

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, SEPTEMBER 30, 2010**  
**9:30 A.M.**

Old Charles Town Library Meeting Room  
200 E. Washington Street, Charles Town, WV

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CALL TO ORDER

PLEDGE OF ALLEGIANCE

MOMENT OF REMEMBRANCE AND PROCLAMATION  
FOR NEAL D. CARPENTER

APPROVAL OF MINUTES

APPROVAL OF PURCHASE ORDERS

APPROVAL OF ACCOUNTS PAYABLE

PUBLIC COMMENT

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

**PRESENTATIONS:**

1. 10:00 a.m. Ed Slonaker, Morgan Financial Group, LLC  
- Presentation on Long Term Disability
2. 10:30 a.m. Peter Fricke - Farmland Protection Board  
- Approval of Farmland Easement
3. 10:45 a.m. Roger Goodwin, Chief County Engineering  
- Bond reduction and/or release of the Construction Bond Security for Mark  
D. Zwilsky - Potomac Metals, Inc. (File #S07-04)
4. 11:00 a.m. Legal Update - Stephanie Grove and James Casimiro, Assistant Prosecuting  
Attorneys  
- Jefferson Utilities, Inc. (JUI) Rate Increase Case No. 10-1329-W-42T
5. 11:15 a.m. Jennifer S. Maghan, County Clerk's Report

6. 11:30 a.m. Charlotte Hernandez-Velez, IT Specialist  
- Presentation of IT Board, By-Laws and Work Program - Discussion/Action
7. 11:45 a.m. Mark Schiavone, Director of Capital Planning and Management  
- Request for approval of Network Assessment Contractor Global Data Consultants to provide an Information Technology Assessment for Jefferson County - Discussion/Action  
- Request to approve Budget Revision 004 to the General Fund - Discussion/Action  
- Approval to release of \$15,648.67 from Department 428 (Data Processing) to purchase one year IBM maintenance on the iSeries computer - Discussion/Action
8. 12:00 a.m. - Jennifer Brockman, Director of Planning and Zoning  
- Scheduling of Joint Meeting of the Planning Commission and the County Commission regarding the Vision Statement for the Blue Ridge Mountain Communities Watershed Project

**UNFINISHED BUSINESS:**

9. John Maxey, Planning Commission - Schedule a public hearing regarding the Planning Commission's Petition to Rezone Certain Federal Lands

**NEW BUSINESS:**

10. Legislative Issues
11. Kari Hugel , U.S. Dept. Of Commerce - Request to use County Commission Meeting Room for all day testing and interviewing session on October 13, 2010 from 9:00 a.m. to 5:00 p.m. Purpose is to fill some vacancies for the position of Field Representative. (Date is available)
12. Proclamation - Public Transit Month - October 2010

**Break for Lunch**

**~~~~~ AFTERNOON SESSION ~~~~~**

13. 1:30 p.m. Tim Boyde, County Administrator and Stephanie Grove, Assistant Prosecuting Attorney
- Personnel Policy Discussion
  - Employee Handbook
  - Issue Resolution
  - Compensatory Time
  - Hours of Work
  - Supervisor Responsibilities
  - Classification Plan
  - Calculation of Compensation
14. 2:30 p.m. Budget Work Session
- Summary of Decisions to Date (includes non-profits)
  - Consideration of Remaining Requests
  - Consideration of Previously Submitted Personnel Related Requests
    - a. Todd Fagan - Request to approve position reclassification in GIS Office
    - b. Ralph Lorenzetti, Prosecuting Attorney - Request for additional Prosecutor
    - c. Angie Banks, Assessor - Request for additional funds
  - Tim Boyde - Request to expand vacant part-time position in Commission Office to full-time and post.
  - Water Advisory Committee - Request for funding

**CORRESPONDENCE:**

Department of Agriculture Assessor's Certificate of Compliance - Compliance with the Farm Statistics Law.

Video Lottery Report for week of September 18, 2010.

Upcoming appointments to be made on October 14, 2010 on the following:

- Eastern Panhandle Transit Authority Board of Directors - 1 unexpired term ending January 31, 2012
- Jefferson County Building Commission - 1 unexpired term ending January 31, 2012

Letter of Recommendation from Carol Del-Colle, President of the South Jefferson Public Library,  
for the appointment of Edmond Uzan to fill the unexpired term of Don Ranelli, deceased.

**RECESS**

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

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

## AGENDA REQUEST FORM

Name: County Commission

Department or Entity: \_\_\_\_\_

Estimation of amount of time needed for appointment: \_\_\_\_\_

Date Requested – 1<sup>st</sup> Choice: \_\_\_\_\_

Date Requested – 2<sup>nd</sup> Choice: \_\_\_\_\_

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

Subject: **Moment of Remembrance and Proclamation**

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

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Approval of Proclamation for Neal D. Carpenter**

**The County Commission of Jefferson County  
hereby remembers  
Neal D. Carpenter**

**WHEREAS**, Neal D. Carpenter, a valued resident of Jefferson County, passed away peacefully at his home in Shenandoah Junction on Tuesday, September 14, 2010, at the age of 68, after a courageous battle with cancer;

**WHEREAS**, Neal was born June 15, 1942 in Denver, Colorado, and served as a firefighter for 24 years with Poudre Fire Authority in Fort Collins, Colorado, retiring as a Battalion Chief in 1989. He then moved East and became a Public Safety Consultant working with fire departments throughout the United States and Canada to optimize resources and improve emergency service until he retired from that position in 1994.

**WHEREAS**, Neal worked for 10 months as a supervisor in the Antarctic Fire Department. Most recently he served as a part-time bookkeeper for the Old Charles Town Library, Inc.

**WHEREAS**, Neal felt a responsibility to contribute to his community and spent years representing Jefferson County on the Eastern Panhandle Regional Planning and Development Council. He was active in his neighborhood, serving two terms on the Steeple Chase Homeowners Association Board, and he was a proud member of Elk Branch Masonic Lodge #93 in Shenandoah Junction.

**WHEREAS**, Neal had numerous friends all over the world and he persevered through the summer of 2010 to have time to spend with so many of them.

**WHEREAS**, Neal enjoyed flying small planes, driving big tractors, working with his tools building and fixing things. He loved to travel and visited fifty states and all seven continents during his exceptional lifetime.

**WHEREAS**, Neal was a great family man and leaves behind his wife, Mary Jo, and loving family and friends who were all with him on his final journey.

**THEREFORE, BE IT RESOLVED**, that the County Commission of Jefferson County honors the life and memory of Neal D. Carpenter for his life well lived and his many years of service to Jefferson County.

\_\_\_\_\_  
Lyn Widmyer, President

\_\_\_\_\_  
Patricia A. Noland

\_\_\_\_\_  
Dale Manuel

\_\_\_\_\_  
Frances B. Morgan

\_\_\_\_\_  
James T. Surkamp

## **Minutes**

### **Jefferson County Commission**

**Thursday, September 23, 2010**

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A meeting of the Jefferson County Commission was held on Thursday, September 23, 2010 at the Old Charles Town Library meeting room located at 200 E. Washington Street, Charles Town, WV 25414. Present were Lyn Widmyer, President, Commissioners Patsy Noland and Dale Manuel; Tim Boyde, County Administrator and Debbie Stellato, Administrative Assistant. Commissioners Jim Surkamp and Frances Morgan were absent. (An audio tape of this September 23, 2010 meeting is available through the Jefferson County Commission Office.)

The Meeting was called to order at 9:30 a. m. by Commissioner Widmyer.

#### **PLEDGE OF ALLEGIANCE.**

#### **APPROVAL OF MINUTES.**

Motion by Ms. Noland to approve the minutes of September 16, 2010 as amended, seconded by Mr. Manuel and was unanimously approved. (An audio tape of the September 16, 2010 meeting is available through the Jefferson County Commission Office.)

Motion by Mr. Manuel to approve the minutes, as amended, of the August 31, 2010 Special Session with the Jefferson County Commission sitting as a Board of Canvassers, seconded by Ms. Noland and was unanimously approved. (An audio tape of the August 31, 2010 special session is available through the Jefferson County Commission Office.)

#### **APPROVAL OF PURCHASE ORDERS**

Motion by Ms. Noland to approve Purchase Orders in the amount of \$23,917.57 being purchase order numbers: 48871, 48293, 48294, 48500, 48502, 48720, 48722, 48865, 48187, 48887, 48864, 48868, 48869, 48870, 4887248629. Motion seconded by Mr. Manuel and was unanimously approved.

#### **APPROVAL OF ACCOUNTS PAYABLE**

Motion by Mr. Manuel to approve \$462,870.77 in accounts payable. Motion seconded by Ms. Noland and was unanimously approved.

#### **PUBLIC COMMENT**

Martha H. Zimmerman of Charles Town voiced her objections to the water rate hike by Jefferson Utilities, Inc. and requested that the Jefferson County Commission intervene on behalf of the citizens of Jefferson County.

Following Ms. Zimmerman's comments, Ms. Widmyer suggested that Mr. Boyde appoint a staff person to put together a history of Jefferson Utilities' rate increases to be presented to the Commission.

### **COUNTY ADMINISTRATOR REPORTS**

#### **County Administrator Tim Boyde:**

- (1) Reported that since two commissioners were absent from the meeting, to save repetition, it was agreed by the three commissioners present that the budget and personnel sessions should be tabled until next week when all commissioners could be present.
- (2) Reported that Ed Sloanaker would be making a presentation on a long term disability policy at the September 30, 2010 meeting, explaining the pros and cons, costs, etc.
- (3) Reported that an Attorney John Stump would like to address the Commission and schedule a briefing session on Monday, October 18, 2010, at 3:00 p.m. regarding the "TIFF" tax zone.
- (4) That the West Virginia Risk Pool will be having it's Board Meeting on September 28, 2010 and asked that we send a representative. Mark Schiavone volunteered to attend.
- (5) Reported that at the meeting with the Department Heads they offered their input into the proposed Policies and Procedures, and they approved of the proposed Policies and Procedures unanimously and would urge the Commission to approve them.
- (6) Reported that next Wednesday he will participate in a conference call with regard to the Lifestyles Return Program. One of the items discussed will be a schedule kicking off the program.
- (7) Reported that the office copiers have been checked in all departments and most are in good shape and maintenance agreements are in place.
- (8) Reported that this morning the following documents were given to the Commissioners for review:
  - (a) Legal opinion regarding Claymont from Stephanie Grove, Esq.
  - (b) Revised salary scale
  - (c) Supporting documents for Item 11C – Request to Expand Part-time Position

### **COUNTY COMMISSIONER REPORTS**

#### **Commissioner Patricia Noland:**

- (1) Reported that this past Sunday and Monday she attended a meeting of the County Commissioners' Association of West Virginia in Pipestem, WV.

#### **Commissioner Dale Manuel:**

- (2) Reported that on September 18, 2010 he attended the Charles Town Heritage Day Festival, and noted that it was well attended by Jefferson County residents as well as two of the Washington brothers, Charles and George.
- (3) Reported that on September 18, 2010 he was one of the judges for the "Pink Hat Contest" held at the Charles Town Races. The Pink Hat Contest was held in support of breast cancer and research.
- (4) Reported that on September 20, 2010 he attended the Grand Opening of Skipper's and noted that Paul Espinosa was the cow pie eating champion.
- (5) Reported that on September 20, 2010 he attended the dedication of the opening of Route 9, along with Governor Manchin and Congresswoman Capito.
- (6) Reported that on September 21, 2010 he attended the Governor's 35<sup>th</sup> Star Reception where Mr. and Mrs. Walker were honored, among others.

- (7) Reported that on September 21, 2010 he attended the Blue Ridge Mt. Watershed Plan Meeting and observed that public participation was encouraged and that the meeting was well attended by a cross section of citizens. Themes of the meeting were (1) Property Rights, and (2) being realistic while protective of a most valuable resource.

**Commissioner Lyn Widmyer:**

- (1) Reported that on September 18, 2010 she participated in the Washington Homes Tour.
- (2) Reported that on September 20, 2010 she attended Governor Manchin's ribbon cutting ceremony for the dedication of Route 9.
- (3) Reported that she attended a Community Ministries meeting and noted that three churches will be opened to homeless this winter.
- (4) Reported that on September 22, 2010 she met with the Regional Planning and Development Councils from around the state.
- (5) Reported that Senator Herb Snyder may come and talk to the Commission in November 2010 regarding the Chesapeake Bay Watershed and other issues.

**PRESENTATIONS**

- (1) Angela Banks, Assessor, requested exoneration for Christina F. Harrison in the amount of \$20.00. Her vehicle was inadvertently assessed in two different counties.

Motion by Ms. Noland to approve exoneration of \$20.00 for Christina F. Harrison, ticket no. 22169, as presented by Angela Banks, Assessor. Motion seconded by Mr. Manuel and was unanimously approved.

Name	District	Type	Ticket #	Amount
Christina F. Harrison	Charles Town	Personal Property	22169	20.00

- (2) Peter Fricke of the Farmland Protection Board presented his request for advice regarding Farmland Protection Board's staffing options. Upon completion of his presentation, Mr. Boyde, County Administrator, explained that the Board should make this request of the Development Authority, who would be the agency to handle this matter since no Jefferson County employees are involved. The Commissioners concurred.

Mr. Boyde and the Commissioners inquired if he was prepared to go forward with the request to approve easement. Mr. Fricke advised that he was not, as the paperwork had been held up by several government agencies. The Commission directed that Mr. Fricke be placed on the September 30, 2010 agenda with his easement request if he had obtained the proper documentation by that date.

**The Commission took a 5-minute break at 10:35 a.m.**

- (3) John Maxey of the Jefferson County Planning Commission, and Jennifer Brockman, Director of Planning and Zoning, offered a Power Point presentation to illustrate their

request to initiate rezoning of certain federal lands and ask the Commission to schedule a Public Hearing on the matter.

Motion by Ms. Noland to schedule a date for the Public Hearing at next Thursday's meeting, September 30, 2010 and to place John Maxey's request on the September 30, 2010 agenda. Motion seconded by Mr. Manuel and was unanimously approved.

- (4) Jennifer Maghan, County Clerk, presented the Financial Statement of Jefferson County for fiscal year ending June 30, 2010 and explained that it has been published and is available for public review.

Ms. Maghan requested that the "Voter Expectations for the Maintenance Department" discussed at last Thursday's Commission meeting be included in these minutes. (See attached.)

1. Attached, please find the "Voter Expectations for the Maintenance Department" as discussed during the commission meeting last week.
2. Please review the Financial Statement for Fiscal Year ending June 2009. The copy required by law to be published by our local newspaper will be fulfilled by the first issue of October in the Spirit of Jefferson Advocate. The complete copy can be found online at [Jeffersoncountyclerkwv.com](http://Jeffersoncountyclerkwv.com)

Should the Commissioners or members of the public have questions regarding the County's financial statement, please present them in writing or by email to the County Clerk. [jmaghan@jeffersoncountyclerkwv.com](mailto:jmaghan@jeffersoncountyclerkwv.com)

## **Preparation of Elections**

### **Expectations for the Maintenance Department**

*A time line will and detailed truck route will always be provided well in advance of an election to allow for planning of personnel and resources.*

#### ***The following tasks are requested of the Maintenance Department***

- Remove benches and tables from the old county commission meeting room.
- Pickup early voting/election night supplies and equipment from Bardane and deliver to the courthouse. (Approx. 1 week prior to early voting)
- Pickup trucks from the rental facility.

- Deliver election equipment to precincts the day before the election.  
(approx 8am-2pm)
- Pickup election equipment from the precincts and return trucks to the rental facility the day after the election.
- After canvass and certification return election equipment and supplies to Bardane.
- Put tables and benches back into the old county commission room.

(5) Mark Schiavone requested the Commission to approve the Resolution regarding Budget Revision 003 to the General Fund.

Motion by Mr. Manuel to approve the Resolution of Budget Revision 003 to the General Fund as presented by Mr. Schiavone. Motion seconded by Ms. Noland and was unanimously approved.

RESOLUTION

At a regular session of the Jefferson County Commission, held 23<sup>rd</sup> September, 2010, the following order was made and entered:

SUBJECT: The revision of the General Fund (Fund 001) 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 county commission does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 003, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Mr. Manuel, and duly seconded by Ms. Noland, the vote thereon was as follows:

Dale Manuel	Yes
Patricia Noland	Yes
Lyn Widmyer	Yes

(Commissioners Surkamp and Morgan were absent.)

WHEREUPON, Lyn Widmyer, 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 F. Mark Schiavone is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

**The Commission took a 10-minutes break at 11:10.**

- (6) Request by Valley Health to use the Commission Meeting Room on November 23, 2010 from 9:00 a.m. to 12:00 noon to conduct a Health Needs Assessment.

Motion by Mr. Manuel to approve the use of the Commission Meeting Room by Valley Health on November 23, 2010 from 9:00 a.m. to 12:00 noon. Motion seconded by Ms. Noland and was unanimously approved.

- (7) Request by NAACP Jefferson County to use the Commission Meeting Room on October 4, 2010 at 7:00 p.m. to host a forum with the 2<sup>nd</sup> Congressional District candidates.

Motion by Ms. Noland to approve the use of the Committee Meeting Room by NAACP Jefferson County on October 4, 2010 at 7:00 p.m. to host a forum with the 2<sup>nd</sup> Congressional District candidates. Mr. Manuel seconded the motion and was unanimously approved.

- (8) Doug Pittinger of the Emergency Services Agency - request for approval of fire company contracts FY2011.

Mr. Pittinger explained that the officials of the fire companies would not be meeting until next Tuesday, September 28, 2010 and that it may require more than one meeting. He requested that any decision by the Commission be put on hold for two weeks. The Commissioners agreed and directed that this matter be placed on the Agenda for the October 7, 2010 meeting.

Motion by Mr. Manuel to adjourn the meeting. Second by Ms. Noland and the meeting was adjourned.

Upon rising the Commission recessed until Thursday morning next beginning at 9:30 o'clock a.m.

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LYN WIDMYER, PRESIDENT

<p>Commission Office Use Only</p> <p>Date on Agenda:</p> <p>Appt Time or New Business:</p>
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**AGENDA REQUEST FORM**

Name: Ed Slonaker, Morgan Financial Group, LLC

Department or Entity: \_\_\_\_\_

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1<sup>st</sup> Choice: \_\_\_\_\_

Date Requested – 2<sup>nd</sup> Choice: \_\_\_\_\_

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

Subject: **Long Term Disability Presentation**

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

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

<p>Commission Office Use Only</p> <p>Date on Agenda:</p> <p>Appt Time or New Business:</p>
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**AGENDA REQUEST FORM**

Name: Peter Fricke, Farmland Protection Board

Department or Entity: \_\_\_\_\_

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: \_\_\_\_\_

Date Requested – 2<sup>nd</sup> Choice: \_\_\_\_\_

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

Subject: **Approval of Farmland Protection Easement**

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

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

Commission Office Use Only	
Date on Agenda:	9/30/10
Appt Time or New Business:	10:45 am

10:45 am

**AGENDA REQUEST FORM**

Name: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: September 30, 2010

Date Requested – 2<sup>nd</sup> Choice: \_\_\_\_\_

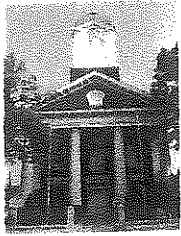
If a specific date is needed, please provide reason for specific date:

Subject: Bond reduction and/or release.

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of the Construction Bond security for Mark D. Zwilsky – Potomac Metals, Inc. (File #S07-04) – Letter of Credit with PNC Bank, Baltimore, Maryland.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize a complete release of the remaining \$53,244.00 construction bond amount for Mark D. Zwilsky – Potomac Metals, Inc. (File #S07-04).

Attachments: Bond Release Letter  
Bond Reduction or Release Request Report



# THE COUNTY COMMISSION OF JEFFERSON COUNTY

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

Phone: 304-728-3284

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Fax: 304-725-7916



September 30, 2010

Ms. Christean Harris  
PNC Bank, National Association  
Two Hopkins Plaza  
Baltimore, Maryland 21201

RE: Irrevocable Letter of Credit #18109922-00-000 dated August 7, 2008 Construction Bond  
Surety for Mark D. Zwilsky – Potomac Metals, Inc. (File #S07-04).

Dear Ms. Harris:

The Jefferson County Commission authorizes a complete release of \$53,244.00 from the construction bond amount for Mark D. Zwilsky – Potomac Metals, Inc. (File #S07-04). This project is located on the west side of Route 230-Shepherdstown Pike approximately 0.29 miles north of its intersection with Route 340/12-Halltown Road. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Irrevocable Letter of Credit, originally issued in the amount of \$174,922.00. Please contact the Jefferson County Engineering Department at 304-728-3257 if you have any questions.

Sincerely,

Lyn Widmyer, President  
Jefferson County Commission

LW:rfb

cc: Mr. Mark D. Zwilsky  
Potomac Metals, Inc.  
45655 Woodland Road  
Sterling, VA 20166  
Department of Engineering

JEFFERSON COUNTY, WEST VIRGINIA  
Department of Engineering  
104 East Washington Street, P.O. Box 338  
Charles Town, West Virginia 25414

Phone: (304) 728-3228  
Fax: (304) 728-3953

Email: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)

**BOND REDUCTION OR RELEASE REQUEST - REPORT**

Date Received: 26 August 2010 J.C.P.C. File No.: S07-04  
Consultant/Engineer/Firm Name: Potomac Metals, Inc  
Mailing Address: 45655 Woodland Road  
City: Sterling State: VA Zip: 20166  
Contact Person: Mark D. Zwilsky Phone: 703-430-4264  
Project/Subdivision Name: Potomac Metals, Inc.  
Section/Phase: Phase 1 (Kramer Lot #3)

Review Comments:

- The bond release/reduction is Approved as Submitted
- The bond release/reduction request is Denied.
- Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.
- Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time with a copy of this report and the checklist.
- Bonding Policy & Unit Cost Figures attached for your use.

Comments:

- Recommends bond release from \$53,244.00 to \$0.00.

**LAND DEVELOPMENT INSPECTION  
APPROVED FOR:**

BOND RELEASE \$0.00

BY: Norma J. Kuroski 9/16/10  
INSPECTOR DATE

Original Bond Amt. \$ 124,464.00 + 15% Cont. \$ 18,670.00 = Total Original Bond Amt. \$ 143,134.00

Total Current Bond Amount \$ 53,244.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

(Note: Upon Approval, the LDI shall attach the itemized bond release/reduction request form and all certifications required at this time.)

Reviewed By: Norma J. Kuroski

Date: 16 September 2010

Signature: Norma J. Kuroski

Title: Land Development Inspector

<p>Commission Office Use Only</p> <p>Date on Agenda:</p> <p>Appt Time or New Business:</p>
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**AGENDA REQUEST FORM**

Name: Christopher Cody

Department or Entity: N/A

Estimation of amount of time needed for appointment: 15

Date Requested – 1<sup>st</sup> Choice: Thursday, Sept 30, 2010

Date Requested – 2<sup>nd</sup> Choice: N/A

If a specific date is needed, please provide reason for specific date: **Due to time sensitivity/deadline I would like to speak to the County Commission as soon as possible.**

Subject: **Jefferson Utilities, Inc. (JUI) rate increase case no 10-1329-W-42T.**

Please provide the County Commission with a description of your request or presentation, including any background information: **We are requesting the County Commission to intervene on behalf of JUI customers who are affected by JUI's request for a 72.2% rate increase, Case No. 10-1329-W-42T. The County Commission has earlier agreed to intervene in JUI's previous request for a rate increase, Case No 10-0974-W-PC. The WV Public Service Commission staff has requested that these two cases be consolidated. We also request that Mr. James Casimiro of the Prosecuting Attorney's Office represent the County Commission due to his unique experience in this matter.**

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

Attachments: **WV Public Service Commission Staff Memo in Case No. 10-1329-W-42T, dated September 22, 2010.**

Public Service Commission  
Of West Virginia

201 Brooks Street, P. O. Box 812  
Charleston, West Virginia 25323



Phone: (304) 340-0300  
FAX: (304) 340-0325

September 22, 2010

E. Dandridge McDonald, Esq.  
Counsel, Jefferson Utilities, Inc.  
Steptoe & Johnson PLLC  
PO Box 1588  
Charleston, WV 25326-1588

Kay Moore, Intervenor  
PO Box 525  
Harpers Ferry, WV 25425

Gregory Weber, Intervenor  
59 Coventry Lane  
Harpers Ferry, WV 25425

Chester C. Cheezum, Intervenor  
32 Canterbury Trail  
Charles Town, WV 25414

Heidi Parker, Intervenor  
32 Buckskin Court  
Charles Town, WV 25414

Joel J. Keck, Intervenor  
37 Bruce Drive  
Charles Town, WV 25414

Claire Herrell, Intervenor  
432 Mara Rose Lane  
Harpers Ferry, WV 25425

Scott A. Tatina, Intervenor  
60 Westridge Lake Lane  
Harpers Ferry, WV 25425

Elizabeth and Justin, Absher, Intervenor  
140 Gap View Boulevard  
Harpers Ferry, WV 25425

Raymond Cooper, Intervenor  
PO Box 525  
Harpers Ferry, WV 25425

Laura Taylor, Intervenor  
166 Sweet Shade Lane  
Harpers Ferry, WV 25425

Jacquelyn Milliron, Intervenor  
26 Pelham Lane  
Charles Town, WV 25414

Roland K. Bass, Intervenor  
30 Posting Way  
Charles Town, WV 25414-9366

Kelly Daniel, Intervenor  
36 Welsh Court  
Charles Town, WV 25414

Christopher S. Cody, Intervenor  
33 Posting drive  
Charles Town, WV 25414

RE: Case No. 10-1329-W-42T  
Jefferson Utilities, Inc.

Ladies and Gentleman:

Pursuant to Rule 2 of the Commission's Rules of Practice and Procedure, we are enclosing a copy of the Staff memorandum in this matter. If you wish to respond to the enclosed Staff memorandum, you may do so in writing, within 10 days, unless directed otherwise, of this date.

Your failure to respond in writing to the utility's answer, Staff's recommendations, or other documents may result in a decision in your case based on your original filing and the other documents in the case file, without further hearing or notice.

Sincerely,

*Sandra Squire*

Sandra Squire, Director  
Executive Secretary Division

SS/cg  
Enc.- Memo

**INITIAL JOINT STAFF MEMORANDUM**

**TO: SANDRA SQUIRE**  
Executive Secretary

**DATE: September 22, 2010**

**FROM: RONALD E. ROBERTSON, JR.** *RR*  
Staff Attorney

**SUBJECT: CASE NO. 10-1329-W-42T**  
**JEFFERSON UTILITIES, INC.**

03:06 PM SEP 22 2010 PSC EXEC SEC DIV

On August 20, 2010, Jefferson Utilities, Inc. (JUI) filed a Rule 42T rate application requesting Commission approval for an increase of approximately \$998,657 annually in additional revenue, an increase of 48.6%, to become effective October 22, 2010, unless otherwise ordered by the Commission; and a Motion for Protection Order that certain SES information be protected from public disclosure. However, the proposed increase to the base rates is 72.2%. JUI is a for-profit public utility which provides water service to 2,196 customers in several areas of Jefferson County, West Virginia. There are eight (8) water systems filed under JUI's unified water tariff filed with the Commission which includes: 1) Walnut Grove; 2) Meadowbrook; 3) Shenandoah Junction; 4) Bardane; 5) Keyes Ferry Acres; 6) Westridge Hills; 7) Deerfield and 8) Harper Ferry Campsites.

This case was originally filed on June 30, 2010, as part of Case No. 10-0974-W-PC-42T. The PC portion (request for Commission approval of several affiliate agreements) remains an open case, but the 42T portion (rate/tariff increase) was dismissed by Commission Order entered on July 30, 2010.

The Commission has already received several protest letters and fourteen (14) Petitions to Intervene in this water rate increase filing. As of today, the fourteen (14) Petitions to Intervene have not been ruled on and are still outstanding.

Attached is the internal memorandum of David Pauley, Utilities Analyst Supervisor, Utilities Division, provides information about JUI's Rule 42T rate application and represents the Technical Staff's initial recommendation. Mr. Pauley states that JUI's current Tariff Form No. 8 is more detailed and appears accurate. The Legal Division has also reviewed this rate filing and concurs with the Technical Staff's initial recommendation

**CASE NO. 10-1329-W-42T**

**September 22, 2010**

**Page 2**

On August 12, 2010, JUI and Staff met, prior to this filing, to coordinate the current case with the petition for consent case in Case No. 10-0974-W-PC for efficient case processing. Therefore, JUI and Staff recommend to the Commission that: 1) the two (2) cases be consolidated for hearing and decision; and 2) Staff's report in both cases should be filed on Friday, November 19, 2010.

This case is ready for disposition consistent with Staff's initial recommendation.

RER/s

Attachment

CWS CWS

G:\Home\RROBERTSON\2010 MEMOS\101329.wpd

**PUBLIC SERVICE COMMISSION OF WEST VIRGINIA**  
**UTILITIES DIVISION INITIAL MEMORANDUM**

FROM: David Pauley, Utilities Analyst Supervisor *DP*  
Utilities Division

DATE: September 16, 2010

SUBJECT: **Case No. 10-1329-W-42T**  
**Jefferson Utilities, Inc.**  
Rule 42T application to increase water rates and charges.

RECEIVED  
PUBLIC SERVICE COMMISSION  
LEGAL DIVISION  
16 SEP 17 PM 3:31

On August 20, 2010, Jefferson Utilities, Inc. (JUI or the Company) filed a Rule 42T application to increase rates and charges for providing water service to 2,196 customers in Jefferson County, West Virginia. The Company owns and operates the following water systems: 1) Burr/Bardane, 2) Deerfield, 3) Harpers Ferry, 4) Keys Ferry Acres, 5) Meadowbrook, 6) Shenandoah, 7) Walnut Grove, and 8) Westridge.

The proposed increase will become effective October 22, 2010 unless otherwise ordered by the Commission, and will produce approximately \$998,657 annually in additional revenue, an increase of 48.6%. The proposed increase to the base rates however is 72.2%.

This case was initially filed June 30, 2010 as part of Case No. 10-0974-W-PC-42T. The PC portion of that case remains active but the 42T portion was dismissed by Commission Order dated July 30, 2010. The Order cited the inaccurate Tariff Form 8 as the reason for dismissal. The current Tariff Form 8 is much more detailed and now appears accurate.

Staff has met with representatives from JUI prior to this filing and have agreed to recommend to the Commission, the coordination of this filing with the petition for consent case, 10-0974-W-PC. We recommend the two cases be consolidated for hearing and decision, and that the Staff report in both cases should be required to be filed by Friday, November 19, 2010.

Staff also notes that both case dockets contain numerous petitions to intervene and that Confidential treatment of certain information is requested.

Staff will conduct an audit of the Company's books and records and prepare rate recommendations within the time constraints specified by the Commission.

dlp/s

#6

Commission Office Use Only	
Date on Agenda:	9-30-10
Appt Time or New Business:	11:00

**AGENDA REQUEST FORM**

Name: Charlotte Hernandez-Velez

Department or Entity: IT

Estimation of amount of time needed for appointment: 15 min

Date Requested – 1<sup>st</sup> Choice: 9-30-2010

Date Requested – 2<sup>nd</sup> Choice: \_\_\_\_\_

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

Subject: **IT Board/Commission By-Laws and Work Program**

Please provide the County Commission with a description of your request or presentation, including any background information: **To review the Work Program and By-Laws of the IT Board/Commission**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Move to approve the By-Laws and work program as recommended.**

Attachments:

## Jefferson County IT Blue Ribbon Panel (IT-BRP) By-Laws

### Article I: General

1. **Mission Statement:** The Jefferson County IT Blue Ribbon Panel is tasked with developing recommendations for the County Commissions in issues related to technology. The IT-BRP will work to improve the environment to promote technology business and development.
2. **Appointment Process:** Committee members shall be technologically capable residents of Jefferson County. The County Commission will advertise for applicants to be appointed for set terms.
3. **Membership:** The number of committee members shall be ten (10) persons residing in Jefferson County, or persons outside of the County with an interest or IT background. All members will be entitled to vote.
4. **Meetings:** Meetings will be held monthly via conference call. Extra meetings may be called by the chairperson, or by a consensus of the members.
5. **Chairperson:** The Chair will be held by the County IT Specialist. The Vice Chair will be held by the Director of the Development Authority or his/her designee.
6. **Recommendations to County Commission:** A majority of the appointed members shall agree before passing recommendations onto the County Commission. Recommendations shall be communicated through the chairperson only.
7. **Amendments to By-Laws:** The by-laws may be amended or repealed by a 2/3 majority of the appointment members of the WAC. No action shall be taken sooner than thirty (30) days from the date of the amendment or repeal that is proposed.

### ARTICLE II. Conflicts of Interest by Members of the IT Blue Ribbon Panel

1. **Definitions.** As used in this article, unless the context in which used clearly requires otherwise:
  - 1.a. **"Compensation"** means money, thing of value or financial benefit. The term "Compensation" does not include reimbursement for actual reasonable and necessary expenses incurred in the performance of official duties.
  - 1.b. **"Employee"** means any full-time or part-time employee of the Commission.
  - 1.c. **"Immediate family"**, with respect to an individual, means a spouse residing in the individual's household and any dependent child or children and dependent parent or parents.
  - 1.d. **"Person"** means an individual, corporation, business entity, labor union, association, firm, partnership, limited partnership, committee, club or other organization or group of persons, irrespective of the denomination given such organization or group.

## **IT Blue Ribbon Panel - First Report to Jefferson County Commission**

Even though Jefferson County has its proximity to the Washington D.C. and its educated population as assets, Jefferson County fails to attract IT businesses.

Among the obstacles that businesses face are high taxes and the lack of high speed infrastructure, incentives or IT park/corridor.

The IT Blue Ribbon Panel (ITBRP) will develop six recommendations for the Jefferson County Commission around the following issues:

- 1) County-wide Wifi
- 2) Tech Corridor
- 3) Telework & Continuity Centers
- 4) Tax Breaks & Incentives
- 5) Expansion of Current Cable Availability
- 6) Tower Analysis & Development

Creating a more business-friendly environment in Jefferson County would foster next-generation jobs, allow for new local growth and development opportunities, benefit high school and college students with internship and work experiences, and create the opportunity to partner with Berkeley County in developing the Rt. 9 corridor.

August 31, 2010  
Charlotte Hernandez Velez, IT Support Specialist  
IT Blue Ribbon Panel

**2. General Provisions.** No Member of the IT Blue Ribbon Panel or a member of his or her immediate family may transact any business with the IT Blue Ribbon Panel or County Commission for compensation including the purchase or sale of goods, services or materials or employment. Every Member of the IT Blue Ribbon Panel shall abstain from voting when such matter is being considered by the IT Blue Ribbon Panel.

**3. Use of Office for Private Gain.** Members of the IT Blue Ribbon Panel are prohibited from knowingly and intentionally using his or her office or the prestige of his or her office for his or her private gain or that of another person.

**4. Gifts.** Members and employees of the IT Blue Ribbon Panel are prohibited from soliciting any gift unless the solicitation is for a charitable purpose and without a direct pecuniary benefit to the Member or employee or to his or her immediate family. No Member of the IT Blue Ribbon Panel may knowingly accept any gift from a lobbyist or from any person:

- (a) doing or seeking to do business with the IT Blue Ribbon Panel or County Commission;
- (b) engaged in activities controlled by the IT Blue Ribbon Panel or County Commission; or
- (c) having financial interests, which may be affected by the performance or non-performance of the Member's official duties.

This section does not apply to gifts from relatives or members of the same household; gifts that are purely personal in nature; tickets or free admission to attend charitable, cultural or political events if the ticket or admission is a courtesy customarily extended to the IT Blue Ribbon Panel; reimbursement for food, travel or lodging to attend speaking engagements of an official nature; or ceremonial gifts or awards of insignificant monetary value.

**5. Interests in Public Contracts.** No member of the IT Blue Ribbon Panel or member of his or her immediate family or business with which he or she is associated may be a party to or have an interest in the profits or benefits of a contract which such Member or employee may have direct authority to enter into, or over which he or she may have control. Provided, however, that nothing herein shall be construed to prohibit a Member from entering into a contract which the Member may have direct authority to enter into or over which her or she may have control when such Member has been recused from deciding or evaluation and excused from voting on such contract and has fully disclosed the extent of such interest in the contract.

<p>Commission Office Use Only</p> <p>Date on Agenda:</p> <p>Appt Time or New Business:</p>
--

### AGENDA REQUEST FORM

Name: F. Mark Schiavone

Department or Entity: DCPM

Estimation of amount of time needed for appointment: 10 min

Date Requested – 1<sup>st</sup> Choice: 30 September 2010

Date Requested – 2<sup>nd</sup> Choice: 7 October 2010

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

Subject: Approval of Network Assessment Contractor

**Please provide the County Commission with a description of your request or presentation, including any background information:** Global Data Systems is a company referred to us by the IT staff in Berkeley County. We have reviewed their qualifications and recommend approval of their cost proposal (\$8,000) to conduct a network assessment. There are sufficient funds in Dept 428 (Data Processing) to cover this cost.

**Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):** Move to approve using Global Data Consultants to conduct a network assessment for Jefferson County.

**Attachments:** (1) Request for Revision to Approved Budget, (2) detailed worksheet for underlying budget changes, (3) Draft resolution to revise the General Fund Budget.

**Global Data**  
**C o n s u l t a n t s**  
*Your Information Technology Experts . . .*  
We're in IT for you.

**A PROPOSAL FOR**

**JEFFERSON COUNTY**

114 E. Washington Street  
Charles Town, WV 25414  
(304) 728-3300 Phone

TO PROVIDE

**INFORMATION TECHNOLOGY ASSESSMENT**

SUBMITTED BY:

**Global Data Consultants, LLC**

1144 Kennebec Drive  
Chambersburg, PA 17201  
(717) 262-2080 Phone  
(717) 262-2082 Fax

*DATE: 4/29/2010*

**SOW #: N20100429-04**

# Statement of Work for Information Technology Services

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## I. SCOPE OF SERVICES

This section describes the Services that **Global Data Consultants LLC (GDC)** will provide under the terms of the GDC ITSA and this Statement of Work (SOW).

Jefferson County has requested a proposal for an assessment of the functional and strategic components of its Information Technology environment. This evaluation will allow Jefferson County to gain a deeper insight and understanding of the current state of their utilization of technology as it applies to their network, infrastructure and application service areas. Specific information and areas that GDC will seek to understand and assess are listed below:

1. Information Technology/Network Assessment
  - The understanding of the mission of IT as it relates to the overall mission of Jefferson County
  - I.T. policies and procedures
  - Business system software and hardware platforms
  - Locations supported
  - Internet connectivity
  - Current bandwidth capacity and utilization percentages
  - Firewall, router and network equipment hardware and configuration review
  - Microsoft and iSeries server hardware and operating systems configuration review
  - Maintenance and patching process review
  - Review of licensing management
  - High level inventory and review of current locally installed hardware
  - Utilization of current technology for production and support purposes
  - Proactive monitoring and reporting
  - Remote access procedures
  - Virus/spam/spyware protection solutions
  - Data backup and storage, systems and data redundancy, power backup supply and overall disaster recovery preparedness
  - Review of strategic planning for technology utilization, budgeting, functionality/process improvements and IT cost savings
  - Review of end user support processes
  - Internal and external vulnerability scan to determine current security position
  - 3<sup>rd</sup> party services – What types of services, needs, and skills do they look to 3<sup>rd</sup> party providers for
  - Decision-making process with new technologies and hardware/software purchases
2. Compilation of Jefferson County's current position and condition on the items above along with corresponding recommendations for improvement where appropriate into a Final Technology Assessment Report.
3. Presentation of Final Technology Assessment Report to Jefferson County in person as well as in electronic and hardcopy format.

**Methodology:** As part of this network and infrastructure assessment, GDC will interview the appropriate Information Technology team members and appropriate executive management to gather information on the current state of technology in use by Jefferson County as well as the strategies and methodologies that are currently in place. GDC will also work with the designated IT team member(s) to do physical and electronic configuration review of hardware, network operating systems and related applications. Additionally GDC will utilize 3<sup>rd</sup> party assessment tools and software to assist in gaining visibility and confirmation of Jefferson County's infrastructure condition as well as compliance with security and industry best practices. The details of the agenda and the scheduling will be worked out between Jefferson County and GDC prior to the onsite interviews.

The details of the Services to be provided are described in this section. These Services will be provided at the following site (Location):

**114 E. Washington Street  
Charles Town, WV 25414**

For the listed project, GDC will:

- Provide the skills and expertise to complete the tasks in a timely manner.
- Ensure that the appropriate documentation and reports are delivered to Jefferson County
- Provide any knowledge transfer or follow-up that is requested

## **II. ESTIMATED SCHEDULE**

The Services will be performed consistent with the estimated schedule mutually agreed to by both of us. We both agree to make reasonable efforts to carry out our respective responsibilities according to such schedule.

The following is provided for planning purposes:

Circumventing any vendor delivery or purchasing delays:

Estimated Start Date: TBD

Estimated End Date: TBD

This Statement of Work expires upon completion of our responsibilities.

**III. CHARGES**

The total cost is \$8,000 plus any applicable taxes. This cost is for technical services as outlined in the Scope of Services section of this agreement. Payment is due as specified in the invoice.

GDC will invoice Jefferson County at the completion of this project

*Agreed to:*  
**Jefferson County**

*Agree to:*  
**Global Data Consultants, LLC**

---

*F. Mark Schiavone*                      *Date*                      *Tom Lytle*                      *Date*

**PROPOSAL ACCEPTANCE PERIOD**

This SOW will be withdrawn if GDC is not authorized by **10/18/2010** to perform these Services. This proposal can be extended if the parties mutually agree in writing to extend the proposal acceptance period.

<p>Commission Office Use Only</p> <p>Date on Agenda:</p> <p>Appt Time or New Business:</p>
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**AGENDA REQUEST FORM**

**Name:** F. Mark Schiavone

**Department or Entity:** DCPM

**Estimation of amount of time needed for appointment:** 10 min

**Date Requested – 1<sup>st</sup> Choice:** 30 September 2010

**Date Requested – 2<sup>nd</sup> Choice:** 7 October 2010

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

**Subject:** Approval of Budget Revision 004 to the General Fund

**Please provide the County Commission with a description of your request or presentation, including any background information:** This revision deals with the 2.5% salary increase, and accounts for the savings from the Group Health Insurance and Property/Liability Insurance changes.

**Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):** Move to approve the resolution for Budget Revision 004 to the General Fund

**Attachments:** (1) Request for Revision to Approved Budget, (2) detailed worksheet for underlying budget changes, (3) Draft resolution to revise the General Fund Budget.

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

**REQUEST FOR REVISION TO APPROVED BUDGET**

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)

CONTROL NUMBER

2011

FY

FUND

REV. NO.

PG. OF NO.

JEFFERSON COUNTY COMMISSION  
 GOVERNMENT ENTITY

Person To Contact Regarding

Budget Revision: **F. Mark Schiavone**

Phone: **(304) 728-3337**

Fax: **(304) 724-2178**

PO BOX 250 124 E. WASHINGTON STREET  
 STREET OR PO BOX

CHARLES TOWN

CITY

25414

ZIP CODE

County  
 Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)**

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
401	County Commission	2,857,286	286,377		3,143,663
402	County Clerk	855,754		25,689	830,065
403	Circuit Clerk	533,857		11,858	521,999
404	Sheriff-Treasurer	510,049		8,374	501,675
405	Prosecuting Attorney	1,491,889		2,240	1,489,649
406	Assessor	907,403		18,923	888,480
412	Agricultural Agent	125,860		1,888	123,972
413	Elections-County Clerk	180,000		2,023	177,977
422	Infrastructure	291,927		608	291,319
424	Courthouse	1,686,001		109,534	1,576,467
431	Economic Development	356,753		329	356,424
433	Geographic Information System	258,262		1,016	

**NET INCREASE/(DECREASE) Expenditures**

APPROVED BY THE STATE AUDITOR

BY:

Director, Local Government Services Division

Date

AUTHORIZED SIGNATURE  
 OF ENTITY

APPROVAL  
 DATE



Budget Revision 004 PENDING

	A	B	C	D	E	F	G
				Curr			
1	Dept	Line		Approved	Increase	Final	Approved
2	401	401-01-103-000-GG-000	Salary/Wage	205,000	5,125	210,125	/1
3	CO COM	401-01-104-000-GG-000	FICA	25,408	318	25,726	/2
4		401-01-104-001-GG-000	MEDIC	5,943	74	6,017	/2
5		401-01-105-000-GG-000	Group Health	78,371	(13,920)	64,451	/1
6		401-01-106-000-GG-000	RETIREMENT	51,225	641	51,866	/2
7		401-05-568-000-GG-000	OTHER CONTRIB	2,022,993	294,139	2,317,132	/7
8							
9			DEPT CHANGE	2,857,286	286,377	3,143,663	
10							
11	402	402-01-103-000-GG-000	Salary/Wage	448,188	7,374	455,562	/1
12	CO CLK	402-01-104-000-GG-000	FICA	32,465	457	32,922	/2
13		402-01-104-001-GG-000	MEDIC	7,593	107	7,700	/2
14		402-01-105-000-GG-000	Group Health	156,914	(34,549)	122,365	/1
15		402-01-106-000-GG-000	RETIREMENT	65,454	922	66,376	/2
16							
17			DEPT CHANGE	855,754	(25,689)	830,065	
18							
19	403	403-01-103-000-GG-000	Salary/Wage	261,023	6,526	267,549	/1
20	CIR CLK	403-01-104-000-GG-000	FICA	20,427	405	20,832	/2
21		403-01-104-001-GG-000	MEDIC	4,777	95	4,872	/2
22		403-01-105-000-GG-000	Group Health	103,925	(19,699)	84,226	/1
23		403-01-106-000-GG-000	RETIREMENT	41,183	816	41,999	/2
24							
25			DEPT CHANGE	533,857	(11,858)	521,999	
26							
27	404	404-01-103-000-GG-000	Salary/Wage	236,040	5,901	241,941	/1
28	TAX	404-01-104-000-GG-000	FICA	19,278	366	19,644	/2
29		404-01-104-001-GG-000	MEDIC	4,509	86	4,595	/2
30		404-01-105-000-GG-000	Group Health	81,652	(15,464)	66,188	/1
31		404-01-106-000-GG-000	RETIREMENT	31,380	738	32,118	/2
32							
33			DEPT CHANGE	510,049	(8,374)	501,675	
34							
35	405	405-01-103-000-GG-000	Salary/Wage	908,097	22,702	930,799	/1
36	PA	405-01-104-000-GG-000	FICA	62,292	1,408	63,700	/2
37		405-01-104-001-GG-000	MEDIC	14,569	329	14,898	/2
38		405-01-105-000-GG-000	Group Health	172,115	(29,516)	142,599	/1
39		405-01-106-000-GG-000	RETIREMENT	125,588	2,838	128,426	/2
40							
41			DEPT CHANGE	1,491,889	(2,240)	1,489,649	
42							
43	406	406-01-103-000-GG-000	Salary/Wage	468,383	8,432	476,815	/1
44	ASSOR	406-01-104-000-GG-000	FICA	36,863	523	37,386	/2
45		406-01-104-001-GG-000	MEDIC	8,622	122	8,744	/2
46		406-01-105-000-GG-000	Group Health	161,875	(29,054)	132,821	/1
47		406-01-106-000-GG-000	RETIREMENT	69,320	1,054	70,374	/2
48							
49			DEPT CHANGE	907,403	(18,923)	888,480	

Budget Revision 004 PENDING

	A	B	C	D	E	F	G
50							
51	412	412-01-103-000-GG-000	Salary/Wage	50,722	1,269	51,991	/1
52	AG AGT	412-01-104-000-GG-000	FICA	3,145	79	3,224	/2
53		412-01-104-001-GG-000	MEDIC	736	18	754	/2
54		412-01-105-000-GG-000	Group Health	19,483	(3,413)	16,070	/1
55		412-01-106-000-GG-000	RETIREMENT	6,341	159	6,500	/2
56							
57			DEPT CHANGE	125,860	(1,888)	123,972	
58							
59	413	412-01-103-000-GG-000	Salary/Wage	35,000	875	35,875	/1
60	ELECT	412-01-104-000-GG-000	FICA	7,440	54	7,494	/2
61		412-01-104-001-GG-000	MEDIC	1,740	13	1,753	/2
62		412-01-105-000-GG-000	Group Health	17,253	(3,074)	14,179	/1
63		412-01-106-000-GG-000	RETIREMENT	5,625	109	5,734	/2
64							
65			DEPT CHANGE	180,000	(2,023)	177,977	
66							
67	422	412-01-103-000-GG-000	Salary/Wage	207,000	5,175	212,175	/1
68	DCPM	412-01-104-000-GG-000	FICA	12,834	321	13,155	/2
69		412-01-104-001-GG-000	MEDIC	3,002	75	3,077	/2
70		412-01-105-000-GG-000	Group Health	38,966	(6,826)	32,140	/1
71		412-01-106-000-GG-000	RETIREMENT	25,875	647	26,522	/2
72							
73			DEPT CHANGE	291,927	(608)	291,319	
74							
75	424	412-01-103-000-GG-000	Salary/Wage	357,662	8,942	366,604	/1
76	CTHSE	412-01-104-000-GG-000	FICA	23,415	554	23,969	/2
77		412-01-104-001-GG-000	MEDIC	5,476	130	5,606	/2
78		412-01-105-000-GG-000	Group Health	113,667	(19,278)	94,389	/1
79		412-01-106-000-GG-000	RETIREMENT	47,208	1,118	48,326	/2
80		424-02-226-000-GG-000	Insurance Bonds	375,000	(101,000)	274,000	
81							
82			DEPT CHANGE	1,686,001	(109,534)	1,576,467	
83							
84	431	431-01-103-000-GG-000	Salary/Wage	203,326	5,084	208,410	/1
85	ECON	431-01-104-000-GG-000	FICA	12,607	315	12,922	/2
86		431-01-104-001-GG-000	MEDIC	2,949	74	3,023	/2
87		431-01-105-000-GG-000	Group Health	37,175	(6,437)	30,738	/1
88		431-01-106-000-GG-000	RETIREMENT	25,416	636	26,052	/2
89							
90			DEPT CHANGE	356,753	(329)	356,424	
91							
92	433	433-01-103-000-GG-000	Salary/Wage	88,750	2,219	90,969	/1
93	GIS	433-01-104-000-GG-000	FICA	7,363	138	7,501	/2
94		433-01-104-001-GG-000	MEDIC	1,722	32	1,754	/2
95		433-01-105-000-GG-000	Group Health	19,483	(3,682)	15,801	/1
96		433-01-106-000-GG-000	RETIREMENT	11,094	277	11,371	/2
97							
98			DEPT CHANGE	258,262	(1,016)	257,246	
99							

Budget Revision 004 PENDING

	A	B	C	D	E	F	G
100	439	439-01-103-000-GG-000	Salary/Wage	222,670	5,567	228,237	/1 /6
101	PLAN	439-01-104-000-GG-000	FICA	13,950	345	14,295	/2
102		439-01-104-001-GG-000	MEDIC	3,263	81	3,344	/2
103		439-01-105-000-GG-000	Group Health	61,730	(20,924)	40,806	/1
104		439-01-106-000-GG-000	RETIREMENT	28,125	696	28,821	/2
105							
106			DEPT CHANGE	386,568	(14,235)	372,333	
107							
108	440	440-01-103-000-GG-000	Salary/Wage	402,411	10,061	412,472	/1
109	ENG	440-01-104-000-GG-000	FICA	25,259	624	25,883	/2
110		440-01-104-001-GG-000	MEDIC	5,907	146	6,053	/2
111		440-01-105-000-GG-000	Group Health	77,931	(14,459)	63,472	/1
112		440-01-106-000-GG-000	RETIREMENT	50,927	1,258	52,185	/2
113							
114			DEPT CHANGE	639,138	(2,371)	636,767	
115							
116	451	451-01-103-000-GG-000	Salary/Wage	76,000	1,900	77,900	/1 /6
117	ZONING	451-01-104-000-GG-000	FICA	4,909	118	5,027	/2
118		451-01-104-001-GG-000	MEDIC	1,148	28	1,176	/2
119		451-01-105-000-GG-000	Group Health	19,483	6,625	26,108	/1 /5
120		451-01-106-000-GG-000	RETIREMENT	9,897	238	10,135	/2
121							
122			DEPT CHANGE	126,407	8,908	135,315	
123							
124	700	700-01-103-000-PS-000	Salary/Wage	1,523,800	38,095	1,561,895	/3
125	LAW	700-01-104-000-PS-000	FICA	117,906		117,906	/4
126		700-01-104-001-PS-000	MEDIC	27,575		27,575	/4
127		700-01-105-000-PS-000	Group Health	378,558	(68,181)	310,377	/1
128		700-01-106-000-PS-000	RETIREMENT	225,001		225,001	/4
129							
130			DEPT CHANGE	2,985,945	(30,086)	2,955,859	
131							
132	711	711-01-103-000-PS-000	Salary/Wage	130,000	3,250	133,250	/1
133	EMG SRV	711-01-104-000-PS-000	FICA	8,060	202	8,262	/2
134		711-01-104-001-PS-000	MEDIC	1,885	47	1,932	/2
135		711-01-105-000-PS-000	Group Health	28,866	(5,522)	23,344	/1
136		711-01-106-000-PS-000	RETIREMENT	16,250	406	16,656	/2
137							
138			DEPT CHANGE	227,175	(1,617)	225,558	
139							
140	712	712-01-103-000-PS-911	Salary/Wage	970,357	24,259	994,616	/3
141	COM CTR	711-01-104-000-PS-911	FICA	64,502		64,502	/4
142		711-01-104-001-PS-911	MEDIC	15,085		15,085	/4
143		711-01-105-000-PS-911	Group Health	309,420	(77,387)	232,033	/1
144		711-01-106-000-PS-911	RETIREMENT	127,545		127,545	/4
145							
146			DEPT CHANGE	1,875,653	(53,128)	1,822,525	
147							

Budget Revision 004 PENDING

	A	B	C	D	E	F	G
148	716	716-01-103-000-PS-0001	Salary/Wage	126,125	2,129	128,254	/1
149	ANM CTL	716-01-104-000-PS-000	FICA	8,564	132	8,696	/2
150		716-01-104-001-PS-000	MEDIC	2,003	31	2,034	/2
151		716-01-105-000-PS-000	Group Health	52,989	(13,924)	39,065	/1
152		716-01-106-000-PS-000	RETIREMENT	17,266	266	17,532	/2
153							
154			DEPT CHANGE	251,064	(11,366)	239,698	
155							
156							
157			NET CHANGE		(0)		
158							
159					(286,377)		
160							
161							
162							
163							
164							
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RESOLUTION

At a regular session of the Jefferson County Commission, held 30th September, 2010, the following order was made and entered:

SUBJECT: The revision of the General Fund (Fund 001) 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 county commission does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 004, 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 thereon was as follows:

_____	Yes
_____	Yes
_____	Yes
_____	Yes
_____	Yes

WHEREUPON, Lyn Widmyer, 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 F. Mark Schiavone is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

<p>Commission Office Use Only</p> <p>Date on Agenda:</p> <p>Appt Time or New Business:</p>
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**AGENDA REQUEST FORM**

**Name:** F. Mark Schiavone

**Department or Entity:** DCPM

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

**Date Requested – 1<sup>st</sup> Choice:** 30 September 2010

**Date Requested – 2<sup>nd</sup> Choice:** \_\_\_\_\_

**If a specific date is needed, please provide reason for specific date:** This is a time-sensitive issue.

**Subject:** Approval of IBM Hardware Maintenance Agreement

**Please provide the County Commission with a description of your request or presentation, including any background information:** This is an annual, budgeted cost. IBM has been directly contacted regarding a direct price quote but has been unresponsive.

**Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):** Approve release of \$15,648.67 from Dept 428 (Data Processing) to purchase one year IBM maintenance on the iSeries computer.

**Attachments:** Coverletter and invoice from Software Systems, Inc.

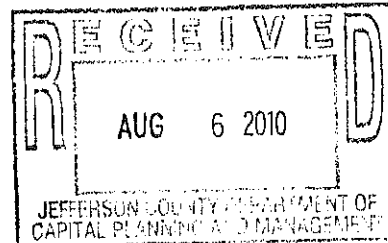


23 South University Avenue, Morgantown, WV 26508

Phone (304) 292-2568 FAX (304) 292-9836

August 4, 2010

Jefferson County Commission  
Mr. Tim Boyde, County Administrator  
100 E Washington Street, PO Box 250  
Charles Town, WV 25414



Dear Mr. Boyde,

Software Systems, Inc. monitors the hardware and software maintenance contracts that you have with IBM on your AS/400. These are separate from the contracts you have with us for your applications. Your 9406-520 serial number 3E4BA has a hardware and software contract that is due to expire on **October 5, 2010**. Attached are renewal options and associated pricing.

Your hardware came with an initial warranty, and may have had extended maintenance as part of the original purchase. The hardware contract on your AS/400 ensures that IBM will replace any failing component. It is essential that you keep this contract up to date. The charges to have IBM perform a repair if you are not covered by a current contract, are computed on an hourly basis (plus parts), and are extremely high.

The software contract noted here is for the operating system and all the IBM licensed programs. Maintaining a current software contract provides you with support for software defects, updates for problems IBM has identified elsewhere, and also allows you to upgrade to new releases of the operating system without additional charges from IBM. In addition, when it's time to upgrade to a new AS/400, a current software contract ensures that you are entitled to "upgrade" pricing on the operating system for the new AS/400. In many cases, this translates to a zero cost for the operating system on the new AS/400. If you do not have a current software maintenance contract, you will be charged full price for the new operating system on a new AS/400. Also, once a software maintenance contract has expired, IBM will impose a "currency" charge to have the contract reinstated. This charge generally exceeds what the associated monthly amount would have been to keep the original contract in place.

We urge you to review the attached quote and let us know which option(s) you would like to have, well in advance of your contract expiration date. It takes some time to prepare the contract renewal and obtain the necessary signatures, so you should act on this as quickly as possible. If you have any questions, or need more information, please let us know.

**RECEIVED**

AUG 06 2010

Sincerely,

Mark Tennant  
Software Systems, Inc.

Jefferson County Commission

5029



# SOFTWARE SYSTEMS INC.

23 SOUTH UNIVERSITY AVENUE  
MORGANTOWN, WV. 26508  
PHONE (304) 292-2568 FAX (304) 292-9835

## SALES QUOTE

SQ-11346

Jul 30, 2010

<b>Customer</b>		<b>Ship To</b>						
JEFFERSON COUNTY COMMISSION ACCT PAY/ALL DEPTS SHARED SERVERS 100 E WASHINGTON STREET PO BOX 250 CHARLES TOWN WV 25414 Tel: (304) 728-3205		JEFFERSON COUNTY COMMISSION ACCT PAY/ALL DEPTS SHARED SERVERS 100 E WASHINGTON STREET PO BOX 250 CHARLES TOWN WV 25414 Tel: (304) 728-3205						
<b>Account</b>	<b>Terms</b>	<b>Due Date</b>	<b>Account Rep</b>					
10051	DUE UPON RECEIPT OF INVOICE	Jul 30, 2010	Mark Tennant					
<b>Quotation</b>	<b>PO #</b>	<b>Reference</b>	<b>Ship VIA</b>					
SQ-11346			COMPANY DELIVERY					
			Page 1 Printed 07/30/10 13:41					
<b>L</b>	<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Ship</b>	<b>Price</b>	<b>M</b>	<b>Discount</b>	<b>Amount</b>
1		IBM Maintenance for 9406-520 s/n: 3E4BA	1		11875.68	EA		11875.68
2		1 yr contract from 10/05/10 to 10/05/11						
3	IBMHM	IBM HARDWARE MAINTENANCE	1		3772.99	EA		3772.99
4	IBMSM	IBM SOFTWARE MAINTENANCE						
5								
Prices and product availability are subject to change without notice.								
<b>Payment Details</b>								
								Taxable 0.00
								Tax 0.00
								Exempt 15648.67
								Total 15648.67
								Paid 0.00
								Tr Disc 0.00
								Balance 15648.67
Thank You								

001-428-02-210-000-66-000

#8

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**AGENDA REQUEST FORM**

Name: Jennifer Brockman

Department or Entity: Planning and Zoning

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: 9/30/10

Date Requested – 2<sup>nd</sup> Choice: 10-7-10

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

**Subject: Scheduling of a Joint Meeting of the Planning Commission and the County Commission for the regarding the Vision Statement for the Blue Ridge Mountain Communities Watershed Project**

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

**In the Fall, 2009, Jefferson County was awarded a \$30,000 grant from the National Fish and Wildlife Foundation, Chesapeake Bay Small Watershed Grant Program for the purpose of developing a locally supported Vision Statement for the Shenandoah River watershed on the Blue Ridge Mountain in Jefferson County, WV. Since that time, the Jefferson County Planning Commission has established the Blue Ridge Mountain Watershed Citizens Committee and hired Downstream Strategies as the consultant to help facilitate and community outreach and input effort and to provide input into Best Management Practices (BMPs) for development on steep slopes.**

**A series of three facilitated meetings have occurred and a draft Vision Statement and related recommendations will be available for public review on the Blue Ridge Mountain Communities website throughout the month of October. (<http://www.blueridgecommunitiesplan.com/>). After the Vision Statement is finalized, our contract requires the facilitator to present the results of the outreach meetings to a joint meeting of the County Commission and Planning Commission for approval. In accordance with the requirements of the NFWF grant requirements, this meeting needs to take place before the end of December, 2010.**

**Draft documents will be distributed at least one full week prior to the scheduled meeting.**

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

**I move to schedule a special joint meeting of the Planning Commission and County Commission for (date specific –in early December), 7 – 9 pm to be held at (location specific –CC meeting room or on the mountain).**

Attachments: n/a

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

### AGENDA REQUEST FORM

Name: John Maxey

Department or Entity: Planning Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested - 1<sup>st</sup> Choice: September 23, 2010

Date Requested - 2<sup>nd</sup> Choice: \_\_\_\_\_

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

Subject: **Request to Initiate Rezoning of Certain Federal Lands**

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

**WV Code 8A-7-9 provides two mechanisms to initiate amendments to zoning ordinances. One mechanism permits the Planning Commission to petition the County Commission to amend a previously adopted zoning ordinance.**

**Under this provision, the Planning Commission is petitioning the County Commission to initiate a zoning map amendment for any federal land in Jefferson County that is not zoned rural. The Planning Commission has researched this and determined that this situation only exists within the 340 corridor. Land recently acquired by the National Park Service and by the Customs and Border Patrol consists of a number of different zoning districts. The Planning Commission has initiated discussion with both of these entities and they have indicated they would not object to having their zoning classification changed.**

**Attached to this request is a resolution, passed unanimously at the September 14, 2010 Planning Commission meeting, making this petition and requesting that the County Commission schedule the required public hearing within the 60 day time frame provided in state law.**

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

**I move that the County Commission hold a public hearing regarding the Planning Commission's petition to rezone certain federal lands on (insert date).**

Attachments:

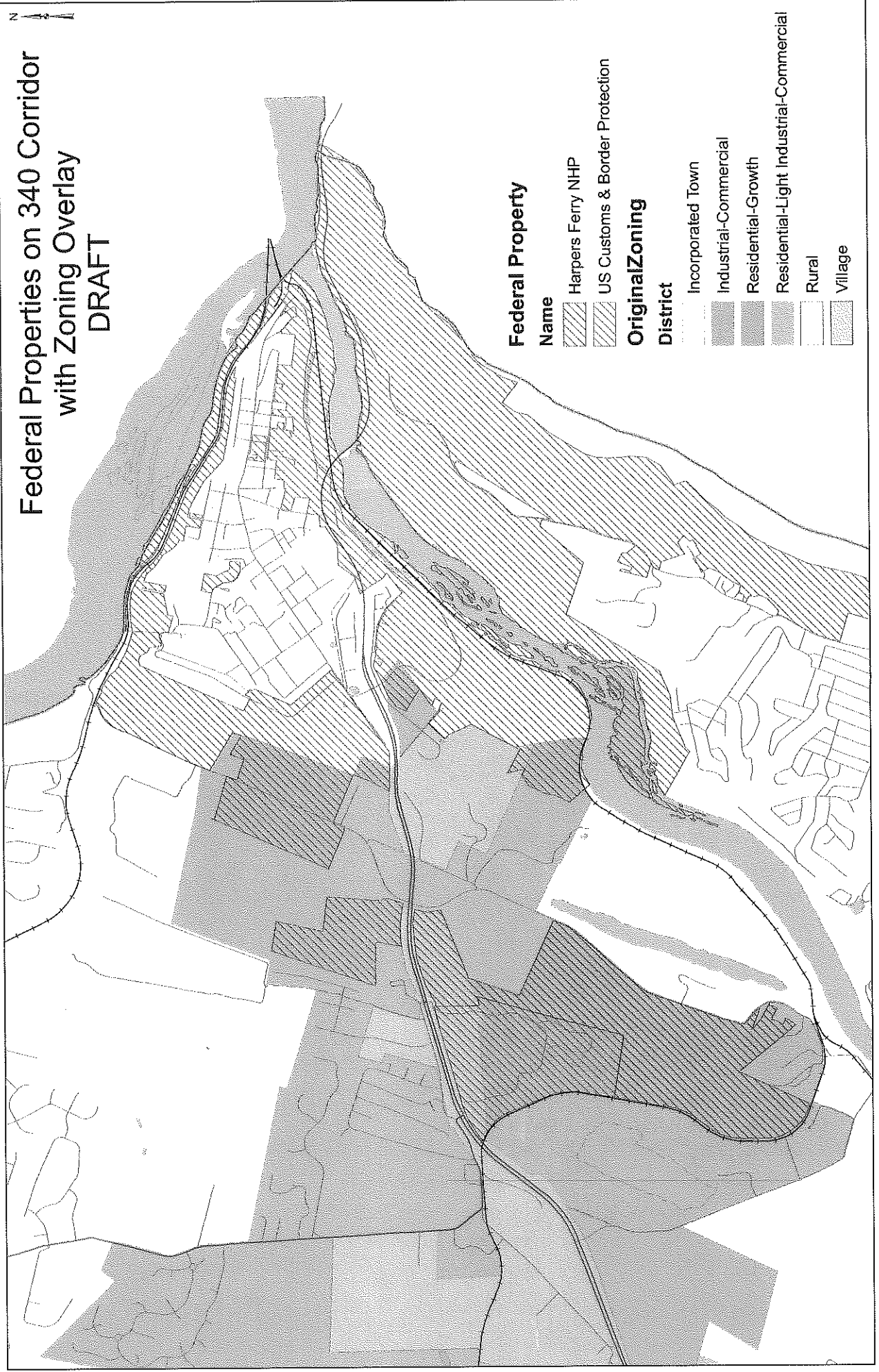
1. Please find a copy of the Resolution to Petition the County Commission as provided by John Maxey, Planning Commission President.
2. A copy of WV Code 8A-7-9 outlining the process of amendments to the zoning ordinance by petition.
3. Map of all federally owned lands along Route 340 and their current designated zoning.

## West Virginia State Code

### **§8A-7-9. Amendments to the zoning ordinance by petition.**

- a) After the enactment of the zoning ordinance, the planning commission or the owners of fifty percent or more of the real property in the area to which the petition relates may petition to amend the zoning ordinance. The petition must be signed and be presented to the planning commission or the clerk of the governing body.
- b) Within sixty days after a petition to amend the zoning ordinance is received by the planning commission or the governing body, then the planning commission or the governing body must hold a public hearing after giving public notice. The public notice of the date, time and place of the public hearing must be published in a local newspaper of general circulation in the area affected by the proposed zoning ordinance, as a Class I legal advertisement, in accordance with the provisions of article three, chapter fifty-nine of this code, at least fifteen days prior to the public hearing.
- c) If the petition to amend the zoning ordinance is from the owners of fifty percent or more of the real property in the area, then before amending the zoning ordinance, the governing body with the advice of the planning commission, must find that the amendment is consistent with the adopted comprehensive plan. If the amendment is inconsistent, then the governing body with the advice of the planning commission, must find that there have been major changes of an economic, physical or social nature within the area involved which were not anticipated when the comprehensive plan was adopted and those changes have substantially altered the basic characteristics of the area.

# Federal Properties on 340 Corridor with Zoning Overlay DRAFT



**Resolution to Petition the Jefferson County Commission to amend the zoning map**

WHEREAS the existing Jefferson County zoning map indicates parcels along Route 340 now owned by the National Park Service and U. S. Customs and Border Patrol as either their original zoning classification or as "National, State and County Facilities"; and

WHEREAS the Jefferson County Planning Commission wishes to revise the zoning map so that it reflects the true underlying zoning classification rather than parcel ownership; and

WHEREAS the current use of these parcels fits the rural zoning classification; and

WHEREAS rezoning these parcels to reflect a rural classification would be consistent with the Jefferson County Comprehensive Plan;

THEREFORE BE IT RESOLVED that the Jefferson County Planning Commission petition the Jefferson County Commission under the provisions of WV Code §8A-7-9 paragraph B to rezone the parcels owned by either the National Park Service or the U.S. Customs and Border Patrol along Route 340 from the current zoning classifications to rural.

Jefferson County Planning  
Commission Petition to County  
Commission

Request to Rezone Certain  
Federal Lands along US 340

September 23, 2010

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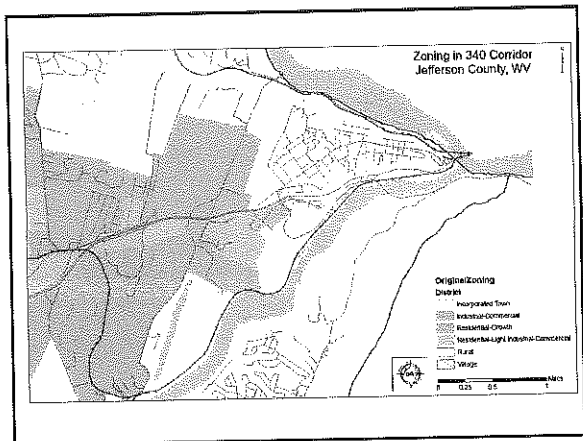
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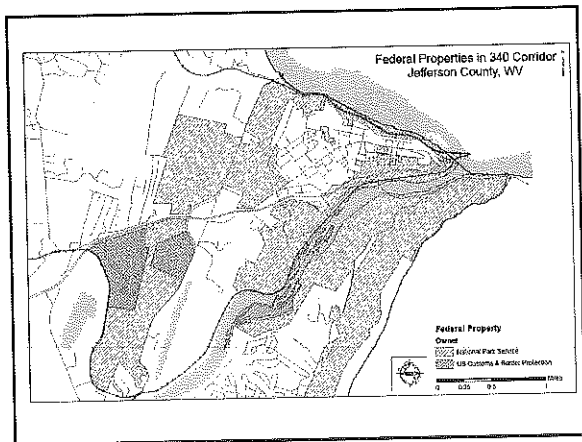
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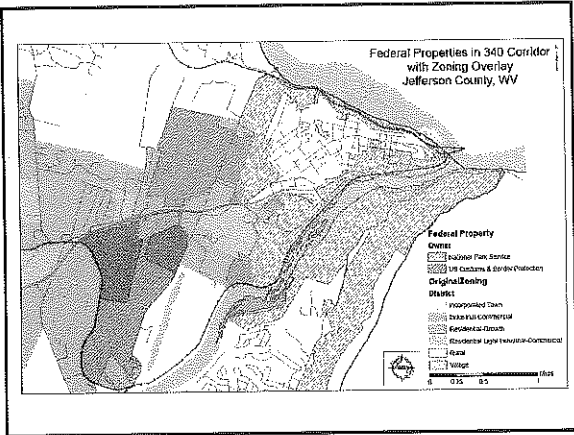
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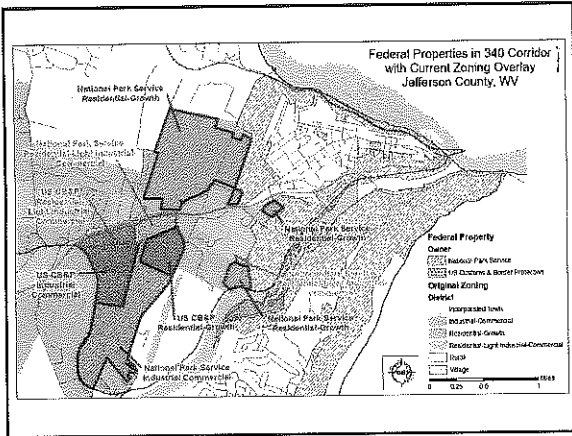
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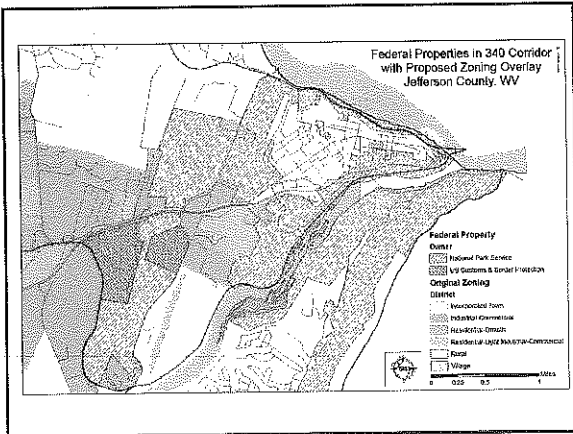
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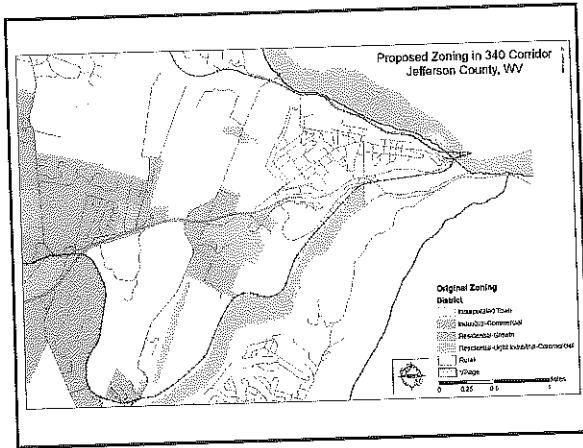
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Jefferson County Zoning and Land Development Ordinance (effective 12/3/09)  
Section 5.7 Rural District

- (a) Principal Permitted Uses
  2. Churches and private or public elementary, middle or secondary schools and specialized or accredited educational and training facilities for adults in a campus setting, including classroom buildings, dormitories, cafeterias, gymnasiums (whose use is limited to the students, participants and instructors at said school or training facility), and administrative buildings.

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<p>Commission Office Use Only</p> <p>Date on Agenda:</p> <p>Appt Time or New Business:</p>
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**AGENDA REQUEST FORM**

Name: Kari Hugel

Department or Entity: United States Department of Commerce

Estimation of amount of time needed for appointment: \_\_\_\_\_

Date Requested – 1<sup>st</sup> Choice: \_\_\_\_\_

Date Requested – 2<sup>nd</sup> Choice: \_\_\_\_\_

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

Subject: **New Business**

Please provide the County Commission with a description of your request or presentation, including any background information: **Request use of the County Commission meeting room on Monday, October 11, 2010 for all testing & interviewing session to fill some vacancies that we currently have for the position of Field Representative - 9am-5pm**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Move to approve the use of the County Commission meeting room on Monday, October 11, 2010 from 9am to 5pm**

## Nichelle Hosby

---

**From:** Kari Hugel [leguh@pennswoods.net]  
**Sent:** Tuesday, September 21, 2010 11:13 AM  
**To:** nhosby@jeffersoncountywv.org  
**Subject:** County Commission Meeting Room Request

Kari Hugel  
Senior Field Representative  
United States Department of Commerce  
Bureau of the Census  
301 895 5830 home office  
724 570 1836 cell  
[leguh@pennswoods.net](mailto:leguh@pennswoods.net)  
Additional Contact Person: Michelle Archer  
215 717 1838  
[michelle.e.archer@census.gov](mailto:michelle.e.archer@census.gov)  
833 Chestnut St  
Ste 504  
Philadelphia, PA 19107

I am requesting to have use of the County Commission Meeting Room on October 13th, 2010 for an all day testing & interviewing session to fill some vacancies that we currently have for the position of Field Representative. I intend to test 15 applicants and interview any of those that pass the test that day. If approved, I will be in the room for setup at approximately 9am, & begin the testing and interviewing process at 9:30am. I will need the room until all passing applicants have been interviewed or 5pm, whichever comes earlier.  
Thank you for your time,  
Kari Hugel

Late is available NH

<p>Commission Office Use Only</p> <p>Date on Agenda:</p> <p>Appt Time or New Business:</p>
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**AGENDA REQUEST FORM**

Name: Betsy Waters

Department or Entity: Eastern Panhandle Transit Authority

Estimation of amount of time needed for appointment: \_\_\_\_\_

Date Requested – 1<sup>st</sup> Choice: \_\_\_\_\_

Date Requested – 2<sup>nd</sup> Choice: \_\_\_\_\_

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

Subject: **New Business**

Please provide the County Commission with a description of your request or presentation, including any background information: **Proclamation for Jefferson County to declare October 2010 the 2nd Annual Public Transit Month**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Move to approve Proclamation declaring October 2010 as Public Transit Month**

Public Transit Month  
October 2010  
By the Jefferson County Commission

**A PROCLAMATION**

WHEREAS, the Eastern Panhandle Transit Authority consistently self-monitors to serve Berkeley and Jefferson Counties with honesty and integrity;

WHEREAS, transit provides critical access to jobs, health care and other services for thousands of Eastern Panhandle residents every day – for example, last fiscal year the Eastern Panhandle Transit Authority drove 370,678 miles to provide transportation for 156,204 passengers;

WHEREAS, the Eastern Panhandle Transit Authority seeks to continuously improve both its services and its scope, seeking to provide services to progressively more citizens in the Eastern Panhandle;

WHEREAS, the Eastern Panhandle Transit Authority's transit system helps ease traffic congestion, improves air quality, reduces gasoline consumption, creates economic opportunity, and enhances our residents quality of life; and

WHEREAS, the aging of the nation's baby boomer generation necessitates that we develop increasingly reliable and accessible mobility options;

NOW, THEREFORE, WE, The Jefferson County Commission, do hereby proclaim October 2010 as Public Transit Month, and we encourage all Eastern Panhandle residents this month to consider utilizing our wonderful transit system as a clean and convenient way to get where they are going.

In witness whereof, I have hereunto set my hand on this thirtieth day of September, two thousand ten.

\_\_\_\_\_  
Lyn Widmyer, President  
Jefferson County Commission

**Sandy McDonald**

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**From:** "Nichelle Hosby" <nhosby@jeffersoncountywv.org>  
**To:** "'Sandy McDonald'" <sandy@jeffersoncountywv.org>  
**Sent:** Thursday, September 23, 2010 10:30 AM  
**Attach:** Public Transit Month Proclamation, Jefferson.doc  
**Subject:** FW: Public Transit Month Proclamation

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**From:** Betsy Waters [mailto:bwaters@pantran.com]  
**Sent:** Wednesday, September 22, 2010 8:51 AM  
**To:** nhosby@jeffersoncountywv.org  
**Subject:** Public Transit Month Proclamation

Attached is the proclamation for the Jefferson County Commission to declare October 2010 the 2<sup>nd</sup> Annual Public Transit Month. If you need anything further please let me know. Thank you!

Betsy Waters  
Director  
Eastern Panhandle Transit Authority  
446 Novak Dr.  
Martinsburg, WV 25405  
304-263-0876 ext. 103  
bwaters@pantran.com

9/23/2010

# B B

# **Jefferson County Commission**

## **EMPLOYEE HANDBOOK**

**Approved by:  
Jefferson County Commission**

# **JEFFERSON COUNTY COMMISSION**

## **A MESSAGE FROM THE COUNTY COMMISSION**

It is a pleasure to welcome you to the staff of Jefferson County Commission. We are proud of our County's government and we hope you will soon share this pride.

Our employees are our greatest resource and the keystone of efficient and effective government. We have, therefore, adopted a policy of providing our employees with wages, benefits, and working conditions comparable to other counties of our size. In return, we expect you to share your efforts and skills to the best of your ability. We welcome any ideas you may have for improvement of quality or productivity, for we believe that employee participation and involvement is essential to maximum effectiveness.

Our Personnel Policies are summarized in this handbook. The full explanation of all policies and procedures are in the Manual which is located in your department. We ask you to review them and discuss any questions you may have with your supervisor.

We hope you will find challenge, purpose, and personal fulfillment during your association with us.

Sincerely,

**JEFFERSON COUNTY COMMISSION**

**Lyn Widmyer**

**Patricia Noland**

**Frances B. Morgan**

**James Surkamp**

**Dale Manuel**

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

The County Commission has been, is, and will continue to be, committed to the principle that equal employment opportunity in the public sector of the County must be afforded to all persons regardless of race, color, ancestry, national origin, religion, gender, sexual orientation, marital status, age, medical condition or mental or physical disability as required by applicable federal and state laws. No persons shall suffer discrimination with respect to employment or other terms or conditions of employment by reason of such person's status as enumerated above.

The Jefferson County Commission recognizes that equal employment opportunity may be ensured only by a carefully administered and practiced program designed to eliminate any practices, standards or conditions tending to result in discrimination, and by initiating positive efforts in recruitment, examination, selection, promotion pay, and training procedures to extend equal employment opportunities to all qualified persons without limiting, segregating or classifying employees or applicants for employment in any way which would deprive any individual of employment opportunities or otherwise affect his or her status as an employee because of such individual's race, color, ancestry, national origin, religion, gender, sexual orientation, marital status, age, medical condition or mental or physical disability.

Although the Commission attempts to provide stable employment, County jobs are dependent upon funding from state and federal government agencies and from local taxes and fees. Therefore, nothing in the Handbook shall be construed as an expressed or implied guarantee of permanent employment. A person's employment with Jefferson County Commission is at will and may be terminated in management's discretion at any time.

This handbook does not create any contractual rights to any employee'

### **POLICIES AND REGULATIONS**

This manual supersedes any oral representations made to any employee to the contrary. Details of the following information are included in your department's Policy and Procedures Manual. The Commissioners may change these policies at any time, with or without notice. As a new employee, you must make an appointment with the Benefits Administrator during your first day of employment for an explanation of and enrollment in the benefits for which you are eligible.

Any change in your personal status -- i.e. name, address, phone, marital status, dependents or beneficiaries, should be reported to the Benefits Administrator's Office as soon as practical. Your Supervisor will conduct an orientation to your office. Any questions you may have should be directed to him/her.

Department Heads, Supervisors and Elected Officials have been given the authority and responsibility necessary for the efficient operation of the department. They may establish intra-department rules and regulations as long as these do not conflict with general Jefferson County Commission Policy.

### **PERFORMANCE EVALUATIONS AND SALARY INCREMENT**

Our performance evaluation program provides a means of rating your job performance and may be a basis for granting increases, promotions and transfers. Increases are not automatic and may be granted only if your work performance indicates this recognition is deserved and is recommended by your Supervisor and county funds permit.

Probationary employees will have their performance evaluated before the end of their probationary period. Thereafter, your job performance will be evaluated annually. If warranted, a merit increment may be granted until you reach the maximum of your salary grade. Each evaluation will be reviewed with you and you will be given the opportunity to sign it and add your comments before it becomes a part of your personnel file.

### **PROMOTION AND TRANSFER**

When a job vacancy occurs, it is the general practice of the Jefferson County Commission to promote from within when qualified candidates exist. Job openings are posted as they occur and are approved by the County Commission. In instances where qualifications are equal, selection will be based on past performance evaluations, ability to perform the work, and tenure. All positions will be posted internally as well.

### **PROGRESSIVE DISCIPLINE**

The County Commission has established rules and regulations for the good of the public as well as you and your co-workers. Your Supervisor has been given the responsibility to see that these rules and regulations are carried out. Disciplinary action may range from verbal reprimand to suspension without pay, and finally, to discharge, but a system of progressive discipline will be followed in cases of work performance or behavioral problems. Any employee involved in an incident which requires investigation or is charged with a criminal offense may be suspended

without pay or dismissed from employment. If you are not satisfied with the decision relative to your discipline, you may seek redress as outlined in the section of the Handbook entitled "Issue Resolution Procedure".

### **ISSUE RESOLUTION PROCEDURE**

We realize that misunderstandings will arise regarding working conditions, disciplinary actions, or the manner in which personnel rules and regulations are interpreted or applied. Most of the time your problem can be resolved through an open, honest and thorough discussion with your Supervisor. (S)he has the first responsibility to resolve your problem.

However, if you don't feel satisfactory progress has been made, or if you feel your Supervisor cannot solve your problem, employees may seek a solution through the formal Issue Resolution Procedure. Contact your Department Head or the County Administrator for instructions and forms to be used. It is our sincere desire to be completely fair when reviewing your problem. All decisions are made with the best interest of our public and general welfare of Jefferson County Commission and its employees in mind.

### **NON DISCRIMINATION & ANTI-HARASSMENT**

The Jefferson County Commission is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Jefferson County Commission expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, citizenship status, marital status, creed, genetic predisposition or carrier status, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

### **AMERICAN DISABILITIES ACT (ADA)**

The County Commission is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and the West Virginia Human Rights Act (WVHRA). It is the Jefferson County Commission's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, Jefferson County Commission will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA and WVHRA, who has made Jefferson County Commission aware of his or her condition, provided that such accommodation does not constitute an undue hardship on the County.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their immediate supervisor. Jefferson County Commission encourages individuals with disabilities to come forward and request reasonable accommodation.

### **ETHICS**

The Jefferson County Commission conducts business fairly, impartially, in an ethical and proper manner, and in compliance with all laws and regulations. The highest standards of ethical conduct are required of Jefferson County Commission employees in performance of their responsibilities. Every employee has the responsibility to ask questions, seek guidance, report suspected violations, and express concerns regarding compliance with this statement.

Employees who fail to maintain proper standards of ethics and conduct toward their work, their co-workers or the County's clients and vendors, or who violate any of Jefferson County Commission's policies, will be subject to appropriate disciplinary action, up to and including discharge.

### **CONFIDENTIAL INFORMATION**

All Jefferson County Commission records and information relating to the County or its employees, clients or vendors are confidential and employees must, therefore, treat all matters accordingly. No County or County related information, including,

without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of the County) may be removed from the County's premises without permission from the County.

Additionally, the contents of records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose. Employees must not disclose confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the County. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature. The County will comply with all HIPAA regulations.

### **TARDINESS AND ABSENTEEISM**

Unauthorized absences, tardiness, and unapproved early departure may lead to disciplinary action. Your Supervisor has the authority to reduce your pay for lost time or require that the time be made up.

### **RESIGNATION**

If circumstances become such that you must leave County Government employment, the following guidelines will assure your resignation in good standing:

- 1) Advise your Supervisor immediately of your intention to resign
- 2) Submit a letter of resignation to your Supervisor. Non-exempt personnel must provide a two week notice; exempt personnel a four week notice. The reason for your resignation must be specified. If you leave County employment in other than good standing, you will forfeit accrued sick leave benefits and you may forfeit reinstatement privileges.

### **TYPES OF EMPLOYEES**

Probationary Employee - All newly hired employees for the first six months (180 days) of employment. During this time your work will be reviewed and evaluated frequently by your Supervisor as a part of our performance evaluation program. Probationary employees may be terminated at any time, for any reason without notice. Such termination results in loss of accrued sick leave benefit days.

Regular Full-Time Employee - An individual scheduled to work 30 / 32 hours or more per week (35 or 40 hours per week respectively) and has completed their probationary period. Regular full-time employees are eligible to participate in all the benefit programs.

Regular Part-Time Employee - Persons appointed to work a regularly scheduled shift of less than 30 /32 hours per week (35 or 40 hours per week respectively). These employees are paid on the basis of an hourly rate and receive vacation, sick, and holiday benefits on a pro-rated basis.

Occasional Employee - Individuals appointed to work as a fill-in or on-call employee. These employees are not eligible to participate in the County benefit programs.

Temporary Employee - One appointed to fill a position for a limited period of time. Temporary employees are not eligible to participate in the County benefit programs.

### **HOURS OF WORK**

Your Supervisor will inform you of your hours of work. The standard workday of the County business offices is 7 hours (35 hour work week) from 8:00 a.m. to 5:00 p.m. with one hour for lunch. All Department Heads, 9-1-1 Emergency Services / Communication Telecommunicators and Supervisors, select Maintenance workers, and certain other staff, have a standard 8 hour workday and 40 hour work week. With your supervisor's approval, you may request hours of work other than the standard 8:00 A.M. to 5:00 P.M. work hours.

### **TIME RECORD**

Our attendance records are County records, and care must be exercised in recording the hours worked, overtime hours, and absences. Employees are not to clock or sign in or out for other employees. Violations of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

Once a non-exempt employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records. If an employee forgets to clock or sign in or out, he or she must notify his or her supervisor immediately so the time may be accurately recorded for payroll.

## **PAY DAY**

You will receive your paycheck bi-weekly. If the pay day falls on a holiday, paychecks will be distributed on the day before the holiday. No paychecks will be distributed prior to pay day. Any questions you have about your paycheck should be directed to your Supervisor.

## **OVERTIME**

It is the Policy of the Jefferson County Commission to compensate non-exempt employees for overtime hours worked in accordance with the Federal Wage and Hour Law (Fair Labor Standards Act). Overtime is defined as all authorized time worked in your regular position in excess of 40 hours in a workweek.

Overtime is limited to strict necessity and is worked only with the prior approval of the Department Head. Exempt employees are excluded from overtime consideration. Only hours worked are counted when computing overtime. "On-call" hours, as defined in the County's Personnel Policy & Procedures are considered hours worked.

## **PAYROLL DEDUCTIONS**

The County is required by law to make certain deductions from your gross pay. These are: federal income tax, state income tax, local income tax, state unemployment compensation tax, and social security tax. In addition, state law requires that the County deduct a minimum of 4.5 percent from the paycheck of the full-time employee for the County Employee Retirement Plan.

Voluntary deductions may consist of additional deferred compensation. If you have any questions regarding payroll deductions, please ask your Supervisor or the Human Resources Office.

## **RETIREMENT**

State law mandates all regular full-time and certain regular part-time County employees must be members of the West Virginia Public Employee's Retirement System by contributing a minimum of 4.5% of their gross pay through payroll deduction to the West Virginia Public Employees Retirement System. This money is yours and will never be forfeited by you. A booklet setting forth the details of the System will be given to you during your initial orientation. If you have any questions about the retirement program, please contact the Benefits Administrator's Office.

## **MEDICAL, DENTAL, VISION AND LIFE INSURANCE**

All full-time employees are eligible for coverage under the provisions of the Jefferson County Employee Group Medical, Dental, Vision and Life Insurance Plans. Dependent coverage is also available. Details of these benefits are given to you during your orientation in the Benefits Administrator's Office. Any questions regarding insurance coverage or procedures for you or your covered dependents should be directed to the Benefits Administrator's Office.

## **DEFERRED COMPENSATION**

The County provides this voluntary benefit to employees who wish to have a part of their salary placed in a tax deferred savings program in any of the plans available. Employees who resign, retire, or wish to revise their program must contact the deferred compensation representative.

## **HOLIDAYS**

The Jefferson County Commission recognizes several holidays annually. The tentative Holiday schedule is announced by the Board of Commissioners during December of each calendar year. Full-time employees will be paid for Holidays at their standard hourly rate. Regular part-time employees shall be granted pro-rated Holiday hours. If you are scheduled to work on a Holiday, you will receive additional compensation. Your Supervisor will discuss this with you. The Emergency Communications 9-1-1 Supervisors and Telecommunicators will recognize calendar Holidays when these differ from the official schedule.

Holidays occurring during the vacation or sick leave will be considered as Holiday pay and will not be charged against your accrued vacation or sick hours. To qualify for Holiday pay, you must work the last scheduled workday before the Holiday and the first scheduled workday following the Holiday, or have an approved absence.

## **JURY DUTY**

If you are summoned for Jury Duty, it is important for you to notify your Supervisor immediately so that arrangements can be made to provide coverage for your work, if necessary. Absence from work due to jury duty during your scheduled work hours will be paid based on your standard hourly rate and the number of scheduled hours off work. You are required to remit to the County Tax Office any payment for services received as a jurist except mileage. If you are not scheduled to work while on Jury Duty, you will not receive wages and are not required to remit jury duty fees paid.

If you appear, as part of your job or under subpoena, before a court, you will be paid your regular salary for time off work. If you appear in court for personal or private litigation, unpaid time, or vacation leave must be used for time off work.

### BEREAVEMENT

Should a death occur in your family, an excused absence may be granted by your Department Head. You must be a full time employee to request this benefit. Funeral leave will be paid at your standard hourly rate. If the death occurs in your immediate family, you may be granted three (3) work days (including the day of the funeral) if the deceased is your spouse, child, step-child, parent, step-parent, brother, sister, parent-in-law, son-in-law, daughter-in-law. The employee will receive bereavement (2 days) for, sister-in-law or brother-in-law. Two days of funeral leave may be granted for other deceased family members if the deceased is the employee's niece, nephew, aunt, uncle or grandparent-in-law by blood or marriage. If you need additional time off you may charge the time against your accrued vacation hours or a request for unpaid time.

### FINAL PAY

Upon separation from employment or whenever an employee quits or resigns employment, the wages or compensation earned shall become due and payable not later than the next regular payday on which such wages would otherwise be due and payable. Accrued sick will not be compensated for anything other than retirement calculations by PERS.

### VACATION

Based on hours worked, you may accrue nine days paid vacation during your first year of employment. Five of these days will be available to you after six months of employment. Any days of vacation taken during the first six months or any days taken in excess of your current accrual are taken without pay. Vacation time is a reward for services offering you a break from the daily routine and is earned according to the following schedule:

Year of Employment	Length of Continuous Service	Monthly Rate of Accrual	Accrued Days Maximum Per Year	Maximum Accrual
0-2	After 1 mo.-23 <sup>rd</sup>	.75 day	9	9
2 - 5	24 <sup>th</sup> mo. - 59 <sup>th</sup>	1 day	12	20
5 -12	60 <sup>th</sup> mo. - 143 <sup>rd</sup>	1.25 days	15	26
12 -15	144 <sup>st</sup> mo.- 179 <sup>th</sup>	1.5 days	18	26
15 plus	180 <sup>th</sup> mo. - thereafter	2 days	24	26

Whenever workloads and schedules permit, you may request vacation for your most preferred time. In the case of conflicting vacation requests within a department, service time shall prevail. All vacation scheduling is subject to approval by your Department Head. Vacation pay will be based on your standard hourly rate.

If you terminate, you will be paid for your accrued but unused vacation hours subject to the maximum accumulation shown in the schedule above. Regular part-time employees will receive the vacation benefit on a pro-rated basis, i.e. a three day per week employee would accrue 60% of the schedule.

### **SICK LEAVE**

Paid sick leave for personal illness or care of sick family members accrues from your first day of work at a rate equivalent to one day per month. Regular part-time employees accrue sick leave on a pro-rated basis. Your Department Head may require verification by a physician (M.D.) for absences exceeding three work days or more, or for any period of illness if abuse is suspected.

Sick leave may be taken during the probationary period. Paid sick leave will not be granted until accrued. To be eligible for paid sick leave, you must notify your Supervisor of your intended absence no later than the beginning of your regular shift. As some offices have established sick leave reporting procedures, be sure to discuss this with your Supervisor.

### **ANNUAL MILITARY TRAINING**

If you are a member of the Reserves, Guard, or other recognized military organization requiring an annual training period, you will be granted up to fifteen working days of leave for the purpose of attending scheduled training. You will be paid at your standard hourly rate. Your benefits will be continued during this period. Requests for this leave must be submitted to your Department Head, who may approve leaves up to ten work days in length.

### **LEAVE-OF-ABSENCE**

A leave of absence without pay may be granted, upon proper application, to full-time employees of the County who have completed one year of satisfactory service. Three types of unpaid leave of absence are recognized: Personal, Military, FMLA or Medical (includes Childbirth). If you need to make application for an unpaid leave, contact your immediate supervisor or department head for leave information and the procedure to apply. Such leaves will be limited to three months, except military which will be for the duration of the active duty.

A leave of absence for all regularly assigned full and part-time employees is available under the provisions of the Family & Medical Leave Act for a maximum of twelve weeks in a 12 month period; however Military FMLA is extended to a maximum of twenty-six weeks in a 12 month period. To be eligible for FMLA, you must have been employed with us for 12 months and worked at least 1,250 hours during the twelve-month period immediately before the date when the leave is requested to commence. The leave can be taken for the birth or adoption of a child, the serious health condition of a child, spouse or parent, service member, or your own serious health condition.

Employees should provide 30 days advanced notice FMLA request or as soon as practical in event of an emergency.

### **SAFETY PROGRAM**

As an employee, you are a vital part of the County's Safety Program. Safety hazards of any type should be reported to your Supervisor without delay. Should you sustain an accident or injury while on the job, you must report it immediately to your Supervisor and complete an Incident Report.

### **WORKERS' COMPENSATION**

The County assumes full responsibility for the payment of Workers' Compensation insurance premiums. To be eligible for Workers' Compensation, all work related accidents, regardless of the extent of the injury, must be reported to your Supervisor immediately. You are covered by Workers' Compensation Insurance only while you are working on the job or on the County's premises going to or from your job.

Lost time from work resulting from a work-related injury is compensable starting the eighth day of disability. You may elect to use your accrued sick, personal or vacation time to receive pay during the first seven days. The Benefits Administrator can answer any questions you may have concerning Workers' Compensation.

### **LIABILITY INSURANCE**

Employees are covered by a blanket liability insurance policy. There is no charge to the employee for this coverage.

## **BULLETIN BOARDS**

Official announcements and other items of interest are posted on the bulletin boards conveniently located in the various office facilities. Unauthorized removal, destruction, or defacement of posted material is treated as a violation of County rules and regulations.

## **PERSONAL MAIL**

Because of the sizable volume of mail that flows through each County facility, it is requested that you not use your office as your personal mailing address.

## **TELEPHONES**

The telephone is a very important factor in establishing good public and employee relations. When answering, or placing a call, it is important that you identify yourself as well as your department. Personal calls should be kept to a minimum. For your convenience, public phones are available at each County facility.

## **PARKING**

Employee parking on a first-come, first-serve basis is available at all County locations. Permits, available at the Maintenance Office, are required if you park in the Courthouse parking areas due to the limited parking spaces available.

## **SOLICITATIONS AND CONTRIBUTIONS**

Permission to solicit contributions is granted only by the County Commission. This applies to solicitation for donations for both community and national causes. You are not required to contribute to any cause approved for solicitation by the Commissioners. Any distribution of literature must be approved in advance by the Commissioners and is limited to non-work areas during non-work time.

## **LOST AND FOUND**

Lost articles should be reported immediately to your Supervisor. Any property that you happen to find on County premises should be turned over to your Supervisor.

## **COMPUTER E-MAIL**

The computer equipment and the E-Mail system are to be used for County business. You are requested to treat it as assistance in performing your job duties for the County and not as part of your personal activities.

**Issue Resolution**

**POLICY**

The Jefferson County Commission will provide an issue resolution procedure for all employees when misunderstandings occur regarding working conditions, application of discipline, or interpretation of County policies and procedures.

**PROVISIONS**

It shall be the responsibility of all levels of Jefferson County Commission management to give the employee a completely fair and open hearing relative to the issue without prejudice.

In addition to the County procedure, Civil Service employees have the right of appeal for personnel actions under Civil Service regulations. Questions relating to the issue resolution procedure should be directed to the County Administrator or designee..

**PROCEDURES**

**Issue Resolution Process**

The employee shall first discuss the problem or complaint with his/her immediate supervisor. If the matter is not resolved to the employee's satisfaction, the employee shall have the right to submit a complaint in writing. The Issue Resolution Procedure may proceed, if necessary, through the following steps:

**Step 1:**

1. The employee shall discuss the complaint with his/her immediate supervisor within five (5) working days of the occurrence of the event.
2. The supervisor shall give the employee a written decision on the issue within five (5) working days of the meeting.

**Step 2:**

1. If the employee is not satisfied with the answer at Step 1, he/she may move the complaint to the Department Head within five (5) working days.
2. The Department Head shall meet with the employee within five (5) working days of receipt of the Complaint and shall reply in writing to the employee within five (5) working days of the meeting.

**Step 3:**

1. If the employee is not satisfied with the disposition of the complaint at Step 2, he/she may move the complaint to the County Administrator (or designee) within five (5) working days of the Department Head's decision.
2. The County Administrator (or its designee) shall meet with the employee within five (5) working days of receipt of the complaint and shall respond in writing to the employee within ten (10) working days of the meeting.

**Step 4:**

1. If the employee is not satisfied with the disposition of the complaint at Step 3, he/she may move the complaint to the County Commission within five (5) working days of the Administrator's decision.
2. The County Commission shall meet with the employee within five (5) working days of receipt of the complaint and shall respond in writing to the employee within ten (10) working days of the meeting.
3. The decision of the County Commission shall be final.

The Issue Resolution Form shall be used to initiate the complaint. The employee shall complete the form by completing the information requested and presenting the form to his/her immediate supervisor. The information contained on the form shall not be altered during the issue resolution procedure.

A separate copy of the Issue Resolution and Employee Answer Form is executed for each reply to the employee's complaint. A separate copy of this form is completed by the employee in referring the complaint to the next higher step in the issue resolution procedure or in terminating the complaint.

Since the purpose of this form is to keep appropriate personnel apprised of the current status of the complaint, only one half of the form is completed and distribution is made immediately.

Copies of completed forms shall be given immediately to all appropriate persons involved in the issue resolution procedure and to the Human Resources Office.

The County Administrator or designee is responsible for providing copies of all completed issue resolution forms to the County Commission or its designee when complaints are referred to that level.

The County Administrator or designee is responsible for administering the uniform processing of issue resolution forms with Jefferson County Commission.

Author: TTB

Date: 8/17/10

Approved: \_\_\_\_\_

DRAFT

JEFFERSON COUNTY

Issue Resolution – Reply Form

**Complaint Reply:**

No. \_\_\_\_\_ Step \_\_\_\_\_

Employee \_\_\_\_\_ Class Title \_\_\_\_\_ Dept. \_\_\_\_\_

Reply to Employee Complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Received by \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_

**Employee Answer**

No. \_\_\_\_\_ Step \_\_\_\_\_

Employee \_\_\_\_\_ Class Title \_\_\_\_\_ Dept. \_\_\_\_\_

\_\_\_\_\_ I am satisfied with the answer to my complaint.

\_\_\_\_\_ I am not satisfied with the answer and wish to have it referred to the next step.

Additional Comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Received By \_\_\_\_\_ Date \_\_\_\_\_

**JEFFERSON COUNTY**

**Issue Resolution Form**

Any employee having a problem regarding his/her employment must discuss the problem with their immediate supervisor. If the problem is not resolved to the employee's satisfaction, the employee may then submit their complaint in writing.

Employees presenting complaints must be specific and state exactly what occurred to cause the complaint. For example, what rule or regulation was unjustly applied, how, when, by whom and to whom. Complaints that are not specific or are incomplete will be returned for further information.

**Employee Information:**

Name \_\_\_\_\_ Class Title \_\_\_\_\_ Department \_\_\_\_\_

Date(s), Time, and Location

Date Occurred \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_ Date Presented \_\_\_\_\_

**Statement of Employee's Complaint :**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Settlement Desired:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employees' Signature \_\_\_\_\_

Received By \_\_\_\_\_

Date \_\_\_\_\_

**COMPENSATORY TIME**

**POLICY**

Non- exempt employees of Jefferson County *may* receive compensatory time off in lieu of overtime compensation. Compensatory time is calculated in the same manner as overtime compensation methods.

Compensatory must be agreed to in writing by the employee and the department head before the performance of work and must be recorded in the employee record of hours worked. The written agreement can be modified at any point at the request of the employee or department head. The modified agreement cannot negate the hours accrued prior to the modification.

All accrued compensatory time must be used within two (2) pay periods of accrual or it will be lost. Exceptions to this policy *may* be granted by the County Commission or their designee on a case by case basis.

The use of accrued compensatory time by the employee should be submitted in writing to the department head three (3) days in advance. The department must allow for the use of compensatory time off within a reasonable request unless the employee's absence would disrupt the day-to-day operation of the department.

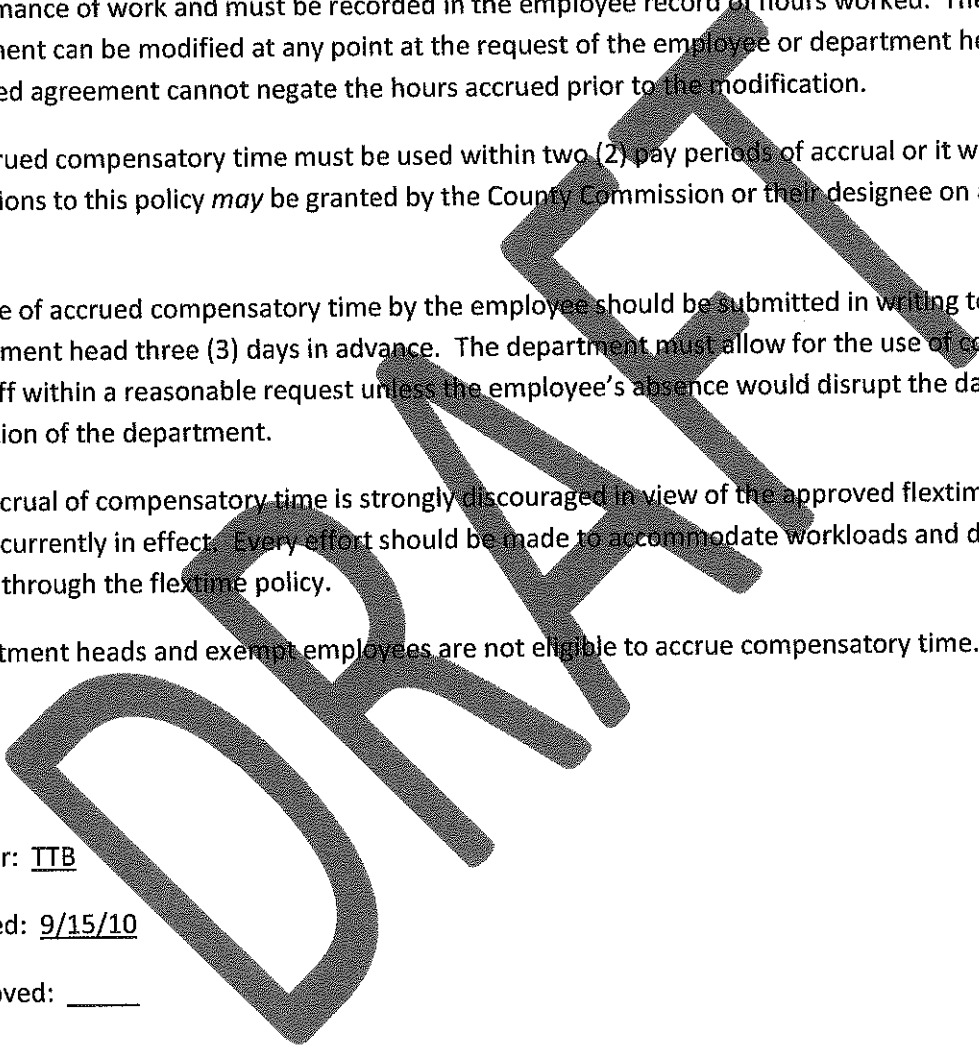
The accrual of compensatory time is strongly discouraged in view of the approved flextime scheduling policy currently in effect. Every effort should be made to accommodate workloads and departmental needs through the flextime policy.

Department heads and exempt employees are not eligible to accrue compensatory time.

Author: TTB

Drafted: 9/15/10

Approved: \_\_\_\_\_



**Hours of Work**

**POLICY**

The Jefferson County Commission will maintain specified hours of operation for all County offices to benefit the citizenry of Jefferson County.

**PROVISIONS**

County offices will be open five (5) days each week, except for specified holidays, from 9:00 a.m. to 5:00 p.m. The normal, standard, or regular workday for all employees except as noted below will be seven (7) hours.

Department Heads and Elected Officials have the responsibility to maintain adequate staffing in their respective offices to meet the demands of the public during normal hours of operation.

The standard workday for the following categories of employees will be eight (8) hours:

- Emergency Communications (911)
- Certain maintenance staff
- Deputy Sheriffs
- Homeland Security
- Department Heads
- Assessor's Office

When authorized by the County Administrator, employees in facilities that operate 24 hours daily may be assigned to modified, alternative, or experimental work schedules to help meet special operational needs.

Whatever daily work schedule is used (i.e. 7, 8, or modified hours) these hours shall represent the employee's day of work.

Daily assigned hours shall set the level to be applied for using an equivalent number of hours per day for the use of accrued leave or sick time should the employee want a full days' pay, and for all other benefit days, e.g. funeral, jury duty, military, etc. Partial use of accruals is permissible on an hour-by-hour basis. However, accruals cannot be used on days that employees are not scheduled to work.

**FLEXTIME**

A system of varying employee work time in which each employee will work the same number of hours as usual, but the timing of worked hours may vary by mutual consent of an employee and the respective supervisor within established Flextime guidelines. All requests for Flextime must be approved (in writing) by the immediate supervisor and the Department Head/Elected Official.

The concept and use of flexible scheduling is:

- To promote employee morale
- To provide opportunities for employees to conduct personal business without taking either paid or unpaid time off
- To maximize employee productivity
- To accommodate individuals for whom rigid work schedules constitute a hardship or even a barrier to employment
- To minimize employee tardiness and short term absences
- To allow greater employee participation in family and community activities
- To increase flexibility in meeting irregular scheduling needs

Management and employees must recognize that the use of Flextime cannot prevent or interfere with accomplishment of the mission, goals, and tasks of County Government and its respective departments, nor can Flextime cause a reduction in the levels of service currently provided.

It is also recognized that the success of Flextime depends entirely on the cooperation and good faith efforts of all involved parties and on the mutual understanding/acceptance of the benefits/limitations of Flextime.

Management must be open to alternative and creative approaches to the scheduling and accomplishment of work while employees must fulfill their commitments in a trustworthy and productive manner for Flextime to succeed. To that end, the following procedures/guidelines are established for the implementation of Flextime within Jefferson County Government.

## **PROCEDURES**

### **FLEXTIME GUIDELINES**

In cases of conflict arising out requests for Flextime scheduling, these Flextime rules and guidelines are superseded by federal and state laws or administrative rules.

### **ELIGIBILITY**

- All County employees are eligible to participate with the approval of their immediate supervisor and Department Head
- Employees requiring close supervision are restricted to working only those hours when supervision is available
- An employee may be denied eligibility on a temporary or permanent basis for abuse of flextime such as misrepresentation of hours worked

## **HOURS**

- The standard flextime schedule for professional, supervisory, and management employees is 70 or 80 every two-week pay period
- Rest periods may not be used as a part of the flextime scheduling, as rest breaks are standard work time and employees are in pay status during rest breaks.

## **SCHEDULES**

- Flextime schedules are employee initiated; no employee may be required to participate in Flextime. This does not nullify management's right to change official employee work schedules to meet the needs for continued day-to-day operations
- Flextime must be approved in writing by the supervisor and Department Head/Elected Official
- Supervisors may require submission of the schedule in writing two weeks in advance, but not less than one day (24 hours). In all cases where time sheets are completed for payroll purposes, they should accurately reflect the exact hours worked
- Core hours may be designated by supervisors depending on department production or workload requirements

## **EMPLOYEE RESPONSIBILITIES**

Employees participating, or wishing to participate in Flextime shall:

1. Obtain advance approval of a proposed Flextime schedule from their immediate supervisor and Department Head/Elected Official.
2. Be able to meet all workload requirements and attend all scheduled conferences/meetings within the proposed schedule.
3. Schedule only hours in which work is available, or in which it is possible to perform the duties of the job.
4. Notify other employees who will be affected by their presence or absence of their schedules and whereabouts while in work status by posting schedules. Coordinate schedules with other employees to maintain minimum staffing levels and required employee interaction.

Employees participating or wishing to participate in Flextime may not:

1. Propose a schedule which includes compensable overtime.
2. Propose to work when supervision is not available if the job or employee requires supervision.

**SUPERVISOR RESPONSIBILITIES**

Supervisors shall:

1. Approve responsible requests that conform to the established guidelines.
2. Determine staffing and workload requirements and, if necessary, designate a minimum number or individuals to be available during the regular shift hours at a work station or site.
3. Notify employees of schedule conflicts within two (2) days of receiving a request or learning of a potential conflict.

Resolve schedule conflicts according to the following procedures:

1. Prescheduled accrued leave requested at least thirty (30) days in advance has priority over Flextime requests.
2. The supervisor shall contact the employees and request them to resolve the matter between themselves.
3. Make reasonable efforts to avoid conflict in scheduling meetings and other group projects

Supervisors may:

1. Revoke an employee's eligibility to participate in Flextime for abuse of the policy.

**DISCLAIMER**

Pursuant to the Fair Labor Standards Act (FLSA), time spent outside of regular work hours in travel away from home or office will not be considered as compensable time. The county will make an exception to this if the employee has custody/control of another person.

Author: TTB

Drafted: 9/14/10

Approved: \_\_\_\_\_

**Classification Plan**

**POLICY**

The Jefferson County Commission will provide a Classification Plan consisting of position descriptions for its employees.

**PROVISIONS**

The County Administrator (or designee) will be responsible to the Commission for the administration of the Classification Plan, in conjunction with, Elected Officials, Department Heads, and Employees.

**PROCEDURES**

The Classification Plan will group together like positions into appropriate, similar classes, with respect to duties and responsibilities. Each class in the Classification Plan will be designated by a descriptive title and defined by class specification.

Class specifications include a class title, a general statement of duties and responsibilities, typical examples of work to be performed, minimum qualifications, and any special requirements a determined through job evaluations. All class specifications will adhere to the Americans with Disabilities Act (ADA).

The purpose of this Classification Plan is to provide a system of standardized titles and job language used in the effective administration of personnel activities such as:

- Establishing fair and equitable pay
- Selection and recruitment
- Personnel planning and budgeting
- Employee performance evaluation

Author: TTB

Drafted: 9/14/10

Approved: \_\_\_\_\_

**CALCULATION of COMPENSATION**

**POLICY**

The Jefferson County Commission provides regular pay periods for all employees of Jefferson County Government.

**PROVISIONS**

**Pay Periods**

- All employees will be paid on a bi-weekly basis
- Pay periods are based on a Sunday through and including the second Saturday
- Individual time sheets are the basis for payment of salary and wages
- Any misrepresentation of facts on the time sheet may be grounds for dismissal

**Calculation of Pay**

Pay day will be on the Thursday following the end of the pay period, and will include payment for all hours worked during the pay period. Under no circumstances will advances on wages be made, nor will individual paychecks be issued in advance of a scheduled pay.

- Salaries and rates of pay are set by the adopted salary and compensation schedule adopted by the Jefferson County Commission on \_\_\_\_\_
- Hours for persons assigned to mandated or approved emergency duty on contiguous Saturdays and Sundays will be counted on the same week

**Time Recording**

Individual time sheets are the basis for payment of salary and wages. The individual time sheet must be signed by the employee and department head. No wage or salary payment will be made without the properly signed document. Time sheets are due in the payroll office no later than \_\_\_\_\_ following the close of a pay period.

**Calculation of Pay**

An hourly rate is calculated in order to compute the cash value of unused vacation and sick leave, salary deductions for unauthorized absences from work, etc... The hourly rate is determined by dividing the annual rate of pay by 1820 hours (35 hour work week) or 2080 hours (40 hour work week) whichever is appropriate.

Author: TTB

Drafted: 9/15/10

Approved: \_\_\_\_\_

# 141

**Jefferson County, West Virginia  
FISCAL YEAR JULY 1, 2010 - JUNE 30, 2011**

<b>Expenditures</b>		<b>General Budget</b>	<b>REV 001</b>	<b>REV 002</b>
		<b>2010-2011</b>	<b>22-Jul-10</b>	<b>9-Sep-10</b>
<b>GENERAL GOVERNMENT #401 - 699</b>				
401	County Commission	1,100,265	3,167,236	3,012,686
402	County Clerk	825,154	828,494	855,754
403	Circuit Clerk	533,857	533,857	533,857
404	Sheriff - Treasurer	495,049	495,049	495,049
405	Prosecuting Attorney	1,472,965	1,473,598	1,476,889
406	Assessor	907,403	907,403	907,403
407	Assessor's Valuation Fund			
408	Statewide Computer Network	57,113	57,113	57,113
412	Agricultural Agent	125,860	125,860	125,860
413	Elections - County Clerk	180,000	180,000	180,000
415	Magistrate Court	4,100	4,100	4,100
422	Capital Planning & Mgt	291,927	291,927	291,927
423	Insurance Program (Self Insured)			
424	Courthouse	1,682,148	1,656,001	1,656,001
425	Other Buildings	710,645	713,213	713,213
426	Printing			
428	Data Processing	66,000	66,000	66,000
429	Regional Development Authority	18,142	18,142	18,142
431	Economic Development	356,573	356,573	356,573
433	Geographic Information Systems (GIS)	258,262	258,262	258,262
439	Planning & Zoning	386,568	386,568	386,568
440	Engineering	639,139	639,139	639,139
451	Zoning Board	126,407	126,407	126,407
452	Teen Court			
<b>699</b>	<b>Contingencies - Not to Exceed 10% of Budget</b>	0	0	0
<b>TOTAL GENERAL GOVERNMENT</b>		10,237,577	12,284,942	12,160,943
<b>PUBLIC SAFETY #700 - 799</b>				
700	Sheriff - Law Enforcement	2,950,945	2,950,945	2,985,945
701	Sheriff - Service of Process	15,000	15,000	15,000
704	Regional Jail	1,355,000	1,355,000	1,355,000
711	Emergency Services	227,175	227,175	227,175
712	Communication Center	1,874,093	1,875,653	1,875,654
713	Fire Department	315,000	315,000	427,000
715	Ambulance Authority	1,311,000	1,311,000	1,311,000
716	Dog Warden/Humane Society	251,064	251,064	251,064
<b>TOTAL PUBLIC SAFETY</b>		8,299,277	8,300,837	8,447,838

FY 2011 Draft Budget

Expenditures		General Budget	REV 001	REV 002
		2010-2011	22-Jul-10	9-Sep-10
<b>HEALTH &amp; SANITATION #800 - 899</b>				
800	Local Health Department	130,375	130,375	130,375
808	Solid Waste Authority	33,250	33,250	33,250
<b>TOTAL HEALTH &amp; SANITATION</b>		<b>163,625</b>	<b>163,625</b>	<b>163,625</b>
<b>CULTURE &amp; RECREATION #900 - 949</b>				
900	Parks & Recreation	336,556	336,556	336,556
903	Arts & Humanities	20,830	20,830	20,830
909	Historical Commission	20,830	20,830	20,830
911	Visitor's Bureau	250,000	250,000	250,000
916	Library	221,160	221,160	221,160
<b>TOTAL CULTURE &amp; RECREATION</b>		<b>849,376</b>	<b>849,376</b>	<b>849,376</b>
<b>SOCIAL SERVICES #950 - 959</b>				
952	Senior Citizens	5,990	5,990	5,990
953	Public Transit	13,823	13,823	13,823
<b>TOTAL SOCIAL SERVICES</b>		<b>19,813</b>	<b>19,813</b>	<b>19,813</b>
<b>CAPITAL PROJECTS #960 - 999</b>				
960	General Government			
961	Public Safety			
962	Health & Sanitation			
963	Culture & Recreation			
964	Social Services			
965	Central Garage			
966	Geographic Information System (GIS)			
972	Federal Grants			
973	Federal Grants			
974	State Grants			
975	County Clerk	0	0	
976	Circuit Clerk	0	0	
977	Assessor	0	0	
978	Prosecuting Attorney	0	0	
979	Sheriff-Treasurer	0	0	
980	Sheriff-Law Enforcement	23,000	23,000	
981	Sheriff-Jail			
982	Data Processing	0	0	0
983	Election - County Clerk	31,000	31,000	31,000
984	Circuit Court			
985	Community Development			
986	County Commission	0	0	
987	Courthouse	0	0	
988	Other Buildings	0	0	
989	Extension Services	0	0	
990	Other Boards & Authorities			
991	Purchasing			

FY 2011 Draft Budget

<b>Expenditures</b>		<b>General Budget 2010-2011</b>	<b>REV 001 22-Jul-10</b>	<b>REV 002 9-Sep-10</b>
		992	Communication Center	0
993	Dog Warden	0	0	
994	Emergency Services	0	0	
995	Service of Process	0	0	
996	Ambulance	0	0	
997	Water			
998	Parks & Recreation	0	0	
999	Streets and Highways			
<b>TOTAL CAPITAL OUTLAY</b>		54,000	54,000	31,000
<b>Total Expenditures</b>		19,623,668	21,672,593	21,672,595

FY 2011 Budget Workshop  
(19 Aug 2010)

Summary of Actions 19 August 2010		Staff Action
Unreserved balance	\$ 2,054,543 /1	
elected officials Cap/Out	\$ (155,400)	BR003 PENDING
Fire companies partial restore	\$ (112,000)	BR002 9 Sep 10
Mandatory salary/trip guards	\$ (42,587)	BR002 9 Sep 10
Potomac Street project	\$ (60,000)	From 401 PENDING
Farmland Protection Funding	\$ (335,000) /2	From 401 PENDING
Equipment funding for Jefferson Center	\$ (50,000) /3	From 401
Transfer to Fund 246 (Building Fund)	\$ (175,000)	From 401 PENDING
2.5% staff COLA adjustment	\$ (193,139) /4	BR004 PENDING
VLT expenditures to date	\$ (20,500) /5	From 401 PENDING
Reserve for salary adjustments	\$ (190,000)	PENDING ACTION
Savings from Group Health/Prop Liability INS	\$ 249,139	BR004 PENDING
REMAINING	\$ 970,056	

NOTES

- /1 after 750,000 already budgeted and all open purchase orders
- /2 5 yr 0 interest loan - conditioned on acceptance of MOA. Trans to Fund 057
- /3 staff to research using Building Fund (246)
- /4 funded using health insurance savings. Pending final analysis using Finance Dept data.
- /5 see document: VLT Non-Profit Fund Accounting for details. Previously allocated \$78K - approved \$98.5K

**Other Actions**

2-Sep-10	JCESA study	(\$25,000.00) From Fund 002 (Coal Severance (BR002 PENDING))
2-Sep-10	Cable TV project	(\$13,310.00) From Fund 246 - Building Fund). NO BR Required.

**Additional Requests**

Claymont Society	\$	30,000.00	
Summit Point Library	\$	2,500.00	
Blue Ridge Comm Ctr	\$	2,500.00	
Revolving Fund Proposa	\$	125,000.00	
US 340 Grant	\$	5,000.00	
Recycling Event WAC	\$	50,000.00	
Mountain Water Study	\$	78,000.00	/1
PATH litigation	\$	32,000.00	/2
CATF Request			/3
AHA Request			/3
Mason Bld Elevator			/4

NOTES

## Certified Arts Community

AHA! is ready to take the lead for Jefferson County's application for the designation "Certified Arts Community." The application to the West Virginia Commission on the Arts, division of Culture & History, recognizes the steady growth of AHA! in our community and its efforts in coordinated cultural programming.

The purpose of the designation is to recognize communities that have realized the benefits of cooperation between arts and humanities groups, business leaders and jurisdictional agencies. The AHA! Board of Directors is preparing the way to work with the governing body of Jefferson County, the County Commission, and the governing bodies of the towns and cities, to adopt a resolution indicating recognition of the importance of the arts to economic development, educational quality, and civic involvement.

### Informational Meeting

At the invitation of Stephen Skinner, commissioner for the WVCA, cultural leaders in Jefferson County including AHA! representatives, attended an informational meeting July 9, 2010 to learn about Certified Arts Communities. Debbie Rainey Haught, Community Arts Coordinator of WVCA, directed the meeting.

### Implementation of Cultural Plan

The Cultural Plan of Jefferson County, funded in part by the Jefferson County Commission, AHA!, and the WVCA recognizes a need for an infrastructure to support the arts in our community.

### CAC

The CAC program identifies specific spots in a given area that need development. There is mutual benefit for economic development to all the layers that make up a community, artists and arts organizations, public and private entities, and volunteer organizations working together with local governments. A unified front shows the economic impact the arts can have in a community. Communities who receive significant amounts of money from the WVCA have people coming together for a common purpose.

### Three Steps to CAC

1. The first step is cooperative planning. A series of monthly roundtable discussions among cultural groups and local government to talk about common areas of concern, like marketing and fundraising, start people working together.
2. People have to agree on working together in business planning. Branding is important as it makes it easy to identify an area of arts and entertainment. The communities of Cumberland and Frostburg advertise the two towns that displayed similar images, letter types, and identical logos.
3. The groups working together had to demonstrate the ability to manage public dollars in a responsible way.

### Possible Legislation in Planning Stages

WV State Senator Andy McCabe is working on legislation to provide tax credits, income tax modifications, and tax abatement programs (for ticket sales to the theater, for example).

###

4.

## WHAT WE PROPOSE TO DO

### Summary

Jefferson County has incredible arts and cultural opportunities as evidenced by the sales of tickets at the CATF, by the number of artists' shows around the county, by the classes for artists, by the growing theater venues in the county. The State of West Virginia has created a economic and artistic tool. The goal of this tool, the "Certified Arts Community," are parallel to the goals of the Cultural Plan developed by AHA.

- a vision for the cultural life of the county
- coordination among cultural groups and existing state and county agencies
- development of a long-range arts and culture marketing campaign directed towards residents and visitors
- regular evaluation and assessment

We propose that the county authorize AHA as the convenor to achieve the goals stated above and develop the Certified Arts Community Application.

We propose that the county appoint AHA as the county organization to implement the Cultural Plan for the County with sufficient funding to be the model that properly represents the uniqueness of Jefferson County.

## Why AHA!

1. AHA! represents the all the arts and humanities of Jefferson County: *all the county, all the citizens!*
2. AHA! has the organization 501(c)3, the board and the credibility with all the county arts, humanities and economic organizations
3. AHA! is ready to move forward on behalf the County Commission.

What are AHA Budgetary Needs:

Year One \$55,000

-\$45,000 funds from the county

-\$10,000 AHA reserve funds

Expenses

a.	contractual manager	\$20,000
b.	Participate in Arts and Economic Prosperity Survey	4,500
c.	Overhead including office, rent, phone, computer and other expenses	15,000
d.	Travel and related expenses for work with Charleston offices and legislative bodies	5,000
e.	Accounting and related services	6,000
f.	Public meeting announcements,	2,000
g.	Internet services	2,500

Year Two \$69,000

Income

-\$45,000 funds from the county

-\$10,000 AHA reserve funds

-\$15,000 from WV state funds

Expenses

a.	Full-time manager (including Comparable county benefits)	\$35,000
b.	Participate in Arts and Economic Prosperity Survey Report	2,000
c.	Overhead including office, rent, phone, computer and other expenses	15,000
d.	Travel and related expenses for work with Charleston offices and legislative bodies	5,000
e.	Accounting and related services	6,000
f.	Public meeting announcements,	2,000
g.	Internet services	2,500
h.	The Cultural Plan Update	1,500

Year Three \$66,000

Income

-\$35,000 funds from the county

-\$15,000 AHA reserve funds

-\$15,000 from WV state funds

Expenses

a.	Full-time manager (including Comparable county benefits)	\$35,000
b.	Overhead including office, rent, phone, computer and other expenses	15,000
c.	Travel and related expenses for work with Charleston offices and legislative bodies	5,000
d.	Accounting and related services	6,000
e.	Public meeting announcements	2,000
f.	Internet services	2,500
g.	The Cultural Plan Update	1,500

OPTIONAL

Promotion and Awareness Campaign

to surrounding markets (events, opportunities.

20,000

## Tim Boyde

---

**From:** stephaniegrove@hotmail.com  
**Sent:** Wednesday, September 22, 2010 9:45 PM  
**To:** tboyde@jeffersoncountywv.org  
**Subject:** Claymont

Tim,  
I forgot to email you before I left today about the commission's question about donating to claymont. At the meeting last week, the speakers from the claymont society indicated that it is available for public tours upon request and that they have received public funds from other agencies. Accordingly, I believe the commission can provide funds to them as long as the society continues to provide a public service and their mission is one that will benefit the citizens of jefferson county. As with any grant of money, the commission should weigh the benefit to the citizens in choosing to which organizations they give public funds.

Please pass this along to the commission and call me if you have any questions.

Thanks,

Stephanie  
Sent from my U.S. Cellular BlackBerry® smartphone

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Todd Fagan

Department or Entity: GIS Office

Estimation of amount of time needed for appointment: \_\_\_\_\_

Date Requested - 1<sup>st</sup> Choice: 7/15/10

Date Requested - 2<sup>nd</sup> Choice: \_\_\_\_\_

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

Subject: Request to approve position reclassification in GIS Office

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

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

Move to approve the reclassification in the GIS Office of one, existing, vacant P/T Addressing Assistant into a F/T, grade level III, Office Administrative Assistant position with permission to advertise within one month.

Attachments:

1. Request memo
2. Position Description

Jefferson County Emergency Communications  
DEPARTMENTAL MEMORANDUM

---

**TO:** Jefferson County Commission  
Tim Boyde, County Administrator

**FROM:** Todd Fagan, GIS Specialist  
Jeff Polczynski, Director of Communications

**DATE:** May 20<sup>th</sup>, 2010

**SUBJECT:** Request to approve position reclassification in GIS Office

---

Please take action to approve the reclassification of our vacant Part Time Addressing Assistant position into a Full Time Office Administrative Assistant position (Grade Level III).

The merits of this reclassification were discussed in our GIS workshop at the Commission's last regular meeting, most notably no increase to our approved FY2011 budget. Should the body approve this motion, our office intends to advertise the new position by August 10, 2010, at the minimum grade level III salary of \$30,000 per year.

The motion as recommended by staff:

Move to approve the reclassification in the GIS Office of one existing, vacant part-time Addressing Assistant position into a full-time, grade level III, Office Administrative Assistant position with permission to advertise within one month.

**Jefferson County, West Virginia  
Job Description**

<b>Position Title:</b>	GIS Office Administrative Assistant	<b>Grade Level:</b>	III
<b>Department</b>	E9-1-1 Communications/GIS Office	<b>Date:</b>	July 15, 2010
<b>Reports to:</b>	GIS Specialist	<b>FLSA Status</b>	NE

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

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

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

**Confidentiality:** Employee has access to confidential information of the Department.

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

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline. Often creative judgment is required to determine how best to secure results to satisfy the objectives established by the Office Manager.

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

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

GIS/Addressing Office  
GIS Administrative Assistant

7/15/10

## Jefferson County, West Virginia Job Description

**Nature and Purpose of Public Contact:** Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as municipalities, federal/state governments, vendors, developers, banks, real estate agents, attorneys, appraisers, credit companies, private investigators, postal employees, police, fire & rescue personnel. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

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

### **Essential Functions:**

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

1. Tracks all customer service requests (phone, walk-in, e-mail, etc) according to office priorities and ensures they are met within a timely manner;
2. Conducts staff reviews of land development applications for elements in compliance with E9-1-1 Addressing Ordinance and pertaining to addressing, road naming, subdivision naming. Corresponds findings of staff reviews with applicant and necessary agencies;
3. Reviews and approves new road names and subdivision names per submitted applications;
4. Interprets E9-1-1 Addressing Ordinance as potential duly assigned officer. Tracks Address Enforcement Program;
5. Maintains GIS Office Policies, Procedures, Guidelines, annual reports, etc;
6. Assists the Office Manager with management of GIS projects, including research, database management, file organization, data gathering, PowerPoint presentations, and the organizing, editing, copying, and distribution of draft documents.
7. Creates purchase orders, tracks invoicing, tracks annual budget, reconciles receipts and statements;
8. Coordinates routine street sign maintenance and contract billing;
9. Conducts digital data and map sales;
10. Maintains staff timesheets for approval by Office Manager;
11. Coordinates office calendar, staff meetings and handles communication;
12. Keeps copier paper full, coordinate maintenance of office equipment, and maintain a full stock of office supplies;
13. Completes professional development training to improve and maintain skills;
14. Performs other administrative and office management duties as needed;

GIS/Addressing Office  
GIS Administrative Assistant

7/15/10

## Jefferson County, West Virginia Job Description

### Recommended Minimum Qualifications:

**Education and Experience:** 4-year college degree with one to three (1-3) years related work experience desirable; High school diploma with 3 years office management experience, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Drivers license required.

### Knowledge, Abilities and Skill

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

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

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

### Physical and Mental Requirements

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

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

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

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

#14 C, B

RALPHA LORENZETTI JR.  
PROSECUTING ATTORNEY

CHARLES B. HOWARD  
ASSISTANT PROSECUTING ATTORNEY

STEPHEN V. GROH  
ASSISTANT PROSECUTING ATTORNEY

BRANDON C.H. SIMS  
ASSISTANT PROSECUTING ATTORNEY



LAURENCE R. CROFFORD  
ASSISTANT PROSECUTING ATTORNEY

HASSAN RASHEED  
ASSISTANT PROSECUTING ATTORNEY

CIVIL DIVISION  
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STEPHANIE F. GROVE  
ASSISTANT PROSECUTING ATTORNEY

JAMES CASIMIRO III  
ASSISTANT PROSECUTING ATTORNEY

**OFFICE of THE  
PROSECUTING ATTORNEY**  
of  
**JEFFERSON COUNTY, WEST VIRGINIA**

P. O. Box 729  
110 N. George St., 3<sup>rd</sup> Floor  
Charles Town, WV 25414  
(304) 728-3243  
fax (304) 728-3293  
paoffice@jeffersoncountywv.org  
www.jeffersoncountywv.org/pa

TO: Jefferson County Commission  
FROM: Ralph A. Lorenzetti, Jr., Prosecuting Attorney  
DATE: December 3, 2009

RE: Office needs by July 1, 2010, if not sooner

1. **Case Management Software**  
This office with the assistance of Charlotte Hernandez Velez, IT Support Specialist, has interviewed five possible vendors. Costs range from \$7000 (plus monthly fee) to \$70,528.
2. **Receptionist - \$20,000 initial salary**  
This Office recently lost a valued Legal Assistant. Another Legal Assistant will be shifted into the Misdemeanor Office. Also, there will be a Legal Assistant placed in the Civil Division Office, to aid the Paralegal and the two Attorneys with that offices' expanding case load. One of these will be the current Receptionist/Legal Assistant.
3. **One Entry Level Attorney - (Initial Salary \$65,000)**  
Currently one of the Senior Civil Attorneys, with assistance from the other Senior Civil Attorneys is also covering Abuse and Neglect cases. It is anticipated that the Civil Case load, and coverage for the Commission and the various Boards will require two full time attorneys. This and the expanding number of criminal cases and trials will require adding an additional attorney in the near future.
4. **Space - Office and Storage**  
This office is currently using one of the Magistrate Court interview rooms as an Office.

Respectfully,  
  
Ralph A. Lorenzetti  
Prosecuting Attorney

<p>Commission Office Use Only</p> <p>Date on Agenda:</p> <p>Appt Time or New Business:</p>
--

**AGENDA REQUEST FORM**

Name: Tim Boyde

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1<sup>st</sup> Choice: 9-23-2010

Date Requested – 2<sup>nd</sup> Choice: \_\_\_\_\_

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

**Subject: Request to expand vacant part-time position in County Commission office to full-time and post**

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

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Move to approve the expansion of a vacant part-time position to a full-time position and to advertise.**

Attachments:

**JEFFERSON COUNTY**

**Personnel Requisition**

Department Name County Commission Office Date September 17, 2010 Date Needed 10-4-10

Job Title Administrative Assistant Salary \$25,625 Minimum Criminal History Check  Yes  No

Suggested Recruitment Source(s) Website; Daily publications

Applicants Interviewed By Sandy McDonald Position Reports To Same

Minimum Education Required: H.S. Diploma or Equivalent

Minimum Experience Required: Basic office software preferred but not required

Job Duties: Answering phones, taking and preparing minutes, reports, faxing, handle inner-office mail, data entry, attend assigned Commission meetings (including some night meetings) and related duties.

**Budget Information**

Addition  Replacement  Explain or For Whom Laura Kuhn

Position Budgeted  Yes  No Proposed Salary \_\_\_\_\_ Date of Hire \_\_\_\_\_

Is Position: Full-Time  Regular Part-Time \_\_\_\_\_ On-Call Occasional \_\_\_\_\_ Temporary \_\_\_\_\_

Safety/Security  No  Hours Per Week 35

**Approvals**

Elected Official Approval \_\_\_\_\_ Date \_\_\_\_\_

Department Head Approval \_\_\_\_\_ Date \_\_\_\_\_

County Commission Approval \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

**Jefferson County, West Virginia  
Job Description**

<b>Position Title:</b>	Administrative Assistant	<b>Grade Level:</b>	II
<b>Department</b>	County Commission Administration Office	<b>Date:</b>	06-24-10
<b>Reports to:</b>	County Administrator	<b>FLSA Status</b>	NE

**Statement of Duties:** The employee performs administrative, clerical services in support of the operation of the County Commission Administration department. Employee is required to perform all similar or related duties.

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

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

**Confidentiality:** Employee has access to some confidential information obtained during performance of regular position responsibilities such as client or department records.

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

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

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

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

**Nature and Purpose of Public Contact:** Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating

County Commission Administrative Office  
Administrative Assistant

6/24/10

**Jefferson County, West Virginia**  
**Job Description**

problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

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

**Essential Functions:**

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

1. Serves the public through answering telephone calls, greeting visitors to the County Commission office and responding to inquiries from County offices and members of the public.
2. Takes and records minutes of meetings, prepares minutes, reports and agendas for meetings of the County Commission, other County departments and committees, other special meetings and attends night meetings; ensures the accurate and timely entry and indexing of County Commission minutes into Law Order books.
3. Performs secretarial and administrative duties including, but not limited to, preparing correspondence, data entry, preparing purchase orders, faxing, photocopying, picking up and delivering mail, filing, and ordering supplies and equipment.
4. Assists in the yearly budget process, organizes related documents and correspondence for the department.
5. Responsible for the Identification Badge system for county employees, contractors and outside agencies.

**Recommended Minimum Qualifications:**

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

**Special Requirements:** Drivers license and Notary Public may be required.

**Knowledge, Abilities and Skill**

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

County Commission Administrative Office  
Administrative Assistant  
6/24/10

**Jefferson County, West Virginia  
Job Description**

of department operations.

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

Skills: Proficient personal computer skills, mathematical skills, recordkeeping and clerical skills, written and oral communication skills. Effective customer service skills.

**Physical and Mental Requirements**

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

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

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

**Visual Demands:** Visual demands include constantly reading documents for general understanding and for analytical purposes, routinely reviewing non-written materials such as instrumentation for analytical purposes.

**Sandy McDonald**

---

**From:** <patynol@frontiernet.net>  
**To:** "Tim Boyde" <tboyde@jeffersoncountywv.org>; <sandy@jeffersoncountywv.org>  
**Cc:** "engnerswobord Roger Ethier" <engnerswobord@hotmail.com>;  
<mschaivone@jeffersoncountywv.org>  
**Sent:** Tuesday, September 21, 2010 7:18 PM  
**Subject:** Fwd: WAC Budget

Sandy, Mark and Tim,

I can't remember if the WAC made a written request or not, but I received this e-mail from Roger this evening. Some of these are already included in our discussions, like the \$35,000 for water monitoring and I believe we did decide to set aside the \$50,000 for electronic and hazardous waste collection in the event the grant request is denied. I don't recall the commission discussing funding the other \$9,800 for signs and admin funding.

I am sure Roger would be willing to come in to explain the request for funding for signs and administrative fees if necessary.

Thanks,

Patsy

----- Forwarded Message -----

**From:** "Roger Ethier" <engnerswobord@hotmail.com>  
**To:** "Patsy Noland" <patynol@frontiernet.net>  
**Cc:** "lynn widmyer" <lynwidmyer@gmail.com>  
**Sent:** Tuesday, September 21, 2010 3:21:42 PM  
**Subject:** WAC Budget

For Patsy..Please insure the WAC Budget is presented to the Commissioners as per our previous correspondence. It includes the Water Monitoring System (\$35,000), Waste Management Collection Day (\$50,000) and Signs in Park Watershed Project \$4800). Also I am anticipating miscellaneous administrative costs for brochures, books, seminars and other admin costs of \$5,000. Thanks..Roger Ethier

**COPY**



State of West Virginia  
**DEPARTMENT OF AGRICULTURE**  
Gus R. Douglass, Commissioner

Janet L. Fisher  
Deputy Commissioner

Bob Tabb  
Deputy Commissioner

Steve Miller  
Assistant Commissioner

**ASSESSOR'S CERTIFICATE OF COMPLIANCE**


TO THE HONORABLE COUNTY COURT OF JEFFERSON COUNTY


The Assessor of Jefferson County, Angela Banks, has completed the Farm Census of 2010 and has satisfactorily complied with the requirements of the Farm Statistics Law. She is, therefore, eligible to receive compensation from the County Court according to Chapter 7, Article 7, Section 6C of the New Code of West Virginia.

**RECEIVED**

SEP 17 2010

Jefferson County Commission

  
Commissioner of Agriculture



West Virginia Legislature  
2nd Session of the 79th Legislature

Senate	House	Joint	Bill Status	WV Code	Audits/ Reports	Educational	Contact
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**WEST VIRGINIA CODE**

**§7-7-6c. Additional compensation of assessor.**

The county commission of each county shall allow the assessor a reasonable compensation, not exceeding ten percent of his salary, as provided by section four of this article, for such work as may be required of him under article one, chapter nineteen of this code, by the commissioner of agriculture, and no county commission shall allow pay to assessor for performance of duties herein prescribed until such assessor has received a certificate that his reports are completed and satisfactory to said commissioner.

*Note: Code updated with legislation passed through the 2009 4th Extraordinary Session*

VIDEO LOTTERY REPORT  
FY 2009

Date	Amount
7/5/2008 *	169,912.56
7/12/2008	176,592.38
7/19/2008	160,344.08
7/26/2008	162,982.74
8/2/2008	178,171.04
8/9/2008	123,538.04
8/16/2008	82,482.89
8/23/2008	76,426.18
8/30/2008	89,459.86
9/6/2008	91,644.46
9/13/2008	79,729.93
9/20/2008	71,269.36
9/27/2008	79,735.73
10/4/2008	75,186.22
10/11/2008	77,139.04
10/18/2008	80,668.26
10/25/2008	64,379.44
11/1/2008	68,352.42
11/8/2008	70,823.02
11/15/2008	65,565.50
11/22/2008	63,883.80
11/29/2008	69,850.12
12/6/2008	55,696.68
12/13/2008	60,178.04
12/20/2008	52,189.19
12/27/2008	72,205.91
1/3/2009	96,504.65
1/10/2009	53,286.62

FY 2010

Date	Amount
7/4/2009 *	128,262.42
7/11/2009	168,815.08
7/18/2009	160,652.98
7/25/2009	158,869.08
8/1/2009	174,493.08
8/8/2009	138,408.80
8/15/2009	81,222.14
8/22/2009	76,260.31
8/29/2009	80,472.92
9/5/2009	80,798.15
9/12/2009	86,286.92
9/19/2009	70,010.15
9/26/2009	69,316.87
10/3/2009	72,286.04
10/10/2009	69,650.63
10/17/2009	73,560.21
10/24/2009	67,581.66
10/31/2009	64,528.30
11/7/2009	63,741.59
11/14/2009	65,959.64
11/21/2009	59,547.05
11/28/2009	72,399.98
12/5/2009	51,006.51
12/12/2009	52,460.58
12/19/2009	32,834.39
12/26/2009	53,406.34
1/2/2010	92,980.40
1/9/2010	55,020.46

FY 2011

Date	Amount
7/3/2010	115,402.58
7/10/2010	205,731.64
7/17/2010	161,386.76
7/24/2010	160,368.28
7/31/2010	157,802.08
8/7/2010	136,494.98
8/14/2010	78,376.68
8/21/2010	76,199.02
8/28/2010	72,460.03
9/4/2010	76,362.84
9/11/2010	82,969.36
9/18/2010	67,636.78

Table Game Revenues  
FY 2011

Date	Amount
July/Aug 10	154,185.68

1/17/2009	56,068.87	1/16/2010	60,551.28
1/24/2009	71,474.63	1/23/2010	69,943.53
1/31/2009	61,089.80	1/30/2010	48,527.75
2/7/2009	83,539.63	2/6/2010	37,155.14
2/14/2009	76,054.44	2/13/2010	44,334.00
2/21/2009	91,838.41	2/20/2010	76,946.12
2/28/2009	80,806.88	2/27/2010	72,024.40
3/7/2009	48,837.13	3/6/2010	76,936.85
3/14/2009	96,025.39	3/13/2010	71,007.37
3/21/2009	79,002.82	3/20/2010	74,335.38
3/28/2009	79,250.83	3/27/2010	69,941.88
4/4/2009	75,968.30	4/3/2010	70,636.28
4/11/2009	75,964.94	4/10/2010	69,692.79
4/18/2009	80,598.22	4/17/2010	69,335.92
4/25/2009	75,571.46	4/24/2010	68,714.11
5/2/2009	73,957.05	5/1/2010	68,799.06
5/9/2009	76,697.22	5/8/2010	67,403.54
5/16/2009	71,925.70	5/15/2010	70,186.32
5/23/2009	81,395.43	5/22/2010	64,695.71
5/30/2009	82,161.55	5/29/2010	67,157.40
6/6/2009	74,895.74	6/5/2010	77,371.80
6/13/2009	67,327.23	6/12/2010	66,106.29
6/20/2009	75,500.53	6/19/2010	64,888.48
6/27/2009	67,354.10	6/26/2010	63,950.29
6/30/2009 ***	32,059.58	6/30/2010	29,667.19

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TOTALS 4403564.04 4041141.56 1391191.03

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WEST VIRGINIA LOTTERY  
 First Benchmark  
 Charles Town  
 County / City Split  
 Fiscal Year 2011

Charles Town  
 1999 Net Terminal Revenue \$ 45,803,174  
 Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 12.42%	CHARLES TOWN 34.58%	HARPERS FERRY 3.65%	RANSON 35.08%	SHEPHERDS TOWN 14.29%
3 days ending: 7/1/10- 7/3/10	\$ 115,402.58	\$ 115,402.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending: 07/10/10	\$ 205,731.64	\$ 205,731.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/17/10	\$ 161,366.76	\$ 161,366.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/24/10	\$ 160,366.28	\$ 160,366.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/31/10	\$ 157,802.08	\$ 157,802.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/07/10	\$ 161,617.82	\$ 136,494.98	\$ 25,122.84	\$ 3,120.27	\$ 9,882.45	\$ 916.98	\$ 8,813.08	\$ 3,580.05
08/14/10	\$ 158,753.36	\$ 78,976.68	\$ 78,378.68	\$ 9,734.38	\$ 27,088.88	\$ 2,860.75	\$ 27,494.54	\$ 11,200.03
08/21/10	\$ 152,398.04	\$ 76,199.02	\$ 76,199.02	\$ 9,483.92	\$ 28,334.38	\$ 2,781.26	\$ 28,730.82	\$ 10,888.84
08/28/10	\$ 144,820.06	\$ 72,460.03	\$ 72,460.03	\$ 8,989.54	\$ 25,042.19	\$ 2,844.79	\$ 25,418.97	\$ 10,354.84
09/04/10	\$ 152,725.68	\$ 76,362.84	\$ 76,362.84	\$ 9,484.26	\$ 26,391.00	\$ 2,787.24	\$ 26,788.08	\$ 10,912.25
09/11/10	\$ 165,938.72	\$ 82,969.38	\$ 82,969.38	\$ 10,304.79	\$ 28,674.21	\$ 3,028.39	\$ 29,105.85	\$ 11,856.32
09/18/10	\$ 135,277.66	\$ 67,838.78	\$ 67,838.78	\$ 6,400.74	\$ 23,376.96	\$ 2,468.82	\$ 23,727.68	\$ 9,665.58
<b>Subtotal</b>	<b>\$ 1,870,322.58</b>	<b>\$ 1,381,193.03</b>	<b>\$ 478,128.55</b>	<b>\$ 59,507.80</b>	<b>\$ 165,587.17</b>	<b>\$ 17,488.23</b>	<b>\$ 168,078.64</b>	<b>\$ 68,487.61</b>

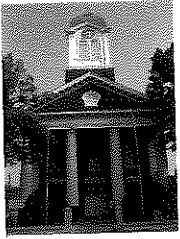
Benchmark Goal @ 2% \$ 912,063.48

Reminder until 1% / 1% Split \$

**WEST VIRGINIA LOTTERY  
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date	Week Ending September 18, 2010
<b>To be Deposited on:</b>	September 24, 2010
Amount Played	70,367,453.26
Amount Won	53,076,344.76
Amount Promo	215,813.00
MWAP Contribution	<u>29,589.21</u>
<b>Adjusted Gross Terminal Revenue</b>	<b><u>7,046,796.29</u></b>
Administrative Costs @ 4%	281,828.26
Excess Lottery Fund @ 4%	<u>0.00</u>
<b>Net Terminal Revenue</b>	<b><u>6,763,878.03</u></b>
Surcharge @ 16%	0.00
State Share Excess @ 58%	0.00
Track Share of Capital Reinvestment @ 42%	0.00
Track Share of Capital Reinvestment @ 42% - 95%	\$ -
Track Share of Capital Reinvestment @ 42% - 4%	\$ -
<b>Adjusted Net Terminal Revenue</b>	<b><u>6,763,878.03</u></b>
Racetrack @ 46.50% / 42%	3,145,203.28
Lottery Fund @ 30% / 0%	2,029,163.42
Excess Lottery Fund @ 0% / 41%	0.00
Race Track Pursees @ 7% / 14% / 8%	937,143.32
Workers' Compensation Debt Reduction @ 7%	9,799.60
Employee Pension Fund @ 1% / .5%	67,638.78
Greyhound Development @ .75%	50,729.09
Thoroughbred Development @ .75%	50,729.09
Racing Commission @ 1%	67,638.78
County/Municipality @ 2%	135,277.66
<b>3% Funds:</b>	
Tourism Promotion Fund @ 1.375%	93,063.32
Development Office Promotion Fund @ .375%	25,364.64
Research Challenge Fund @ .5%	33,819.39
Capitol Renovation and Improvement Fund @ .8875%	46,601.66
2004 Capitol Complex Parking Garage Fund @ .0625%	4,227.62
<b>1% Funds:</b>	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	33,819.39
Capitol Dome and Capitol Improvements @ .5% / 1%	33,819.39
	<b><u>6,763,878.03</u></b>

# THE COUNTY COMMISSION OF JEFFERSON COUNTY



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



Phone: 304/728-3284

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Fax: 304/725-7916

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, October 14, 2010, or as soon thereafter as the Commission may decide:

## **Eastern Panhandle Transit Authority Board of Directors - One unexpired term ending January 31, 2012**

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, prior to the proposed date of appointment.

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

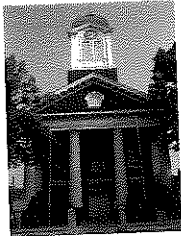
**SPIRIT OF JEFFERSON:**

**PLEASE ADVERTISE ON:**

**September 30, 2010 & October 7, 2010**

**THANKS - JEFFERSON COUNTY COMMISSION**

# THE COUNTY COMMISSION OF JEFFERSON COUNTY

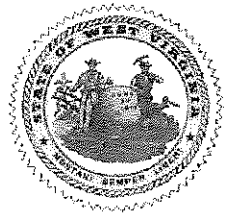


P.O. Box 250  
124 East Washington Street  
Charles Town, WV 25414

Phone: 304/728-3284

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Fax: 304/725-7916



The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, October 14, 2010, or as soon thereafter as the Commission may decide:

## **Jefferson County Building Commission- One unexpired term ending January 31, 2012**

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, 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:**

**September 30, 2010 & October 7, 2010**

**THANKS - JEFFERSON COUNTY COMMISSION**

# South Jefferson Public Library

49 Church Street

Post Office Box 17

Summit Point, West Virginia 25446

Email: jenkinsd@martin.lib.wv.us

Phone: 304-725-6227

Fax: 304-728-2586

September 21, 2010

The County Commission of Jefferson County  
PO Box 250  
Charles Town, WV 25414

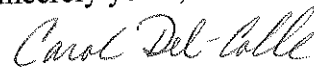
RE: South Jefferson Library Board  
Unexpired term of Don Ranelli

Dear Commissioners,

This letter is to convey our unanimous recommendation for the appointment of Edmond Uzan of Summit Point to the unexpired term of Don Ranelli, who recently died after a long fight with cancer.

As a local entrepreneur and resident of the Summit Point, Mr. Uzan is very supportive of our library and desires to serve the community with his time and skills. He will bring to the board his high energy and creative ideas, as well as his background and knowledge in business and computers. We believe he will be a valuable asset to our board.

Sincerely yours,



Carol Del-Colle, President

**RECEIVED**

SEP 22 2010

Jefferson County Commission