	Ambulance Fees	853,000		853,000	
365	Interest Earned	32,170		270	31,900
388	Transfers From Other Funds	70,000	47,291		117,291
309	Hotel Occupancy Tax	726,600	42,400		769,000
306	Gas & Oil Severance Tax	64,040	21,600		85,640
310	Waste Coal		5,563		5,563
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			-821,416		

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
715	Ambulance Authority	3,006,648		921,857	2,084,791
696	Transfer to Financial Stabilization Fund	2,222,399	35,540		2,257,939
428	Data Processing	500,955		63,566	437,389
424	Courthouse	983,917	89,084		1,073,001
900	Parks & Recreation	726,306	19,096		745,402
903	Arts & Humanities	14,532	848		15,380
909	Historical Commission	21,550	1,256		22,806
911	Visitor's Bureau	363,300	21,200		384,500
401	County Commission	1,918,337	41,865		1,960,202
403	Circuit Clerk	624,407	3,200		627,607
404	Sheriff-Treasurer	534,467	1,818		536,285
406	Assessor	539,183	5,211		544,394
NET INCREASE/(DECREASE) Expenditures			-821,416		

APPROVED BY THE STATE AUDITOR
 BY: _____ Date _____
 Director, Local Government Services Division

AUTHORIZED SIGNATURE
 OF ENTITY

APPROVAL
 DATE

EXPENDITURES (CONT'D)

Jefferson County Commission

LGSD: BR

Jefferson County Commission CONTROL NUMBER

2019 001

4

BUDGET REVISION REQUEST-SUPPLEMENT

FY

FUND

REV#

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	FY INCREASE	FUND DECREASE	REVISED AMOUNT
412	Agricultural Agent	134,464	5,247		139,711
413	Elections-County Clerk	302,666	911		303,577
431	Economic Development	548,857	4,857		553,714
440	Engineering	1,468,956		17,008	1,451,948
700	Sheriff-Law Enforcement	4,371,516	67,300		4,438,816
716	Dog Warden/Humane Society	293,357	22,998		316,355
405	Prosecuting Attorney	1,825,538	537		1,826,075
402	County Clerk	716,760	729		717,489
712	Communication Center	2,068,697		59,683	2,009,014
415	Magistrate Court	2,000	1,000		3,000
425	Other Buildings	591,200	45,500		636,700
717	Central Garage	280,857	32,501		313,358
699	Contingencies	2,588,683		160,000	2,428,683
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures (this page)

-55,111

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 14th Day of March 2019, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2019 budget revision number #4 to the General County Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

_____, and duly seconded by _____
the vote was as follows:

Ralph Lorenzetti	_____
Jane Tabb	_____
Patricia Noland	_____
Caleb Hudson	_____
Josh Compton	_____

Whereupon, Commissioner Compton declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Patricia Noland, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Patricia Noland, President
Jefferson County Commission

Jefferson County Commission
State Budget Revision JE

Budget Revision #4 of General Fund FY19

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>
Per WVSAO - Establish Separate special revenue fund for Ambulance Service Fee. Need to reverse the FY19 Budget out of the General Fund			
Ambulance Fees	001.344CS0		838,585
Ambulance Fees - Late Fees	001.344CS1		10,000
Amb Fee - Merchant Conv Fees	001.344CS2		4,300
Amb Fee - Misc Revenue	001.344CS3		115
Interest Earned - Amb Fees	001.365I17		270
Transfer From Amb Fee Fund	001.388TR7	(47,291)	
Amb Fee Printing	001715.421200		(2,000)
Amb Fee Postage	001715.421800		(12,000)
Amb Fee Contracted Svcs	001715.423000		(2,300)
Amb Fee Bank Charges	001715.423200		(4,300)
Amb Fee Remit of Fees Collected	001715.423500		(789,783)
Amb Fee Remit of Fees Collected Exp	001715.423501		(67,999)
Amb Fee Bad Debt Expense	001715.423599		(40,000)
Amb Fee Refund Error Pmt	001715.423600		(975)
Amb Fee Material / Supplies	001715.434100		(1,200)
Amb Fee Lic & Annual Fees	001715.435600		(1,800)
Fund Balance	001696.456600	116,378	
Transfer position from IT Dept back to Maint Dept. Employee did not transfer.			
IT Wages	001428.410300		(45,000)
IT FICA	001428.410400		(2,790)
IT Medicare	001428.410401		(653)
IT Group Insurance	001428.410500		(10,623)
IT Retirement	001428.410600		(4,500)
Maint Wages	001424.410300	45,000	
Maint FICA	001424.410400	2,790	
Maint Medicare	001424.410401	653	
Maint Group Insurance	001424.410500	10,623	
Maint Retirement	001424.410600	4,500	
Revise Revenue Projection for Hotel Occupance Tax and related distributions			
Hotel Motel Tax	001.309OT0	(42,400)	
Parks & Rec Hotel Motel	001900.456700	19,096	
Arts & Humanities Hotel Motel	001903.456700	848	
Historic Landmarks Hotel Motel	001909.456700	1,256	
CVB Hotel Motel	001911.456700	21,200	
Allocate Health Insurance Increase to Departments with a deficit			
Co Comm Health Insurance	001401.410500		(70,000)
Circ Clerk Health Insurance	001403.410500	3,200	
Sh Tax Health Insurance	001404.410500	2,568	
Sh Tax Court Costs	001404.422900		(750)
Assessor Health Insurance	001406.410500	4,052	

Jefferson County Commission
State Budget Revision JE

Budget Revision #4 of General Fund FY19

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>
Ag Agent Health Insurance	001412.410500	5,247	
Co Clk Elections Health Insurance	001413.410500	911	
Maint Health Insurance	001424.410500	31,511	
Econ Dev Health Insurance	001431.410500	4,857	
Eng Health Insurance	001440.410500	5,492	
Law Health Insurance	001700.410500	32,800	
Amb Fee Health Insurance	001715.410500	500	
An Ctl Health Insurance	001716.410500	22,998	
Fund Balance	001696.456600		(43,386)

Fees associated with Payroll Clerk Retirement withholding error from prior years.

Co Comm Other Fees & Taxes	001401.423700	1,365	
Pros Atty Other Fees & Taxes	001405.423700	537	
Co Clerk Other Fees & Taxes	001402.423700	729	
Assr Other Fees & Taxes	001406.423700	1,159	
Maint Other Fees & Taxes	001424.423700	1,307	
Comm Ctr - Other Fees & Taxes	001712.423700	2,005	
Fund Balance	001696.456600		(7,102)

Other Miscellaneous Budget revisions based on FY19 Trends YTD

Gas & Oil Severance Tax	001.306OT0	(21,600)	
Waste Coal	001.310OT0	(5,563)	
911 Fees	001.346CS0		200,000
Charges for Services	001.327CS0	(40,000)	
Miscellaneous Revenue	001.366M0	(15,000)	
Refunds / Reimbursements	001.382M00	(60,000)	
Co Comm Overtime	001401.410801	500	
Co Comm Professional Services	001401.422300	90,000	
Co Comm Unemployment Insurance	001401.422602	20,000	
Pros Atty Training	001405.422100	225	
Pros Atty Materials & Supplies	001405.434100	1,000	
Pros Atty Prof Services	001405.422300		(1,225)
Mag Ct Telephones	001415.421100	1,000	
Maint Overtime	001424.410801		(2,000)
Maint Water & Sewer	001424.421303	300	
Maint Travel	001424.421400		(200)
Maint-Maint Rep Equip	001424.421600		(1,000)
Maint Advertising	001424.422000		(500)
Maint Training	001424.422100		(1,000)
Maint Professional Services	001424.422300		(2,500)
Maint Contracted Services	001424.423000		(1,500)
Maint Uniforms	001424.434500	1,100	
Oth Bldgs - Electricity	001425.421301	55,000	
Oth Bldgs - Fuel Oil	001425.421302		(3,000)
Oth Bldgs - Security System	001425.421601	4,300	

Jefferson County Commission
 State Budget Revision JE

Budget Revision #4 of General Fund FY19

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>
Oth Bldgs - Maint Repair Bldg & Grounds	001425.421500		(13,000)
Oth Bldgs - Maint Repair Equipment	001425.421600		(4,000)
Oth Bldgs - Bldg Equip Rental	001425.421900		(800)
Oth Bldgs - Professional Services	001425.422300		(3,000)
Oth Bldgs - Contracted Services	001425.423000		(10,000)
Oth Bldgs - Materials & Supplies	001425.434100		(5,000)
Oth Bldgs Materials & Supplies CVB	001425.434100.00017	25,000	
IT - Material & Supplies	001428.434100	19,500	
IT - Computer Hardware	001428.435400		(10,000)
IT - Professional Services	001428.422300		(4,000)
IT - Computer Software	001428.435300		(5,500)
Eng Professional Services	001440.422300		(25,000)
Eng Court Costs	001440.422900	2,500	
Law Enf - Overtime	001700.410801	110,000	
Law Enf - Bailiff	001700.410803		(65,000)
Law Enf - Wages	001700.410300		(50,000)
Law Enf - Court Costs	001700.422900	7,000	
Law Enf - Auto Supplies	001700.434300	28,000	
Law Enf - Uniforms	001700.434500	4,500	
Comm Ctr - Wages	001712.410300		(65,000)
Comm Ctr FICA	001712.410400		(4,030)
Comm Ctr Medicare	001712.410401		(943)
Comm Ctr Retirement	001712.410600		(715)
Comm Ctr - Maint Rep Equip	001712.421600	9,000	
Ctl Gar- Fuel	001717.434301	30,000	
Ctl Gar - Wages	001717.410300	2,300	
Ctl Gar FICA	001717.410400	143	
Ctl Gar Medicare	001717.410401	33	
Ctl Gar Retirement	001717.410600	25	
Contingency for Emergencies	001699.467500		(160,000)
Fund Balance	001696.456600		(30,350)
Total		523,154	(523,154)

103 Salary/Wages

FY17 Actual	FY18 YTD as of 11/30/2017	FY18 Budget
\$ 87,943	\$ 45,694	\$ 113,147

Description	FY19 Request Mandated	FY19 Request Mission Critical	FY19 Request Discretionary	FY19 Request New Initiative	Justification / Purpose
Full-time employee		113,147			Do not change this line, make any adjustments below it
New Requests					
Full-time employee			5,000		Tinadawn Stratton IT Specialist Salary Increase
Full-time employee		45,000			Additional Employee IT-Pending more discussion with Bill Polk and Stephanie
Commission Cuts			(5,000)		Cut Salary increase and included a merit increase below
Merit Increases			600		**Estimate Only. Final Employee amount will be determined by Elected Office Department Head, Supervisor responsible for this department.
Total	-	158,147	600	-	
Total Object Code	158,747				

Michelle Gordon

From: Pete Dougherty
Sent: Thursday, March 14, 2019 10:09 AM
To: Michelle Gordon; Deborah Lowe
Subject: RE: Budget Revision

Michelle:

I am fine with the proposal with the following exceptions:

Material and Supplies: The reason there appears to be funds that may not be needed is we asked for funding for body cameras and they are to arrive and be paid for out of this year's budget. I am not asking to have that line item reduced at this time.

Overtime: There is insufficient funds in the overtime budget and we believe will need at least an additional \$110,000 for the remainder of this year v the \$80,000 you propose. While I understand that amount exceeds the internal transfer capability I would suggest that the additional amount be recovered from the contracted services reimbursed by the Sheriff's Office from the MVB; Jefferson County Fair Board and Board of Education games reimbursements. There has been and will be more than \$100,000 received before the end of this fiscal year. I would suggest that the technical shortfall is more than exceeded by those reimbursements.

I will agree the other changes as proposed for line items: Bailiff; Wages; Court Costs; Auto Supplies; Uniforms and Health Insurance.

Pete Dougherty, Sheriff
Jefferson County Sheriff's Office
102 Industrial Blvd.
Kearneysville, WV 25430
Office: (304) 728-3205, Ext. 2001
Headquarters: (304) 725-8484
Fax: (304) 728-3299
Email: pdougherty@jcsdvw.com

If you received this transmission in error, please immediately contact the sender and destroy the material in its entirety, whether in electronic or hard copy format. Thank you

From: Michelle Gordon
Sent: Wednesday, March 13, 2019 5:45 PM
To: Deborah Lowe <dlowe@jeffersoncountywv.org>
Cc: Pete Dougherty <pdougherty@jcsdvw.com>
Subject: Budget Revision

This is the budget revision I'm proposing. Net effect is that 700 will increase by 22,300. A little more than the actual insurance checks that we received so far in FY19.

Let me know if this look ok to you or if I missed anything.

Description	GL acc:	Increase	Decrease
Law Enf - Overtime	001700.410801	80,000	
Law Enf - Bailiff	001700.410803		(65,000)
Law Enf - Wages	001700.410900		(90,000)
Law Enf - Court Costs	001700.422900	7,000	
Law Enf - Auto Supplies	001700.434300	28,000	
Law Enf - Uniforms	001700.434900	4,900	
Law Enf - Materials & Supplies	001700.434100		(19,000)
Law Health Insurance	001700.410900	32,800	

Michelle Gordon
Finance Director, Jefferson County
 Jefferson County Commission
 124 East Washington Street
 PO Box 250
 Charles Town, WV 25414
 O: 304.724.8425
 F: 304.725.7916
mgordon@jeffersoncountywv.org
www.jeffersoncountywv.org

Org	Object	Project	Description	2019 Original Budget	2019 Revised Budget	2019 Actual	2019 Available	2019 Percent
001	299		FUND BALANCE-UNRESERVED	0.00	0.00	-5,186,146.72	0.00	0.00
001	299001		FUND BALANCE-UNASSIGNED-BUDGET	-4,634,541.00	-5,186,147.00	0.00	-5,186,147.00	0.00
001	300		REVENUE CONTROL ACCOUNT	0.00	0.00	-17,558,180.59	0.00	0.00
001	301T00		PUBLIC UTILITIES	-883,750.00	-883,750.00	-498,719.89	-385,030.11	56.43
001	301T01		AD VALOREM TAXES - CURRENT	-12,440,271.00	-12,440,271.00	-10,312,834.29	-2,127,436.71	82.90
001	301T02		TAXES - PRIOR YEAR - 1ST YEAR	-736,750.00	-736,750.00	-621,473.76	-115,276.24	84.35
001	301T03		TAXES - PRIOR YEAR - 2ND YEAR	-8,000.00	-8,000.00	-23,639.32	15,639.32	295.49
001	301T04		TAXES - PRIOR YEAR - 3RD YEAR	-2,200.00	-2,200.00	-1,744.16	-455.84	79.28
001	301T05		TAXES - PRIOR YEAR - 4/5TH YRS	-1,200.00	-1,200.00	-961.16	-238.84	80.10
001	301T06		SUPPLEMENTAL TAXES	-263,000.00	-263,000.00	-186,180.94	-76,819.06	70.79
001	301T07		SURPLUS	0.00	0.00	0.00	0.00	0.00
001	301T08		DELINQUENT AND NONENTERED LAND	-40,000.00	-40,000.00	-3,539.27	-36,460.73	8.85
001	301T09		REDEMPTION FROM STATE AUDITOR	0.00	0.00	0.00	0.00	0.00
001	301T10		ASSESSORS VALUATION FUND	0.00	0.00	0.00	0.00	0.00
001	301T99		TAX DISCOUNTS	260,419.00	260,419.00	246,792.34	13,626.66	94.77
001	302T00		TAX PENALTIES AND INT/ PUB FEE	-297,950.00	-297,950.00	-229,863.46	-68,086.54	77.15
001	303OT0		DOG TAX	0.00	0.00	0.00	0.00	0.00
001	304OT0		PROPERTY TRANSFER TAX	-795,380.00	-795,380.00	-461,247.60	-334,132.40	57.99
001	306OT0		GAS AND OIL SEVERANCE TAX	-64,040.00	-64,040.00	-85,561.92	21,521.92	133.61
001	307OT0		HORSE RACING TAX	-12,440.00	-12,440.00	-5,526.12	-6,913.88	44.42
001	308OT0		WINE AND LIQUOR TAX	-49,180.00	-49,180.00	-5,638.27	-43,541.73	11.46
001	309OT0		HOTEL OCCUPANCY TAX	-726,600.00	-726,600.00	-537,434.45	-189,165.55	73.97
001	310OT0		WASTE COAL	0.00	0.00	-5,562.49	5,562.49	0.00
001	311OT0		PAYMENT IN LIEU OF TAX- LOCAL	0.00	0.00	0.00	0.00	0.00
001	312OT0		SYNTHETIC FUEL TAX	0.00	0.00	0.00	0.00	0.00
001	317LP0		LICENSE AND DECAL FEES	-65.00	-65.00	-64.00	-1.00	98.46
001	318LP0		BUILDING PERMIT FEES	-340,140.00	-340,140.00	-188,889.59	-151,250.41	55.53
001	319LP0		MISCELLANEOUS PERMITS	-130.00	-130.00	-160.00	30.00	123.08
001	322IG0		FEDERAL GRANTS	-445,000.00	-445,000.00	455.47	-445,455.47	-0.10
001	323IG0		STATE GRANTS	-15,000.00	-15,000.00	-46,707.20	31,707.20	311.38
001	324IG0		OTHER GRANTS	0.00	0.00	0.00	0.00	0.00
001	325IG0		PAYMENT IN LIEU OF TAX-FEDERAL	-20,000.00	-20,000.00	0.00	-20,000.00	0.00
001	327CS0		CHARGES FOR SERVICES	0.00	0.00	-100,000.00	100,000.00	0.00
001	329CS0		SHERIFFS SERVICE OF PROCESS	-18,700.00	-18,700.00	-11,551.46	-7,148.54	61.77
001	330CS0		SHERIFFS EARNING	-14,700.00	-14,700.00	-5,944.10	-8,755.90	40.44
001	330CS1		SHERIFF EARN - ARREST M/C	-12,300.00	-12,300.00	-11,678.25	-621.75	94.95
001	330CS2		SHERIFF EARN - CIRCUIT COURT	0.00	0.00	-5,825.00	5,825.00	0.00
001	330CS3		SHERIFF EARN - WORTHLESS CK	0.00	0.00	0.00	0.00	0.00
001	330CS4		SHERIFF EARN-SECURITY SERVICES	-84,200.00	-84,200.00	-54,550.00	-29,650.00	64.79
001	330CS5		SHERIFF EARN-BOLIVAR AGREEMENT	-80,000.00	-80,000.00	-60,000.00	-20,000.00	75.00
001	331CS0		COUNTY CLERK EARNINGS	-198,100.00	-198,100.00	-110,013.40	-88,086.60	55.53
001	331CS2		CO CLK PRESERVATION FUND	-1,000.00	-1,000.00	-760.70	-239.30	76.07
001	332CS0		CIRCUIT CLERK EARNINGS	-64,000.00	-64,000.00	-37,859.49	-26,140.51	59.16
001	333CS0		PROSECUTING ATTORNEY EARNINGS	-1,600.00	-1,600.00	-300.00	-1,300.00	18.75
001	333CS1		PROS ATTY FR CIRCUIT CLERK	0.00	0.00	-893.23	893.23	0.00
001	334CS0		ACCIDENT REPORTS	-4,700.00	-4,700.00	-2,790.00	-1,910.00	59.36
001	335CS0		MOTOR VEHICLE LICENSE FEE	0.00	0.00	0.00	0.00	0.00
001	336CS0		MAP SALES	0.00	0.00	0.00	0.00	0.00
001	340CS0		RENT AND CONCESSIONS	-42,000.00	-42,000.00	0.00	-42,000.00	0.00
001	340CS1		RENT - COUNTY FARM HOUSE	-1,200.00	-1,200.00	-1,200.00	0.00	100.00
001	340CS2		RENT - COUNTY FARM LAND	-1,000.00	-1,000.00	0.00	-1,000.00	0.00
001	340CS4		RENT - BPHC RENT	-22,380.00	-22,380.00	-13,361.00	-9,019.00	59.70
001	340CS5		RENT-IN KIND HEALTH DEPT	-79,980.00	-79,980.00	0.00	-79,980.00	0.00
001	340CS6		RENT-IN KIND PARKS AND REC	-150,670.00	-150,670.00	0.00	-150,670.00	0.00
001	340CS7		RENT-IN KIND JC DEV AUTH	-37,200.00	-37,200.00	0.00	-37,200.00	0.00
001	340CS8		RENT-IN KIND FARM PROT BD	-13,950.00	-13,950.00	0.00	-13,950.00	0.00
001	340CS9		RENT-IN KIND CVB	-14,200.00	0.00	0.00	0.00	0.00
001	344CS0		AMBULANCE FEES	-838,585.00	-838,585.00	0.00	-838,585.00	0.00
001	344CS1		AMB FEES-LATE FEES	-10,000.00	-10,000.00	0.00	-10,000.00	0.00
001	344CS2		AMB FEE-MERCHANT CONV FEES	-4,300.00	-4,300.00	0.00	-4,300.00	0.00
001	344CS3		AMB FEE-MISCELLANEOUS REVENUE	-115.00	-115.00	0.00	-115.00	0.00
001	345CS0		EMERGENCY SERVICE FEES	0.00	0.00	0.00	0.00	0.00
001	346CS0		EMG COMMUNICAITIONS - 911 FEE	-2,085,100.00	-2,085,100.00	-1,046,828.79	-1,038,271.21	50.21
001	346CS1		EMG COMMUNICATIONS- SIGNS	0.00	0.00	-290.00	290.00	0.00
001	346CS2		EMG COMMUNICATN-DEED CONV E911	-4,000.00	-4,000.00	-2,353.00	-1,647.00	58.83
001	348CS0		FRANCHISE AGREEMENTS	-544,000.00	-544,000.00	-135,373.60	-408,626.40	24.88
001	350CS0		IRP FEES-INTERNATL REG PGM	-15,000.00	-15,000.00	-11,339.17	-3,660.83	75.59
001	351CS0		JAIL FEES	0.00	0.00	0.00	0.00	0.00
001	361FF0		FINES FEES AND COURT COSTS	0.00	0.00	0.00	0.00	0.00
001	362FF0		JAIL FEES	-100,000.00	-100,000.00	-97,087.24	-2,912.76	97.09
001	365I0		INTEREST EARNED	-21,600.00	-21,600.00	-14,849.48	-6,750.52	68.75
001	365I1		INTEREST EARNED-COUNTY CLERK	-900.00	-900.00	-562.69	-337.31	62.52
001	365I2		INTEREST EARNED-CIRCUIT CLERK	-900.00	-900.00	0.00	-900.00	0.00
001	365I3		INTEREST EARNED-TAX DMV	0.00	0.00	0.00	0.00	0.00
001	365I4		INTEREST EARNED TAX OFF-ST FEE	-1,100.00	-1,100.00	-752.75	-347.25	68.43
001	365I5		INTEREST EARND-RACING TAX	-100.00	-100.00	-159.90	59.90	159.90
001	365I6		INTEREST EARNED-VIDEO LOTTERY	-7,300.00	-7,300.00	-6,540.44	-759.56	89.60
001	365I7		INTEREST EARNED-AMB FEES	-270.00	-270.00	0.00	-270.00	0.00
001	366M00		MISCELLANEOUS REVENUE	-21,300.00	-23,558.00	-21,450.82	-2,107.18	91.06

-533,877.60

Org	Object	Project	Description	2019 Original Budget	2019 Revised Budget	2019 Actual	2019 Available	2019 Percent
001	366M01		MISC REV- IN-KIND CONTRIB	0.00	0.00	0.00	0.00	0.00
001	367M00		SHERIFFS COMMISSION	-11,600.00	-11,600.00	-11,513.92	-86.08	99.26
001	368M00		CONFISCATED PROPERTY	0.00	0.00	0.00	0.00	0.00
001	369M00		COMMISSIONS/ VEND MACHINE	0.00	0.00	0.00	0.00	0.00
001	370OT0		TABLE GAMES	-544,200.00	-544,200.00	-382,276.58	-161,923.42	70.25
001	371M00		RECYCLING AND SCRAP REVENUE	0.00	0.00	-1,047.00	1,047.00	0.00
001	372M00		FILING FEES	0.00	0.00	-4,940.62	4,940.62	0.00
001	373OT0		VIDEO LOTTERY	-2,851,500.00	-2,851,500.00	-1,906,989.94	-944,510.06	66.88
001	373OT1		LOCAL - VIDEO LOTTERY	-90,000.00	-90,000.00	-59,825.00	-30,175.00	66.47
001	374M00		PLANNING COMMISSN REVENUE	0.00	0.00	0.00	0.00	0.00
001	375M00		SALE OF MATERIALS	0.00	0.00	0.00	0.00	0.00
001	378M00		PROCEEDS F/BOND RESTRUCTURING	0.00	0.00	0.00	0.00	0.00
001	380M00		TRANSFER FROM OTHER ENTITIES	0.00	0.00	-55.00	55.00	0.00
001	380M01		DONATIONS FROM PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00
001	381M00		CHARGES TO OTHER ENTITIES	0.00	0.00	0.00	0.00	0.00
001	382M00		REFUNDS / REIMBURSEMENTS	-116,300.00	-116,300.00	-294,978.88	178,678.88	253.64
001	382M01		REIM: CIRCUIT CLERK T/COUNTY	-2,500.00	-2,500.00	0.00	-2,500.00	0.00
001	382M02		REIM: SHERIFFS T/COUNTY	-12,800.00	-12,800.00	-6,303.34	-6,496.66	49.24
001	382M03		REIM: PCARD AND CC REBATES	-12,000.00	-12,000.00	-8,287.26	-3,712.74	69.06
001	382M04		REIM: COMMUNICATION CENTER	-11,000.00	-11,000.00	-4,065.04	-6,934.96	36.95
001	382M05		REIM: MOTOR FUEL TAX REFUND	-19,000.00	-19,000.00	0.00	-19,000.00	0.00
001	384M00		SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
001	385M00		GAIN / LOSS SALE-FIXED ASST	0.00	0.00	0.00	0.00	0.00
001	388TR0		TRANSFER FROM OTHER FUNDS	-25,000.00	0.00	0.00	0.00	0.00
001	388TR2		TRANS FROM COAL SEVERANCE FUND	0.00	-70,000.00	0.00	-70,000.00	0.00
001	388TR7		TRANS FROM AMBULANCE FEE FUND	0.00	0.00	0.00	0.00	0.00
001	388TR8		TRANS FROM SUBD FORFEIT FUND	0.00	0.00	0.00	0.00	0.00
001	391TR0		TRANS FROM DOG KENNEL FUND	0.00	0.00	0.00	0.00	0.00
001	392TR0		TRANS FROM CONCEALED WEAPON FD	0.00	0.00	0.00	0.00	0.00
001	394TR0		TRANS FROM GENERAL SCHOOL FUND	-264,000.00	-264,000.00	-154,296.11	-109,703.89	58.45
001	395TR0		TRANS FROM MAGISTRATE COURT FD	0.00	0.00	0.00	0.00	0.00
001	396TR0		TRANS FROM WORKERS COMP FUND	0.00	0.00	0.00	0.00	0.00
001	398TR0		TRANS FROM FINANCIAL STABZN FD	0.00	0.00	0.00	0.00	0.00
001	399TR0		TRANS FROM ASSESSOR VAL FUND	-515,250.00	-515,250.00	0.00	-515,250.00	0.00
001	400		EXPENDITURE CONTROL ACCOUNT	0.00	0.00	16,207,743.81	0.00	0.00
001401	410100		OFFICIALS SALARY	202,541.00	202,541.00	141,073.19	61,467.81	69.65
001401	410300		EMPLOYEES SALARY AND WAGES	363,597.00	363,597.00	254,942.14	108,654.86	70.12
001401	410400		FICA TAX	35,162.00	35,162.00	23,803.48	11,358.52	67.70
001401	410401		MEDICARE EXPENSE	8,216.00	8,216.00	5,567.14	2,648.86	67.76
001401	410500		HEALTH INSURANCE	177,030.00	177,030.00	89,135.96	87,894.04	50.35
001401	410600		RETIREMENT	40,059.00	40,059.00	28,248.00	11,811.00	70.52
001401	410801		OVERTIME	1,000.00	1,000.00	1,097.06	-97.06	109.71
001401	410802		PART TIME / EXTRA HELP	0.00	0.00	0.00	0.00	0.00
001401	421100		TELEPHONE	850.00	850.00	341.47	508.53	40.17
001401	421200		PRINTING	0.00	0.00	0.00	0.00	0.00
001401	421400		TRAVEL	5,000.00	5,000.00	325.76	4,674.24	6.52
001401	421600		MAINT/REP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
001401	421800		POSTAGE	120,000.00	120,000.00	61,579.11	58,420.89	51.32
001401	421900		BLDG/EQUIP RENTAL	0.00	0.00	0.00	0.00	0.00
001401	421910		BRIEL BUILDING RENT	0.00	0.00	0.00	0.00	0.00
001401	422000		ADVERTISING / LEGAL PUBS	6,200.00	6,200.00	3,117.92	3,082.08	50.29
001401	422100		TRAINING AND EDUCATION	2,500.00	2,500.00	579.00	1,921.00	23.16
001401	422200		DUES AND SUBSCRIPTIONS	9,115.00	9,115.00	8,310.00	805.00	91.17
001401	422300		PROFESSIONAL SERVICES	40,750.00	40,750.00	113,962.12	-73,212.12	279.66
001401	422301		HRA-HEALTH REIMBURSEMENT ACCT	120,000.00	120,000.00	77,549.79	42,450.21	64.62
001401	422320		EMPLOYEE ASSISTANCE PGM	3,800.00	3,800.00	3,744.00	56.00	98.53
001401	422400		AUDIT COSTS	35,000.00	35,000.00	-35,390.00	14,390.00	58.89
001401	422600		INSURANCE AND BONDS	321,100.00	321,100.00	320,294.50	805.50	99.75
001401	422601		WORKERS COMP INSURANCE	154,972.00	154,972.00	132,590.00	22,382.00	85.56
001401	422602		UNEMPLOYMENT INSURANCE	15,000.00	15,000.00	32,234.80	-17,234.80	214.90
001401	422900		COURT COSTS AND DAMAGES	0.00	0.00	0.00	0.00	0.00
001401	423000		CONTRACTED SERVICES	3,000.00	3,000.00	1,304.24	1,695.76	43.47
001401	423500		REMITTANCE FEES COLLECTED	0.00	0.00	0.00	0.00	0.00
001401	423600		REFUNDING ERRONEOUS PAYMENTS	0.00	0.00	0.00	0.00	0.00
001401	423700		OTHER FEES AND TAXES	0.00	0.00	1,360.97	-1,360.97	0.00
001401	423900		INSURANCE PREMIUM RETIREE	73,512.00	89,152.00	67,314.00	21,838.00	75.50
001401	424000		REFUNDS AND REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
001401	434100		MATERIALS AND SUPPLIES	1,000.00	1,000.00	1,223.70	-223.70	122.37
001401	434800		CHARGES BY OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
001401	434900		CHARGES BY OTHR GOV UNITS	0.00	0.00	0.00	0.00	0.00
001401	435300		COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00
001401	435400		COMPUTER HARDWARE	0.00	0.00	0.00	0.00	0.00
001401	435500		INFORMATION TECH SUPPORT	0.00	0.00	0.00	0.00	0.00
001401	435600		LICENSE AND ANNUAL FEES	0.00	0.00	0.00	0.00	0.00
001401	456600		CONTR/TRSFR TO OTHR FUNDS	0.00	0.00	0.00	0.00	0.00
001401	456700		CONTR/TRSFR OTHR GOV UNIT	4,800.00	4,800.00	4,800.00	0.00	100.00
001401	456800		CONTRIBUTION/ TRANSFER OTHER	150,010.00	150,010.00	123,420.99	26,589.01	82.28
001401	456801		CONTRIBUTION - OZONE	13,483.00	8,483.00	8,482.50	0.50	99.99
001402	410100		OFFICIALS SALARY	62,093.00	62,093.00	42,987.42	19,105.58	69.23

Org	Object	Project	Description	2019 Original Budget	2019 Revised Budget	2019 Actual	2019 Available	2019 Percent
001402	410300		EMPLOYEES SALARY AND WAGES	422,420.00	422,420.00	275,685.57	146,734.43	65.26
001402	410400		FICA TAX	30,051.00	30,051.00	19,260.99	10,790.01	64.09
001402	410401		MEDICARE EXPENSE	7,036.00	7,036.00	4,504.61	2,531.39	64.02
001402	410500		HEALTH INSURANCE	75,735.00	75,735.00	48,657.41	27,077.59	64.25
001402	410600		RETIREMENT	48,446.00	48,446.00	30,895.85	17,550.15	63.77
001402	410801		OVERTIME	0.00	0.00	0.00	0.00	0.00
001402	410802		PART TIME / EXTRA HELP	0.00	0.00	0.00	0.00	0.00
001402	421200		PRINTING	500.00	500.00	397.60	102.40	79.52
001402	421400		TRAVEL	3,150.00	3,150.00	736.20	2,413.80	23.37
001402	421600		MAINT/REP EQUIPMENT	200.00	200.00	0.00	200.00	0.00
001402	421800		POSTAGE	120.00	120.00	120.00	0.00	100.00
001402	422000		ADVERTISING / LEGAL PUBS	4,100.00	4,100.00	1,500.68	2,599.32	36.60
001402	422100		TRAINING AND EDUCATION	3,290.00	3,290.00	715.00	2,575.00	21.73
001402	422200		DUES AND SUBSCRIPTIONS	904.00	904.00	36.00	868.00	3.98
001402	422300		PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
001402	423000		CONTRACTED SERVICES	34,300.00	34,300.00	29,916.52	4,383.48	87.22
001402	423700		OTHER FEES AND TAXES	0.00	0.00	728.97	-728.97	0.00
001402	434100		MATERIALS AND SUPPLIES	7,748.00	7,748.00	3,353.32	4,394.68	43.28
001402	434200		RECORD BOOKS	16,667.00	16,667.00	0.00	16,667.00	0.00
001402	434800		CHARGES BY OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
001402	434900		CHARGES BY OTHR GOV UNITS	0.00	0.00	0.00	0.00	0.00
001402	435300		COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00
001402	435400		COMPUTER HARDWARE	0.00	0.00	0.00	0.00	0.00
001402	435500		INFORMATION TECH SUPPORT	0.00	0.00	0.00	0.00	0.00
001402	435600		LICENSE AND ANNUAL FEES	0.00	0.00	0.00	0.00	0.00
001403	410100		OFFICIALS SALARY	62,093.00	62,093.00	42,987.42	19,105.58	69.23
001403	410300		EMPLOYEES SALARY AND WAGES	339,942.00	339,942.00	229,681.72	110,260.28	67.56
001403	410400		FICA TAX	24,931.00	24,931.00	15,704.41	9,226.59	62.99
001403	410401		MEDICARE EXPENSE	5,835.00	5,835.00	3,672.93	2,162.07	62.95
001403	410500		HEALTH INSURANCE	130,206.00	130,206.00	100,904.40	29,301.60	77.50
001403	410600		RETIREMENT	40,210.00	40,210.00	27,266.63	12,943.37	67.81
001403	410801		OVERTIME	0.00	0.00	0.00	0.00	0.00
001403	410802		PART TIME / EXTRA HELP	0.00	0.00	0.00	0.00	0.00
001403	421100		TELEPHONE	0.00	0.00	0.00	0.00	0.00
001403	421200		PRINTING	2,000.00	2,000.00	921.72	1,078.28	46.09
001403	421400		TRAVEL	3,500.00	3,500.00	384.82	3,115.18	10.99
001403	421600		MAINT/REP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
001403	421800		POSTAGE	0.00	0.00	0.00	0.00	0.00
001403	421900		BLDG/EQUIP RENTAL	0.00	0.00	0.00	0.00	0.00
001403	422000		ADVERTISING / LEGAL PUBS	0.00	0.00	0.00	0.00	0.00
001403	422100		TRAINING AND EDUCATION	1,400.00	1,400.00	900.00	500.00	64.29
001403	422200		DUES AND SUBSCRIPTIONS	300.00	300.00	0.00	300.00	0.00
001403	422300		PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
001403	423000		CONTRACTED SERVICES	5,490.00	5,490.00	3,290.54	2,199.46	59.94
001403	434100		MATERIALS AND SUPPLIES	5,500.00	5,500.00	2,130.32	3,369.68	38.73
001403	434200		RECORD BOOKS	2,500.00	2,500.00	633.71	1,866.29	25.35
001403	435300		COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00
001403	435400		COMPUTER HARDWARE	0.00	0.00	0.00	0.00	0.00
001403	435500		INFORMATION TECH SUPPORT	500.00	500.00	0.00	500.00	0.00
001403	435600		LICENSE AND ANNUAL FEES	0.00	0.00	0.00	0.00	0.00
001404	410100		OFFICIALS SALARY	50,266.00	50,266.00	34,799.58	15,466.42	69.23
001404	410200		OFFICIALS SALARY SUPPLEM	15,000.00	15,000.00	15,000.00	0.00	100.00
001404	410300		EMPLOYEES SALARY AND WAGES	284,052.00	284,052.00	191,169.82	92,882.18	67.30
001404	410400		FICA TAX	22,313.00	22,313.00	14,917.62	7,395.38	66.86
001404	410401		MEDICARE EXPENSE	5,222.00	5,222.00	3,488.66	1,733.34	66.81
001404	410500		HEALTH INSURANCE	46,263.00	46,263.00	36,624.42	9,638.58	79.17
001404	410600		RETIREMENT	35,501.00	35,501.00	24,878.28	10,622.72	70.08
001404	410801		OVERTIME	1,500.00	1,500.00	1,122.51	377.49	74.83
001404	410802		PART TIME / EXTRA HELP	9,000.00	9,000.00	2,763.00	6,237.00	30.70
001404	421200		PRINTING	10,000.00	10,000.00	3,434.75	6,565.25	34.35
001404	421400		TRAVEL	1,000.00	1,000.00	237.19	762.81	23.72
001404	421600		MAINT/REP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
001404	421800		POSTAGE	0.00	0.00	0.00	0.00	0.00
001404	421900		BLDG/EQUIP RENTAL	0.00	0.00	0.00	0.00	0.00
001404	422000		ADVERTISING / LEGAL PUBS	12,500.00	12,500.00	6,209.22	6,290.78	49.67
001404	422100		TRAINING AND EDUCATION	1,000.00	1,000.00	756.00	244.00	75.60
001404	422200		DUES AND SUBSCRIPTIONS	100.00	100.00	30.00	70.00	30.00
001404	422300		PROFESSIONAL SERVICES	5,000.00	5,000.00	4,200.00	800.00	84.00
001404	422900		COURT COSTS AND DAMAGES	1,000.00	1,000.00	0.00	1,000.00	0.00
001404	423000		CONTRACTED SERVICES	31,500.00	31,500.00	8,834.94	22,665.06	28.05
001404	423200		BANK CHARGES	750.00	750.00	514.07	235.93	68.54
001404	434100		MATERIALS AND SUPPLIES	2,500.00	2,500.00	1,586.00	914.00	63.44
001404	434200		RECORD BOOKS	0.00	0.00	0.00	0.00	0.00
001404	435300		COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00
001404	435400		COMPUTER HARDWARE	0.00	0.00	0.00	0.00	0.00
001404	435500		INFORMATION TECH SUPPORT	0.00	0.00	0.00	0.00	0.00
001404	435600		LICENSE AND ANNUAL FEES	0.00	0.00	0.00	0.00	0.00
001405	410100		OFFICIALS SALARY	108,192.00	108,192.00	74,902.14	33,289.86	69.23
001405	410300		EMPLOYEES SALARY AND WAGES	1,172,905.00	1,164,800.00	767,082.57	397,717.43	65.86

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Org	Object	Project	Description	2019 Original Budget	2019 Revised Budget	2019 Actual	2019 Available	2019 Percent
001405	410400		FICA TAX	79,560.00	79,560.00	51,441.08	28,118.92	64.66
001405	410401		MEDICARE EXPENSE	18,615.00	18,615.00	12,031.07	6,583.93	64.63
001405	410500		HEALTH INSURANCE	221,568.00	221,568.00	169,269.72	52,298.28	76.40
001405	410600		RETIREMENT	125,803.00	125,803.00	83,237.68	42,565.32	66.17
001405	410802		PART TIME / EXTRA HELP	2,000.00	2,000.00	14,191.75	-12,191.75	709.59
001405	421100		TELEPHONE	1,200.00	1,200.00	682.94	517.06	56.91
001405	421200		PRINTING	0.00	0.00	0.00	0.00	0.00
001405	421400		TRAVEL	12,000.00	12,000.00	5,359.86	6,640.14	44.67
001405	421600		MAINT/REP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
001405	421800		POSTAGE	550.00	550.00	0.00	550.00	0.00
001405	421900		BLDG/EQUIP RENTAL	0.00	0.00	0.00	0.00	0.00
001405	422000		ADVERTISING / LEGAL PUBS	1,000.00	1,000.00	7.50	992.50	0.75
001405	422100		TRAINING AND EDUCATION	0.00	0.00	225.00	-225.00	0.00
001405	422200		DUES AND SUBSCRIPTIONS	25,145.00	25,145.00	15,187.15	9,957.85	60.40
001405	422300		PROFESSIONAL SERVICES	12,000.00	12,000.00	1,729.78	10,270.22	14.41
001405	422900		COURT COSTS AND DAMAGES	0.00	0.00	0.00	0.00	0.00
001405	423000		CONTRACTED SERVICES	6,000.00	6,000.00	3,592.16	2,407.84	59.87
001405	423300		INVESTIGATION EXPENSE	0.00	0.00	0.00	0.00	0.00
001405	423700		OTHER FEES AND TAXES	0.00	0.00	536.98	-536.98	0.00
001405	434100		MATERIALS AND SUPPLIES	4,000.00	4,000.00	4,837.60	-837.60	120.94
001405	435300		COMPUTER SOFTWARE	35,000.00	39,000.00	38,950.00	50.00	99.87
001405	435400		COMPUTER HARDWARE	0.00	4,105.00	0.00	4,105.00	0.00
001405	435500		INFORMATION TECH SUPPORT	0.00	0.00	0.00	0.00	0.00
001405	435600		LICENSE AND ANNUAL FEES	0.00	0.00	0.00	0.00	0.00
001405	445900		CAPITAL OUTLAY-EQUIPMENT	0.00	0.00	0.00	0.00	0.00
001406	410100		OFFICIALS SALARY	50,267.00	50,267.00	34,799.58	15,467.42	69.23
001406	410200		OFFICIALS SALARY SUPPLEM	20,027.00	20,027.00	20,026.60	0.40	100.00
001406	410300		EMPLOYEES SALARY AND WAGES	267,812.00	267,812.00	177,646.70	90,165.30	66.33
001406	410400		FICA TAX	23,199.00	23,199.00	15,945.51	7,253.49	68.73
001406	410401		MEDICARE EXPENSE	5,430.00	5,430.00	3,729.02	1,700.98	68.67
001406	410500		HEALTH INSURANCE	83,533.00	83,533.00	65,475.18	18,057.82	78.38
001406	410600		RETIREMENT	34,415.00	34,415.00	23,328.19	11,086.81	67.78
001406	410801		OVERTIME	7,000.00	7,000.00	5,660.89	1,339.11	80.87
001406	410802		PART TIME / EXTRA HELP	31,000.00	31,000.00	28,489.00	2,511.00	91.90
001406	421200		PRINTING	5,100.00	5,100.00	245.00	4,855.00	4.80
001406	421400		TRAVEL	1,500.00	1,500.00	531.80	968.20	35.45
001406	421600		MAINT/REP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
001406	421700		MAINT/REP AUTO	0.00	0.00	0.00	0.00	0.00
001406	421800		POSTAGE	0.00	0.00	0.00	0.00	0.00
001406	421900		BLDG/EQUIP RENTAL	0.00	0.00	0.00	0.00	0.00
001406	422000		ADVERTISING / LEGAL PUBS	1,500.00	1,500.00	1,141.40	358.60	76.09
001406	422100		TRAINING AND EDUCATION	0.00	0.00	0.00	0.00	0.00
001406	422200		DUES AND SUBSCRIPTIONS	100.00	100.00	100.00	0.00	100.00
001406	422300		PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
001406	423000		CONTRACTED SERVICES	3,500.00	3,500.00	2,698.70	801.30	77.11
001406	423700		OTHER FEES AND TAXES	0.00	0.00	1,158.92	-1,158.92	0.00
001406	434100		MATERIALS AND SUPPLIES	3,600.00	3,600.00	2,761.96	838.04	76.72
001406	434200		RECORD BOOKS	1,200.00	1,200.00	1,333.72	-133.72	111.14
001406	434300		AUTO SUPPLIES	0.00	0.00	0.00	0.00	0.00
001406	435300		COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00
001406	435400		COMPUTER HARDWARE	0.00	0.00	0.00	0.00	0.00
001406	435500		INFORMATION TECH SUPPORT	0.00	0.00	0.00	0.00	0.00
001406	435600		LICENSE AND ANNUAL FEES	0.00	0.00	0.00	0.00	0.00
001407	410300		EMPLOYEES SALARY AND WAGES	364,600.00	364,600.00	244,683.90	119,916.10	67.11
001407	410400		FICA TAX	23,973.00	23,973.00	15,512.85	8,460.15	64.71
001407	410401		MEDICARE EXPENSE	5,653.00	5,653.00	3,627.99	2,025.01	64.18
001407	410500		HEALTH INSURANCE	61,860.00	61,860.00	49,109.76	12,750.24	79.39
001407	410600		RETIREMENT	37,164.00	37,164.00	24,198.17	12,965.83	65.11
001407	410801		OVERTIME	7,000.00	7,000.00	4,084.59	2,915.41	58.35
001407	410802		PART TIME / EXTRA HELP	15,000.00	15,000.00	9,210.00	5,790.00	61.40
001407	423700		OTHER FEES AND TAXES	0.00	0.00	971.69	-971.69	0.00
001408	434900		CHARGES BY OTHR GOV UNITS	54,871.00	54,871.00	16,244.70	38,626.30	29.61
001412	410300		EMPLOYEES SALARY AND WAGES	68,313.00	68,313.00	44,784.72	23,528.28	65.56
001412	410400		FICA TAX	4,261.00	4,261.00	2,506.16	1,754.84	58.82
001412	410401		MEDICARE EXPENSE	997.00	997.00	586.15	410.85	58.79
001412	410500		HEALTH INSURANCE	19,320.00	19,320.00	15,734.34	3,585.66	81.44
001412	410600		RETIREMENT	6,873.00	6,873.00	4,482.21	2,390.79	65.21
001412	410801		OVERTIME	400.00	400.00	37.40	362.60	9.35
001412	421100		TELEPHONE	0.00	0.00	0.00	0.00	0.00
001412	421200		PRINTING	0.00	0.00	0.00	0.00	0.00
001412	421400		TRAVEL	5,000.00	5,000.00	2,633.12	2,366.88	52.66
001412	421600		MAINT/REP EQUIPMENT	1,000.00	1,000.00	0.00	1,000.00	0.00
001412	421900		BLDG/EQUIP RENTAL	0.00	0.00	0.00	0.00	0.00
001412	422000		ADVERTISING / LEGAL PUBS	0.00	0.00	0.00	0.00	0.00
001412	422200		DUES AND SUBSCRIPTIONS	150.00	150.00	0.00	150.00	0.00
001412	423000		CONTRACTED SERVICES	8,950.00	8,950.00	2,430.63	6,519.37	27.16
001412	434100		MATERIALS AND SUPPLIES	2,500.00	2,500.00	413.86	2,086.14	16.55
001412	435400		COMPUTER HARDWARE	1,900.00	1,900.00	0.00	1,900.00	0.00
001412	456700		CONTR/TRSFR OTHR GOV UNIT	14,800.00	14,800.00	11,100.00	3,700.00	75.00

22110

16371

5,247.00

Org	Object	Project	Description	2019 Original Budget	2019 Revised Budget	2019 Actual	2019 Available	2019 Percent	
001412	456800		CONTRIBUTION/ TRANSFER OTHER	0.00	0.00	0.00	0.00	0.00	
001413	410300		EMPLOYEES SALARY AND WAGES	85,115.00	85,115.00	56,695.72	28,419.28	66.61	
001413	410400		FICA TAX	9,804.00	9,804.00	4,217.18	5,586.82	43.01	
001413	410401		MEDICARE EXPENSE	2,295.00	2,295.00	986.24	1,308.76	42.97	
001413	410500		HEALTH INSURANCE	19,704.00	19,704.00	15,460.74	4,243.26	78.46	5,154.00
001413	410600		RETIREMENT	9,512.00	9,512.00	6,479.90	3,032.10	68.12	
001413	410801		OVERTIME	10,000.00	10,000.00	7,423.20	2,576.80	74.23	
001413	410802		PART TIME / EXTRA HELP	63,000.00	63,000.00	56,452.50	6,547.50	89.61	
001413	421100		TELEPHONE	0.00	0.00	0.00	0.00	0.00	
001413	421200		PRINTING	1,700.00	1,700.00	776.11	923.89	45.65	
001413	421400		TRAVEL	1,600.00	1,600.00	499.38	1,100.62	31.21	
001413	421600		MAINT/REP EQUIPMENT	44,336.00	44,336.00	44,241.00	95.00	99.79	
001413	421800		POSTAGE	0.00	0.00	0.00	0.00	0.00	
001413	421900		BLDG/EQUIP RENTAL	4,600.00	4,600.00	3,866.49	733.51	84.05	
001413	422000		ADVERTISING / LEGAL PUBS	4,500.00	4,500.00	808.35	3,691.65	17.96	
001413	422100		TRAINING AND EDUCATION	0.00	0.00	0.00	0.00	0.00	
001413	422300		PROFESSIONAL SERVICES	1,700.00	1,700.00	0.00	1,700.00	0.00	
001413	423000		CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	
001413	434100		MATERIALS AND SUPPLIES	44,800.00	44,800.00	21,634.06	23,165.94	48.29	
001413	435300		COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00	
001413	435400		COMPUTER HARDWARE	0.00	0.00	0.00	0.00	0.00	
001413	435500		INFORMATION TECH SUPPORT	0.00	0.00	0.00	0.00	0.00	
001413	435600		LICENSE AND ANNUAL FEES	0.00	0.00	0.00	0.00	0.00	
001413	445900		CAPITAL OUTLAY-EQUIPMENT	0.00	0.00	50,188.96	-50,188.96	0.00	
001415	421100		TELEPHONE	2,000.00	2,000.00	1,373.39	626.61	68.67	
001424	410300		EMPLOYEES SALARY AND WAGES	550,529.00	595,529.00	398,185.20	197,343.80	67%	
001424	410400		FICA TAX	35,376.00	38,166.00	24,298.03	13,867.97	64%	
001424	410401		MEDICARE EXPENSE	8,281.00	8,934.00	5,682.63	3,251.37	64%	
001424	410500		HEALTH INSURANCE	136,971.00	147,594.00	133,891.98	13,702.02	91%	45213
001424	410600		RETIREMENT	57,060.00	61,560.00	41,180.60	20,379.40	67%	
001424	410801		OVERTIME	20,000.00	20,000.00	14,360.31	5,639.69	71.80	
001424	410802		PART TIME / EXTRA HELP	0.00	0.00	0.00	0.00	0.00	
001424	421100		TELEPHONE	115,000.00	115,000.00	82,587.19	32,412.81	71.81	
001424	421200		PRINTING	0.00	0.00	0.00	0.00	0.00	
001424	421301		ELECTRICITY	22,000.00	22,000.00	16,668.04	5,331.96	75.76	
001424	421302		FUEL OIL	8,000.00	8,000.00	2,127.20	5,872.80	26.59	
001424	421303		WATER AND SEWER	1,000.00	1,000.00	935.99	64.01	93.60	
001424	421304		OTHER UTILITIES	0.00	0.00	0.00	0.00	0.00	
001424	421400		TRAVEL	200.00	200.00	0.00	200.00	0.00	
001424	421500		MAINT/REP BLDG AND GRNDS	5,000.00	5,000.00	4,956.70	43.30	99.13	
001424	421600		MAINT/REP EQUIPMENT	5,000.00	5,000.00	792.17	4,207.83	15.84	
001424	421700		MAINT/REP AUTO	0.00	0.00	0.00	0.00	0.00	
001424	421800		POSTAGE	0.00	0.00	0.00	0.00	0.00	
001424	421900		BLDG/EQUIP RENTAL	0.00	0.00	0.00	0.00	0.00	
001424	422000		ADVERTISING / LEGAL PUBS	1,000.00	1,000.00	251.83	748.17	25.18	
001424	422100		TRAINING AND EDUCATION	1,000.00	1,000.00	0.00	1,000.00	0.00	
001424	422200		DUES AND SUBSCRIPTIONS	500.00	500.00	582.49	-82.49	116.50	
001424	422300		PROFESSIONAL SERVICES	2,500.00	2,500.00	0.00	2,500.00	0.00	
001424	422900		COURT COSTS AND DAMAGES	0.00	0.00	0.00	0.00	0.00	
001424	423000		CONTRACTED SERVICES	7,000.00	7,000.00	3,935.25	3,064.75	56.22	
001424	423700		OTHER FEES AND TAXES	0.00	0.00	1,306.85	-1,306.85	0.00	
001424	423900		INSURANCE PREMIUM RETIREE	0.00	0.00	0.00	0.00	0.00	
001424	424000		REFUNDS AND REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	
001424	434100		MATERIALS AND SUPPLIES	6,000.00	6,000.00	2,377.28	3,622.72	39.62	
001424	434100	00017	MATERIALS AND SUPPLIES	0.00	0.00	0.00	0.00	0.00	
001424	434300		AUTO SUPPLIES	0.00	0.00	0.00	0.00	0.00	
001424	434500		UNIFORMS	1,500.00	1,500.00	2,590.65	-1,090.65	172.71	
001424	435300		COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00	
001424	435400		COMPUTER HARDWARE	0.00	0.00	0.00	0.00	0.00	
001424	435600		LICENSE AND ANNUAL FEES	0.00	0.00	0.00	0.00	0.00	
001425	421301		ELECTRICITY	250,400.00	250,400.00	181,809.14	68,590.86	72.61	85,409.14
001425	421302		FUEL OIL	18,000.00	18,000.00	12,186.02	5,813.98	67.70	
001425	421303		WATER AND SEWER	30,000.00	30,000.00	19,052.64	10,947.36	63.51	
001425	421304		OTHER UTILITIES	20,000.00	20,000.00	14,779.06	5,220.94	73.90	
001425	421500		MAINT/REP BLDG AND GRNDS	35,000.00	35,000.00	16,200.20	18,799.80	46.29	
001425	421600		MAINT/REP EQUIPMENT	30,000.00	30,000.00	20,520.88	9,479.12	68.40	
001425	421601		MAINT/REP SECURITY SYS	9,000.00	9,000.00	13,095.30	-4,095.30	145.50	
001425	421700		MAINT/REP AUTO	0.00	0.00	0.00	0.00	0.00	
001425	421900		BLDG/EQUIP RENTAL	800.00	800.00	0.00	800.00	0.00	
001425	421905		CHARLES TOWN LIBRARY RENT	18,000.00	18,000.00	13,500.00	4,500.00	75.00	
001425	422000		ADVERTISING / LEGAL PUBS	0.00	0.00	0.00	0.00	0.00	
001425	422300		PROFESSIONAL SERVICES	15,000.00	15,000.00	9,504.50	5,495.50	63.36	
001425	423000		CONTRACTED SERVICES	75,000.00	75,000.00	54,178.32	20,821.68	72.24	
001425	434100		MATERIALS AND SUPPLIES	90,000.00	90,000.00	68,896.65	21,103.35	76.55	
001425	434100	00017	MATERIALS AND SUPPLIES	0.00	0.00	4,171.35	-4,171.35	0.00	
001425	434300		AUTO SUPPLIES	0.00	0.00	0.00	0.00	0.00	
001425	434500		UNIFORMS	0.00	0.00	0.00	0.00	0.00	
001425	446000		CAPITAL OUTLAY-CONSTRUCTN	0.00	0.00	0.00	0.00	0.00	
001425	456609		TRANSFER TO CAPITAL OUTLAY FND	0.00	0.00	0.00	0.00	0.00	

Org	Object	Project	Description	2019 Original Budget	2019 Revised Budget	2019 Actual	2019 Available	2019 Percent
001428	410300		EMPLOYEES SALARY AND WAGES	158,747.00	158,747.00	75,591.68	83,155.32	47.62
001428	410400		FICA TAX	9,843.00	9,843.00	4,513.76	5,329.24	45.86
001428	410401		MEDICARE EXPENSE	2,303.00	2,303.00	1,055.63	1,247.37	45.84
001428	410500		HEALTH INSURANCE	26,919.00	26,919.00	12,987.36	13,931.64	48.25
001428	410600		RETIREMENT	15,876.00	15,876.00	7,559.16	8,316.84	47.61
001428	421100		TELEPHONE	2,150.00	2,150.00	962.32	1,187.68	44.76
001428	421600		MAINT/REP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
001428	422100		TRAINING AND EDUCATION	0.00	0.00	0.00	0.00	0.00
001428	422200		DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00
001428	422300		PROFESSIONAL SERVICES	10,050.00	10,050.00	9,691.75	358.25	96.44
001428	423000		CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
001428	434100		MATERIALS AND SUPPLIES	27,500.00	27,500.00	46,134.77	-18,634.77	167.76
001428	435300		COMPUTER SOFTWARE	28,610.00	28,610.00	17,180.85	11,429.15	60.05
001428	435400		COMPUTER HARDWARE	86,820.00	86,820.00	57,377.21	29,442.79	66.09
001428	435500		INFORMATION TECH SUPPORT	55,290.00	55,290.00	41,322.28	13,967.72	74.74
001428	435600		LICENSE AND ANNUAL FEES	76,847.00	76,847.00	38,940.57	17,461.93	77.28
001429	456700		CONTR/RSFR OTHR GOV UNIT	19,795.00	19,795.00	19,794.26	0.74	100.00
001431	410300		EMPLOYEES SALARY AND WAGES	257,666.00	257,666.00	175,125.04	82,540.96	67.97
001431	410400		FICA TAX	15,980.00	15,980.00	10,134.29	5,845.71	63.42
001431	410401		MEDICARE EXPENSE	3,738.00	3,738.00	2,370.15	1,367.85	63.41
001431	410500		HEALTH INSURANCE	73,552.00	73,552.00	58,806.90	14,745.10	79.95
001431	410600		RETIREMENT	25,771.00	25,771.00	17,512.56	8,258.44	67.95
001431	421100		TELEPHONE	0.00	0.00	0.00	0.00	0.00
001431	421200		PRINTING	0.00	0.00	0.00	0.00	0.00
001431	421400		TRAVEL	0.00	0.00	0.00	0.00	0.00
001431	421500		MAINT/REP BLDG AND GRNDS	0.00	0.00	0.00	0.00	0.00
001431	421600		MAINT/REP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
001431	421800		POSTAGE	0.00	0.00	0.00	0.00	0.00
001431	421900		BLDG/EQUIP RENTAL	0.00	0.00	0.00	0.00	0.00
001431	422300		PROFESSIONAL SERVICES	10,000.00	10,000.00	0.00	10,000.00	0.00
001431	434100		MATERIALS AND SUPPLIES	0.00	0.00	1,203.30	-1,203.30	0.00
001431	456707		IN-KIND RENT-JC DEVELOPMNT AUTH	37,200.00	37,200.00	0.00	37,200.00	0.00
001431	456708		IN-KIND RENT-FARMLAND PROT BD	13,950.00	13,950.00	0.00	13,950.00	0.00
001431	456800		CONTRIBUTION/ TRANSFER OTHER	106,000.00	106,000.00	79,500.00	26,500.00	75.00
001431	456802		CONTRIBUTION - AIRPORT AUTH	0.00	5,000.00	5,000.00	0.00	100.00
001433	410300		EMPLOYEES SALARY AND WAGES	0.00	0.00	0.00	0.00	0.00
001433	410400		FICA TAX	0.00	0.00	0.00	0.00	0.00
001433	410401		MEDICARE EXPENSE	0.00	0.00	0.00	0.00	0.00
001433	410500		HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00
001433	410600		RETIREMENT	0.00	0.00	0.00	0.00	0.00
001433	410801		OVERTIME	0.00	0.00	0.00	0.00	0.00
001433	410802		PART TIME / EXTRA HELP	0.00	0.00	0.00	0.00	0.00
001433	421100		TELEPHONE	0.00	0.00	0.00	0.00	0.00
001433	421400		TRAVEL	0.00	0.00	0.00	0.00	0.00
001433	422000		ADVERTISING / LEGAL PUBS	0.00	0.00	0.00	0.00	0.00
001433	422100		TRAINING AND EDUCATION	0.00	0.00	0.00	0.00	0.00
001433	422200		DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00
001433	423000		CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
001433	434100		MATERIALS AND SUPPLIES	0.00	0.00	0.00	0.00	0.00
001433	435600		LICENSE AND ANNUAL FEES	0.00	0.00	0.00	0.00	0.00
001439	410300		EMPLOYEES SALARY AND WAGES	0.00	0.00	0.00	0.00	0.00
001439	410400		FICA TAX	0.00	0.00	0.00	0.00	0.00
001439	410401		MEDICARE EXPENSE	0.00	0.00	0.00	0.00	0.00
001439	410500		HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00
001439	410600		RETIREMENT	0.00	0.00	0.00	0.00	0.00
001439	410801		OVERTIME	0.00	0.00	0.00	0.00	0.00
001439	410802		PART TIME / EXTRA HELP	0.00	0.00	0.00	0.00	0.00
001439	421100		TELEPHONE	0.00	0.00	0.00	0.00	0.00
001439	421400		TRAVEL	0.00	0.00	0.00	0.00	0.00
001439	421600		MAINT/REP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
001439	422000		ADVERTISING / LEGAL PUBS	0.00	0.00	0.00	0.00	0.00
001439	422100		TRAINING AND EDUCATION	0.00	0.00	0.00	0.00	0.00
001439	422200		DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00
001439	422300		PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
001439	423000		CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
001439	434100		MATERIALS AND SUPPLIES	0.00	0.00	0.00	0.00	0.00
001439	435600		LICENSE AND ANNUAL FEES	0.00	0.00	0.00	0.00	0.00
001440	410300		EMPLOYEES SALARY AND WAGES	995,346.00	995,346.00	622,783.39	372,562.61	62.57
001440	410400		FICA TAX	62,032.00	62,032.00	37,190.18	24,841.82	59.95
001440	410401		MEDICARE EXPENSE	14,515.00	14,515.00	8,697.67	5,817.33	59.92
001440	410500		HEALTH INSURANCE	224,640.00	224,640.00	167,126.07	57,513.93	74.40
001440	410600		RETIREMENT	100,046.00	100,046.00	62,574.55	37,471.45	62.55
001440	410801		OVERTIME	5,000.00	5,000.00	3,209.28	1,790.72	64.19
001440	410802		PART TIME / EXTRA HELP	0.00	0.00	0.00	0.00	0.00
001440	421100		TELEPHONE	2,711.00	2,711.00	1,424.40	1,286.60	52.54
001440	421200		PRINTING	200.00	200.00	0.00	200.00	0.00
001440	421400		TRAVEL	3,990.00	3,990.00	178.00	3,812.00	4.46
001440	421600		MAINT/REP EQUIPMENT	609.00	609.00	609.00	0.00	100.00
001440	421700		MAINT/REP AUTO	0.00	0.00	0.00	0.00	0.00

19,602.00

63006

Org	Object	Project	Description	2019 Original Budget	2019 Revised Budget	2019 Actual	2019 Available	2019 Percent			
001440	421800		POSTAGE	0.00	0.00	0.00	0.00	0.00			
001440	422000		ADVERTISING / LEGAL PUBS	3,700.00	3,700.00	690.76	3,009.24	18.67			
001440	422100		TRAINING AND EDUCATION	5,447.00	5,447.00	593.53	4,853.47	10.90			
001440	422200		DUES AND SUBSCRIPTIONS	2,595.00	2,595.00	960.00	1,635.00	36.99			
001440	422300		PROFESSIONAL SERVICES	25,000.00	25,000.00	0.00	25,000.00	0.00			
001440	422900		COURT COSTS AND DAMAGES	0.00	0.00	2,500.00	-2,500.00	0.00			
001440	423000		CONTRACTED SERVICES	5,500.00	5,500.00	1,427.09	4,072.91	25.95			
001440	423001		CONTRACTED SVCS-GIS DEPT	1,600.00	1,600.00	884.94	715.06	55.31			
001440	423002		CONTRACTED SVCS-PLANNING DEPT	6,300.00	6,300.00	3,792.18	2,507.82	60.19			
001440	423600		REFUNDING ERRONEOUS PAYMENTS	0.00	0.00	78.49	-78.49	0.00			
001440	434100		MATERIALS AND SUPPLIES	3,100.00	3,100.00	1,592.22	1,507.78	51.36			
001440	434101		MATERIALS AND SUPP-GIS DEPT	5,625.00	5,625.00	2,092.02	3,532.98	37.19			
001440	434102		MATERIALS AND SUPP-PLANG DEPT	1,000.00	1,000.00	23.01	976.99	2.30			
001440	434300		AUTO SUPPLIES	0.00	0.00	0.00	0.00	0.00			
001440	435300		COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00			
001440	435400		COMPUTER HARDWARE	0.00	0.00	0.00	0.00	0.00			
001440	435500		INFORMATION TECH SUPPORT	0.00	0.00	0.00	0.00	0.00			
001440	435600		LICENSE AND ANNUAL FEES	0.00	0.00	0.00	0.00	0.00			
001440	445900		CAPITAL OUTLAY-EQUIPMENT	0.00	0.00	0.00	0.00	0.00			
001451	410300		EMPLOYEES SALARY AND WAGES	0.00	0.00	0.00	0.00	0.00			
001451	410400		FICA TAX	0.00	0.00	0.00	0.00	0.00			
001451	410401		MEDICARE EXPENSE	0.00	0.00	0.00	0.00	0.00			
001451	410500		HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00			
001451	410600		RETIREMENT	0.00	0.00	0.00	0.00	0.00			
001451	410801		OVERTIME	0.00	0.00	0.00	0.00	0.00			
001451	410802		PART TIME / EXTRA HELP	0.00	0.00	0.00	0.00	0.00			
001451	422000		ADVERTISING / LEGAL PUBS	0.00	0.00	0.00	0.00	0.00			
001451	422200		DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00			
001451	422900		COURT COSTS AND DAMAGES	0.00	0.00	0.00	0.00	0.00			
001451	424000		REFUNDS AND REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00			
001696	456600		CONTR/TRSFR TO OTHR FUNDS	2,222,399.00	2,257,230.00	0.00	2,257,230.00	0.00			
001698	456600		CONTR/TRSFR TO OTHR FUNDS	0.00	0.00	0.00	0.00	0.00			
001698	456604		TRANSFER TO GENERAL SCHOOL FD	0.00	0.00	0.00	0.00	0.00			
001698	456605		TRANSFER TO MAGISTRTE CT FUND	0.00	0.00	0.00	0.00	0.00			
001698	456606		TRANSFER TO BARDANE FUND	0.00	0.00	0.00	0.00	0.00			
001698	456607		TRANSFER TO ASSESSOR VAL FUND	0.00	0.00	0.00	0.00	0.00			
001698	456608		TRANSFER TO STATE GRANT FUND	0.00	0.00	0.00	0.00	0.00			
001698	456609		TRANSFER TO CAPITAL OUTLAY FND	83,980.00	600,755.00	0.00	600,755.00	0.00			
001699	467500		CONTINGENCY-FUND BAL RESERVE	2,369,492.00	2,369,492.00	0.00	2,369,492.00	0.00			
001699	467510		CONTINGENCY FOR EMERGENCIES	200,000.00	184,360.00	0.00	184,360.00	0.00			
001700	410300		EMPLOYEES SALARY AND WAGES	2,189,313.00	1,999,313.00	1,435,922.22	563,390.78	71.82	1914563	84,750.04	
001700	410300	G1946	EMPLOYEES SALARY AND WAGES	0.00	13,700.00	111.08	13,588.92	0.81			
001700	410300	G1947	EMPLOYEES SALARY AND WAGES	0.00	7,250.00	0.00	7,250.00	0.00			
001700	410300	G1948	EMPLOYEES SALARY AND WAGES	0.00	3,300.00	577.48	2,722.52	17.50			
001700	410300	G1950	EMPLOYEES SALARY AND WAGES	0.00	9,750.00	1,678.33	8,071.67	17.21			
001700	410300	G1951	EMPLOYEES SALARY AND WAGES	0.00	156,000.00	55,506.49	100,493.51	35.58			
001700	410301		INCREMENTAL PAY	18,500.00	18,500.00	11,820.00	6,680.00	63.89			
001700	410400		FICA TAX	175,879.00	175,879.00	117,968.47	57,910.53	67.07			
001700	410401		MEDICARE EXPENSE	41,137.00	41,137.00	27,589.74	13,547.26	67.07			
001700	410500		HEALTH INSURANCE	479,927.00	479,927.00	384,575.14	95,351.86	80.13	128148	32,796.14	
001700	410600		RETIREMENT	297,574.00	297,574.00	203,503.20	94,070.80	68.39			
001700	410801		OVERTIME	170,000.00	170,000.00	204,540.35	-34,540.35	120.32			
001700	410802		PART TIME / EXTRA HELP	6,000.00	6,000.00	980.00	5,020.00	16.33			
001700	410803		CIRCUIT COURT BAILIFF PAY	431,000.00	431,000.00	250,062.52	180,937.48	58.02	333416.69	97,583.31	
001700	410804		TRIP GUARD PAY	21,967.00	21,967.00	14,030.63	7,936.37	63.87			
001700	421100		TELEPHONE	21,500.00	21,500.00	9,579.80	11,920.20	44.56			
001700	421200		PRINTING	750.00	750.00	268.08	481.92	35.74			
001700	421400		TRAVEL	11,000.00	7,000.00	3,007.85	3,992.15	42.97			
001700	421400	G1951	TRAVEL	0.00	4,000.00	0.00	4,000.00	0.00			
001700	421600		MAINT/REP EQUIPMENT	2,000.00	2,000.00	720.07	1,279.93	36.00			
001700	421700		MAINT/REP AUTO	0.00	0.00	0.00	0.00	0.00			
001700	421800		POSTAGE	1,000.00	1,000.00	410.41	589.59	41.04			
001700	421900		BLDG/EQUIP RENTAL	0.00	0.00	0.00	0.00	0.00			
001700	422000		ADVERTISING / LEGAL PUBS	1,500.00	1,500.00	220.00	1,280.00	14.67			
001700	422100		TRAINING AND EDUCATION	19,560.00	18,000.00	12,323.82	5,676.18	68.47			
001700	422100	G1951	TRAINING AND EDUCATION	0.00	1,560.00	0.00	1,560.00	0.00			
001700	422200		DUES AND SUBSCRIPTIONS	4,000.00	4,000.00	1,484.00	2,516.00	37.10			
001700	422300		PROFESSIONAL SERVICES	5,000.00	5,000.00	1,590.50	3,409.50	31.81			
001700	422900		COURT COSTS AND DAMAGES	0.00	0.00	6,837.50	-6,837.50	0.00			
001700	423000		CONTRACTED SERVICES	54,000.00	54,000.00	12,050.54	41,949.46	22.32			
001700	434100		MATERIALS AND SUPPLIES	234,751.00	194,751.00	51,363.78	143,387.22	26.37			
001700	434100	G1949	MATERIALS AND SUPPLIES	0.00	40,000.00	0.00	40,000.00	0.00			
001700	434300		AUTO SUPPLIES	12,000.00	14,258.00	38,504.10	-24,246.10	270.05			
001700	434500		UNIFORMS	7,500.00	7,500.00	11,510.58	-4,010.58	153.47			
001700	435300		COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00			
001700	435400		COMPUTER HARDWARE	0.00	0.00	0.00	0.00	0.00			
001700	435500		INFORMATION TECH SUPPORT	0.00	0.00	0.00	0.00	0.00			
001700	435600		LICENSE AND ANNUAL FEES	0.00	0.00	0.00	0.00	0.00			
001700	445900		CAPITAL OUTLAY-EQUIPMENT	163,400.00	163,400.00	111,801.12	51,598.88	68.42			

Org	Object	Project	Description	2019 Original Budget	2019 Revised Budget	2019 Actual	2019 Available	2019 Percent		
001700	445900	G0001	CAPITAL OUTLAY-EQUIPMENT	0.00	0.00	0.00	0.00	0.00		
001700	456600		CONTR/TRSFR TO OTHR FUNDS	0.00	0.00	0.00	0.00	0.00		
001701	421600		MAINT/REP EQUIPMENT	0.00	0.00	0.00	0.00	0.00		
001701	421700		MAINT/REP AUTO	0.00	0.00	0.00	0.00	0.00		
001701	423000		CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00		
001701	434100		MATERIALS AND SUPPLIES	0.00	0.00	0.00	0.00	0.00		
001701	434300		AUTO SUPPLIES	0.00	0.00	0.00	0.00	0.00		
001701	434500		UNIFORMS	18,700.00	18,700.00	18,700.00	0.00	100.00		
001703	421301		ELECTRICITY	0.00	0.00	0.00	0.00	0.00		
001703	421302		FUEL OIL	0.00	0.00	0.00	0.00	0.00		
001703	421303		WATER AND SEWER	0.00	0.00	0.00	0.00	0.00		
001703	421500		MAINT/REP BLDG AND GRNDS	0.00	0.00	0.00	0.00	0.00		
001704	434400		C/F PRISONERS REG JAIL FEE	1,850,000.00	1,850,000.00	737,742.50	1,112,257.50	39.88		
001711	410300		EMPLOYEES SALARY AND WAGES	169,001.00	169,001.00	98,759.54	70,241.46	58.44		
001711	410400		FICA TAX	10,479.00	10,479.00	5,855.59	4,623.41	55.88		
001711	410401		MEDICARE EXPENSE	2,451.00	2,451.00	1,369.42	1,081.58	55.87		
001711	410500		HEALTH INSURANCE	33,339.00	33,339.00	25,495.27	7,843.73	76.47		
001711	410600		RETIREMENT	16,902.00	16,902.00	9,809.79	7,092.21	58.04		
001711	410801		OVERTIME	0.00	0.00	0.00	0.00	0.00		
001711	410802		PART TIME / EXTRA HELP	0.00	0.00	0.00	0.00	0.00		
001711	421100		TELEPHONE	2,265.00	2,265.00	1,164.09	1,100.91	51.39		
001711	421200		PRINTING	1,000.00	1,000.00	0.00	1,000.00	0.00		
001711	421400		TRAVEL	3,300.00	3,300.00	57.00	3,243.00	1.73		
001711	421600		MAINT/REP EQUIPMENT	1,000.00	1,000.00	13.91	986.09	1.39		
001711	421700		MAINT/REP AUTO	0.00	0.00	0.00	0.00	0.00		
001711	421900		BLDG/EQUIP RENTAL	0.00	0.00	0.00	0.00	0.00		
001711	422000		ADVERTISING / LEGAL PUBS	500.00	500.00	0.00	500.00	0.00		
001711	422100		TRAINING AND EDUCATION	3,075.00	3,075.00	80.00	2,995.00	2.60		
001711	422200		DUES AND SUBSCRIPTIONS	1,015.00	1,015.00	125.00	890.00	12.32		
001711	422300		PROFESSIONAL SERVICES	5,000.00	5,000.00	-3,750.00	8,750.00	-75.00		
001711	423000		CONTRACTED SERVICES	9,552.00	9,552.00	5,121.15	4,430.85	53.61		
001711	434100		MATERIALS AND SUPPLIES	8,700.00	8,700.00	627.27	8,072.73	7.21		
001711	434300		AUTO SUPPLIES	0.00	0.00	0.00	0.00	0.00		
001711	435300		COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00		
001711	435400		COMPUTER HARDWARE	0.00	0.00	0.00	0.00	0.00		
001711	435500		INFORMATION TECH SUPPORT	0.00	0.00	0.00	0.00	0.00		
001711	435600		LICENSE AND ANNUAL FEES	0.00	0.00	0.00	0.00	0.00		
001712	410300		EMPLOYEES SALARY AND WAGES	1,237,467.00	1,237,467.00	728,280.96	509,186.04	58.85	791978.88	63,697.92
001712	410400		FICA TAX	83,233.00	83,233.00	46,970.68	36,262.32	56.43		
001712	410401		MEDICARE EXPENSE	19,469.00	19,469.00	10,985.12	8,483.88	56.42		
001712	410500		HEALTH INSURANCE	275,226.00	275,226.00	202,511.77	72,714.23	73.58	66606	
001712	410600		RETIREMENT	129,261.00	129,261.00	75,805.25	53,455.75	58.65		
001712	410801		OVERTIME	55,000.00	55,000.00	47,680.95	7,319.05	86.69		
001712	410802		PART TIME / EXTRA HELP	50,000.00	50,000.00	16,625.06	33,374.94	33.25		
001712	421100		TELEPHONE	75,940.00	75,940.00	47,477.86	28,462.14	62.52		
001712	421200		PRINTING	250.00	250.00	0.00	250.00	0.00		
001712	421400		TRAVEL	8,903.00	8,903.00	1,040.50	7,862.50	11.69		
001712	421600		MAINT/REP EQUIPMENT	81,842.00	81,842.00	56,153.70	-8,142.22	109.95		
001712	421700		MAINT/REP AUTO	0.00	0.00	0.00	0.00	0.00		
001712	421900		BLDG/EQUIP RENTAL	0.00	0.00	0.00	0.00	0.00		
001712	422000		ADVERTISING / LEGAL PUBS	0.00	0.00	0.00	0.00	0.00		
001712	422100		TRAINING AND EDUCATION	14,542.00	14,542.00	4,671.08	9,870.92	32.12		
001712	422200		DUES AND SUBSCRIPTIONS	750.00	750.00	598.00	152.00	79.73		
001712	422300		PROFESSIONAL SERVICES	12,000.00	12,000.00	7,012.00	4,988.00	58.43		
001712	423000		CONTRACTED SERVICES	10,814.00	10,814.00	1,705.57	9,108.43	15.77		
001712	423700		OTHER FEES AND TAXES	0.00	0.00	2,004.59	-2,004.59	0.00		
001712	434100		MATERIALS AND SUPPLIES	6,500.00	6,500.00	911.22	5,588.78	14.02		
001712	434300		AUTO SUPPLIES	0.00	0.00	0.00	0.00	0.00		
001712	434500		UNIFORMS	0.00	0.00	0.00	0.00	0.00		
001712	435300		COMPUTER SOFTWARE	7,500.00	7,500.00	2,556.00	4,944.00	34.08		
001712	435400		COMPUTER HARDWARE	0.00	0.00	0.00	0.00	0.00		
001712	435500		INFORMATION TECH SUPPORT	0.00	0.00	0.00	0.00	0.00		
001713	421303		WATER AND SEWER	0.00	0.00	0.00	0.00	0.00		
001713	456700		CONTR/TRSFR OTHR GOV UNIT	665,000.00	665,000.00	665,000.00	0.00	100.00		
001715	410300		EMPLOYEES SALARY AND WAGES	31,670.00	31,670.00	0.00	31,670.00	0.00		
001715	410400		FICA TAX	1,964.00	1,964.00	0.00	1,964.00	0.00		
001715	410401		MEDICARE EXPENSE	461.00	461.00	0.00	461.00	0.00		
001715	410500		HEALTH INSURANCE	10,029.00	10,029.00	0.00	10,029.00	0.00		
001715	410600		RETIREMENT	3,167.00	3,167.00	0.00	3,167.00	0.00		
001715	421200		PRINTING	2,000.00	2,000.00	2,065.40	-65.40	103.27		
001715	421800		POSTAGE	12,000.00	12,000.00	0.00	12,000.00	0.00		
001715	423000		CONTRACTED SERVICES	2,300.00	2,300.00	415.00	1,885.00	18.04		
001715	423200		BANK CHARGES	4,300.00	4,300.00	0.00	4,300.00	0.00		
001715	423500		REMITTANCE FEES COLLECTED	789,783.00	789,783.00	0.00	789,783.00	0.00		
001715	423501		REMITTANCE FEES COLL-EXPENSE	67,999.00	67,999.00	0.00	67,999.00	0.00		
001715	423599		REMITTANCE FEES COLL-BAD DEBT	40,000.00	40,000.00	0.00	40,000.00	0.00		
001715	423600		REFUNDING ERRONEOUS PAYMENTS	975.00	975.00	0.00	975.00	0.00		
001715	434100		MATERIALS AND SUPPLIES	1,200.00	1,200.00	63.29	1,136.71	5.27		
001715	435600		LICENSE AND ANNUAL FEES	1,800.00	1,800.00	0.00	1,800.00	0.00		

Org	Object	Project	Description	2019 Original Budget	2019 Revised Budget	2019 Actual	2019 Available	2019 Percent
001715	456700		CONTR/TRSFR OTHR GOV UNIT	2,037,000.00	2,037,000.00	1,527,750.00	509,250.00	75.00
001716	410300		EMPLOYEES SALARY AND WAGES	150,951.00	150,951.00	101,419.50	49,531.50	67.19
001716	410400		FICA TAX	11,066.00	11,066.00	6,791.93	4,274.07	61.38
001716	410401		MEDICARE EXPENSE	2,592.00	2,592.00	1,588.42	1,003.58	61.28
001716	410500		HEALTH INSURANCE	10,200.00	10,200.00	22,984.38	-12,784.38	225.34
001716	410600		RETIREMENT	17,098.00	17,098.00	11,403.41	5,694.59	66.69
001716	410801		OVERTIME	20,000.00	20,000.00	12,615.12	7,384.88	63.08
001716	410802		PART TIME / EXTRA HELP	7,500.00	7,500.00	0.00	7,500.00	0.00
001716	421100		TELEPHONE	750.00	750.00	341.47	408.53	45.53
001716	421200		PRINTING	750.00	750.00	185.49	564.51	24.73
001716	421301		ELECTRICITY	0.00	0.00	0.00	0.00	0.00
001716	421302		FUEL OIL	0.00	0.00	0.00	0.00	0.00
001716	421303		WATER AND SEWER	0.00	0.00	0.00	0.00	0.00
001716	421304		OTHER UTILITIES	0.00	0.00	0.00	0.00	0.00
001716	421400		TRAVEL	2,500.00	2,500.00	38.83	2,461.17	1.55
001716	421500		MAINT/REP BLDG AND GRNDS	0.00	0.00	0.00	0.00	0.00
001716	421600		MAINT/REP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
001716	421700		MAINT/REP AUTO	0.00	0.00	0.00	0.00	0.00
001716	421900		BLDG/EQUIP RENTAL	0.00	0.00	0.00	0.00	0.00
001716	422000		ADVERTISING / LEGAL PUBS	500.00	500.00	0.00	500.00	0.00
001716	422100		TRAINING AND EDUCATION	2,500.00	2,500.00	750.00	1,750.00	30.00
001716	422200		DUES AND SUBSCRIPTIONS	450.00	450.00	200.00	250.00	44.44
001716	422300		PROFESSIONAL SERVICES	12,000.00	12,000.00	4,898.27	7,101.73	40.82
001716	423000		CONTRACTED SERVICES	2,000.00	2,000.00	1,329.42	670.58	66.47
001716	434100		MATERIALS AND SUPPLIES	4,500.00	4,500.00	1,820.33	2,679.67	40.45
001716	434300		AUTO SUPPLIES	1,000.00	1,000.00	0.00	1,000.00	0.00
001716	434500		UNIFORMS	2,000.00	2,000.00	372.95	1,627.05	18.65
001716	435300		COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00
001716	435400		COMPUTER HARDWARE	0.00	0.00	0.00	0.00	0.00
001716	435500		INFORMATION TECH SUPPORT	0.00	0.00	0.00	0.00	0.00
001716	435600		LICENSE AND ANNUAL FEES	0.00	0.00	0.00	0.00	0.00
001716	445900		CAPITAL OUTLAY-EQUIPMENT	0.00	45,000.00	0.00	45,000.00	0.00
001717	410300		EMPLOYEES SALARY AND WAGES	44,267.00	44,267.00	29,597.22	14,669.78	66.86
001717	410400		FICA TAX	2,869.00	2,869.00	1,906.10	962.90	66.44
001717	410401		MEDICARE EXPENSE	671.00	671.00	445.74	225.26	66.43
001717	410500		HEALTH INSURANCE	9,660.00	9,660.00	7,620.48	2,039.52	78.89
001717	410600		RETIREMENT	4,640.00	4,640.00	3,081.12	1,558.88	66.40
001717	410801		OVERTIME	2,000.00	2,000.00	1,308.05	691.95	65.40
001717	410802		PART TIME / EXTRA HELP	0.00	0.00	0.00	0.00	0.00
001717	421400		TRAVEL	250.00	250.00	0.00	250.00	0.00
001717	421600		MAINT/REP EQUIPMENT	1,000.00	1,000.00	0.00	1,000.00	0.00
001717	421700		MAINT/REP AUTO	5,000.00	5,000.00	312.92	4,687.08	6.26
001717	421900		BLDG/EQUIP RENTAL	0.00	0.00	0.00	0.00	0.00
001717	422000		ADVERTISING / LEGAL PUBS	0.00	0.00	0.00	0.00	0.00
001717	422100		TRAINING AND EDUCATION	0.00	0.00	0.00	0.00	0.00
001717	422200		DUES AND SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00
001717	422300		PROFESSIONAL SERVICES	2,000.00	2,000.00	809.01	1,190.99	40.45
001717	434100		MATERIALS AND SUPPLIES	48,000.00	48,000.00	27,242.39	20,757.61	56.75
001717	434200		RECORD BOOKS	500.00	500.00	0.00	500.00	0.00
001717	434300		AUTO SUPPLIES	0.00	0.00	0.00	0.00	0.00
001717	434301		AUTO SUPPLIES- FUEL ONLY	160,000.00	160,000.00	124,415.89	35,584.11	77.76
001717	434500		UNIFORMS	0.00	0.00	0.00	0.00	0.00
001800	456700		CONTR/TRSFR OTHR GOV UNIT	0.00	0.00	0.00	0.00	0.00
001800	456705		IN-KIND RENT-HEALTH DEPARTMENT	79,980.00	79,980.00	0.00	79,980.00	0.00
001808	456700		CONTR/TRSFR OTHR GOV UNIT	0.00	0.00	0.00	0.00	0.00
001900	421100		TELEPHONE	2,107.00	2,107.00	-150.88	2,257.88	-7.16
001900	456700		CONTR/TRSFR OTHR GOV UNIT	327,249.00	327,249.00	222,425.51	104,823.49	67.97
001900	456701		PARKS AND REC PERSONNEL CONTRB	243,780.00	243,780.00	182,835.00	60,945.00	75.00
001900	456702		PARKS AND REC SCHOLARSHIP FUND	2,500.00	2,500.00	2,500.00	0.00	100.00
001900	456703		PARKS AND REC AUDIT FEES	0.00	0.00	0.00	0.00	0.00
001900	456706		IN-KIND RENT-PARKS AND REC	150,670.00	150,670.00	0.00	150,670.00	0.00
001903	456700		CONTR/TRSFR OTHR GOV UNIT	14,532.00	14,532.00	9,877.12	4,654.88	67.97
001909	456700		CONTR/TRSFR OTHR GOV UNIT	21,550.00	21,550.00	14,625.57	6,924.43	67.87
001911	456700		CONTR/TRSFR OTHR GOV UNIT	363,300.00	363,300.00	246,928.20	116,371.80	67.97
001911	456709		IN-KIND RENT-CVB-CONV VISITORS	14,200.00	0.00	0.00	0.00	0.00
001916	456700		CONTR/TRSFR OTHR GOV UNIT	330,000.00	330,000.00	247,500.00	82,500.00	75.00
001952	456700		CONTR/TRSFR OTHR GOV UNIT	0.00	0.00	0.00	0.00	0.00
001953	456700		CONTR/TRSFR OTHR GOV UNIT	20,000.00	20,000.00	15,000.00	5,000.00	75.00

10212

186623 84

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pete Dougherty

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

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice next meeting 3/21/19

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Court Security Grant

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

The Court Security Grant is a no-match required grant, so will not require additional funding from the county to complete the projects that are being requested. These projects include replacing malfunctioning metal detectors, repurposing a room into two temporary holding cells, and reconfiguring the bailiff area inside of the historic courthouse to reduce issues with sun glare when the front door is opened.

To be able to appropriately handle the funds, the county will need to approve an order to establish special revenue fiduciary fund for the equitable sharing agreement

Is this a funding request? Y/N **NO**

If so, how much? \$

Provide exact financial impact/request: none

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

I move to approve the submission of the court security grant and authorize the president to affix her signature to the grant documents.

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

If not attached, explain:

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

Contact information:

Email address: pdougherty@jcsdwv.com

Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Debra Young

Department or Organization: **Jefferson County Victim Assistance Program**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **March 21, 2019**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Approval and signing of VOCA Grant Application

Please provide the County Commission with a description of your request or presentation, including any background information: Presentation of the Victim of Crime Act (VOCA) Grant application for the Commission's review, approval and signing by the Commission's President.

Is this a funding request? Y/N No

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information: Debra Young

Email address: dyoung@jeffersoncountywv.org

Phone Number: 304-725-6550

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Appendix B

FY 2019 Victim of Crime Act (VOCA) Victim
Assistance Grant

State of West Virginia



Application Form

**Victim of Crime Act (VOCA)
Victim Assistance Grant
Program Application**

**General Administrative Information
Page 1**

<i>Applicant Agency:</i>	Jefferson County Commission	Type of Agency <input type="checkbox"/> State <input checked="" type="checkbox"/> County <input type="checkbox"/> Municipal <input type="checkbox"/> Non-Profit
<i>Address:</i>	PO Box 250 Charles Town, WV 25414	
<i>Phone:</i>	304-728-3284	
<i>Fax Number:</i>	304-728-7916	

<i>Project Director:</i>	Matthew L. Harvey	<i>Fiscal Officer:</i>	Michelle Gordon
<i>Address:</i>	PO Box 729 Charles Town, WV 25414	<i>Address:</i>	PO Box 250 Charles Town, WV 25414
<i>Phone:</i>	304-728-3243	<i>Phone:</i>	304-728-3284
<i>Fax:</i>	304-728-3293	<i>Fax:</i>	304-728-7916
<i>Email:</i>	mharvey@jeffersoncounty.org	<i>Email:</i>	mgordon@jeffersoncountywv.org

Amount Requested: \$104,821.00 **Amount Awarded:**
Project Period: October 1, 2019 – September 30, 2020

Percent Breakdown by Crime Category:	Number of years previously funded: <u>21</u>	Geographic Area Served:
25% Domestic Violence	Estimated number of victims to be served by grant: <u>700</u>	County(ies): Jefferson
25% Sexual Assault		Population: 56,482
25% Child Abuse		Rural/Urban: Rural
25% Underserved Pop.		

Project Title: Jefferson County Victim Assistance Program

Project Description: The Program provides direct services to all victims of crime but places an emphasis on serving the needs of victims of violent crime and under-served populations. The Program will seek to prevent the re-victimization of crime victims by providing a host of services.

Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body and the applicant will comply with the attached special conditions and assurances, if funding is provided.

Authorized Official: Patsy Noland	Title: President, Jefferson County Commission
Address: PO Box 250 Charles Town, WV 25414	Phone: 304-728-3243 Fax: 304-728-7916 E-Mail: commissionerpnoland@gmail.com
Signature:	Date:

Applicant: **Jefferson County Commission**

FEIN Number:

55-6000333

DUNS Number:

077414548

Category	VOCA Requested Funds	Matching Funds	Total Budget
Personnel / Contractual	101,821.00	26,206.00	128,027.00
Travel / Training	3000.00		3,000.00
Space			
Other			
Totals	104,821.00	26,206.00	131,027.00

Funding Strategy

Funding Source(s)	Amount	Status
VOCA Grant Funds	104,821.00	P
Match	26,206.00	C
Total	131,027.00	

Funding Source - Separately list each source of funds that will be used in the program.

Amount - Enter the amount received or anticipated for each

Status - Indicate the status of each funding source as follows:

P – Projected grant, loan or donation

A – Application submitted and under review

C – Funds Committed

R – Funds received, appropriated or on hand

Detailed Project Cost by Budget Category	Requested VOCA Funds	Matching Funds	Recommendation
<u>Personnel / Contractual:</u>			DJCS Use Only
1 - F/T Advocate salary Debra Young Salary -	\$30,727.00	\$10,313.00	
2 - F/T Advocate Rebecca Hall Salary -	\$32,778.00	\$10,313.00	
P/T Advocate – Dianne Batt 80 hrs. month @ 18.50 hourly FICA 7.65% - W/C 0.22% -	\$17,760.00 \$1,359.00 \$39.00		
P/T Advocate 80 hrs. month @ 18.50 hourly FICA 7.65% - W/C 0.22% -	\$17,760.00 \$1,359.00 \$39.00		
10% Match Support Staff Gail McMillian		\$3,580.00	
Volunteer Hours @\$10.00/hour		\$2,000.00	
<u>Travel / Training</u>	\$3,000.00		
<u>Space:</u>			
<u>Other:</u>			

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application	Budget Detail by Category Page 3
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Total Requested VOCA Funds	\$104,821.00		
Total Matching Funds		\$26,206.00	
Total of Recommendation (DJCS Only)			

Provide here a justification and explanation of the budget items shown on pages 3 and 3a of this application. **This should contain specific criteria and data used to arrive at estimates and/or costs for all items listed.** In completing the project budget narrative, please identify data by the major budget category involved (e.g., Personnel/Contractual, Travel/Training, Equipment, and Other). Please differentiate between project grant and matching funds (if applicable). For all Personnel/Contractual positions (salary, hourly, overtime) that are requesting Fringes please list the percentages (%) for each. **For all full-time hourly positions and part-time hourly positions (not salaried) please include an hourly rate x hours per month.** Please note that effective all salaried positions (whether it be 100%, 80%, etc.) may be reimbursed on a 12-month cycle. Example: If you are a salaried employee requesting 100% of your salary of \$35,000, the most you will be reimbursed for a month period is \$2,916.66. If you are a salaried employee requesting 80% of your total salary of \$35,000, the most you will be reimbursed per month will be \$2,333.33 over 12 months, not to exceed the \$28,000, or 80% of the \$35,000 salary. **Requested Increase in Grant Funds: If requesting an increase or change in grant funds from previous grant awarded amounts, applicants are to include a detailed description and justification for the increase/change in funds.**

Applications submitted which do not provide a sufficient narrative may be subject to exclusion. Use additional blank pages as necessary.

Additionally, provide an identified breakdown of matching funds. **Be sure to label the matching funds breakdown as such.** Attach additional pages if necessary.

Funds requested from VOCA are to be used as Personnel/Contractual Salaries for the currently employed two Full-time Victim Advocates and hourly wages for two Part-Time Victim Advocates who would each work eighty hours a month. The 23rd District Judicial Circuit includes Berkeley, Jefferson and Morgan counties; it is the largest circuit court district in West Virginia. In 2015, in response to the growing caseload in the Eastern Panhandle, the West Virginia Legislature added an additional Circuit Court Judge. As of January 1, 2017, Jefferson County now has two Circuit Court Judges and three Magistrates often holding court at the same time. The addition of a Part-Time Advocate has allowed the Program to meet the demands of notifying victims of hearings, accompanying victims to court or attending hearings on behalf of victims, keeping victims apprised of any relevant information regarding their cases, advocating on behalf of victims and generally providing all services to victims that the Full-Time Advocates are currently providing. The Program is requesting a ten percent increase in salary for the second Full-time Victim Advocate's position in an effort to retain the highly qualified current advocate and bring her salary to a more competitive wage for our geographical area and in respect to her education, training and experience. The requested VOCA Funds are crucial to maintain the current Program and continue to provide direct services to Crime Victims in Jefferson County.

Please see the attached sheet for specific breakdown of Personnel/Contractual funds and Match. (See Attachment).

Travel/Training: Funds requested from VOCA are to be used for registration, mileage, lodging or meals for two Full-time and two Part-Time Victim Advocates in order to fulfill VOCA's required 8-hour Trainings for Advocates. The Program's Advocates have attempted and will continue to attempt to find Trainings that are either free or cost-effective. The Program is requesting VOCA grant funds of three thousand dollars (\$3,000) to help defray Travel/Training costs.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: March 21, 2019

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

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): Interviews and Appointments to the Jefferson County Board of Zoning Appeals – one unexpired term ending January 1, 2021 – Discussion/Action

→ 3 Alternate positions
January 1, 2020, 2021 + 2022

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, February 21, 2019, or as soon thereafter as the Commission may decide:

Board of Zoning Appeals -one three-year term ending January 1, 2022, one unexpired term ending January 1, 2020 and one unexpired term ending January 1, 2021 and three alternate positions expiring January 1, 2020, 2021, and 2022, respectively.

Alternates: Alternate members shall have all powers and duties of a regular Board member when sitting on a case and shall continue to participate in the case until a final decision is reached. Alternate members shall serve by rotation based upon seniority of appointment to the Board.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 pm the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

February 7 and February 14

THANKS - JEFFERSON COUNTY COMMISSION

Matthew R. McKinney

8310 Leetown Road, Kearneysville, WV 25430
(301) 514-7834 mckinney matt86@gmail.com

March 5, 2019

Jessica Carroll, Executive Assistant
Jefferson County Commission
P O Box 250
Charles Town, WV 25414

Dear Ms. Carroll:

I am writing with great heed, for appointment to the Jefferson County Board of Zoning Appeals (BZA) as a board member. I am able and capable of serving the Board of Zoning and Appeals, for local citizens and government, pursuant to WV Code § 8A-8-9.

I am a life-long local resident and tenured employer of Jefferson County. Working as a recycler in our county has presented an opportunity to connect with the community providing a service not only for the people, but also the environment. If appointed to the position, I will utilize this experience to work with, and on behalf, of our community.

This appointment demands unequivocal attention to variances and other land use requirements essential to the community's citizens, as well as our local government. I have a general understanding of these requirements. It is my intention to employ available resources, such as workshops and seminars to further my familiarity of the planning process.

With submission of my resume, it is acknowledged that if appointed, I will enter this position and maintain an impartial, open-minded, and just mentality. I apply my unique ability to listen and comprehend different perspectives while using a rational analysis, critical thinking, and a common sense approach to draw conclusions.

I am confident my organizational skills and faculties to articulate clearly in a meeting setting will be of benefit to the existing board. I have the desire to enter meetings with prior preparation to obtain a better understanding of agenda items and zoning issues.

These qualities along with aptness to work as a team member, with the capacity to make and support decisions, convey a sound choice as my appointment to this position. I offer an unbiased vote and input to further the interests of Jefferson County. I am willing to offer ample time to fulfill this commitment.

I appreciate your time and consideration. Should you need to discuss any qualifications or concerns, I am available at your behest.

Thank you in advance, I remain

Sincerely yours,

Matthew R. McKinney

MATTHEW MCKINNEY

8308 Leetown Rd. Kearneysville, WV · (301)514-7834
mckinemymatt16@gmail.com

My objective is to be appointed a board position for Jefferson County Board of Zoning Appeals. Utilizing my qualities of impartial, open-minded, and critical thinking while comprehending different perspectives, make a sound choice for the board.

EXPERIENCE

8/1/2014– PRESENT

DIRECTOR, CODY'S SALVAGE

Safely and effectively lead day to day operations at a metal recycling facility located in Jefferson County, West Virginia; employing 5 people.

1/1/2013– 7/1/2016

SHIFT MANAGER, MOUNTAIN STATE PAWN

Safely and effectively led staff through day to day operations at a West Virginia based retail store.

EDUCATION

JUNE 2005

Diploma, Jefferson High School

SKILLS

- Open-minded, impartial, and just mentality
- Comprehension of different perspectives
- Utilization of resources
- Leadership capabilities
- Team member qualities
- Common sense approach

ACTIVITIES

I operate business within Jefferson County, West Virginia to promote service for the community and the environment at a local recycling facility.

I, through my employer, host a Workforce program making available a service learning opportunity for 2 Jefferson High School Students.

I am a father to the future of our county and world. I instill the values, morality, integrity, knowledge, faith, work ethic, common sense, and respect, amongst other things, for their future and ours.

Leeds Corbin
248 Earle Road
Charles Town, WV 25414
304-279-1553

RECEIVED

MAR 11 2019

County Commission
of Jefferson County, WV

March 9, 2019

Dear Board of County Commissioners:

In response to your request, I am interested in serving on the Jefferson County Board of Zoning Appeals. I am a lifelong resident of Jefferson County with a Business Degree from Shepherd University. I have 50 years of experience in construction and development as a licensed contractor and plumber.

I can be contacted at the above address and phone number. Thank you for your consideration.

Respectfully,



Leeds Corbin

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 21, 2019**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2nd Choice: [Click here to enter text.](#)

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

📌 Appointments to the Jefferson County Development Authority - Discussion/Action

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

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

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

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

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 21, 2019**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2nd Choice: [Click here to enter text.](#)

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

Appointments to the Jefferson County Development Authority- City of Charles Town Representative - Discussion/Action

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

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

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

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

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 • Web: www.charlestownwv.us

January 2, 2019

MAYOR

Scott Rogers

Ms. Stephanie Grove
County Administrator
124 E. Washington Street, P.O. Box 250
Charles Town, WV 25414

**CITY
COUNCIL**

Ann Paonessa

Clay Hines

Bob Trainor

Michael Tolbert

Nick Zaglafa

Michael George

Mike Brittingham

Todd Coyle

City Manager

Daryl Hennessy

Dear Ms. Grove:

During this time of transition for the Jefferson County Development Authority ("Authority"), the Charles Town City Council has determined that its representative to the Authority should be an elected official, directly accountable to the people of Charles Town. Beyond the significant issues currently confronting the Authority, we know that the organization will soon begin a re-evaluation of its current goals and objectives and believe that a policy representative from the city is more appropriate at this time.

To that end, the Charles Town City Council is requesting that the Jefferson County Commission appoint either Michael Tolbert, Scott Rogers, or Michael Brittingham to serve as its representative through April 2019, the remaining term of our current representative. City Manager Daryl Hennessy has served as the city's representative since January 2018 and will step down once the appointment is confirmed. This will ensure the smoothest transition possible for the organization. Enclosed is also a letter from Mr. Hennessy confirming his resignation.

I have enclosed biographical information for each of the nominees. If you have any questions regarding our nominations or need any additional information to approve the appointment, please contact Daryl Hennessy by email at citymanager@charlestownwv.us or by phone at 304-725-2311.

Thank you for your assistance with this important matter.

Sincerely,

Scott Rogers
Mayor

Enclosures

c: Michael Tolbert, Charles Town City Councilman
Michael Brittingham, Charles Town City Councilman
Daryl Hennessy, City Manager



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web www.charlestownwv.us

January 2, 2019

MAYOR

Scott Rogers

Ms. Stephanie Grove
County Administrator
124 E. Washington Street, P.O. Box 250
Charles Town, WV 25414

**CITY
COUNCIL**

Ann Paonessa

Chet Himes

Bob Trainor

Michael Tolbert

Nick Zaglafa

Michael George

Mike Brittingham

Todd Coyle

Dear Ms. Grove:

In a letter to you dated January 2, 2019, Mayor Scott Rogers submitted the names of three individuals to serve as the City of Charles Town's new representative to the Jefferson County Development Authority ("JCDA"). The mayor's letter notes my resignation effective immediately upon the selection of a new JCDA representative. Please accept this letter as confirmation of my resignation from the JCDA once a new individual has been selected by the County Commission.

If you have any questions regarding this letter or the city's request to name a new representative to the JCDA, please feel free to reach out to me. I can be contacted by phone at 304-725-2311 or by email at citymanager@charlestownwv.us.

Thank you for your assistance with this important matter.

City Manager

Daryl Hennessy

Regards,

Daryl Hennessy
Charles Town JCDA Representative

c: Scott Rogers, City of Charles Town Mayor

Michael E. Tolbert
858 West Washington Street
Charles Town, WV 25414
202-253-4387
miketolbertct@gmail.com

U.S. Food and Drug Administration, College Park, MD

Center for Food Safety and Applied Nutrition
Office of Compliance, Data Systems Integration Branch
March 2001 - Present

- **Program Analyst** - Layers "open-source" and "closed-source" data and information together. Analyzes international food safety data and information.

U.S. Equal Employment Opportunity Commission, Washington, DC

September 1992 – March 2001

- **Space Management Analyst** - Coordinated the renovation and reconfiguration of Agency's field offices across the U.S.
- **Support Services Specialist** - Served as Commission's field office relocation coordinator.
- **Research Analyst** – Performed legal, financial and social science research at Agency's main law library.

U.S. Army National Guard, 1986-1987

U.S. Army Reserves, 1981-1985

Enlisted – Unit Supply Specialist – 76-Y
U.S. Army Quartermaster School, Ft. Lee, VA, 1982
U.S. Army Basic Training, Fort Leonard Wood, MO, 1981

Education

Master's Certificate, Project Management

George Washington University, School of Business, 2014

Bachelor of Arts, Political Science

West Virginia University, 1984

Wrote research papers on American infrastructure deterioration, international organizations and strategic nuclear targeting.

Some Coursework Completed in Accounting

Strayer University, 1997 – 1999

Michael E. Tolbert

Activities, Associations and Interests

- Elected Charles Town City Council, Ward 1, May 2015. Serves on the Ordinance Committee, the Streets Committee, and the Vacant Structures Board.
- American Legion Post 102, Charles Town, WV.
- St. Philips Episcopal Church, Charles Town, WV.
- Board member - Friends of Happy Retreat, and the Partnership for Affordable Housing.
- Former Assistant Scoutmaster and Cubmaster, Washington DC.
Merit badge counselor for the three Citizenship merit badges, 1994 - 2007.
- Big Brothers/Big Sisters High-Risk Program, Washington, DC.
Awarded Big Brother of the Year, 1994.
- Former Contracting Officer's Representative – Level II.
Federal Acquisition Certification – Contracting Officer's Representative (FAC-COR).
- Former member – Project Management Institute, and the Washington International Trade Association.
- President, Jefferson High School Student Government, Shenandoah Junction, WV, 1979.
- Sixth generation of family to live in Charles Town.
- Backpacking and the study of history.

Scott Rogers
Linked-In Profile

Experience

Shenandoah Valley Discovery Museum, Museum Advancement Officer

The Shenandoah Valley Discovery Museum's mission is to spark curiosity & inspire learning through exploration & creative play. Since opening, the Museum's mission had been fulfilled far beyond the expectations of the three founders who spearheaded its development. The original five exhibits, constructed by committed community volunteers, instilled in children a sense of wonder and hunger for knowledge. In response to demand, additional galleries were added to allow room for special exhibits and activities. In 2014, the Museum moved to a newly renovated building. The 19,200 sq. foot expanse of space lends a bright and welcoming environment where over 70,000 people visit annually.

Balanced Budget Amendment Task Force, Executive Director

Accountable for managing all aspects of the political committee, including, strategic planning, survey research, polling, marketing, website development, online marketing and social networking plan, events, recruitment, conference calls, and general administration. Successfully managed relationships with state and federal legislators, national political organizations, grassroots organizations, and citizen activists.

University of Florida; Marketing and Enrollment Services Specialist

Processed and managed student enrollment and registrations for distance learning programs. Assisted with the implementation of newly approved Distance Learning Programs; including, setting up fiscal services, student services (admissions, registration, and enrollment systems), faculty requests, and other assistance as directed by the program proposal. Developed and initiated paid and social marketing campaigns for newly approved distance learning programs. Updated marketing websites hosted by the Distance Learning Unit. Designed and created ads for various print and online publications. Assisted the Director of Distance Learning with market analysis research related to potential distance learning opportunities.

University of Florida; Teaching Assistant

Graduate Teaching Assistant, Course: PHA 6269 Pharmaceutical Products and Public Policy. Supervised and guided graduate level class discussions, awarded grades for written assignments and class participation, managed attendance policy, and responded to student needs.

Merrill Lynch, Analyst/Specialist

Charged with precise management of complex financial transactions for high net-worth private wealth clients. Maintain open and positive lines of communication with clients and their representatives to analyze and process requests, vigilantly reviewing figures to swiftly pinpoint and resolve potential account discrepancies. Grant daily approvals of high-risk transactions guaranteeing payment of funds; provide informed and sensitive handling of exceptions. Monitor and maintain up-to-date records, ensuring error-free bookkeeping and consistently minimizing firm's financial exposure. Sustain an immaculate record of compliance with Regulation T requirements, NYSE regulations, and Merrill Lynch policies and directives.

Education

University of Florida; Master's Degree in Political Science/Public Affairs (2009)

Florida State University; Bachelor of Science Degree in Political Science (1995)

MICHAEL BRITTINGHAM
LINKED-IN PROFILE

Experience

Purcellville Children's Academy, Owner

Founded in 2008, the Purcellville Children's Academy (PCA) prides itself on being the premier child care center in Purcellville, Virginia. PCA provides high-quality preschool education with daycare amenities and services in a warm, nurturing environment. We understand that choosing the right center to fit a child's needs is an important decision and we strive to meet the expectations of every family we serve.

City Councilman, City of Charles Town

The City of Charles Town is home to approximately 5,700 residents and boasts a rich history with prominent historical sites and cultural assets. The city is located in Jefferson County and is near the Baltimore, Maryland and Washington, DC metropolitan areas. With a cost of living about 30% lower than similar metropolitan areas, Charles Town is an attractive home for residents commuting to northern Virginia and Maryland for work.

Electronic Transaction Systems; Relationship Manager

Electronic Transaction Systems Corporation (ETS) is an international corporation headquartered in Ashburn, Virginia, with satellite offices in Canada and Europe. As an innovator in the merchant processing field, ETS supports merchants across any market segment and has been an integral member of the processing industry for over twenty years. ETS develops state of the art products utilizing the latest technologies to service and enable all merchants with the most comprehensive processing solutions.

Maryland State Police, State Trooper

The Maryland State Police has served the citizens of Maryland since its inception in 1921. Our Troopers are among the finest law enforcement officers in the world and each one is sworn to uphold our core values of Integrity, Fairness and Service.

United States Marine Corps; Sergeant

The United States Marine Corps is a branch of the United States Armed Forces responsible for providing power projection, using the mobility of the United States Navy, by Congressional mandate, to deliver rapidly, combined-arms task forces on land, at sea, and in the air. The U.S. Marine Corps is one of four armed service branches in the U.S. Department of Defense and one of the seven uniformed services of the United States.

Education

University of Maryland University College

Jessica Carroll

From: Stephanie Grove
Sent: Monday, January 14, 2019 9:04 AM
To: Jessica Carroll
Subject: Fwd: Re: Letter to S. Grove re JCDA appointment for City of Charles Town

----- Forwarded message -----

From: Mike Brittingham <MBrittingham@charlestownwv.us>
Date: Jan 4, 2019 12:07 PM
Subject: Re: Letter to S. Grove re JCDA appointment for City of Charles Town
To: Stephanie Grove <sgrove@jeffersoncountywv.org>
Cc: Daryl Hennessy <dhennessy@charlestownwv.us>, Michael Tolbert <mtolbert@charlestownwv.us>, Scott Rogers <SRogers@charlestownwv.us>, "Vinemont.farm@gmail.com" <vinemont.farm@gmail.com>, commissionerpnoland@gmail.com, jjcompton05@gmail.com, calebhudsonforjeffersonwv@gmail.com, Ralph Lorenzetti <rlorenzetti@jeffersoncountywv.org>

Dear Ms. Grove,

As noted in the below email, the City of Charles Town has forwarded the resumes of Councilman Michael Tolbert, Mayor Scott Rogers, and myself for consideration to appointment to the Jefferson County Development Authority upon the resignation of our City Manager Daryl Hennessy.

The City Council forwarded these three names after a concern was made to the County Commission that State law required three submissions and historically municipalities including Charles Town had only sent one for consideration. I agreed to submit my name for consideration in order to assist the County Commission in complying with this interpretation of the State law.

If selected as the Charles Town representative to the JCDA I will perform those duties with the same commitment that I have given to all committees and boards that I have the pleasure of serving on and will always act in the best interests of the Citizens of Charles Town and Jefferson County. However, I would like to make it clear to the County Commission that I have no desire to be appointed to the JCDA. My current obligations to the City of Charles Town require a substantial time commitment that I believe is currently near the maximum I can offer. Also, given my recent criticism of the JCDA and more specifically the Rockwool project, I believe my presence on the JCDA could create an unnecessary distraction and hinder the work of the JCDA at a time when the work being completed there is more valuable to the County than ever before.

It is for these reasons I strongly recommend the Jefferson County Commission appoint Councilman Michael Tolbert to the JCDA. I have worked with Councilman Tolbert in our roles as City Councilmen as well as on the Charles Town Ordinance Committee. Councilman Tolbert possesses an immense knowledge of the history of Jefferson County, an understanding of economic development principles, a strong dedication to research, and an unwavering sense of duty to the Citizens of Charles Town and Jefferson County. He would be a great addition and asset to the Development Authority.

Thank You,

Mike Brittingham

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 21, 2019**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2nd Choice: [Click here to enter text.](#)

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

Interviews and Appointments to the Jefferson County Development Authority- Corporation of Shepherdstown Representative - Discussion/Action

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

Is this a funding request? Y/N [Click here to enter text.](#)

If so, how much? \$ [Click here to enter text.](#)

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

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

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)



CORPORATION OF SHEPHERDSTOWN

104 NORTH KING STREET
P.O. BOX 248
SHEPHERDSTOWN, WEST VIRGINIA 25443-0248
TEL: (304)876-2312
FAX: (304) 876-1473

RECEIVED

MAR 08 2019

County Commission
of Jefferson County, WV

March 5, 2019

Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414

Dear County Commissioners:

The Corporation of Shepherdstown is submitting the following names for consideration for placement on the Jefferson County Development Authority: James Gatz, Dolores Gregory and Cheryl Pullen. Mr. Gatz was the only candidate with a unanimous vote by the Town Council. Please advise when candidates will be interviewed.

Sincerely,


Arthur J. Auxer, III
Mayor

Enclosure: Candidate Resumes

Cheryl Pullen
PO Box 1608, Shepherdstown, WV 25443
Home: (304) 876-8142 Cell: (703) 507 6238
ccpullen@verizon.net

Work Experience

- Calculated pay, taxes and social security for hourly workers, Payroll Department, West Virginia University, 1964-65
- Worked in an off-campus bookstore where I was the only student employee in charge of choosing and ordering a section of non-college books, The Book Exchange, Morgantown, WV, 1965-1969
- Taught first and second grades in a coal mining town where, at the time, one third of the students had no running water and the average parent education was 7th-8th grade, Masontown, WV. 1970-1972
- Worked as an Instructional Assistant with students with special needs; received a Certificate of Oak View Recognition for "Unending Energy, Consistent Performance and Patience in Working with Adults and Students," Oak View Elementary, Fairfax, VA, 1994-1996
- Worked as an Instructional Assistant with students with special needs, Cub Run Elementary, Centreville, VA, 1996-1997
- Taught students with learning disabilities, emotional disabilities and other special needs, both in the regular classroom with the classroom teacher and in small pull-out groups. In addition, I administered a variety of tests to include the Woodcock Johnson Education Battery to evaluate whether and in what area students might qualify for special education services. I also chaired the committee evaluating whether tests and other criteria did qualify students for special education at one point, Oak View Elementary, 1997-2011

Volunteer Experience

- Vice President in charge of programs, Officer's Wives Club, Worms, Germany 1975
- Thrift shop manager in charge of everything to include acquiring volunteers, keeping records of consignments and sales, setting policies, and initiated the collection of donations at the end of community yard sales to increase profits, Officer's Wives Club, Stewart Air Base, Newburgh, NY 1982-84
- Parent Volunteer calling parents of students who became ill during school day, Fred Lynn Middle School, Woodbridge, VA 1987-1990
- Church Board member, St. Paul's United Methodist, 1989-91
- Church Membership Committee member, St. Stephen's United Methodist, 1992

Education:

- Bachelor's Degree – Elementary Education, West Virginia University, graduated cum laude 1970
- Approximately 40 hours of Accounting courses, Northern Virginia Community College, 1978-1980
- Master's Degree—Special Education, George Mason University, 1994, received the Excellence in Special Education award

Cheryl C Pullen
P O Box 1608, Shepherdstown, WV 25443
Home 304-876-8142; cell 703 507 6238
ccpullen@verizon.net

February 11, 2019

Dear Mayor and Town Council members:

I am interested in becoming the representative for Shepherdstown on the Jefferson County Development Authority Board.

As someone who lives in Shepherdstown with my husband who joins me in our intent to stay in our home "until they carry us out," I have a deep love and commitment for the continued betterment of this community, of Jefferson County, and of the state where my husband and I were born, raised and educated. Jefferson County is certainly an asset to the state and it is important that it continue to be.

I believe development that meets the JCDA's mission of expanding the tax base and providing opportunities for the county's citizens while also keeping intact an environment as described on the JCDA's website as an asset to draw business to this area is the responsible path to enhancing the future for its citizens. I also believe that those who live in the county have a right to have their opinions taken into consideration as development often impacts their lives and, in many cases, their livelihood.

Any tasks I have undertaken whether in furthering my education, working or volunteering, I have tackled with passion and effort to always do my best. I would bring that same passion, energy and commitment if chosen to represent Shepherdstown on the Jefferson County Development Authority Board (JCDA).

Please see the attached resume.

Thank you for your consideration of my application.

Sincerely,

Cheryl Pullen

Dolores W. Gregory

209 W. Washington Street, Shepherdstown, WV • (m) 202-550-6964 • dwgregory2008@gmail.com

Highlights of Qualifications

Award-winning writer
More than 25 years in journalism
Specializing in business-to-business publications
Recent focus on state and local tax policy
Strong capacity for rendering complex issues into lively prose

Related Experience

Managing Editor: Edited monthly print and electronic journals on international tax issues for Bloomberg BNA; coordinated assignments with practitioners and edited articles for substance and style. Shepherded products through editing and publication.

Senior Reporter: Covered U.S. Tax Court, focusing on international tax issues; wrote feature articles as well as providing daily coverage for Bloomberg BNA *Daily Tax Report* and *Transfer Pricing Report*.

Copy Editor: For BNA print and electronic newsletters on state tax issues. Responsible for soliciting and editing articles by outside attorneys and accountants. Edited both for substance and style. Shepherded monthly print newsletter through editing and publication. Assigned and edited articles by staff correspondents.

Reporter: Covered state tax developments for BNA *Daily Tax Report*, including coverage of electronic commerce issues; covered congressional hearings and tracked federal legislation.

Legislative Assistant: Tracked progress of federal legislation affecting 18 western states and wrote weekly update for state association, under one-year contract.

Business Writer: Covered local business for daily and weekly newspapers in Colorado, Missouri, and upstate New York. Beats included real estate, health care, advertising, state legislatures.

Employment History

Bloomberg BNA (formerly Bureau of National Affairs), Washington, D.C.,
Sept. 1995 – Sept. 1998; Sept. 1999 – June 2018
Western Governors Assn., Washington, D.C., July 1994 – July 1995
Buraff Publications, Washington, D.C., Aug. 1991 – July 1994
Rochester Business Journal, Rochester, N.Y., Aug. 1987 – April 1990
Rochester Democrat and Chronicle, Nov. 1986 – June 1987
The Columbia Daily Tribune, Columbia, Mo., Jan. 1985 – Nov. 1986
The Greeley Tribune, Greeley, Colo., Jan. 1983 – Dec. 1983
Rocky Mountain Business Journal, Denver, Colo., Aug. 1981 – Jan. 1983
Lancaster County Redevelopment Authority, Lancaster, Pa., June 1980 – July 1981

Education

Seton Hill University, B.A., English, 1980
Catholic University of America, M.F.A., Drama, 1995

Awards and Achievements

Society of Professional Journalists, D.C. Chapter, honorable mention, for feature articles on taxation of cloud computing and District of Columbia's audits of transfer pricing by multinationals.

Multi-year winner of editorial excellence award from American Society of Business Publication Editors for articles published in the *Multistate Tax Report* and the *Daily Tax Report*.

Story on decline of Missouri shoe industry won national award for business writing.

D.W. Gregory

Playwright

D.W. Gregory's plays frequently explore political issues through a personal lens and with a comedic twist. The New York Times called her "a playwright with a talent to enlighten and provoke" for her most produced work, RADIUM GIRLS, about the famous case of industrial poisoning. Other plays include MEMOIRS OF A FORGOTTEN MAN, which premiered at the Contemporary American Theatre Festival as part of a National New Play Network rolling world premiere; MOLUMBY'S MILLION (Iron Age Theatre), nominated for a Barrymore Award by Philadelphia Theatre Alliance; THE GOOD DAUGHTER and OCTOBER 1962 (New Jersey Rep); and a new musical comedy, THE YELLOW STOCKING PLAY, with composer Steven M. Alper and lyricist Sarah Knapp. She is also a two-time finalist for the Heideman Award at Actor's Theater of Louisville, where her comedy SO TELL ME ABOUT THIS GUY was produced on a bill of short works. In addition, Gregory writes for youth theatre and makes occasional appearances as a teaching artist. Her new drama, SALVATION ROAD, was the winner of the American Alliance for Theatre in Education's Playwrights in Our Schools Award and developed through New York University's New Plays for Young Audiences program. In August 2018, *Dramatics Magazine* listed RADIUM GIRLS among the 10 Most Produced Plays in American High School Theatre.

Her plays have been developed through the support of the American Alliance for Theatre and Education (AATE), NNPN, the Playwrights' Center, the Maryland Arts Council, the Alfred P. Sloan Foundation, the HBMG Foundation and the National Endowment for the Arts. A member of the Dramatists' Guild, Gregory is also an affiliated writer with The Playwrights' Center in Minneapolis and an affiliated artist with NNPN. Her work is available from Dramatic Publishing, YouthPLAYS.com, and Playscripts.com; MEMOIRS OF A FORGOTTEN MAN will be published in February 2019 by Methuen Drama, an imprint of Bloomsbury Press.

James Gatz -- Statement of Interest

To Whom It May Concern:

I am pleased to volunteer to represent Shepherdstown on the Jefferson County Development Authority Board (JDCA Board).

I have lived in Jefferson County for the past six years, from 2012-2016 in the Town of Harpers Ferry, and from September 2016 to the present within the corporate limits of Shepherdstown. I very much enjoy living in this vibrant, beautiful and historic region.

I am eager to join the JCDA Board to help ensure this county continues to thrive over the coming years and decades. Jefferson County is on the cusp of major long-term change. We are already experiencing significant population growth and traffic congestion, along with other changes that may threaten the quality of life many of us cherish and have come to expect in this area. These changes are bringing many new challenges and opportunities for us all.

If I am appointed as the Shepherdstown representative, I would like to work with the town's leadership to help the JCDA Board in implementing the county's comprehensive vision and plan, particularly the plan's focus on supporting small businesses, tourism and agriculture-based enterprises. I would also like to help the board become more fully open to new approaches, new visions, and new approaches for building and strengthening our county's economy. This includes, for example, becoming more transparent in this work so that the public will be fully informed and will have real opportunities to provide input and share suggestions.

In addition, I would also like to encourage Jefferson County and the JCDA Board to commit to strengthening its collaborations with neighboring jurisdictions. The reality is, this county is merely one important component of our multi-state region. Many Jefferson County residents, just like folks from nearby jurisdictions, typically work and travel across county and state lines for jobs, shopping, entertainment and services. Because of this, our county government and the JCDA Board should commit to working cooperatively with neighboring jurisdictions for the common good – for example, in the placement of new industry in locations that will produce the most positive good with relatively fewer negative impacts such as traffic congestion and environmental pollution across the region.

In summary, I would be honored to serve as a voice for Shepherdstown on the JCDA Board and to assist the county government in successfully addressing the many changes and challenges on the horizon. I welcome the opportunity to represent Shepherdstown, and I look forward to collaborating directly with our town leadership and residents in this work.

Sincerely,
James Gatz
P.O. Box 548
Shepherdstown, WV 25443
202.746.6790

James Gatz – Resume

RELEVANT PROFESSIONAL EXPERIENCE

Senior Advisor

Office of the U.S. Treasurer, Consumer Policy, U.S. Treasury Department (2011 – present)

Engage in policy development and analysis on the financial services needs of individuals and families. Recent work has focused on access to safe and affordable financial products and services, consumer decision-making about financial choices, and new and emerging technology-based financial services, including services geared to the needs of low- and moderate income consumers.

Program Manager

Administration for Children and Families, U.S. Department of Health and Human Services (2003 – September 2011).

Managed a national federal demonstration and impact evaluation of program to increase economic stability of low-income families by incentivizing savings and long-term planning, home ownership, small business entrepreneurship, and enrollment in higher education. Was also involved in policy and program development on Federal economic development strategies in distressed communities.

Educational Credentials

J.D. **St. Louis University School of Law**, St. Louis, Missouri

M.P.A. **Lyndon B. Johnson School of Public Affairs**, University of Texas at Austin

B.A. **College of the Holy Cross**, Worcester, Massachusetts

Professional Certificates

Certificate of Achievement in Executive Leadership, American University

Certificate of Achievement in Community and Economic Development, John F. Kennedy School of Government, Harvard University

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nathan Cochran, Assistant Prosecuting Attorney**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 21, 2019**

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

Date Requested – 2nd Choice:

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

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

1. Discussion of Jefferson County Civil Action #17-C-282. Discussion/Action.
2. Discussion of renewal of County cable franchise agreement and related issues. Discussion/Action.
3. Discussion of Jefferson County Circuit Court Civil Action #18-P-132. Discussion/Action.
4. Discussion of EEOC Charge #533-2018-01557. Discussion/Action.
5. Discussion of Jefferson County Circuit Court Civil Action #18-C-171. Discussion/Action.
6. Discussion of EEOC Charge #533-2017-00706. Discussion/Action.
7. Discussion of Jefferson County Circuit Court Civil Action #18-C-201. Discussion/Action.
8. Discussion of Board of Health septic tank permitting process and procedures. Discussion/Action.
9. Discussion of and communication with FEMA regarding potential resolution. U.S. District Court (Northern District) Civil Action #3:18-CV-122. Discussion/Action.
10. Discussion of U.S. District Court (Southern District) Civil Action #2:18-CV-1126. Discussion/Action.

Is this a funding request? Y/N **NO**

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: Mar. 21, 2019

Date Requested – 2nd Choice: _____

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

Subject (Wording to be placed on agenda):

Request for WVDEP public hearing in Jefferson County, permit # WVR311281: Gas pipeline extension

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

The gas pipeline extension hearing was originally scheduled for February 21 and has not been rescheduled.

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

Move to send a request to WVDEP to reschedule and hold a public hearing in Jefferson County on permit # WVR311281.

Are documents attachments? Yes No

If not, explain:

Is a projector needed? Yes No

Contact information:

Email address: _____

Phone number: _____



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 21, 2019**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2nd Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): Decision – Amendment to the Impact Fees Procedures Ordinance – Discussion/Action

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

Is this a funding request? Y/N [Click here to enter text.](#)

If so, how much? \$[Click here to enter text.](#)

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

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

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

**NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY
AMENDMENT TO THE IMPACT FEES PROCEDURES ORDINANCE**

The County Commission of Jefferson County will hold a public hearing concerning the Draft Impact Fee Ordinance on Thursday, March 7, 2019 at 1:30 p.m. in County Commission meeting room located at the Old Charles Town Library Meeting Room on the ground floor of the Library, 200 East Washington Street, Charles Town, WV 25414.

The purpose of this public hearing is to gather public input on the Impact Fees Procedures Ordinance - Proposed Ordinance Amendment to the Affordable Housing Discount.

Review of the documents are available at the following website:
www.jeffersoncountywv.org

Anyone wishing to provide comment may do so at this meeting or by email at info@jeffersoncountywv.org.

The public is invited to attend.

By Order of the County
Commission of Jefferson County
Patricia A. Noland, President

West Virginia

Impact Fee Procedures Ordinance

ADOPTED

November 6, 2003

Amended July 8, 2004

Amended January 20, 2005

Amended February 22, 2007

Amended November 15th, 2012 (added Affordable Housing Discount)

Amended April 7, 2016 (Affordable Housing Discount)

Amended _____, 2019 (Affordable Housing Discount)

**Proposed Amendment
To
Affordable Housing Discount
(see pages 19 & 20)**

Public Hearing March 7, 2019

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WHEREAS, pursuant to the Local Powers Act, West Virginia Code § 7-20-1 *et seq.*, Jefferson County, West Virginia (the "County") is authorized to establish and impose impact fees on new development to offset costs to the County associated with providing necessary public facilities and services, the demand for which is created by new development; and

WHEREAS the Jefferson County Commission (the "County Commission") has studied the necessity for and implications of the adoption of impact fees for various public facilities and retained Tischler & Associates, Inc. to prepare an impact fees report to consider impact fees, and Tischler & Associates, Inc. has prepared an Impact Fees Report, dated June 11, 2003; and

WHEREAS

(1) The residents, taxpayers and users of County facilities and services have contributed significant funds in the form of taxes and user charges toward the cost of existing County facilities and services, which represent a substantial and incalculable investment;

(2) The County is experiencing an increased demand for development which is causing a strain on tax revenues and user charges at existing levels and impairing the ability of taxpayers, residents and users to bear the cost of increased demand for County facilities and services; and

(3) Sound fiscal policy in the efficient administration of County government requires that the imposition of taxes and user charges be commensurate to the actual yearly cost of County facilities and services; and

WHEREAS the County Commission adopted a comprehensive plan in 1994 which is currently being updated; and

WHEREAS the County has adopted a comprehensive zoning ordinance and a subdivision control ordinance, and has adopted the state building code as part of the County building permit review system; and

WHEREAS the population growth rate of the County has exceeded one percent (1%) annually, averaged over the years between 1990 and 2000; and

WHEREAS the Impact Fees Report has determined that the population of the County is expected to grow from approximately 44,367 in 2002 to approximately 54,091 in 2012, with a growth in the number of housing units from 18,558 units to 23,198 units over the same period; and

WHEREAS the County Commission has developed a Capital Improvements Program in order to more definitively project the specific public service demands that will be imposed upon the County by the projected growth, and maintains a list of sites within the County with development potential; and

WHEREAS, based on the population, housing units, commercial square footage, and land use projections as well as the public service needs associated with the projected level of growth, the County Commission has determined that impact fees are an appropriate and necessary technique, to be used in conjunction with other available public service financing techniques, to ensure that adequate public facilities are provided to new growth while the County maintains the level of service (LOS) standards for existing County residents; and

WHEREAS the County Commission has determined that impact fees will be necessary for construction of public schools and related facilities and may, in the future, determine that impact fees will be necessary for other public facilities; and

WHEREAS the County Commission has found and determined that impact fees for public facilities, all enacted pursuant to the authority granted by the Local Powers Act, will have certain common characteristics and that the County will, therefore, benefit from the adoption and use of a uniform procedure for the imposition, calculation, collection, expenditure and administration of all of the adopted impact fees; and

WHEREAS the use of uniform procedures, to the extent possible, will be more efficient and expedient for both the County and applicants for development permits than separate procedures for each impact fee; and

WHEREAS the use of uniform procedures will simplify the implementation and administration of impact fees; and

WHEREAS the use of uniform procedures will best ensure that impact fees are earmarked and expended for the public facilities for which they were imposed and collected; and

WHEREAS all monies collected from impact fees shall be deposited in interest-bearing accounts which clearly identify the category, account, fund and public service for which such fee was imposed; and

WHEREAS each such category, fund or account shall be accounted for separately; provided, however, that the determination as to whether the accounting requirement shall be by category, account or fund and whether by aggregate or individual development shall be within the discretion of the County; and

WHEREAS any interest or other income earned on monies deposited in said interest-bearing accounts shall be credited to the applicable account; and

WHEREAS the County Commission has found and determined that impact fees are an appropriate technique for funding public facilities; and

WHEREAS the County Commission has determined that the impact fee amounts to be imposed bear a reasonable relationship and are “roughly proportional” to the impact on public services created by new development; and

WHEREAS the County Commission has found that the public services for which impact fees are collected are necessary to protect the health, safety, and general welfare of the citizens of Jefferson County; and

WHEREAS the County Commission recognizes its obligation and authority to provide the public services for which impact fees are collected;

WHEREAS the County has or will, for each impact fee, determine that the payment of the impact fee and its expenditure for needed public facilities will result in a direct beneficial use to the development on which it is imposed; and

WHEREAS the County has or will develop and adopt a schedule of impact fees for each public service; and

WHEREAS the County has provided a credit (offset) mechanism in cases where the proposed development has been subject to the required dedication of public sites and/or public improvements, or payment in lieu thereof, for which impact fees are also being imposed; and

WHEREAS the County has determined that the impact fee amounts bear a reasonable relationship to the burden imposed upon the County to provide the additional public facilities to serve the new development at the appropriate level of service (LOS) standard; and

WHEREAS the County has developed fee calculation methodologies which will be imposed in an equitable and non-discriminatory manner.

NOW, THEREFORE, BE IT ORDAINED by the County Commission of Jefferson County, West Virginia as follows:

Section 1. IN GENERAL

(A) Purpose and Intent

The purposes and intent of these Impact Fee procedures are:

- (1) To establish uniform procedures for the imposition, calculation, collection, expenditure and administration of impact fees imposed on new development;
- (2) To ensure that new development contributes its fair share towards the costs of public facilities reasonably necessitated by such new development;
- (3) To ensure that new development reasonably benefits from the provision of the public facilities provided with the proceeds of impact fees;
- (4) To ensure that all applicable legal standards and criteria are properly incorporated in these procedures.

(B) Rules of Construction

- (1) The word “shall” is always mandatory and not discretionary and the word “may” is permissive.
- (2) Words used in the present tense shall include the future; and words used in the singular shall include the plural and the plural the singular, unless the context clearly indicates the contrary; use of the masculine gender shall include the feminine gender.
- (3) The phrase “used for” includes “arranged for,” “designed for,” “maintained for,” or “occupied for.”
- (4) Unless the context clearly indicates the contrary, where a regulation involves two or more items, conditions, provisions, or events connected by the conjunction “and,” “or” or “either...or,” the conjunction shall be interpreted as follows:
 - (a) “And” indicates that all the connected terms, conditions, provisions or events shall apply.
 - (b) “Or” indicates that the connected items, conditions, provisions or events may apply singly or in any combination.
 - (c) “Either...or” indicates that the connected items, conditions, provisions or events shall apply singly but not in combination.
- (5) The words “includes” and “including” shall not limit a term to the specific example but are intended to extend its meaning to all other instances or circumstances of like kind or character.

(6) Words not defined in this Ordinance shall have the meaning ascribed to them in the Jefferson County Zoning Ordinance, as amended. Definitions of land use not defined in this ordinance or in the Jefferson County Zoning Ordinance shall have the meaning as defined in the Impact Fee Calculation Methodology Report.
[Amended by Act of the County Commission, effective January 20, 2005]

(C) Definitions

(1) **Accessory Agricultural Dwelling Unit:** a dwelling unit that is incidental and subordinate to the principal dwelling unit, which is located on the same lot as the principal building and meets all of the following criteria, unless otherwise approved by the Board of Zoning Appeals: (a) is limited in size to a maximum of 1,700 heated square feet, gross floor area; (b) is located on a property for which the primary use is an agricultural use as defined by the Zoning Ordinance; (c) is located on a property of at least 10 acres in area; and (d) is limited to use by a person (and family) who performs agricultural work on the property or acts as a caretaker for the property. An Accessory Agricultural Dwelling Unit shall have a valid and active Zoning Certificate pursuant to the Jefferson County Zoning and Development Review Ordinance.
[Amended by Act of the County Commission, effective June 20, 2016]

(2) **Applicant:** any person who files an application with the County for a building permit, or for property that is located within a municipality which issues building permits, or any person who files an application with the County for the payment of impact fees.
[Amended by Act of the County Commission, effective November 6, 2003]

(3) **Appropriation or to appropriate:** an action by the County to identify specific public facilities for which impact fee funds may be utilized. Appropriation shall be limited to: Capital Improvements Program; execution of a contract or other legal encumbrance for construction of a public service using impact fee funds in whole or in part; and/or actual expenditure of impact fee funds through payments made from a impact fee account.

(4) **Average Market Value:** The value of a home as determined by the average cost data listed in the Residential Housing Index created pursuant to the provisions of W.Va. Code § 11-1-2b.

(5) **Building Permit:** the official document or certificate issued by the County or any Municipality under the authority of ordinance or law authorizing the commencement of construction of any building or other structure or part thereof, or authorizing a change in use.

(6) **Business Park:** a group of flex-type buildings served by a common roadway system. The tenant space includes a variety of uses with an average mix of 20-30% office/commercial and 70-80% industrial/warehousing.

- (7) **Capital Improvement:** as defined in West Virginia Code §7-20-3 (a).
- (8) **Commercial (use):** an establishment that engages in the buying and/or selling of commodities and/or services. A shopping center is a subset of this category and is typified as an integrated group of commercial establishments that is planned, developed, owned, and managed as a unit. A shopping center provides on-site parking facilities sufficient to serve its own parking demands.
[Amended by Act of the County Commission, effective January 20, 2005]
- (9) **County:** Jefferson County, West Virginia. and/or its County Government.
[Amended by Act of the County Commission, effective November 6, 2003]
- (10) **County Attorney:** the Prosecuting Attorney of the County.
- (11) **County Commission:** the County Commission of Jefferson County, West Virginia.
- (12) **County Government:** the County Commission and all staff of the County.
- (13) **Development:** the subdivision of land; or the construction, reconstruction, conversion, structural alteration, relocation or enlargement of any structure.
- (14) **Development Agreement:** a written agreement between the County and a developer regarding the development of a specific parcel of property.
[Amended by Act of the County Commission, effective November 6, 2003]
- (15) **District or Impact Fee District:** a defined geographic area or subarea of the County within which particular public facilities are provided and in which impact fees will be collected, appropriated, and expended for public facilities serving new development within such area or subarea.
- (16) **Dwelling Unit:** one room, or rooms connected together, constituting a separate, independent housekeeping establishment for owner occupancy, or rental or lease on a weekly, monthly, or longer basis, and containing independent cooking, plumbing and sleeping facilities. Dwelling Unit does not include recreational vehicles propelled by an engine on the same chassis.
[Amended by Act of the County Commission, effective November 6, 2003]
- (17) **Extreme Hardship -** For the purposes of this ordinance, any one of the following conditions shall qualify as extreme hardship cases and such qualifying cases may be considered by the County Commission as eligible for an extreme hardship exemption:

(1) Cases where the total household income is less than or equal to the Poverty Guidelines applicable to Jefferson County, West Virginia and which are defined by the United States Department of Health and Human Services, and which Poverty Guidelines are adopted by the United States Department Housing and Urban Development. In determining total household income, the Impact Fee Coordinator shall use methods as outlined by the United States Department of Housing and Urban Development; or

(2) Cases where the householder, as defined by the United States Bureau of the Census, has been classified as being totally and/or permanently disabled and is receiving disability payments from the Social Security Administration; or

(3) Cases where at least fifty per cent (50%) of the cost of the applicant's new or replacement home is being funded by a Community Housing Development Organization as recognized by the State of West Virginia Housing Development Fund, or other comparable grant or public funding mechanism. [Amended (by deleting the original Clause 15 and renumbering as Clauses 16-33), by Act of the County Commission, effective February 23, 2007.]

(18) **Impact Fee Calculation Methodology Report:** a report titled Impact Fees prepared by Tischler & Associates, Inc., dated June 11, 2003, and subsequently ammended, which sets forth the methodology and basis for the calculation of the impact of new development and the proper and proportional amount of the impact fee to be assessed against new development.

[Amended (by deleting the original Clause 15 and renumbering as Clauses 15-32), by Act of the County Commission, effective November 6, 2003.]

[Amended by Act of the County Commission, effective January 20, 2005]

(19) **Impact Fee:** the charge or fee levied or imposed on new development on a *pro rata* basis in connection with and as a condition of the issuance of a building permit to fund a portion of the costs of capital improvements for a public facility or service in accordance with the provisions of this Ordinance and the applicable specific Impact Fee Ordinance. [see note clause 15]

(20) **Impact Fee Agreement:** an agreement entered into by and between an applicant and the County Commission at the time the impact fee is paid.[see note clause 15]

(21) **Impact Fee Coordinator:** the person appointed by the County Commission to administer the collection, imposition, management and all other aspects of Impact Fees.[see note clause 15]

(22) **Manufacturing:** any use involving the use of mechanical power and machinery to produce products from raw materials, to prepare or alter materials for use in a finished product, or to assemble parts into products. Light industrial facilities are considered a subset of this category and usually employ fewer than 500 persons and have an emphasis on activities orhter than manufacturing. Typical light industrial activities include, but are not limited to printing plants, material-testing laboratories, and

assembling of data processing equipment. As defined in the Institute of Transportation Engineers *Trip Generation* manual, light industrial facilities generate more vehicular traffic than general manufacturing facilities.

[see note clause 15]

[Amended by Act of the County Commission, effective January 20, 2005]

(23) **Multifamily:** a single building or structure containing three or more dwelling units. but excluding any structure defined as a townhouse.[see note clause 15]

(24) **Municipality:** any and all of the following: Corporation of Charles Town, Corporation of Ranson, Corporation of Bolivar, Corporation of Harpers Ferry, and Corporation of Shepherdstown, or any municipal corporation hereafter established in the County.[see note clause 15]

(25) **New Development:** any new construction, reconstruction, redevelopment, rehabilitation, structural alteration, structural enlargement, structural extension, or new use which requires a building permit; any change in use of an existing non-residential building, structure or lot requiring any form of County approval, and which increases the demand for one (1) or more public facilities or services as herein defined. [see note clause 15]

(26) **Non-Residential:** any use or development that is not a residential use, and includes commercial, industrial and institutional uses.[see note clause 15]

(27) **Office (use):** a building used primarily for offices that may include ancillary services for office workers, such as a restaurant, coffee shop, newspaper, or candy stand.[see note clause 15]

(28) **Offset:** a credit of certain required impact fees in exchange for the provision by the applicant of, among other things, monetary contributions, dedication of land, or actual construction of all or part of a public service consistent with the County's Capital Improvement Program.[see note clause 15]

[Amended twice by Act of the County Commission, effective November 6, 2003.]

(29) **Planning Director:** the Executive Director of Planning, Zoning and Engineering, or his designee.[see note clause 15]

(30) **Public Facility or Service:** public improvements and facilities provided by the County and necessary to accommodate new development and necessary to protect the health, safety and general welfare of the citizens of the County; which public services include, but are not limited to, public schools.[see note clause 15]

(31) **Public Service Expenditures:** amounts appropriated in connection with the planning, design, engineering and construction of public facilities; including planning, legal, appraisal and other costs related to the acquisition of land, financing and development costs; the costs of compliance with purchasing procedures and applicable

administrative and legal requirements; and all other costs necessarily incident to provision of public facilities.[see note clause 15]

(32) **Residential:** any use or development that includes or results in the creation of a Dwelling Unit.[see note clause 15]

(33) **Residential Housing Index:** The single dwelling residential housing index created by the Tax Commissioner in accordance with the provisions of W.Va. Code § 11-1-2b.

(34) **Single-Family Detached Dwelling:** a detached building designed or used exclusively for only one dwelling unit.[see note clause 15]

(35) **Townhouse:** a dwelling unit which is located in a structure which is attached by one or more vertical party walls to one or two other structures, each designed for and occupied exclusively by only one dwelling unit.[see note clause 15]

(36) **Warehousing:** a use engaged in bulk storage of wholesale or distribution materials, inventory, equipment, supplies, or other materials not stored for immediate, on-site retail sale.[see note clause 15]

(D) General Provisions; Applicability

(1) **Term.** This Ordinance and the procedures established herein shall remain in effect unless and until repealed, amended or modified by the County Commission in accordance with applicable state law and the County's code, ordinances and resolutions.

(2) **Affected Area.**

(a) **County Wide Application.** This Ordinance shall apply to all new development within the County, including new development which takes place within the boundaries of any Municipality. Impact fees for particular public facilities may apply to less than the entire County, as set forth in the ordinance adopting each specific Impact Fee.

(b) **Impact Fee District.** Impact fees for certain public facilities shall be collected and spent within a defined geographical area which may be all or less than all of the County, as set forth in the ordinance adopting a specific impact fee.

(c) **Identification.** The affected area, including Impact fee Districts, if applicable, shall be described and/or mapped in the particular impact fee ordinance.

(d) **Change in Boundaries of Impact Fee Districts.** The County Commission may amend the boundaries of the Impact fee Districts at such times as may be deemed necessary to carry out the purposes and intent of this Ordinance and applicable legal requirements for use of the impact fees.

[Amended by Act of the County Commission, effective November 6, 2003]

(3) **Type of Development Affected.** This Ordinance shall apply to all development after the effective date of this Ordinance.

(4) **Type of Development Not Affected.** This Ordinance shall not apply to:

(a) **Previously-Issued Building Permits.** No impact fee shall be imposed on new development for which a building permit has been issued prior to the effective date of this Ordinance.

[Amended by Act of the County Commission, effective November 6, 2003]

(b) **No Net Increase in Habitable Dwellings.** No impact fee shall be imposed on any new residential development that does not result in the creation of one or more additional habitable dwelling units. No impact fee shall be imposed on the replacement of a mobile home or a single-family dwelling unit by another mobile home or single-family dwelling unit. The applicant must demonstrate that the dwelling to be replaced was in habitable condition within 36 months of the date of application for a building permit for the replacement dwelling. [Amended by Act of the County Commission, effective February 23, 2007.]

(c) **No Net Increase in Non-Residential Square Footage.** No impact fee shall be imposed on any new non-residential development that does not result in the creation of new square footage, unless the new non-residential development is to a different category of development, as defined herein, which results in an increase in the demand for public facilities for which impact fees are being imposed.

(d) **Other Uses.** No impact fee shall be imposed on a use, development, project, structure, building, fence, sign or other activity, whether or not a building permit is required, which does not result in an increase in the demand for public facilities.

(e) **Public Facilities Provided By Government.** No impact fees shall be imposed on building permits issued for the construction of public facilities by the State of West Virginia, the County Government or any municipality.

(f) **Development Agreements:** No impact fees shall be imposed on development projects that are the subject of a development agreement containing provisions in conflict with this Ordinance, but only to the extent of the conflict or inconsistency.

[Amended by Act of the County Commission, effective November 6, 2003]

(g) **Extreme Hardship Exemption** – The County Commission may agree to consider exemptions from residential impact fee payments for extreme hardship as defined in Section (1)(C)(15) of this ordinance. An applicant for an extreme hardship waiver shall:

- (1) Complete the Hardship Exemption Form available in the Department of Impact Fees;
- (2) Provide all documentation requested in the Hardship Exemption Form; and
- (3) Be entitled to a Hardship Exemption hearing before the County Commission during which hearing the County Commission shall hear the merits of an exemption application and shall act to:
 - (a) Grant the exemption;
 - (b) Deny the exemption based on the evidence provided; or
 - (c) Direct that the hearing be postponed for the purpose of acquiring additional information and/or documentation.

The County Commission may grant any number of exemptions for extreme hardship *provided* that the total amount of impact fees deferred by such grants in any given fiscal year does not exceed the interest accrued by the appropriate impact fee accounts during that same fiscal year. [Amended by Act of the County Commission, effective February 23, 2007]

(5) Effect of Payment of Impact Fees on Other Applicable County Land Use, Zoning, Platting, Subdivision or Development Regulations.
[Amended by Act of the County Commission, effective November 6, 2003]

(a) The payment of impact fees shall not entitle the applicant to a building permit unless all of the applicable land use, zoning, planning, platting, subdivision or other related requirements, standards and conditions of the County Government have been met. Such other requirements, standards and conditions are independent of the requirement for payment of a impact fee.

(b) Neither this Ordinance nor the specific impact fee ordinances for particular public facilities shall affect, in any manner, the permissible use of property, density/intensity of development, design and improvement standards or other applicable standards or requirements of the County zoning, subdivision or building ordinances or other development regulations, which shall be operative and remain in full force and effect without limitation.

(6) **Amendments.** This Ordinance, and any ordinance adopting impact fees for any particular public facility pursuant to this Ordinance, may be amended from time to time by the County Commission; provided, however, that no such amendment shall be adopted without a written report detailing the reasons and need for the impact fee revision nor without proper notice and public hearing. [Amended by Act of the County Commission, effective November 6, 2003]

Section 2. PROCEDURES FOR IMPOSITION, CALCULATION AND COLLECTION OF IMPACT FEES

(A) In General

An applicant shall be notified by the County Government of the applicable impact fee requirements at the time of application for a building permit via the issuance of an Impact Fee Calculation Form to the applicant. Impact fees shall be calculated by the County at the time of application for a building permit and shall be paid by the applicant prior to the issuance of a building permit.

(B) Calculation

(1) Upon receipt of an application for a building permit, the Impact Fee Coordinator shall determine (a) whether it is a residential or non-residential use, (b) the specific category of residential or non-residential development, if applicable, (c) if residential, the number of new dwelling units, (d) if non-residential, the number of new or additional square feet of gross floor area of the proposed use, and, (e) the Impact Fee District in which the new development is located, if applicable.

(2) Upon receipt of an application for a building permit, the Impact Fee Coordinator shall determine whether the development involves a change in use. In such cases, the impact fee due shall be based only on the incremental increase in the fee for the additional public facilities needed for the change in use. An applicant shall not be entitled to a refund where the change of use is to a category of development which imposes a lower demand on public facilities.

(3) After making the determinations described in Section 2(B)(1) or (2), the Impact Fee Coordinator shall calculate the impact fee by multiplying the amount of the applicable impact fee times the units of development, incorporating any applicable offset as defined in this procedures ordinance.

[Amended by Act of the County Commission, effective November 6, 2003]

(4) If the type of land use proposed for new development is not expressly listed in the particular impact fee ordinance and schedule, the County Government shall:

(a) identify the most similar land use type listed and calculate the impact fee based on the impact fee for the land use identified; or

(b) identify the broader land use category within which the specified land use would apply and calculate the impact fee based on the impact fee for that land use category; or

(c) at the option of the applicant or Impact Fee Coordinator, determine the basis used to calculate the fee pursuant to an independent impact analysis for impact fee calculation. When initiated by the applicant, this option shall be requested on a form provided by the Impact Fee Coordinator for such purpose. Whether initiated by the applicant or the Impact Fee Coordinator, the following shall apply:

1. The applicant shall be responsible, at its sole expense, for preparing the independent impact analysis, which shall be reviewed for approval by the Impact Fee Coordinator, and, if appropriate, other County staff or officials, prior to payment of the fee.
2. The independent impact analysis shall measure the impact that the proposed development will have on the particular public service at issue, and shall be based on the same methodologies used in the Impact Fee Calculation Methodology Report, and shall be supported by professionally acceptable data and assumptions.
3. After review of the independent impact analysis submitted by the applicant, the Impact Fee Coordinator shall accept or reject the analysis and provide written notice to the applicant of its decision on a form provided for such purpose within forty-five (45) days. If the independent impact analysis is rejected, the written notice shall provide an explanation of the insufficiencies of the analysis.
4. The final decision of the Impact Fee Coordinator may be appealed pursuant to Section 4.
5. An applicant may request a non-binding estimate of impact fees due for a particular new development at any time by filing a request on a form provided for such purpose by the Impact Fee Coordinator; provided, however, that such estimate may be subject to change when a formal application for a building permit for new development is made. Such non-binding estimate is solely for the benefit of the prospective applicant and shall in no way bind the County nor preclude it from making amendments or revisions to any provisions of this Ordinance, the specific impact fee implementing ordinances, or the impact fee schedules.
6. The calculation of impact fees due from a multiple-use new development shall be based upon the aggregated demand for each public service generated by each land use type in the new development.
7. The calculation of impact fees due from a phased new development shall be based upon the demand generated by each specific land use within the phase of development for which a separate building permit is requested.

8. Impact fees shall be calculated based on the impact fee amount in effect at the time of application for a building permit.

(C) Offsets/Credits

(1) Offsets or credits against the amount of an impact fee due from a new development shall be provided for, among other things, contributions made concurrently or to be made in the future in cash; or made, prior to the effective date of this ordinance, pursuant to a written agreement entered into with the County Government; or by dedication of land; or by actual construction of all or part of a public service by the affected property owner for public services meeting or exceeding the demand generated by the new development, and the contribution is determined by the Impact Fee Coordinator to be a reasonable substitute for the cost of public facilities which are included in the methodology set forth in the Impact Fee Calculation Methodology Report. Any agreement to make future payments in cash shall be accompanied by a cash bond, letter of credit, or other surety in a form satisfactory to the County Attorney in an amount equal to the offset or credit as laid forth in the written agreement entered into with the County Government. Offsets shall be adjusted for time-price differentials in accordance with the requirements of W.Va. Code § 7-20-5.

[Amended by Act of the County Commission, effective July 8, 2004.]

(2) The amount of the excess contribution shall be determined by the Impact Fee Coordinator upon receipt of an application form requesting an offset; provided, however, that (a) the County Government will make no reimbursement for excess contributions unless and until the particular public service fund has sufficient revenue to make the reimbursement without jeopardizing the continuity of the County's Capital Improvements Program and further provided that (b) the excess contribution may not be transferred or credited to any other types of impact fees calculated to be due from that development for other type of public facilities. The determination of the eligibility for and the amount of the credit shall be made by the County on a form provided for such purposes by the Impact Fee Coordinator. If the applicant contends that any aspect of the Impact Fee Coordinator's decision constitutes an abuse of discretion, the applicant shall be entitled to appeal pursuant to Section 4 of this Ordinance.

[Amended by Act of the County Commission, effective November 6, 2003]

(3) After the effective date of this Ordinance, no offset shall be allowed unless the County Commission has approved and accepted the contribution, dedication or expenditure before it is made.

(4) Where an applicant has dedicated land to the County or constructed a public facility in accordance with the provisions of this Section, the amount of offset or credit shall be determined in accordance with the following:

(a) In order for a credit or offset to be applied for the construction of a public facility or the dedication of land, the applicant must demonstrate that the dedicated land or constructed public facility will reduce the need for the specific

public facility, and that the public facility is consistent with the County's adopted capital improvement plan and the comprehensive plan.

(b) Applications for an offset must be made on a form provided by the Impact Fee Coordinator for such purposes. Upon receipt of a completed application, the Impact Fee Coordinator and other appropriate staff and/or consultants shall review the application, as well as such other information and evidence as may be deemed relevant, and the Impact Fee Coordinator shall forward a report as to whether an offset is proper based on the provisions of this Ordinance to the County Commission.

(c) Based on the report of the Impact Fee Coordinator, the provisions of this Ordinance, the capital improvement plan, comprehensive plan, and the impact fee calculation methodology report, the Impact Fee Coordinator shall make a recommendation to the County Commission whether to accept, reject, or modify the proposed offset/credit.

[Amended by Act of the County Commission, effective July 8, 2004.]

(d) The amount of the offset is to be calculated as follows:

1. For construction of public facilities, the offset shall be equal to the cost of construction as determined by the County using Standard Unit Costs or other such standards-based methodology, or the amount of Impact Fees due, whichever is less.

[Amended by Act of the County Commission, effective July 8, 2004.]

2. Where the applicant has dedicated land to the County, the offset is to be based on either the assessed value of the proffered land, based on the most recent County property appraisal, or the fair market value of the land as determined by a certified property appraiser hired and paid for by the applicant. If the latter option is chosen, the Impact Fee Coordinator may reject the applicant's appraisal, in which case the County shall hire and pay for a second appraiser to appraise the property. If either party rejects the second appraisal, a third appraisal shall be performed by an appraiser chosen by the first and second appraisers, the costs of which are to be shared equally by the County and the applicant. The third appraisal is binding on both parties. All appraisals must be consistent with generally-accepted appraisal techniques and the date of valuation must be the date of transfer to the County.

[Amended by Act of the County Commission, effective November 6, 2003]

3. Only the original applicant or the applicant's legal successor in title to the real estate shall be entitled to the offset.

[Amended by Act of the County Commission, effective November 6, 2003]

(5) Offsets for dedication of land or provision of public facilities shall be applicable only as to impact fees imposed for the same types of public facilities that are proposed to be dedicated or provided. Even if the value of the dedication of land or

provision of a public service exceeds the impact fee due for the type of public service, the excess value may not be transferred to impact fees calculated to be due from the applicant for other types of public facilities for which impact fees may be imposed. Offsets may, however, be transferred to the same applicant or to other applicants for new development that are proposed within the final approved platted area of the same development and for the same type of public service.

(D) Collection

(1) The date on which impact fees may first be collected shall not be sooner than the sixty-first (61st) day after the adoption of any impact fee ordinance.

[Amended by Act of the County Commission, effective November 6, 2003]

(2) The County shall collect all applicable impact fees prior to issuance of a building permit, or, for new development on property which is located in a Municipality which issues its own building permits, prior to the issuance of a building permit by such Municipality, and shall issue a receipt to the applicant for such payment unless:

[Amended by Act of the County Commission, effective November 6, 2003]

(a) the applicant is entitled to a full offset;

(b) the applicant is not otherwise subject to the payment of a impact fee; or

(c) the applicant has filed an appeal, and a bond or other surety in the amount of the impact fee, as calculated by the Impact Fee Coordinator and approved by the County Attorney, has been posted with the County.

(3) The County Government shall collect an impact fee prior to issuance of a building permit even if the applicant has paid impact fees at an earlier time in the development approval process, if the amount of the impact fees has increased since such prior payment. The applicant shall only be liable for the difference between the impact fees paid earlier and those in effect at the time of issuance of the subsequent building permit. Upon receipt of payment for an impact fee, the Impact Fee Coordinator, or a designee chosen by the Impact Fee Coordinator shall issue a receipt for impact fee payment.

[Amended by Act of the County Commission, effective November 6, 2003]

[Amended by Act of the County Commission, effective July 8, 2004.]

(4) No building permit shall be issued unless the applicant has complied with the provisions of this Ordinance.

(E) Impact Fee Agreements

(1) The County Attorney shall prepare a form of Impact Fee Agreement which shall contain such provisions of this Ordinance related to the collection and use of impact fees as the County Attorney determines is necessary to comply with the provisions of §7-20-8(c), West Virginia Code.

(2) At the time of payment of Impact Fees, the Impact Fee Coordinator shall prepare an Impact Fee Agreement for the specific development for which impact fees are being paid, and the applicant shall execute such Agreement.

(3) Within thirty (30) days after an Impact Fee Agreement is executed by an applicant, such Agreement shall be executed by the Impact Fee Coordinator, who shall send a copy of the fully executed Impact Fee Agreement to the applicant and retain the original executed Impact Fee Agreement.

(F) Affordable Housing Discount

~~(1) In accordance with the provisions of W.Va. Code § 7-20-7a, the County Commission shall provide a discounted fee schedule so as not to limit safe, decent and affordable housing, for new dwelling units valued at 60 percent (60%) or below of the average market value for single dwelling residential housing in the county as determined by the most recent residential housing index. The discounted fee schedule will be based on a lineal scale of the normal impact fee. Dwelling units valued at greater than 60% of the average market value shall pay the full amount of the normal impact fee.~~

(2) A new dwelling unit's market value shall be determined by the Assessor, using the same methods and calculations to determine market values for purposes of taxation and shall include both the dwelling and land value. The Assessor's estimate of value shall be based upon information supplied by the homeowner about the new dwelling unit during the affordable housing discount application process. The Assessor's estimate of market value is not subject to appeal and shall not be used at a later date to contest valuation for purposes of taxation.

In the case where a property is assessed as "agricultural" use, and already has a primary dwelling unit on the property, and a second dwelling unit is proposed for the sole purpose of providing an "assessory agricultural dwelling unit" (or more simply known as a farmhand dwelling); then, for the purposes of determining qualification for the Affordable Housing Discount, the assessory agricultural dwelling unit's market value shall be determined as follows:

The market value of the structure/dwelling without any land value.
The primary dwelling and all other structures on the property and all land shall not be considered.

[Amended by Act of the County Commission, effective June 20, 2016]

~~(3) The affordable housing discount shall be available by application only. A qualifying applicant shall be required to pay a percentage of the normal impact fee, as outlined in the following sections (4)(c) & (4)(d), which percentage shall be equal to the dwelling unit's estimated value as compared to the residential housing index. For example an applicant whose dwelling unit is estimated to be 60% of the average market value will pay 60% of the impact fee.~~

- (4) An applicant for an affordable housing discount shall:
- (a) Complete the Affordable Housing Discount Application Form available from the **Office of Impact Fees Engineering Department**, and pay any applicable application processing fee, as set by the Jefferson County Commission.
 - (b) Provide all documentation requested on the Affordable Housing Discount Application Form.
 - (c) Be entitled to an affordable housing discount **for a single-family detached, single-family attached, duplex unit, townhouse unit, or manufactured/mobile home**, if the new dwelling unit's value is estimated to be equal to or less than 60% of the average market value **for a single residential dwelling**, as determined by the residential housing index **issued by the State Tax Commissioner under West Virginia Code §11-1-2b**.

The discounted fee schedule will be based on a lineal scale of the normal impact fee. Dwelling units valued at greater than 60% of the average market value shall pay the full amount of the normal impact fee.

- (d) If the new dwelling unit is part of an apartment building or condominium consisting of three or more units, then the applicant for an affordable housing discount shall be entitled to an affordable housing discount if the new dwelling unit's appraised value is equal to or less than 40% of the average market value for a single residential dwelling, as determined by the residential housing index issued by the State Tax Commissioner under West Virginia Code §11-1-2b. The discounted fee shall be 40% of the full fee amount for apartment building and condominium dwelling units. Apartment building and condominium dwelling units valued at greater than 40% of the average market value, as determined by the residential housing index, shall pay the full amount of the normal impact fee.

The applicant shall bear the cost of an independent appraisal (selected by the Jefferson County Commission), of the apartment building or condominium complex, if deemed necessary by the Office of Impact fees. The appraised value shall be used to determine the dwelling unit's eligibility for the affordable housing discount.

[Amended _____, 2019]

- (5) If the value of the dwelling unit, as determined by the Assessor for taxation purposes, far exceeds the estimated market value, as determined by the Assessor for impact fee purposes, and the difference in value is a result of inaccurate information provided by the applicant at the time of applying for the affordable housing discount; then the applicant shall be required to pay the difference between the normal impact fee and the affordable housing impact fee that was actually paid by the applicant. The additional impact fees due shall be paid within 30 days of written notification.

(6) If an applicant applies for an exemption pursuant to Section 1(D)(4)(b) of this Ordinance and replaces a residential dwelling that received an affordable housing discount with a dwelling unit that does not qualify for the discount within five years of receiving an affordable housing discount, the applicant shall be required to pay the difference between the discounted fee originally paid and the full amount of the impact fee in effect at the time the affordable housing discount was paid.

Section 3. ESTABLISHMENT OF IMPACT FEE ACCOUNTS; APPROPRIATION OF IMPACT FEE FUNDS; AND REFUNDS

(A) Impact Fee Accounts

The County shall establish an impact fee account for each category of public facility for which impact fees are imposed. Such account shall clearly identify the category, account, or fund for which the impact fee has been imposed. Subaccounts may be established for individual Impact Fee Districts. All impact fees collected by the County Government shall be deposited into the appropriate impact fee account or subaccount, which shall be interest bearing. All interest earned on monies deposited to such account shall be credited to and shall be considered funds of the account. The funds of each such account shall be capable of being accounted for separately from all other County Government funds. The County Government shall establish and implement necessary accounting controls to ensure that the impact fee funds are properly deposited, accounted for and appropriated in accordance with this Ordinance Chapter and any other applicable legal requirements.

(B) Appropriation of Impact Fee Funds

(1) **In General.** Impact fee funds may be appropriated for capital improvements and for the payment of principal, interest and other financing costs on contracts, bonds, notes or other obligations issued by or on behalf of the County Government to finance such public facilities and public service expenditures. All appropriations from impact fee accounts shall be detailed on a form provided for such purposes and filed in the Jefferson County Sheriff's Tax Collection Office.

(2) **Restrictions on Appropriations.** Impact fees shall not be appropriated for maintenance or repair of public facilities or for operational or personnel expenses associated with the provision of public facilities or for funding any expenditure that would be classified in accounting as a maintenance or repair expense. Impact fees shall be appropriated only:

(a) for the particular public service for which they were imposed, calculated and collected;

(b) within the Impact Fee District where collected; and

(c) within six (6) years after the date of collection, unless such time period is extended as provided herein.

(3) **Appropriation of Impact Fee Funds Outside of District Where Collected.** Where the County is divided into impact fee districts for a particular category of impact fees, impact fee funds may be appropriated for a public service located outside of the District where collected only if the demand for the public service is

generated in whole or in part by the new development or if the public service will actually serve the new development.

(4) Expenditure of Impact Fee Funds Beyond Six (6) Years of Collection.

Notwithstanding paragraph 2 of this subsection (B), impact fee funds may be expended more than six (6) years from the date of collection if there are extraordinary and compelling reasons for the extension beyond six (6) years. An extraordinary and compelling reason may be found by the County Commission where the appropriation is for a public facility that requires more than six (6) years to plan, design and construct, and the demand for the public facility is generated in whole or in part by the new development, or if the public facility will actually serve the new development. The County Government shall document compliance with the provisions of this paragraph.

(C) Procedure for Appropriation of Impact Fee Funds

(1) Each year the County shall identify public facility projects anticipated to be funded in whole or in part with impact fees. The public facilities shall be so identified based upon the impact fee annual review set forth in Section 6 of this Ordinance, and such other information as may be relevant, and shall be part of the County's capital improvements planning process and may be part of the County's annual budget. Impact fees shall only be collected for projects identified in the County's Capital Improvements Plan.

[Amended by Act of the County Commission, effective July 8, 2004.]

(2) Such identification of public facilities shall be consistent with the provisions of this Ordinance, the particular impact fee ordinances, other applicable legal requirements, and any guidelines adopted by the County Commissioners.

(3) The County Commissioners may include public facilities funded with impact fees in the County's annual budget and Capital Improvements Program. If included, the description of the public facility shall specify the nature of the facility, the location of the public facility, the capacity to be added by the public facility, the service area of the public facility, the need/demand for the public facility and the anticipated timing of completion of the public facility.

(4) The County Commissioners shall verify that adequate impact fee funds are or will be available from the appropriate impact fee account for the particular public facility.

[Amended by Act of the County Commission, effective November 6, 2003]

(D) Refunds

(1) Eligibility for Refund.

(a) **Expiration or Revocation of Building Permit.** An applicant who has paid an impact fee for a new development for which the necessary building permit has expired or for which the building permit has been revoked prior to construction shall be eligible to apply for a refund of impact fees paid. The refund application shall be made on a form provided by the County Government for such purposes.

(b) **Failure of County to Appropriate Impact Fee Funds Within Time Limit.** The current property owner may apply for a refund of impact fees paid by an applicant if the County Government has failed to appropriate the impact fees collected from the applicant within the time limit established in subsection 3(B)1. The refund application shall be made on a form provided by the County for such purposes. If the County Commission has failed to expend any impact fee within the time limits set forth in subsection 3(B)1, the County Commission shall notify the payor of such impact fee, by first class mail in accordance with the provisions of West Virginia Code §7-20-9, at the last known address of such payor, of the right to apply for a refund in accordance with the provisions of this Section 3(D).

(c) **Abandonment of Development After Initiation of Construction.** An applicant who has paid a impact fee for a new development for which a building permit has been issued and pursuant to which construction has been initiated, but which construction is abandoned prior to completion and issuance of a certificate of occupancy, shall not be eligible for a refund unless the uncompleted building is completely demolished.

(2) **To Whom Refunds Paid.** Except as provided in paragraph 1(a) and 1(c) of this subsection, refunds shall be made only to the current owner of property for which impact fees were paid, credited or offset.

[Amended by Act of the County Commission, effective November 6, 2003]

(3) **Processing of Applications for a Refund.** Applications for a refund shall be made on a form provided by the Impact Fee Coordinator for such purposes and shall include all information required in paragraphs 5 or 6 of this subsection, as appropriate. Upon receipt of a complete application for a refund, the Impact Fee Coordinator shall review the application and documentary evidence submitted by the applicant as well as such other information and evidence as may be deemed relevant, and make a determination as to whether a refund is due. Refunds by direct payment shall be made following an affirmative determination by the Impact Fee Coordinator.

(4) **Refunds Because of Abandonment.** Applications for refunds due to abandonment of a new development prior to completion shall be made on forms provided by the Impact Fee Coordinator and shall be made within sixty (60) days following expiration or revocation of the building permit. The applicant shall submit the following: (a) evidence that the applicant is the property owner or the duly designated agent of the property owner, (b) the amount of the impact fees paid by public facility category and receipts evidencing such payments, and (c) documentation evidencing the expiration or

revocation of the building permit or approval of demolition of the structure pursuant to a valid County Government-issued demolition permit. Failure to apply for a refund within sixty (60) days following expiration or revocation of the building permit or demolition of the structure shall constitute a waiver of entitlement to a refund. No interest shall be paid by the County Government in calculating the amount of the refunds.

(5) **Refunds Due to Failure to Appropriate Funds.** Applications for refunds due to the failure of the County Government to appropriate impact fees collected from the applicant within the time limits established in subsection 3(B)1 shall be made on forms provided by the Impact Fee Coordinator and shall be filed within one (1) year following the expiration of such time limit. The applicant shall submit: (a) evidence that the applicant is the property owner or the duly designated agent of the property owner, (b) the amount of the impact fees paid by public service category and receipts evidencing such payments, and (c) description and documentation of the County's Government failure to appropriate impact fee funds for relevant public facilities.

(6) **Methods of Refunds.** Pursuant to Section 3 (D)(2), the County Government may, at its option, make refunds of impact fees by (a) direct payment, (b) offsetting such refunds against other impact fees due for the same category of public facilities for new development on the same property, or (c) other means subject to agreement with the property owner.

[Amended by Act of the County Commission, effective November 6, 2003]

Section 4. APPEALS

(A) Initiation

(1) An appeal from any decision of a County official pursuant to this Ordinance shall be made to the County Commission by filing a written appeal on the appropriate County Government form with the County Clerk within thirty (30) days following the decision which is being appealed. The County Commission may appoint a hearing officer to hear the appeal, in which case the hearing officer shall have the authority to conduct hearings as required by this Ordinance. The hearing officer shall take sworn testimony, receive evidence and exhibits, rule on evidentiary objections, cause the testimony to be taken by stenographic reporter or electronic recording device and make proposed findings of fact which the County Commission may adopt or the County Commission may substitute its own findings of fact in support of its decision.

(2) If the notice of appeal is accompanied by a cash bond, letter of credit or other surety in a form satisfactory to the County Attorney in an amount equal to the impact fee calculated by the Impact Fee Coordinator to be due, a building permit may be issued to the new development.

(3) The filing of an appeal shall not stay the imposition or the collection of the impact fee as calculated by the County Government unless a cash bond or other sufficient surety has been provided.

(B) Burden of Proof

The decision of a County official or County Commission pursuant to this ordinance shall enjoy the presumption of correctness. The burden of proof shall be on the appellant to demonstrate that the decision of the County official or County Commission is clearly erroneous or contrary to law.

(C) Contents

All appeals shall detail the specific grounds therefor and all other relevant information and shall be filed on a form provided by the County Government for such purposes.

(D) Decision

(1) The County Commission shall:

(a) determine whether there is an error in an order, requirement or decision made by a County official in the enforcement of this Ordinance, and/or

(b) determine whether the fee would amount to a taking of private property or otherwise violate the State and federal constitutional rights of the applicant.

(2) Based on the information provided at the hearing, the County Commission shall reverse or affirm, in whole or in part, or modify, the order, requirement or decision of the County official appealed from, and make such order, requirement, decision or determination as the County Commission considers necessary.

[Amended by Act of the County Commission, effective November 6, 2003]

(3) The County Commission shall render a decision on the appeal within ninety (90) days after the filing of the appeal.

[Amended by Act of the County Commission, effective November 6, 2003]

(E) APPEAL OF COUNTY COMMISSION DECISION

The applicant may appeal any decision of the County Commission pursuant to this Ordinance, by Writ of Certiorari filed within thirty (30) days of the decision of the County Commission.

Section 5. EXEMPTIONS/WAIVERS

(A) Filing of Application

Petitions for exemptions from the application of the provisions of this Ordinance or for waivers from specific impact fees shall be filed with the Impact Fee Coordinator.

(B) Effect of Grant of Exemption/Waiver

(1) **Grant of Waiver.** If the County Commission grants a waiver in whole or in part of impact fees otherwise due, the amount of the impact fees waived shall be provided by the County from non-impact fee funds, and such funds shall be deposited in the appropriate impact fee account within a reasonable period of time consistent with the applicable County Capital Improvements Program.

(2) **Effect of Exemption.** If an exemption from the application of the provisions of this Ordinance is authorized by the terms of a specific impact fee ordinance, the County Government shall not be required to provide any funds to cover the cost of the impact fee which would have been due without such exemption.

(C) Development Agreements

Nothing herein shall be deemed to limit the County's Government authority or ability to enter into development agreements with applicants for new development who may provide for dedication of land, payments in lieu of impact fees, or actual infrastructure improvements. Such development agreements may allow offsets against impact fees for contributions made concurrently or to be made in the future in cash, or by assessments or dedication of land or by actual construction of all or part of a public facility by the affected property owner.

[Amended by Act of the County Commission, effective November 6, 2003]

Section 6. ANNUAL REVIEW AND ADJUSTMENTS

(A) Annual Review

(1) At least once every year not later than January 31st of each year, beginning in the year 2005, and prior to County Commission's adoption of the Annual Budget and Capital Improvements Program, the Impact Fee Coordinator or a designee chosen by the Impact Fee Coordinator shall coordinate the preparation and submission of an Annual Report to the County Executive and County Commission on the subject of impact fees.

[Amended by Act of the County Commission, effective July 8, 2004.]

(2) The Annual Report may include any or all of the following:

- (a) recommendations for amendments, if appropriate, to these procedures or to specific ordinances adopting impact fees for particular public facilities;
- (b) proposed changes to the County Capital Improvements Program, including the identification of additional public facilities anticipated to be funded wholly or partially with impact fees;
- (c) proposed changes to the boundaries or creation of Impact Fee Districts, if applicable;
- (d) proposed changes to impact fee schedules as set forth in the ordinances imposing and setting impact fees for particular public facilities;
- (e) proposed changes to level of service standards for particular public facilities;
- (f) proposed changes to any impact fee calculation methodology;
- (g) proposed changes to the population, housing, land use, persons per household or non-residential development projections included in the Impact fee Calculation Methodology Report and upon which the impact fee amounts have been determined; or
- (h) other data, analysis or recommendations as the Impact Fee Coordinator or appropriate designee may deem appropriate, or as may be requested by the County Commission.

(3) **Submission of Impact Fee Annual Report and County Commission Action.** The Impact Fee Coordinator or the Impact Fee Coordinator's designee shall submit the Annual Report to the County Commission, who shall receive the Annual Report and which may take such actions as they deem appropriate, including, but not limited to, requesting additional data or analyses and holding public workshops and/or public hearings.

(B) Annual Adjustments

- (1) On April 1, 2005, and on April 1 of each year thereafter in which this Ordinance is in effect, the amount of any impact fee may be automatically adjusted to account for inflationary increases in the cost of providing public facilities utilizing the most recent Quantity and Price Indexes for Gross Government Fixed Investment by Type, published by the United States Bureau of Economic Analysis, using the most appropriate type of New Building construction for each specific Impact Fee.
- (2) The Impact Fee Coordinator shall make the automatic annual adjustment unless the County Commission, in its Annual Review, determines an alternate adjustment is appropriate.

(3) Nothing herein shall prevent the County Commission from electing to retain existing impact fees, from electing to waive the inflation adjustment for any given fiscal year, or from making any other adjustment in the amount of the impact fee which conforms with the law.

Section 7. ENFORCEMENT

(A) It is unlawful for any person or entity to enlarge, alter or change any use of property or to erect, construct, enlarge, alter, repair, move, improve, make, put together or convert any building in the County, or attempt to do so, or cause the same to be done, without first paying all impact fees imposed by this Ordinance.

(B) In the event a fee is not paid as required hereunder, the County Attorney may institute an action to recover the fee and enjoin the use of the property until the fee is paid. The person who fails so to pay shall be responsible for the costs of such suit, including reasonable attorney's fees.

(C) In the event that a Municipality issues a permit for a development for which the payment of an impact fee is required, without evidence of the payment of such impact fee to the County Government, the County Government may institute an action to recover the fee.

Section 8. SEPARABILITY AND CONSTRUCTION

(A) Liberal Construction

The provisions of this Ordinance shall be liberally construed to effectively carry on its purposes in the interest of further promoting and protecting the public health, safety and welfare.

(B) Separability

(1) If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by any court of competent jurisdiction, such section, subsection, sentence, clause, phrase or portion of this Ordinance shall be deemed to be a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining provisions of this Ordinance nor impair or nullify the remainder of this Ordinance, which shall continue in full force and effect.

(2) If the application of any provision of this Ordinance to any new development is declared to be invalid by a decision of any court of competent jurisdiction, the intent of the County Commissioners is that such decision shall be limited only to the specific new development expressly involved in the controversy, action or proceeding in which such decision of invalidity was rendered. Such decision shall not affect, impair, or nullify this Ordinance as a whole or the application of any provision of this Ordinance to any other new development.

The undersigned hereby certifies that this amended Ordinance was approved and adopted by the Jefferson County Commission on the ____th Day of ____, 2019, effective June 1, 2019.

JEFFERSON COUNTY COMMISSION

ATTEST:

Jacqueline C. Shadle, County Clerk

By:

Patricia A. Noland, President

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Patsy Noland, Commissioner**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 21, 2018**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): **Discuss Commission Liaison to the Charles Town Utility Board**

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

Discuss legal ad for Liaison to the CTUB

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

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

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

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#) **Telephone for conference call** **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 4, 2019, or as soon thereafter as the Commission may decide:

COUNTY LIAISON TO THE CHARLES TOWN UTILITY BOARD

(c) The County Commission shall then have the right to appoint an individual to serve as the "County Liaison" to the Utility Board, the identity of which individual shall be at the sole and exclusive discretion of the County Commission, and such individual as County Liaison:

(1) Shall have the right to engage in all discussion and debate at meetings of the Utility Board, with the exception of any executive session under W.V. Code Section 6-9A-1, et seq., as would a member of the Utility Board, and such right to engage in discussion and debate of the Utility Board shall not be limited as would a member of the public;

(2) Shall not be voting member of the Utility Board, nor have the right to make or second any motion at a meeting of the Utility Board; and

(3) Shall receive all notices of meetings and documents and other materials provided to any member of the Utility Board either in anticipation of, or prior to, any meeting of the Utility Board, except to the extent any such documents or other materials relate to, or are in connection with, any issue which could be considered in executive session by the Utility Board pursuant to W.V. Code Section 6-9A-1, et seq.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday before the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Commissioner Compton**

Department or Organization: **JCC**

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

Date Requested – 1st Choice:

If a specific date is needed, please provide reason for specific date: 3/21/19

Date Requested – 2nd Choice: **4/4/19**

Subject (*Wording to be placed on agenda*): **Student Liaison to the JCC**

Please provide the County Commission with a description of your request or presentation, including any background information:
Discuss the idea/process to have a Jefferson County high school student serve as liaison to JCC

Is this a funding request? **Y/N No**

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

Provide exact financial impact/request:

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

Attach supporting documents for request, or request may be denied.
If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 4, 2019, or as soon thereafter as the Commission may decide:

CHARLES TOWN UTILITY BOARD

Upon approval of the Ordinance authorizing the acquisition of the Jefferson County Public Service District sewer system, including the real and personal property, the Utility Board will continue to be comprised of five (5) members, each of which shall be appointed by the City Council. With respect to one (1) member of the Utility Board, the City Council will consider the recommendation of the County Commission for the individual to serve on the Utility Board as follows:

- a) The County Commission shall have the right to nominate not more than three (3) individuals to serve as a member of the Utility Board, each of whom shall satisfy all of the following criteria:
- (1) Resident of Jefferson County, West Virginia
 - (2) Customer of the Charles Town Utility Board served by the Assets of the former "District Sewer System", or extensions thereof; and,
 - (3) Customer of the Charles Town Utility Board paying the same prevailing sewer rate charged to the customers of the former "District Sewer System"

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday before the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 4, 2019, or as soon thereafter as the Commission may decide:

Historic Landmarks Committee - two (2) three year terms ending March 6, 2022.

The Historic Landmarks Committee is specifically seeking individuals with education and experience or demonstrated special interest in historic preservation or local history drawn from one of the following professions: history, architecture, archeology, landscape architect, real estate, or law.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 4, 2019 or as soon thereafter as the Commission may decide:

Planning Commission - three (3) three-year terms ending March 31, 2022

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, by 12:00 pm on the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

March 20 and March 27

THANKS - JEFFERSON COUNTY COMMISSION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 4, 2019, or as soon thereafter as the Commission may decide:

Jefferson County Development Authority Board -three (3) three-year terms ending April 5, 2022.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday before the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Thomas J. Smith, P. E.
Secretary of Transportation/
Commissioner of Highways

RECEIVED

March 8, 2019

MAR 18 2019

County Commission
of Jefferson County, WV

To Whom It May Concern:

The Statewide Transportation Improvement Program (STIP) is a financially constrained document required to show planned Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) expenditures for federal fiscal years 2016-2021. One of the requirements to funding any project with FHWA or FTA funds is that each proposed project undergoes a public "review and comment period." Therefore, additions or deletions to the STIP and certain changes to projects currently in the STIP must meet this requirement before federal funds can be obtained. Accordingly, I am again requesting your assistance in making available (to anyone who wishes to review them) the attached listing of proposed amendments to the approved 2016-2021 STIP.

All written comments are to be received no later than March 18, 2019 and should be addressed to:

Mr. Ryland W. Musick, Jr., M. S., P. E.
Director, Programming Division
West Virginia Division of Highways
Building 5, Room A-430
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0430

Thank you for your assistance with this matter. Should you need additional information, please feel free to contact my office at (304) 558-6233.

Sincerely,

Aaron C. Gillispie, P. E.
State Highway Engineer/
Acting Deputy State Highway Engineer –
Programming and Planning

ACG:MI

Attachment

cc: Mrs. Chandra Inglis-Smith, Federal Highway Administration – w/ attachment
Ms. Michele DeAngelis, Federal Transit Administration – w/ attachment



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Thomas J. Smith, P. E.
Secretary of Transportation/
Commissioner of Highways

March 8, 2019

To Whom It May Concern:

The Statewide Transportation Improvement Program (STIP) is a financially constrained document required to show planned Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) expenditures for federal fiscal years 2016-2021. One of the requirements to funding any project with FHWA or FTA funds is that each proposed project undergoes a public "review and comment period." Therefore, additions or deletions to the STIP and certain changes to projects currently in the STIP must meet this requirement before federal funds can be obtained. Accordingly, I am again requesting your assistance in making available (to anyone who wishes to review them) the attached listing of proposed amendments to the approved 2016-2021 STIP.

All written comments are to be received no later than March 18, 2019 and should be addressed to:

Mr. Ryland W. Musick, Jr., M. S., P. E.
Director, Programming Division
West Virginia Division of Highways
Building 5, Room A-430
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0430

Thank you for your assistance with this matter. Should you need additional information, please feel free to contact my office at (304) 558-6233.

Sincerely,
Original Signed By
Aaron C. Gillispie, P.E.
Aaron C. Gillispie, P. E.
State Highway Engineer/
Acting Deputy State Highway Engineer –
Programming and Planning

ACG:MI

Attachment

cc: Mrs. Chandra Inglis-Smith, Federal Highway Administration – w/ attachment
Ms. Michele DeAngelis, Federal Transit Administration – w/ attachment

bcc: HP, PP



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Thomas J. Smith, P. E.
Secretary of Transportation
Commissioner of Highways

March 8, 2019

TO: All District Engineer/Managers
THRU: HP
FROM: PP
SUBJECT: Statewide Transportation Improvement Program (STIP) Amendment

One requirement of the current legislation is that STIP amendments be made available for a public review/comment period. Recent legal advertisements and/or press releases have informed the public that a modified listing of proposed amendments to the STIP is available for inspection at each of the following locations: WVDOH District Headquarters, Metropolitan Planning Organization Offices, Regional Planning and Development Councils, County Commission Offices, and Main County Libraries.

Accordingly, if anyone comes to your office and wishes to review the attached list of projects, please make it available until March 18, 2019. If anyone wishes to comment on the projects, please instruct them to do so, in writing, to my office by March 18, 2019.

Comments on the projects should be addressed to:

Mr. Ryland W. Musick, Jr., M. S., P. E.
Director, Programming Division
Building 5, Room A-430
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0430

Thank you for your assistance in this matter. Should you have any questions, please feel free to contact my office at (304) 558-3114.

RWM:c

Attachment

cc: Mrs. Chandra Inglis-Smith, Federal Highway Administration – w/o attachment
Ms. Michele DeAngelis, Federal Transit Administration -w/o attachment

HP, PP

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2016-2021
PROGRAM AMENDMENT**

COUNTY	FFY	STIP PROJECT	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
PROJECT COMMENTS													
BARBOUR	2019	7	2/28/2019	NRT	ENG	NA999	ALUM CAVE TRAIL PHASE II	DESIGN CONST TRAIL	U301 ALUMM 2 00	NRT2016348D	\$18,000	\$21,600	\$0
2016-2021 AMD 25 - CANCEL PROJECT, COMBINE WITH U301-ALUMM-1 00													
BARBOUR	2019	7	8/28/2019	HSIP	CON	US119	DISTRICT 7 HFST +6	HFST	S301 119 00443 00	HSIP0119452D	\$459,000	\$510,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
BERKELEY	2019	5	6/28/2019	NHPP	CON	1081	EXIT 16 RAMP REPAIR	RESURFACE	S302 81 01570 00	NHPP0811135D	\$2,610,000	\$2,900,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
CABELL	2019	2	6/28/2019	STP	CON	CO037	8TH ST OVERPASS	CONCRETE OIL	S306 037 0244 00	STBGG0037039D	\$748,000	\$935,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
CABELL	2019	2	6/28/2019	STP	CON	CO017	BLUE SILPHUR OVERPASS	CONCRETE OIL	S306 017 0431 00	STBGG0017120D	\$520,000	\$650,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
FAYETTE	2019	9	6/28/2019	STP	CON	WW041	LAUREL CREEK - LAYLAND RD	RESURFACE	S310 41 00504 00	STP0041084D	\$1,011,200	\$1,264,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
GRANT	2019	5	4/28/2019	HSIP	CON	US048	COMMUNICATION DR LIGHTING	NEW INTERSTATE LIGHTING	U312 48 00486 00	HSIP0048059D	\$250,000	\$250,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
GREENBRIER	2019	9	4/28/2019	NRT	ENG	NA999	MEADOW RIVER TRAIL PHASE	DESIGNCONSTR RAIL TRAIL	U313 MEADO 4 00	NRT2017203DTC	\$50,000	\$50,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
GREENBRIER	2020	9	3/28/2020	NRT	CON	NA999	MEADOW RIVER TRAIL PHASE	DESIGNCONSTR RAIL TRAIL	U313 MEADO 4 00	NRT2017204DTC	\$100,000	\$100,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
GREENBRIER	2019	9	4/28/2019	NHPP	CON	1084	WSS - VIRGINIA LINE	RESURFACE	S313 64 18160 00	NHPP0644221D	\$2,790,000	\$3,100,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
HARDY	2019	5	4/28/2019	NHPP	CON	WW055	LUXEMBURG RD - BAKER	RESURFACE	S316 55 01906 00	NHPP0055044D	\$2,960,000	\$3,700,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
HARDY	2019	5	4/28/2019	NHPP	CON	WW055	SINKS BRIDGE - WARDENSVILLE	RESURFACE	S316 55 02918 00	NHPP0055043D	\$1,440,000	\$1,800,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
HARRISON	2019	4	5/28/2019	STP	ENG	US050	BRIDGEPORT DRAINAGE DESIGN	DRAINAGE DESIGN STUDY	S217 050 01885 00	STBGG0050371D	\$30,000	\$37,500	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													

AMENDMENT # 25 - PUBLIC COMMENT

Print Date: 3/8/2019

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2016-2021
PROGRAM AMENDMENT**

COUNTY	FFY	STIP PROJECT ID	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERALCOST CHANGE
PROJECT COMMENTS													
KANAWHA	2019	1	6/28/2019	STP	CON	WW622	BIG TYLER RD	RESURFACE	S320 622 00196 00	STB60622027D	\$588,000	\$735,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
KANAWHA	2019	1	6/28/2019	HSIP	CON	US119	BROOKLAND RD TRAFFIC SIGNAL	INSTALL SIGNAL / EXTEND LTL	U320 119 00762 00	HSIP0119451D	\$540,000	\$675,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
KANAWHA	2019	1	3/28/2019	NHPP	ENG	1064	I-64 INSTITUTE IJC EB & WB	MAJOR C & P	S320 64 4998 00	NHPP06421755D	\$9,000	\$10,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
KANAWHA	2019	1	7/28/2019	NHPP	CON	1064	I-64 INSTITUTE IJC EB & WB	MAJOR C & P	S320 64 4998 00	NHPP0642176D	\$720,000	\$800,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
KANAWHA	2019	1	4/28/2019	STP	ENG	WW114	JERRY ALAN JONES MEM BR OIL	CONCRETE OIL	S320 114 0661 00	STB60114031D	\$12,000	\$15,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
KANAWHA	2019	1	4/28/2019	STP	ROW	WW114	JERRY ALAN JONES MEM BR OIL	CONCRETE OIL	S320 114 0661 00	STB60114032D	\$800	\$1,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
KANAWHA	2020	1	10/28/2019	STP	CON	WW114	JERRY ALAN JONES MEM BR OIL	CONCRETE OIL	S320 114 0661 00	STB60114032D	\$880,000	\$1,100,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
KANAWHA	2019	1	6/28/2019	NHPP	CON	US119	LINCOLN COL LN - WW 214	RESURFACE	S320 119 0579 00	NHPP0119452D	\$5,120,000	\$6,400,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
KANAWHA	2019	1	6/28/2019	NHPP	CON	1064	MACCORRLE AVE - OAKWOOD	RESURFACE	S320 64 05375 00	NHPP0642177	\$450,000	\$500,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
KANAWHA	2019	1	6/28/2019	STP	CON	WW030	PORTER RD - PATRICK ST	RESURFACE	S320 061 02559 00	STB60061092D	\$1,760,000	\$2,200,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													
KANAWHA	2019	1	7/28/2019	HSIP	CON	1077	WV TURNPIKE IJC SIGNING (SPLIT FUNDED)	REN SIGNING	U328 77 00900 00	NHPP0771059D	\$625,000	\$625,000	(\$625,000)
2016-2021 AMD 25 - DELETE PROJECT, TO BE STATE FUNDED													
KANAWHA	2019	1	7/28/2019	NHPP	CON	1077	WV TURNPIKE IJC SIGNING (SPLIT FUNDED)	REN SIGNING	U328 77 00900 00	NHPP0771059D	\$625,000	\$625,000	(\$625,000)
2016-2021 AMD 25 - DELETE PROJECT, TO BE STATE FUNDED													
LEWIS	2019	7	4/28/2019	NHPP	CON	1079	BURNSVILLE - WESTON RD	RESURFACE	S321 79 08355 00	NHPP0792199D	\$5,112,000	\$5,680,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT													

AMENDMENT # 25 - PUBLIC COMMENT

Print Date: 3/8/2019

Page 2 of 5

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2016-2021
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
LINCOLN	2019	2		7/28/2019	STP	CON	WV010	ATENVILLE - RANGER	RESURFACE	S322 10 1034 00	STBG0010280D	\$480,000	\$600,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														
LOGAN	2019	2		4/28/2019	NHPP	CON	WV010	STOLLINGS - LOGAN	RESURFACE	S323 10 02093 00	NHPP0010278D	\$600,000	\$750,000	\$0
2016-2021 AMD 25 - CANCEL PROJECT PER DISTRICT														
MERCER	2019	10		4/28/2019	NHPP	CON	US460	HALLS RIDGE - GOODWINS CHAPEL RD	RESURFACE	S328 460 01622 00	NHPP0460063D	\$3,200,000	\$4,000,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														
MERCER	2019	10		4/28/2019	NHPP	CON	US460	US 52 - MERCER MALL RD +3	RESURFACE	S328 460 00290 00	NHPP0460064D	\$960,000	\$1,200,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														
MINERAL	2019	5		5/28/2019	NHPP	CON	US220	US 220 TIER II DESIGN STUDY	DESIGN STUDY	U229 220 00950 01	NCPD0220200D	\$1,600,000	\$2,000,000	\$1,160,000
2016-2021 AMD 25 - 264% COST INCREASE (<\$2M)														
MINGO	2020	2		3/28/2020	TAP	CON	NA999	GILBERT SIDEWALK PHASE I	DESIGN SIDEWALK	U330 GILBE 3 00	TAP2016368DTC	\$933,818	\$933,818	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														
MINGO	2019	2		4/28/2019	NHPP	CON	US052	TOWN OF GILBERT	RESURFACE	S330 52 05026 00	NHPP0052330D	\$640,000	\$800,000	\$0
2016-2021 AMD 25 - CANCEL PROJECT PER DISTRICT														
MONROE	2019	9		3/28/2019	RR/HWY XING	CON	NA999	HOWELL ST ALDERSON	UPGRADE FLASHING LIGHT	U389 ALDTC 1 00	RHCH2017116D	\$24,000	\$30,000	\$0
2016-2021 AMD 25 - DELETE PROJECT PER CSX REQUEST														
OHIO	2019	6	MP	6/28/2019	STP	CON	CO041	DALLAS PIKE	RESURFACE	S335 041 00000 00	STBG0041085D	\$640,000	\$800,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														
POCAHONTAS	2019	8		1/28/2019	TAP	ENG	NA999	HILLSBORO ELEM SCHOOL ZONE LIGHTING	INSTALL LIGHT BEACONS	U338 HILLS 2 00	TAP2017166DTC	\$0	\$0	(\$3,800)
2016-2021 AMD 25 - CANCEL PHASE, ADD FUNDS TO CON PHASE														
PUTNAM	2019	1	MP	6/28/2019	STP	CON	US060	BLACK JACK RD - HODGES RD	RESURFACE	S340 060 00453 00	STBG0060347D	\$920,000	\$1,150,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														
PUTNAM	2019	1	MP	6/28/2019	HSIP	CON	US035	BUFFALO BR HFST	HFST TREATMENT	S340 35 1243 00	HSIP0035222D	\$170,000	\$170,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														
PUTNAM	2019	1	MP	8/28/2019	NHPP	CON	US035	US 35 / WV 889 IC	CONSTRUCT INTERCHANGE	U340 35 01901 05	NHPP0035211D	\$20,000,000	\$25,000,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2016-2021
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
PUTNAM	2019	1	MPO	6/28/2019	STP	CON	WV817	WINFIELD RD	RESURFACE	S340 817 01171 00	STBG0817006D	\$732,000	\$915,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														
RALEIGH	2019	10	MPO	6/28/2019	NHPP	CON	I064	BRAGG - SANDSTONE RD	RESURFACE	S341 64 13300 00	NHPP0644222D	\$1,800,000	\$2,000,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														
RALEIGH	2019	10	MPO	3/28/2019	NHPP	ENG	US019A	CROSS RDS MALL BR EB & WB	MAJOR C & P	S341A 19 00178 00	NHPP0019471D	\$9,000	\$10,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														
RALEIGH	2019	10	MPO	7/28/2019	NHPP	CON	US019A	CROSS RDS MALL BR EB & WB	MAJOR C & P	S341A-19 00178 00	NHPP0019472D	\$855,000	\$950,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														
RALEIGH	2019	10	MPO	6/28/2019	STP	CON	WV016	SOPHIA - MABSCOTT RD	RESURFACE	S341 016 01255 00	STP0016282D	\$1,840,000	\$2,300,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														
RANDOLPH	2020	8		8/28/2020	NHPP-EXEMPT	CON	US048	US 219 CONN-WV 72 I/C (DESIGN/BUILD) (AC)	GR, DR, BRS	X342 H 04021 04	NFA2317014	\$8,000,000	\$8,000,000	\$0
2016-2021 AMD 25 - CHANGE FUNDING, ADD AC PAYBACKS, 22% TOTAL FUND COST INCREASE														
RANDOLPH	2021	8		8/28/2021	NHPP-ADHS	CON	US048	US 219 CONN-WV 72 I/C (DESIGN/BUILD) (AC)	GR, DR, BRS	X342 H 04021 04	NFA2317014	\$26,000,000	\$26,000,000	\$5,000,000
2016-2021 AMD 25 - CHANGE FUNDING, ADD AC PAYBACKS, 22% TOTAL FUND COST INCREASE														
RANDOLPH	2018	8		7/12/2018	OTHER	CON	US048	US 219 CONN-WV 72 I/C (DESIGN/BUILD) (GO)	GR, DR, BRS	X342 H 04021 04	NFA2317014	\$0	\$90,000,000	\$0
2016-2021 AMD 25 - CHANGE FUNDING, ADD AC PAYBACKS, 22% TOTAL FUND COST INCREASE														
ROANE	2019	3		4/28/2019	NHPP	CON	I079	AMMA - CO 29 O/P	RESURFACE	S344 79 02549 00	NHPP0792199D	\$12,600,000	\$14,000,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														
WAYNE	2019	2	MPO	4/28/2019	NHPP	ENG	US052	JAMES RIVER RD O/P	REPLACE SUPERSTRUCTURE	U350 52 00101 00	NHPP0052338D	\$636,000	\$795,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														
WOOD	2019	3	MPO	4/28/2019	NHPP	ROW	WV002	PARKERSBURG - ST MARYS RD (GO BOND 3)	UPGRADE TO 5 LANE	U354 002 02311 07	NHPP0002595D	\$22,500,000	\$25,500,000	\$13,700,000
2016-2021 AMD 25 - 132% COST INCREASE (>\$2M)														
WOOD	2019	3	MPO	6/28/2019	NHPP	CON	I077	SAULSBURY - MINERAL WELLS	RESURFACE	S354 77 16516 00	NHPP0773479D	\$810,000	\$900,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														
STATEWIDE	2019	99		4/28/2019	STP	ENG	NA999	2019 RETROREFLECTIVITY	MOBILE TESTING OF TRAFFIC STRIPING	T699 RETRO 1 00	STBG2018194D	\$280,000	\$350,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2016-2021
PROGRAM AMENDMENT**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	FEDERAL DOLLAR COST	TOTAL PHASE COST	FEDERALCOST CHANGE
PROJECT COMMENTS														
STATEWIDE	2021	99		1/28/2021	OTHER	ENG	NA	CY LTAP 21	DEVELOPMENT AND DISTRIBUTION ED MATERIAL	T699 LTAP 21 00	LTAP2021????D	\$150,000	\$300,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														
STATEWIDE	2021	99		6/28/2021	STP	OTHER	NA999	DISADV BUS SUPP SERVICES	DBE SUPPORTIVE SERVICES	T699 DBE 21 00	STP2021????D	\$238,605	\$238,605	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														
STATEWIDE	2019	99		7/28/2019	STP	CON	NA999	FOUR LANE PAVEMENT SEALING	PAVE CRACK SEAL	S399 SEAL 19 01	NHPP2019042D	\$4,311,000	\$4,995,000	\$2,835,000
2016-2021 AMD 25 - COMBINE WITH S399-SEAL-19 02, CHANGE NAME														
STATEWIDE	2019	99		7/28/2019	NHPP	CON	NA999	PAVEMENT SEALING 2019	PAVE CRACK SEAL	S399 SEAL 19 02	NHPP2019047D	\$2,835,000	\$3,150,000	\$0
2016-2021 AMD 25 - DELETE, COMBINE WITH S399-SEAL-19 01														
STATEWIDE	2019	99		3/28/2019	HSIP	ENG	NA999	TIM IMPLEMENTATION & TRAINING	TRAFFIC INCIDENT MANAGEMENT	T699 TIMIT 1 00	HSIP2018193D	\$400,000	\$500,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														
STATEWIDE	2019	99		4/28/2019	STP	ENG	NA999	TRAFFIC SYSTEM SUPPORT	COMM FOR TRAFFIC SIGNAL SYSTEM	T699 TRAFS 1 00	STBG2018192D	\$60,000	\$75,000	\$0
2016-2021 AMD 25 - ADD NEW PROJECT														