

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JULY 28, 2011
9:30 A.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

APPROVAL OF PURCHASE ORDERS

APPROVAL OF ACCOUNTS PAYABLE

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Angie Banks, Assessor
 - Exonerations - Discussion/Action
 - Vehicle Values

2. 10:00 a.m. Bill Polk, Maintenance Director and Sheriff Shirley
 - Request to transfer authority and administrative operations of Animal
 Control personnel from Bill Polk, Maintenance Director, to the Jefferson
 County Sheriff's Department Discussion/Action

3. 10:15 a.m. Bill Polk, Maintenance Director
 - Approval of Employment - Full-time Auto Mechanic - Maintenance
 Department - Discussion/Action
 - Approval of Employment - Full-time Carpenter - Maintenance Department -
 Discussion

4. 10:30 a.m. Roger Goodwin, Chief County Engineer
 - Request that the County Commission approve the hire of a Land
 Development Inspector for the Engineering Department and authorize
 placement of ads in the appropriate media in order to fill the position -
 Discussion/Action

5. 10:45 a.m. **BREAK**

6. 11:00 a.m. Kristen Ringstaff, William H. Gordon Associates, Inc.
- Presentation on behalf of U.S. Customs and Border Protection re: proposed closure of Koonce Road along the front of the U.S. Customs Facility in Harpers Ferry
7. 11:30 a.m. Mark Schiavone, Director of Capital Planning and Management
- Request approval of increasing the impact fee fundable amount for the Citizens Fire Company generator from \$100,000 to \$154,000 - Discussion/Action
- Approval of Revision of the General Fund (Fund 001) - Discussion/Action

NEW BUSINESS:

8. Review the capital outlay account and the County Commission other contribution account and discuss priorities for the distribution of funds in these accounts, including designating a fund reserve as savings - Discussion/Action (LW)

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

9. 12:00 p.m. **LUNCH BREAK**

~~~~~ AFTERNOON SESSION ~~~~~

10. 1:30 p.m. Tim Boyde, County Administrator and Ed Slonaker, Morgan Financial Group
- Decision on Insurance - Discussion/Action
11. 2:00 p.m. Mark Schiavone, Director of Capital Planning and Management
- Work Session - Impact Fees

ADJOURN

ANNOUNCEMENTS:

Reminder - Interviews and Appointments on Thursday, August 4, 2011 to the following:
- Jefferson County Parks and Recreation Commission - One unexpired term ending June 30, 2012
- Jefferson County Emergency Services Agency - One unexpired term ending November 2, 2013
(Requirements: Citizen can not have Fire/EMS affiliations and can not live in the Kabletown District)

CORRESPONDENCE:

Notice received from Jefferson County Parks and Recreation Commission regarding Big Screen Movie Night on Saturday, August 13, 2011.

Letter from Delegate Eric Householder enclosing proposed redistricting map.

Notice received from Comcast announcing that for customers who want to view digital programming, digital equipment is required.

Notice to the public of the County Commission's search for additional office space.

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.

Minutes

Jefferson County Commission

Wednesday, July 20, 2011

A meeting of the Jefferson County Commission was held on Wednesday, July 20, 2011 in the County Commission meeting room at the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Patricia Noland, Dale Manuel, Frances Morgan, Lyn Widmyer and Walt Pellish; Tim Boyde, County Administrator, Debbie Stellato, Administrative Assistant and Jimmy Eddy, Bailiff. (An audio tape of this July 20, 2011 meeting is available through the Jefferson County Commission Office.)

The meeting was called to order at 9:30 a.m. by Commissioner Noland.

PLEDGE OF ALLEGIANCE

Commissioner Morgan led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Morgan to approve the Minutes of the July 14, 2011 meeting as amended. Motion seconded by Mr. Manuel and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$115,223.85, being purchase order numbers: 49360, 53202, 53247, 53067, 53058, 49386, 48391, 53068, 53070, 53069, 53066, 53064, 53063, 53062 and 53061. Motion seconded by Ms. Morgan and unanimously approved.

PUBLIC COMMENT

Eleanor Finn of the League of Women Voters read a letter of introduction prepared by Peter Bradford, President of the West Virginia Chapter of the League of Women Voters.

UNFINISHED BUSINESS:

5. **Appointment to the Eastern Panhandle Regional Planning and Development Council – term ending June 30, 2012.**

By unanimous consent the Commission opted to re-advertise this vacancy. Tom Bayuzik will continue in the position until a replacement is found.

APPROVAL OF ACCOUNTS PAYABLE:

Motion by Ms. Morgan to approve the accounts payable in the amount of \$356,219.30. Motion seconded by Mr. Manuel and unanimously approved.

NEW BUSINESS:

7. **Tim Boyde – request to review and approve draft Travel Expense Policy.**

Several revisions to the draft Policy were discussed. By unanimous consent the Commissioners approved the Travel Expense Policy with the inclusion of their recommended changes.

APPROVAL OF MINUTES continued:

Motion by Mr. Pellish to approve the minutes of the June 30, 2011 meeting. Motion seconded by Mr. Manuel and unanimously approved.

Commissioner Morgan was called away from the meeting at 9:50 a.m.

PRESENTATIONS:

1. **Jeffrey A. Polczynski, Director of Communications – Memorandum of Understanding between Jefferson County Health Department and Jefferson County Emergency Communications and the Jefferson County Commission/Approval of Memorandum of Understanding for operating a Closed Point of Dispensing (POD) Site.**

Because Mr. Polczynski is on vacation this week, Collet Crabill, Deputy Director, brought the request for approval of the Memorandum of Understanding before the Commission.

Motion by Mr. Manuel to approve the Memorandum of Understanding (MOU) between the Jefferson County Health Department and the Jefferson County Commission regarding a closed Point of Dispensing (POD) for the Jefferson County Emergency Communications Center and to authorize the Commission President to execute the Memorandum of Understanding. Motion seconded by Mr. Pellish and unanimously approved.

3. **Roger Goodwin, Chief County Engineer:**

- a. **Request partial release of the Construction Bond security for Beallair Homes, LLC – Beallair Subdivision, Phase 1, Lots 1-49 & Residue A-E (File #02-36) – Letter of Credit #7500942081 from Susquehanna Bank, Martinsburg, West Virginia.**

Motion by Mr. Manuel to approve the partial release of the Construction Bond security for Beallair Homes, LLC – Beallair Subdivision, Phase 1, Lots 1-49 & Residue A-E (File #02-36) – Letter of Credit #7500942081 from Susquehanna Bank, Martinsburg, West Virginia. Motion seconded by Mr. Pellish and unanimously approved.

- b. **Michael Wiley on behalf of Beallair Homes, LLC owner/developer, requests tolling of the construction bond for the Beallair Subdivision, Phase 2, Lots 50 – 133 and Residue Parcel A- (File #05-412).**

Motion by Mr. Pellish to approve the tolling of the construction bond for the Beallair Subdivision, Phase 2, Lots 50 – 133 and Residue Parcel A- (File #05-412). Motion seconded by Ms. Widmyer and unanimously approved.

At the Commission's request, Mr. Goodwin provided an update on the status of test wells at Westridge Hills.

The Commission took a short break at 10:13 a.m.

Before the Commissioners departed for their break, **Stephanie Grove, Assistant Prosecuting Attorney,**

joined them in the meeting room and presented a revised draft of the Order from the June 23, 2011 meeting for approval. Motion by Mr. Manuel to approve the Order regarding the Map Rezoning Request. Motion seconded by Ms. Noland and carried 3 to 1, with Ms. Widmyer voting "against." (Ms. Morgan had not yet returned to the meeting.)

The Commission reconvened at 10:25 a.m.

Commissioner Morgan returned to the meeting at 10:35 a.m.

COUNTY ADMINISTRATOR REPORTS:

County Administrator Tim Boyde:

- Mr. Boyde reported that based on the close of the fiscal year the County Commission has a "scrape" fund balance of \$3.4M so when you pull out the \$1.6M that is encumbered in the budget process through the line item of County Commission public contributions and other contributions, and when the amount set forth in Commissioner Manuel's motion is deducted that leaves a balance of \$1.8M. With the 75%/25% split that leaves a balance of \$1,350,000 going into the Capital Outlay Account which could be used for buildings and other situations. Then \$450,000.00 would bump that Capital Contributions line item by \$450,000.00. That's how the 75%/25% split translates in terms of funds.
- Reported that based on the directions last week, he did have an opportunity to enter into some initial lease negotiations with the facility on the corner of Liberty and George Streets. Very initial. A proposed lease is being reviewed by legal.
- Reported that he has had several discussions with the Sheriff, the Maintenance Director and the Supervisor of Animal Control regarding removing Animal Control from under the auspices of the Maintenance Director and putting it under the umbrella of the Sheriff's Office.
- Mr. Polk has chosen a potential Carpenter and Auto Mechanic to fill his advertised positions and will be on next week's agenda requesting approval to hire from the Commission.
- Advised that on Thursday, August 4, 2011, Jeff Polczynski, Director of E-911 Emergency Communications, will be at the meeting to brief the Commission on the CAD system.

Commissioner Morgan:

- Attended the Farmland Protection Association Quarterly Meeting in Pocahontas County, WV.
- Attended the opening of the Skybox Sports Bar and Stage at the Hollywood Casino.
- Attended a special meeting of the Farmland Protection Board.

Commissioner Pellish:

- Attended a reception at the Clarion Hotel for the Shepherdstown Library Project.

Commissioner Manuel:

- Attended the opening of the Skybox Sports Bar and Stage at the Hollywood Casino.
- Attended a Jefferson County Emergency Services Agency meeting.

Commissioner Widmyer:

- Attended a reception at the Clarion Hotel for the Shepherdstown Library Project.
- Attended the opening of the Skybox Sports Bar and Stage at the Hollywood Casino.

Commissioner Noland:

- Will attend a meeting of the Jefferson County Council on Aging this afternoon.

The Commission took at 10-minute break at 10:50 a.m.

At 11:00 a.m. the County Commission was convened by Ms. Noland as a Quarterly Fiduciary Review Board.

4. Lynn Fields, County Clerk Probate Office – Quarterly approval/closing of Wills/estates/accountings.

Ms. Morgan moved to approve the Accountings/Waivers, to close estates and to approve estates opened since the last quarterly hearing as recommended by Staff. Motion seconded by Mr. Manuel and unanimously approved.

Estate of Mildred Olga Valentine – request to approve and authorize the Commission President to execute an order appointing David S. Smith, Vice President of the Bank of Charles Town as Administrator of the Estate and discharging Sheriff Robert Shirley from his position as Curator of the Estate.

Motion by Mr. Manuel to approve and authorize the Commission President to execute an order appointing David S. Smith, Vice President of the Bank of Charles Town as Administrator of the Estate and discharging Sheriff Robert Shirley from his position as Curator of the Estate. Motion seconded by Ms. Morgan and unanimously approved.

Motion by Ms. Morgan to adjourn the meeting. Motion seconded by Mr. Manuel and unanimously approved. The meeting was adjourned at 11:08 a.m.

Upon rising the meeting was adjourned until Thursday next, July 28, 2011 at 9:30 a.m.

PATRICIA A. NOLAND, 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: Angie Banks, Assessor

Department or Entity: Assessor's Office

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: July 28, 2011

Date Requested – 2nd Choice: _____

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

Subject: **Exonerations**
NADA Values

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):

Attachments: Values of Vehicles

The State Tax Department has received a few inquiries from taxpayers that were upset that their vehicle value(s) increased from Tax Year 2010 to Tax Year 2011. NADA vehicle values are determined using several sources including wholesale and retail transaction data (market data). While we have come to expect vehicle values to decrease each year, that is currently NOT the case for some vehicle types. Please see the below email (edited) from our contact at NADA to assist you in responding to such inquiries.

From: Ott, Doug [mailto:DOTT@NADA.org]

Sent: Monday, July 18, 2011 11:37 AM

Yes, the values of vehicles are still behaving way outside of a "normal" depreciation scenario. Gas prices and issues with supply remain the two key elements that are driving values upward. And it is not only on trucks, SUVs and minivans. We are now seeing increases in values for compact and other small fuel-efficient vehicles as demand outpaces availability.

Increasing truck values are very real and reflective of the strong demand for those vehicles. Even as gas prices continue to climb we have seen little fall off of consumer demand. Many people simply prefer to drive large vehicles. That said, there definitely is a gas price "ceiling" at which consumers will begin to move away from their large vehicles but that price is subjective. The thing we know for certain is we have not reached that price ceiling yet.

On the other hand, a large number of consumers prefer smaller vehicles. Fluctuating gas prices cause severe consumer heartburn and for the segment of the population that seeks smaller fuel-efficient vehicles, they are also facing supply issues. Case in point was the earthquake and tsunami in Japan earlier this spring. That completely stopped shipments of vehicles and parts from Japan. Instead of simply purchasing new vehicles from domestic and European manufacturers, many brand loyal consumers turned to 1, 2 and 3 year old used Japanese vehicles. This put further strain on used supply and, consequently, drove up prices.

And manufacturers are not responding by increasing their levels of production of new vehicles. Production of large and small vehicles have been limited as makers don't want to overproduce. Lower production levels of new vehicles keeps supply limited and prices high.

Volatile pricing for used vehicles, at least for the near term, seems to be the "new standard" versus traditional depreciation. NADA Used Car Guide continues to stay closely tuned to economic factors as they cause prices to fluctuate.

It is of vital importance that your assessors throughout the state understand what is happening in the used vehicle market because taxpayers legitimately want to know why they are receiving higher tax bills. A key resource that would be very helpful to all of the assessors is the monthly industry report published by our editors. The most common questions from your taxpayers, as well as the questions from your assessors can be answered by regularly following our reports. To view the current and historical reports, go to <http://www.nada.com/b2b/NADAOutlook/Guidelines.aspx>

Please feel free to share this information with all of your offices throughout West Virginia. In addition, please direct your taxpayers to the same web information.

Best regards,

Doug

<p>Commission Office Use Only</p> <p>Date on Agenda: <u>7/28/11</u></p> <p>Appt Time or <u>New Business</u>: <u>11:30am</u></p>

AGENDA REQUEST FORM

Name: Bill Polk, Maintenance Director

Department or Entity: Department of Maintenance

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: July 28, 2011

Date Requested – 2nd Choice: August 4, 2011

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

Subject: To transfer authority and administrative operations of Animal Control personnel from Bill Polk, Maintenance Director to the Jefferson County Sheriff’s Department.

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): **Motion by XXX, second by XXX to transfer authority and administrative operations of Animal Control staff from Bill Polk, Maintenance Director to the Jefferson County Sheriff’s Department.**

Attachments:

Commission Office Use Only
 Date on Agenda: 7/28/11
 Appt Time or New Business: 11:15 am
Unfinished

AGENDA REQUEST FORM

Name: Bill Polk, Maintenance Director

Department or Entity: Department of Maintenance

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: July 28, 2011

Date Requested – 2nd Choice: August 4, 2011

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

Subject: **To approve the employment of a full-time Auto Mechanic scheduled to work a 35-hour work week with a starting salary of \$35,875.00 including benefits as previously authorized by the County Commission.**

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): **Motion by XXX, second by XXX to approve the full-time employment of an Auto Mechanic for the Jefferson County Maintenance Department.**

Attachments:

Commission Office Use Only
 Date on Agenda: 7/28/11
 Appt Time or New Business: 11:15 am
Un-finished

AGENDA REQUEST FORM

Name: Bill Polk, Maintenance Director

Department or Entity: Department of Maintenance

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: July 28, 2011

Date Requested – 2nd Choice: August 4, 2011

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

Subject: **To approve the employment of a full-time Maintenance Carpenter scheduled to work a 40-hour work week with a starting salary of \$40,900.00 including benefits as previously authorized by the County Commission.**

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): **Motion by XXX, second by XXX to approve the full-time employment of a Maintenance Carpenter for the Jefferson County Maintenance Department.**

Attachments:

Commission Office Use Only	
Date on Agenda:	7-28-11
Appt Time or New Business:	10:15am

AGENDA REQUEST FORM

Name: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: July 28, 2011

Date Requested – 2nd Choice: _____

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

Subject: Personnel Requisition for Land Development Inspector

Please provide the County Commission with a description of your request or presentation, including any background information: See attached Personnel Requisition Form.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I move to allow advertisements be placed to fill the position of Land Development Inspector.

Attachments: Personnel Requisition
Land Development Inspector Position Description

JEFFERSON COUNTY

Personnel Requisition

Department Name Engineering Date July 19, 2011 Date Needed ASAP

Job Title Land Development Inspector Salary Class V \$51,280 - \$81,930

Criminal History Check Yes No

Suggested Recruitment Source(s) Jefferson County's Website; Morgantown Dominion Post;

Martinsburg Journal; Spirit of Jefferson Advocate

Applicants Interviewed By Chief County Engineer Position Reports To Chief County Engineer

Minimum Education Required See attached Land Development Inspector Position Description

Minimum Experience Required See attached Land Development Inspector Position Description

Job Duties See attached Land Development Inspector Position Description

Budget Information

Addition Replacement Explain or For Whom Land Development Inspector

Position Budgeted Yes No Proposed Salary Class V \$51,240 - \$81,930

Date of Hire Tentatively 9/6/2011

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

Safety/Security Hours Per Week Minimum of 35

Approvals

Elected Official Approval _____ Date _____

Department Head Approval _____ Date _____

County Commission Approval _____ Date _____

Comments _____

POSITION DESCRIPTION

LAND DEVELOPMENT INSPECTOR

POSITION PURPOSE: Performs technical and administrative assignments related to ensuring that land development projects are constructed in accordance with approved plans, regulations, ordinances and policy; and ensuring that construction bond amounts are adequate to cover construction costs.

FLSA STATUS: Exempt

ACCOUNTABILITIES:

1. Inspection of residential subdivision and commercial site development projects for compliance with Jefferson County land development ordinances, including but not limited to:
 1. Sediment and erosion control
 2. Storm water management & storm drainage systems
 3. Roadways & parking lots
 4. Landscaping
 5. Site grading
 6. Traffic control devices and markings
 7. Water & sanitary sewer systems, etc.
2. Update and maintain current construction unit-cost data for estimating construction bonds.
3. Review and approval of construction bond estimates for surety.
4. Review construction bond reduction/release requests and conduct final inspections to verify that all site work is complete in accordance with the approved plans prior to reduction/release of the construction bond.
5. Maintain record of third-party as-built plans, inspections and certifications.
6. Take measurements and use a digital camera to document stages of construction with photographs; and maintain record of in-house site inspection reports and approvals.
7. Produce job related correspondence to consultants, developers, etc.

8. Recommend revisions to site development details and standards.
9. Project Construction Management for land development infrastructure construction on projects taken over by the County due to default by the developer.

PREFERRED QUALIFICATIONS:

Must demonstrate ability to read and interpret construction plans and specifications and have sufficient knowledge of terminology and construction methods of all aspects of residential and commercial land development projects. Must have good written communication, record keeping, and time management skills. Must have excellent judgment and decision making abilities; ability to enforce the requirements of the plans and specifications and follow established standards and procedures; and ability to communicate with people with diverse backgrounds and levels of education. Also must be able to work independently with minimum supervision.

Position requires physical ability to climb ladders and to maneuver over varying terrain, across ditches and through wooded areas to gain access to parts of buildings and construction sites to observe and inspect work. Must have good computer skills and be able to learn and use software to generate letters, maintain accurate records, and schedule inspections. Proficiency with Microsoft Office - Word, Excel & Outlook software.

Associates Degree in Civil Engineering Technology or Construction Management and a minimum of five (5) years related experience. Must possess a valid driver's license and have excellent driving record. Where individual may be using personal vehicle on County business, personal insurance coverage will be required.

Pay Grade Classification - V
Salary Range \$51,250 - \$81,930

<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: County Commission

Department or Entity: _____

Estimation of amount of time needed for appointment: 5-10 minutes

Date Requested – 1st Choice: _____

Date Requested – 2nd Choice: _____

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

Subject: **Break**

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):

Attachments:

Commission Office Use Only	✓
Date on Agenda:	7-28-11
Appt Time or New Business:	11:00 am

AGENDA REQUEST FORM

Name: Kristen M. Ringstaff
 Department or Entity: William H. Gordon Associates, Inc.
 Estimation of amount of time needed for appointment: 1/2 hour
 Date Requested – 1st Choice: Thursday, July 21, 2011
 Date Requested – 2nd Choice: Thursday, July 28, 2011
 If a specific date is needed, please provide reason for specific date:

Subject:
Presentation on behalf of U.S. Customs and Border Protection on proposed closure of Koonce Road along the frontage of the U.S. Customs Facility in Harper's Ferry.

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):

This presentation is for informational purposes only therefore no motion will be required.

Attachments:

Commission Office Use Only ✓

Date on Agenda:

7-28-11

Appt Time or New Business:

WORKSESSION 2pm

AGENDA REQUEST FORM

Name: F Mark Schiavone

Department or Entity: DCPM

Estimation of amount of time needed for appointment: 1 hour

Date Requested – 1st Choice: 28 July 2011

Date Requested – 2nd Choice: _____

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

Subject: Workshop on Impact Fee Studies

Please provide the County Commission with a description of your request or presentation, including any background information: This workshop was requested by the County Commission

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

Attachments:

<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: MARK SCHIARENÉ

Department or Entity: DCPM

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: 28 July 2011

Date Requested – 2nd Choice: 4 August 2011

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

Subject: Request by JCESA to modify approved impact fee fundable project list

Please provide the County Commission with a description of your request or presentation, including any background information: The JCESA had previously requested two emergency generators for Citizens and Shepherdstown fire companies – both units not to exceed \$100,000 in cost. The quote for the Citizens generator came in at \$154,900. The JCESA is requesting that the approved CIP project for this generator be increased to fully cover the cost of this capital project.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): Move to approve increasing the impact fee fundable amount for the Citizen Fire Company emergency generator from \$100,000 to \$154,900.

Attachments: Letter of request from JCESA.



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue
Ranson, WV 25438
E-mail – jeffcoamb@citlink.net
Telephone – 304-728-3287
Fax – 304-728-6221

To: Mark Schiavone
cc: Kirk Davis
JCESA President Pete Kelley
JCESA Director Doug Pittinger

From: Paul Rosa 
JCESA Secretary

Subject: Citizens Fire Company Generator

Date: July 20, 2011

As you may recall, Citizens Fire Company had made a request to the JCESA Impact Fee Committee for \$100,000 for an emergency backup generator. The JCESA board subsequently recommended that the County Commission allocate impact fees in that amount.

After doing so, the sole bid received on this contract was for \$ 154,900. At its regular meeting on July 19, 2011 the JCESA board voted to request that the County Commission increase the authorized funding for this project to \$ 154,900. Thus we request that you present the board's recommendation to the County Commission for approval.

Please call me at (304) 839-1262 should you have any questions.



RESOLUTION

At a regular session of the Jefferson County Commission, held 28th July, 2011, 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 001, 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, Patricia Noland, 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 Schiaovne is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

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)

JEFFERSON COUNTY COMMISSION
 GOVERNMENT ENTITY

CONTROL NUMBER

2012
 FY
 001
 FUND
 001
 REV. NO.
 1 OF 1
 PG. OF NO.

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 25414
 CITY ZIP CODE

County
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	1,799,000	1,609,661		3,408,661
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 1,609,661

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	3,194,801	1,587,862		4,782,663
402	County Clerk	889,976	683		890,659
405	Prosecuting Attorney	1,689,706	2,298		1,692,004
406	Assessor	689,487	94		689,581
424	Courthouse	1,203,318	5,872		1,209,190
425	Other Buildings	755,000	12,079		767,079
429	Regional Development Authority	19,518	277		19,795
433	Geographic Information System	311,288	496		311,784
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures 1,609,661

APPROVED BY THE STATE AUDITOR

BY: _____ Date _____
 Director, Local Government Services Division

AUTHORIZED SIGNATURE
 OF ENTITY

APPROVAL
 DATE

Commission Office Use Only

Date on Agenda: 7/28/11

Appt Time of New Business: 11:45 am - 12:15
(1/2 hr.)

AGENDA REQUEST FORM

Name: Lyn Widmyer

Department or Entity: _____

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

Date Requested – 1st Choice: July 28

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: **This is a topic the Commission delayed until July so should be discussed now.**

Subject: **Review the capital outlay account and the County Commission other contribution account and discuss priorities for the distribution of funds in these accounts, including designating a fund reserve as savings.**

Please provide the County Commission with a description of your request or presentation, including any background information: **These accounts together include millions of dollars yet there are no adopted priorities or policies to govern how they will be used.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **Approve priorities for these funds.**

Attachments:

Impact Fee Reductions and Development Activity: A Quantitative Analysis of Florida Counties¹

With the collapse of the housing bubble starting in 2006, many communities in formerly high-growth areas found their economies, which were heavily dependent on housing construction, begin to slow and even contract. These same high-growth communities had been using development impact fees as a way to raise funds for growth-related infrastructure needs, particularly for roads but also for other facilities such as parks, schools and fire stations. Impact fee revenues began to shrink, and the development industry began to call for impact fee reductions or suspensions as a way to rekindle development and stimulate the local economy. Many jurisdictions have heeded these calls. Now that we have had several years of experience with such efforts, it should be possible to measure their affects.

This paper focuses on the experience of Florida counties from 2007 to the present. Florida provides an appropriate setting for this analysis, given the widespread use of impact fees and the severity of the housing downturn in the state. A focus on counties is appropriate because of the relative dominance of counties in the provision of non-utility infrastructure, including roads and schools.² There are 64 Florida counties, and about 40 of them have used impact fees.

The Public Debate

Prior to the housing downturn, impact fee opponents in Florida generally used a two-pronged attack: residential fees were resisted on the grounds that they would drive up home prices and hurt housing affordability, while fees on nonresidential developments were resisted on the grounds that they would make the jurisdiction less competitive for economic development projects. Rarely was it claimed that high residential fees would deter homebuilders, who presumably would be able to pass through these costs to buyers. Since the housing downturn, however, the nature of the discourse has changed. Now, reducing or suspending fees for residential development is sometimes promoted as a way to spur residential construction, which in turn will create jobs and revitalize local economies.

Even proponents of impact fee reductions or suspensions sometimes admit the effort may be little more than window dressing. For example, a member of Sarasota County’s impact fee advisory committee was quoted in 2008 as saying of a proposed impact fee suspension: “Even if it is just a gesture, I think it's extremely important to encourage the community, because I don't think we've seen the bottom of the well yet.”³ Others contend that while there is no assurance that lowering fees will stimulate growth, “If

¹ Draft of analysis by Clancy Mullen, Executive Vice President of Duncan Associates, Austin, Texas and Dr. James C. Nicholas, Professor Emeritus of Florida State University, to be presented at the annual conference of the Growth and Infrastructure Consortium, November 4, 2010.

² While school boards have independent taxing authority, their boundaries are coterminous with counties and they rely on counties to enact and collect school impact fees on their behalf.

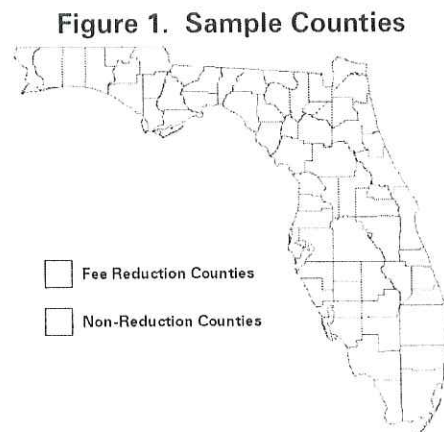
³ *Sarasota Herald-Tribune*, “Sarasota Looks at Impact Fees,” November 15, 2008

don't try it, we won't know."⁴ Even in the face of continuing declines in permits after a year of reduced fees, the chair of the Indian River County Commission argued that there is no way to tell how much further building would have dropped off under the full amount of the fees.⁵

Are impact fee reductions simply a way for local officials to signal to developers and builders that they "feel their pain," or do they actually stimulate construction that would not have happened in the absence of such action? While a full exploration of this question for both residential and nonresidential construction would be desirable, analyzing the effect of fee reductions on nonresidential development poses some significant difficulties.⁶ In this paper, we confine the analysis to residential development.

Research Design

The method employed was to define a period of time during which a number of counties reduced their impact fees significantly, and compare the number of single-family permits issued the year before and the year after for a set of counties that include some that reduced their fees and others that did not. The first fee reductions occurred in January 2008. In order to define a large enough sample, while still allowing a year of subsequent building permit history, the fee reduction period was defined as the 19-month period of January 2008 to July 2009. The year before was 2007, and the year after the 12-month period of August 2009 to July 2010.



The starting point was to identify Florida counties that charged impact fees in 2007. Using the *2007 National Impact Fee Survey*, 42 Florida counties were identified as charging impact fees.⁷ The *2009 National Impact Fee Survey* was used, along with an updated survey of Florida counties, to identify counties that had reduced their impact fees significantly between January 2008 and July 2009. Nine fee-reduction counties were included in the analysis: Brevard, Charlotte, Citrus, Highlands, Indian River, Manatee, Martin, Nassau and Polk. Eleven "non-reduction" counties were identified that charged impact fees of at least \$4,000 per single-family unit in 2007 and did not reduce them during the period: Collier, Lee, Orange, Osceola, Palm Beach, Pasco, St. Lucie, St. Johns, Sarasota and Volusia. Characteristics of the 20 counties utilized in the analysis are summarized in the following table. A number of counties had to be excluded for a variety of reasons (the excluded counties, their characteristics and reasons for exclusion are provided in Table 2 at the end of the paper).

⁴ Mike Secor, President, Highlands County Builders Association, CentralFloridaPolitics.com, posted on June 17, 2009 by Heath.Whiteaker

⁵ TCPalm.com, March 16, 2010

⁶ There is no "standard" unit of nonresidential development comparable to the single-family house for residential, fees vary significantly for various types of nonresidential development, and building permit data is much more difficult to acquire.

⁷ Wakulla County was identified as charging impact fees, but was not included in the 2007 survey.

Table 1. Summary of Sample Counties

County	2008	2000-08	Pop.	Single-Family Fees		Fee	Single-Fam Permits		%
	Population	Change	Growth	Before	After	Change	Before	After	Change
Fee Reduction Counties									
Brevard	556,213	79,983	17%	\$9,187	\$4,834	-\$4,353	2,039	1,129	-45%
Charlotte	165,781	24,154	17%	\$8,380	\$4,002	-\$4,378	932	271	-71%
Citrus	142,043	23,958	20%	\$9,314	\$6,920	-\$2,394	933	154	-83%
Highlands	100,207	12,841	15%	\$5,218	\$0	-\$5,218	918	68	-93%
Indian River	141,667	28,720	25%	\$9,877	\$8,185	-\$1,692	1,130	269	-76%
Manatee	317,699	53,697	20%	\$15,529	\$5,499	-\$10,030	1,086	1,181	9%
Martin	143,868	17,137	14%	\$11,511	\$9,839	-\$1,672	318	143	-55%
Nassau	71,915	14,252	25%	\$6,211	\$3,726	-\$2,485	626	288	-54%
Polk	585,733	101,809	21%	\$13,415	\$9,765	-\$3,650	3,854	1,199	-69%
Average	247,236	39,617	19%	\$9,849	\$5,863	-\$3,986	1,315	522	-60%
Non-Reduction Counties									
Collier	332,854	81,477	32%	\$24,428	\$28,416	\$3,988	1,069	760	-29%
Lee	623,725	182,837	41%	\$15,503	\$15,310	-\$193	4,356	1,118	-74%
Miami-Dade	2,477,289	223,510	10%	\$6,157	\$7,999	\$1,842	3,246	913	-72%
Orange	1,114,979	218,635	24%	\$12,217	\$18,067	\$5,850	4,053	2,199	-46%
Osceola	273,709	101,216	59%	\$17,941	\$18,173	\$232	2,389	784	-67%
Palm Beach	1,294,654	163,463	14%	\$11,367	\$11,367	\$0	2,101	1,279	-39%
Pasco	438,668	93,900	27%	\$11,686	\$16,828	\$5,142	2,052	1,006	-51%
Sarasota	276,585	83,890	44%	\$12,203	\$12,203	\$0	1,129	535	-53%
St. Johns	393,608	67,647	21%	\$9,605	\$10,122	\$517	2,139	1,225	-43%
St. Lucie	426,413	61,214	17%	\$8,729	\$9,602	\$873	1,690	269	-84%
Volusia	510,750	67,407	15%	\$9,108	\$9,108	\$0	1,520	654	-57%
Average	742,112	122,291	20%	\$12,631	\$14,290	\$1,659	2,340	977	-56%
All County Avg.	519,418	85,087	20%	\$11,379	\$10,498	-\$881	1,879	772	-58%

Notes: Some "after" fees changed in 2010 as follows and are not reflected here: Citrus suspended road fees 5/26/2010 (\$1,577 reduction); Martin suspension of all fees except roads and schools ended 10/1/2010 (\$4,749 increase); Collier reduced road and park fees in 10/2010 (\$3,671 reduction); St. Lucie increased some fees on 10/1/2010 (\$1,662 increase)

Source: Population from University of Florida, Bureau of Economic and Business Research, *Florida Population Studies*, Vol. 42, Bulletin 154, June 2009; single-family fees "before" from Duncan Associates, *2007 National Impact Fee Survey*, August 2007; single-family fees "after" from Duncan Associates survey, October 2010; single-family building permits issued from U.S. Census, <http://www.census.gov/const/www/permitsindex.html> ("before" is 2007 calendar year, "after" is August 2009 through July 2010).

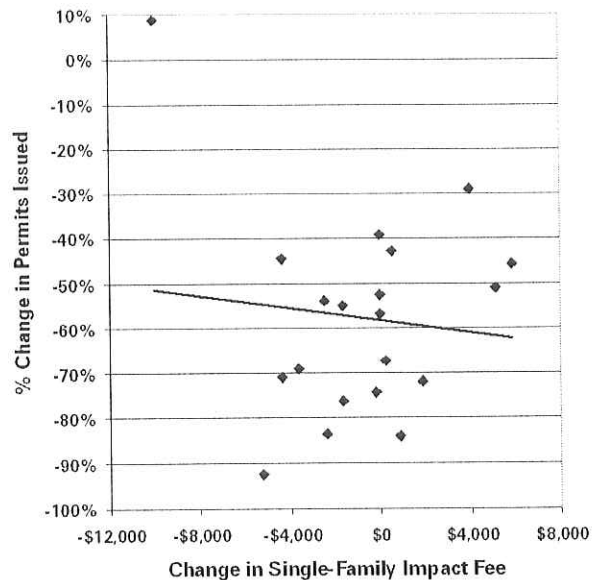
All of the sample counties experienced significant population growth between 2000 and 2008. The fee-reduction counties tend to be considerably smaller than the non-reduction counties (average population of 247,236 versus 742,112). All of the counties had relatively high impact fees in 2007, averaging almost \$10,000 per single-family unit in the fee-reduction counties, and over \$12,000 in the non-reduction counties, with none of the counties charging less than \$6,000 per house. The fee-reduction counties reduced their single-family fees by an average of almost \$4,000 from 2007-2010, while the non-reduction counties on average increased their fees by about \$1,600. Consistent with the state-wide trend, annual single-family permit issuance declined from 2007 to the 12-month August 2009-July 2010 period in all counties but Manatee, with the average decline among fee reduction counties slightly higher than among the non-reduction counties (60% versus 56%).

The average percentage change in permit issuance between fee reduction and non-reduction counties does not suggest a strong correlation between fee reductions and an increase (or a lower decline) in building permit issuance. However, the averages conceal large variations between counties. To take into account those variations, it is necessary to employ linear regression analysis. Regression analysis plots a line that most closely fits the data, and produces statistics that indicate the percent of variation explained (r-square), and the level of confidence that the relationship is not a random one (f-statistic).

Regression Analysis Results

If fee reductions do stimulate increased development (or at least slow declines in permit issuance), one would expect to see a negative correlation between fee increases and changes in building permit issuance. In other words, an increase in impact fees should be associated with a greater percentage decline in permit issuance, while a reduction in impact fees should be associated with an increase (or a lower decline) in the rate of permit issuance. To test this hypothesis, a linear regression analysis was performed, with the independent variable equal to the absolute change in the amount of impact fees and the dependent variable equal to the percent change in building permit issuance. The results indicate that there is no significant relationship between the two variables. While the coefficient has the predicted sign (negative, indicating an inverse relationship), it is very small (a \$1,000 decrease in impact fees is associated with 0.7% more building permits), explains only 1% of the variation, and has a 64% chance of being a random relationship.⁸ Plotting the data, as shown in Figure 2, reveals the extent to which Manatee County is an outlier.

Figure 2. Fee Change vs. Permit Change



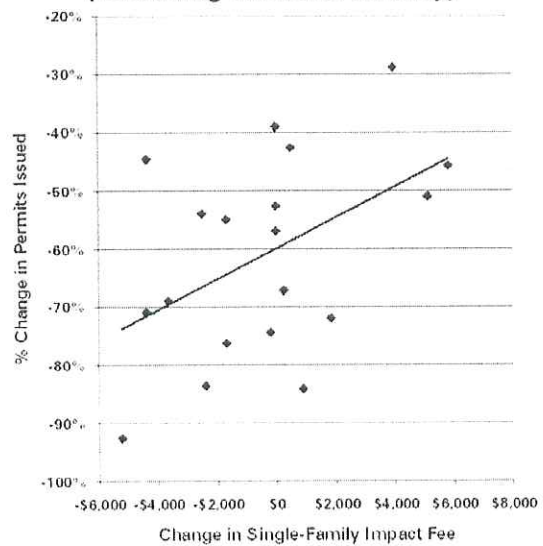
⁸ The linear regression equation is $y = -0.00000694x - 0.582$, the r-square is 0.0126, the f-statistic is 0.637 and the t-statistic for the x coefficient is -0.480

Running the regression analysis without Manatee County results in a weak but statistically significant relationship in the opposite direction. The equation explains 22% of the variation, and there is only a 4% chance of a random relationship. The equation indicates that a \$1,000 increase in impact fees is associated with 2.6% more building permits being issued.⁹ The researchers do not suggest that the results of this regression analysis indicate causality (i.e., increases in impact fees stimulate development), particularly since it was necessary to exclude the one county that reduced its fees the most and experienced an actual increase in building permits in order to achieve this result. Nevertheless, it clearly shows that the opposite relationship is not supported by these data.

Conclusion

This analysis has been unable to confirm any statistically significant relationship between impact fee reductions and higher rates of building permit issuance for single-family development. This finding will certainly not end the debate about the effects of impact fees on development activity, but hopefully it will inject some rationality into a discourse that up to now has been largely dominated by wishful thinking.

Figure 3. Fee Change vs. Permit Change (Excluding Manatee County)



⁹ The linear regression equation is $y = 0.00000262x - 0.600$, the r-square is 0.2225, the f-statistic is 0.041 and the t-statistic for the x coefficient is -2.206

Table 2. Impact Fee Counties Excluded from Analysis

County	2008 Pop.	Growth 2000-08	Single-Family Fees		Notes
			2007	2010	
Counties that both adopted and suspended fees during the period					
Clay	185,168	31%	\$7,034	\$7,034	rd fee adopted 1/1/09, suspended 2 yrs eff. 1/1/2009
Columbia	66,121	17%	\$0	\$0	fees adopted 2/2008; suspended 1/1/2009
Counties that reduced fees during period, then increased them					
Wakulla	30,717	34%	?	?	1 yr suspension 9/2008, fees reinstated 3/17/2010
Counties that reduced fees after the period					
Hernando	164,907	26%	\$9,238	\$4,862	rollback all fees to 2001 levels for 1 yr eff. 12/1/2009
Lake	288,379	37%	\$10,026	\$10,127	rd fees suspended 1 yr eff 3/1/2010
Marion	329,418	27%	\$5,714	\$4,254	road fees suspended for 1 yr eff. 1/1/2010
Counties with relatively low fees in 2007					
Alachua	252,388	16%	\$2,508	\$5,776	
Broward	1,758,494	8%	\$2,718	\$5,731	road fee could not be determined
Gilchrist	17,256	20%	\$3,500	\$3,500	
Hillsborough	1,200,541	20%	\$3,878	\$5,878	
Levy	40,817	18%	\$1,249	\$1,249	
Santa Rosa	181,180	47%	\$1,801	\$0	1 yr suspension eff. 2/19/2009, later extended thru end of 20
Seminole	144,136	22%	\$2,635	\$6,251	
Sumter	93,034	74%	\$2,393	\$2,997	
Low-growth counties					
DeSoto	34,487	7%	\$9,212	\$0	suspended all fees 1/1/2008
Glades	11,323	7%	\$8,143	\$0	suspended all fees on 11/24/2008 until 12/1/2010
Hardee	27,909	4%	\$2,628	\$2,628	
Monroe	76,081	-4%	\$1,534	\$1,534	
Pinellas	938,461	2%	\$2,066	\$2,066	
Putnam	74,989	6%	\$7,023	\$0	all fees suspended for 2 yrs eff. 3/1/2009
Counties for which building permit data not available					
Flagler	95,512	92%	\$5,307	\$5,307	
Hendry	41,216	14%	\$7,591	\$0	all fees suspended c 9/2008, extended 2/24/09 until 1/1/2011

Sum of totalfees LandUseType	Year						Grand Total
	2005	2007	2008	2009	2010	2011	
Art Education					\$ 748.00		\$ 748.00
Business Park							\$ 18,538.00
Commercial 200K+				\$ 24,106.00			\$ 24,106.00
Commercial 50-100K							\$ 10,050.00
Commercial to 25K	\$ 2,022.00	\$ 8,458.00	\$ 21,024.00				\$ 31,504.00
Fire Station		\$ 68.00					\$ 68.00
Light Industrial		\$ 580.00					\$ 580.00
Manufacturing	\$ 272.00						\$ 272.00
Office 25-50K		\$ 26,388.00					\$ 26,388.00
Office to 10K	\$ 198.00	\$ 996.00	\$ 541.00		\$ 10,404.00		\$ 12,139.00
Training Facility		\$ 16,573.00	\$ 2,130.00		\$ 1,894.00		\$ 20,597.00
Warehousing		\$ 466.00	\$ 5,060.00		\$ 6,831.00	\$ 665.00	\$ 13,022.00
Hotel		\$ 83,295.00					\$ 83,295.00
Nursing Home			\$ 280.00				\$ 280.00
Nursery			\$ 786.00				\$ 786.00
Self Storage				\$ 314.00	\$ 2,095.00		\$ 2,409.00
Gaming					\$ 32,315.00	\$ 3,366.00	\$ 35,681.00
Church					\$ 245.00	\$ 599.00	\$ 844.00
Research						\$ 4,257.00	\$ 4,257.00
Grand Total	\$ 2,492.00	\$ 149,980.00	\$ 45,253.00	\$ 24,420.00	\$ 54,532.00	\$ 8,887.00	\$ 285,564.00

year(Application|TotalFees

2004	\$ 1,945,188.00
2005	\$ 2,688,231.00
2006	\$ 3,177,989.00
2007	\$ 2,788,992.00
2008	\$ 1,709,772.00
2009	\$ 1,394,302.00
2010	\$ 1,510,146.00
2011	\$ 827,002.00

ImpactFeeCategory	projecttitle	fees
fire/ems	EMS 3 Upgrade (Shepherdstown)	55,000.00
fire/ems	Extrication Equipment (Friendship)	59,850.27
fire/ems	Fire Station Loan (Bakerton)	100,000.00
fire/ems	Purchase of Ambulance (JCESA)	137,105.22
fire/ems	Station Generation System (Citizens)	89,824.91
fire/ems	Vacuum Tanker (Blue Ridge)	115,000.00
		<u>556,780.40</u>
law	Acquisition of Police Cruiser	26,811.00
law	Jefferson County Sheriff's Office	3,487.00
law	Police Cruiser	20,756.00
law	Police Cruiser Equipment	5,120.00
law	Police Cruiser Radio	2,695.72
law	Purchase of Exchange Vehicle	15,553.00
law	Purchase of Police Cruisers	15,015.00
law	Purchase of Police Cruisers (24 units)	8,818.00
law	Sheriff Office Vehicle	68,906.22
law	Sheriff Vehicle Equipment	9,038.18
law	Sheriff's Office Vehicle Purchase and Related Equipment	1,356.79
		<u>177,556.91</u>
parcs	Acquisition of Land (Hite Road)	300,000.00
parcs	Department Vehicle	32,153.00
parcs	Department Vehicles	19,919.00
parcs	Fitness Equipment (Sam Michaels)	28,000.00
parcs	Leetown Park Playground	73,921.86
parcs	Playground - Sam Michael's Park	59,988.00
parcs	Sam Michael's Park - Walking Trail	40,930.73
parcs	Sam Michael's Park-Lighting Project	41,960.50
		<u>596,873.09</u>
schools	Blue Ridge Elementary Expansion	1,000,000.00
schools	Driswood Elementary	3,486,810.00
schools	Washington High School	8,297,550.10
schools	South Jefferson Elementary Expansion	1,700,000.00
		<u>14,484,360.10</u>

Total Fees Expended through 30 June 2011 15,815,570.50

The following Agencies, Boards, Committee or Commission will be on the Jefferson County Commission August 4, 2011 agenda for Interviews and Appointments for vacant positions:

Jefferson County Parks and Recreation Commission – One unexpired term ending June 30, 2012

Jefferson County Emergency Services Agency – One unexpired term ending November 2, 2013 (Citizen that does not live in the Kabletown District).

7/28/11



BIG SCREEN



MOVIE NIGHT

Enjoy a movie at Sam Michael's Park! For one night only, the park will become a movie theatre. Popcorn, candy, and drinks will be for sale in the concession stand! Bring your lawn chairs, blankets, & family! Get ready to watch Yogi Bear at our 1st BIG SCREEN MOVIE NIGHT! Yogi Bear himself will be there to meet and greet everyone!!

Time: Approx: 8:45 p.m. (DUSK).
Location: Sam Michael's Park Field

If you would like to come let us know by registering for FREE at www.jcprc.org or call Jefferson County Parks and Recreation at 304-728-3207!



**HOUSE OF DELEGATES
WEST VIRGINIA LEGISLATURE**

BUILDING 1, ROOM #150-R
1900 KANAWHA BLVD., EAST
CHARLESTON, WV 25305-0470
PHONE (304) 340-3274

EMAIL: ERIC.HOUSEHOLDER@WVHOUSE.GOV

ERIC L. HOUSEHOLDER
212 SNOOKS LANE
MARTINSBURG, WV 25405
PHONE: (304) 261-9468

Committees:
Government Organization
Political Subdivisions
Constitutional Revision
Health & Human Resources

July 13, 2011

The Members of the Jefferson County Commission

Patsy Noland, President
Dale Manuel, Vice President
Walt Pellish, Commissioner
Frances Morgan, Commissioner
Lyn Widmyer, Commissioner

President Patsy Noland,

I submit to you a redistricting map of Jefferson County that contains three new single delegate districts.

My colleagues Delegate Doyle, Lawrence and I, held two redistricting meetings in Jefferson County on June 8th and on June 16th to listen to concerns from our constituents pertaining to redistricting.

The majority of the citizens present expressed their desires to keep communities of interest together. Many residents of precinct 17 attended the first meeting on June 8th, to show their support for the "mountain area" to be represented by one delegate. Currently, the "mountain area," as described by precincts 16, 17 and 21 are divided and represented by two delegates.

The map that I propose to you resolves the problem of the "mountain area" by allowing those three precincts to be included into the new delegate district as depicted by district #59 on the map included with this letter. I believe this is a compromise that will serve the residents by keeping their communities together.

Another comment I heard was to keep the municipalities of Charles Town and Ranson together. I agree and share the same concerns of the citizens.

My goal throughout this process was to develop a map that addresses the concerns of our Jefferson County citizens. The map was drawn to keep communities of interest together, to keep municipalities together, and to have three separate single delegate districts contained within the contiguous borders of Jefferson County.

Also, I have minimized the amount of impact to the County and to the citizens by keeping precinct boundaries intact. This map has very slight changes to any precincts except those created by the annexation of the municipalities.

Sincerely,

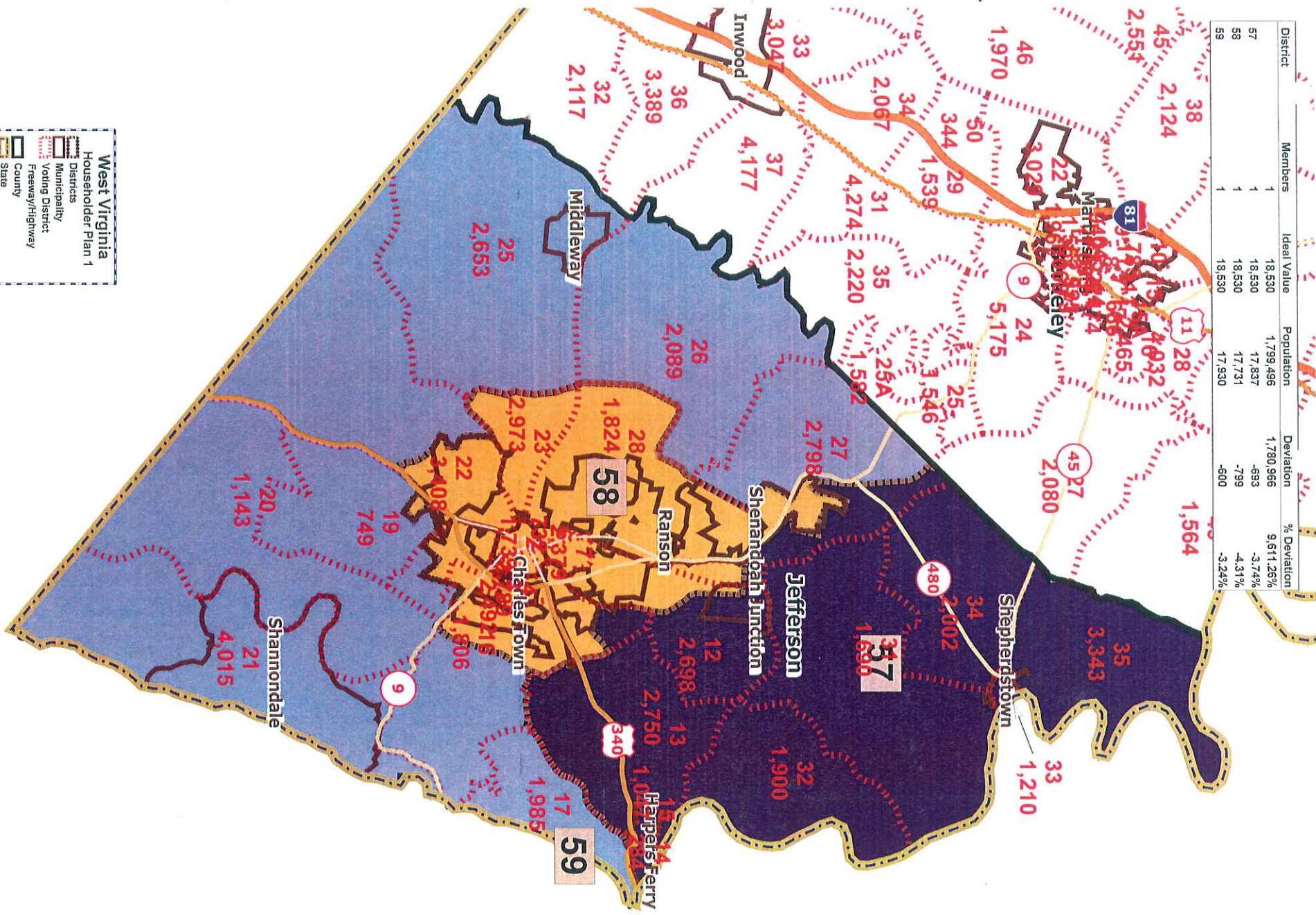
Delegate Eric Householder, 56th District

RECEIVED

JUL 18 2011

Jefferson County Commission

District	Members	Ideal Value	Population	Deviation	% Deviation
57	1	18,530	1,799,496	1,780,966	9,611.26%
58	1	18,530	17,837	-693	-3.74%
59	1	18,530	17,731	-799	-4.31%
			18,530	-500	-3.24%



West Virginia
Householder Plan 1

- Districts
- Municipality
- Voting District
- Freeway/Highway
- County
- State

2010 Populations



400 Westfield Road
Charlottesville, VA 22901

July 11, 2011

Mr. Tim Boyde
County Administrator
Jefferson County
124 East Washington Street
Charlestown, WV 25414

Dear Mr. Boyde:

Comcast would like to advise you of a service change coming to Jefferson County in August, bringing our customers greater choice and an enhanced customer experience. The attached bill message details the change that is occurring.

Customers will receive notice of this change via the bill message.

In order for subscribers to view digital programming, digital equipment is required.

Please do not hesitate to contact me at (540) 974-5123 with any questions you may have.

Sincerely,

Paul Comes
Director, Government Affairs

RECEIVED

JUL 18 2011

Jefferson County Commission

Bill Message:

Effective 08/04/11, Digital Economy Service will be available at a monthly rate of \$39.95. Digital Economy Service includes all channels associated with Limited Basic Service plus an additional 15+ channels such as: Cartoon Network, CNN, Discovery, History and Spike. Please refer to your channel lineup at www.Comcast.com for a complete listing of the new Digital Economy Service lineup.

NOTICE

The County Commission of Jefferson County, is in the process of exploring options for providing additional office space for county operations. As part of that process, the County Commission is seeking expressions of interest from property owners within two (2) blocks of the Jefferson County Courthouse who might have (12,000 - 16,000 sq ft) property available either for sale or lease.

Please contact Tim Boyde, County Administrator at 304-728-3284 or at tboyde@jeffersoncountywv.org.

All inquires will be confidential and must be submitted by Friday, August 5, 2011 by 5:00 o'clock p.m. at 124 E. Washington Street, Charles Town, West Virginia.

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