



6. 11:00 a.m. Paul Shroyer, Finance Director  
– AS/400 Security Policy - Discussion/Action

**UNFINISHED BUSINESS:**

7. 11:30 a.m. Reorganization Topics
- Possible Executive Session regarding personnel matters regarding reorganization §6-9A-4 (FM) - Discussion/Action
  - Review and possible action on Tim Boyde's exit memo regarding Restructuring County Government (DM) - Discussion/Action
  - Move that the Capital Planning and Impact Fee Department be eliminated, and the position of director be abolished, and the functions of the director be addressed under a contractual agreement on an as needed basis. Further, that the assistant director in charge of impact fee collection and her duties be shifted to the Engineering Department. Lastly, the IT personnel would report to the Finance Director and continue to provide onsite technical support (DM) - Discussion/Action
  - Discussion of proposed reorganization options (LW) - Discussion/Action
    - ▶ Add Grants Management to Department of Capital Planning and Management (LW)
    - ▶ Expand role of Capital Planning and Management in terms of preparing an Annual Capital Improvement Plan for review and discussion by the County Commission (LW)
    - ▶ Add stewardship of the environment to the Department of Engineering and rename it to Department of Engineering and Watershed Protection (LW)
    - ▶ Explore option of civil counsel being directly under County Commission (LW)

**NEW BUSINESS:**

8. Add to the discussion of a capital improvement plan the feasibility of purchasing the Briel Building to address some of the county space needs (PN) - Discussion/Action
9. Approval of fill-in Deputies for Jefferson County Sheriff's Office while current deputies are on active duty with the Guard/Reserves/Coast Guard - William Carper and Robbie Roberts - Discussion/Action
10. Discussion on the process of hiring a County Administrator (PN) - Discussion/Action
11. Legislative Updates

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISSION REPORTS**

12. Break for Lunch

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

13. 1:30 p.m. Board of Review and Equalization

14. ADJOURN

**CORRESPONDENCE:**

Jefferson County offices will be closed on Monday, February 20, 2012 in observance of President's Day.

Memorandum received from Roger Goodwin, Chief County Engineer concerning a construction bond(s) and security for Sur-Loc Flooring Systems, LLC (File #S11-10).

Notice of Jefferson County Offices being closed on Monday, February 20, 2012 in observance of President's Day.

Invitation to the Workshop offerings at West Virginia Association of Counties Annual Meeting and Valentine's Day Luncheon on Sunday, February 13, 2012 at 3:00 p.m.

Letter received from the Maryland Transit Authority regarding proposed changes by the Maryland Transit Administration to the Marc Brunswick Line schedule.

The County Line Newsletter was received from the West Virginia Association of Counties.

January 2012 Impact Fee Status Report received.

National Association of Counties, Healthy Counties, Healthy Families booklet received.

Jefferson County Public Service District January 3, 2012 regular board meeting minutes received.

The weekly settlement report for Charles Town Races and Slots for the week ending February 4, 2012 received from the West Virginia Lottery.

*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.*

**REGULAR TERM: (Board of Review and Equalization)**

State of West Virginia, County of Jefferson, to-wit:

At a session of the Jefferson County Commission, sitting as a Board of Review and Equalization, continued and held at the Courthouse thereof on Tuesday, February 07, 2012, beginning at 1:30 p.m.

**PRESENT:** Dale Manuel, Commission Vice President  
Frances Morgan, Commissioner  
Lyn Widmyer, Commissioner  
Walt Pellish, Commissioner  
(Patricia Noland, Commission President, was absent with notice)

**In re: APPLICATION FOR ASSESSMENT REVIEW - H. ROBERT BORDEN**

1) A hearing was conducted on an appeal of real estate assessment by H. Robert Borden on Map 9, Parcels 23, 24 and 25 in the Shepherdstown District.

After testimony and presentation of exhibits, motion by Ms. Morgan, seconded by Ms. Widmyer to reduce the Assessor's assessment from \$1.131 million to \$900,000.00 for the year in question. Legal counsel Stephanie Grove interjected that the actual assessment for the three parcels was \$1.29 million. The Board voted 2 - 2 and the motion failed. The Assessor's valuation was upheld. (Ms. Morgan and Ms. Widmyer voted "for" the motion and Mr. Manuel and Mr. Pellish voted "against.")

**In re: APPLICATION FOR ASSESSMENT REVIEW - CRESTAR REALTY LLC**

1) A hearing was conducted on an appeal of personal property assessments on behalf of Crestar Realty LLC, personal property being a 2005 Ford Explorer, 2005 Ford Expedition, 2005 Lincoln Navigator and 2006 Ford F150 Super Cab Pickup.

Motion by Mr. Pellish to deny relief. Motion seconded by Ms. Widmyer and carried 3 - 1. (Ms. Morgan voted "against" the motion.) The Assessor's valuation was upheld.

There being no more appeals on this date, motion by Mr. Pellish, seconded by Ms. Morgan to adjourn as a Board of Review and Equalization. The motion was unanimously approved.

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PATRICIA NOLAND, COMMISSION PRESIDENT

REGULAR TERM: (Board of Review and Equalization)

State of West Virginia, County of Jefferson, to-wit:

At a session of the Jefferson County Commission, sitting as a Board of Review and Equalization, continued and held at the Courthouse thereof on Wednesday, February 9, 2012, beginning at 2:00 p.m.

PRESENT: Patricia Noland, Commission President  
Dale Manuel, Commission Vice President  
Frances Morgan, Commissioner  
Lyn Widmyer, Commissioner  
Walt Pellish, Commissioner

**In re: APPLICATION FOR ASSESSMENT REVIEW - Blake Warren on behalf of Burr Park LLC**

1) A hearing was conducted on an appeal of real estate assessment by Blake Warren on behalf of Burr Park LLC on Map 1, Parcel 86 in the Charles Town District.

After testimony and presentation of exhibits, motion by Ms. Morgan, seconded by Mr. Pellish to deny the relief requested and the motion was unanimously approved. The Assessor's valuation was upheld.

There being no more appeals on this date, June Bowers presented the Board with an update on recent adjustments made by the Assessor's Office on properties owned by Allen and Michelle Clark, Russell Roper, CT Limited Partnership (Peter Chakmakian), Mr. Doug Porter for Susquehanna Properties and Mr. Doug Porter individually.

Motion by Ms. Morgan to approve all adjustments to the properties in the aggregate. Motion seconded by Mr. Pellish and unanimously approved.

Ms. Noland recessed the meeting of the Board of Review and Equalization at 2:28 p.m. The Board will reconvene next Tuesday, February 14, 2012 at 1:30 p.m.

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PATRICIA NOLAND, COMMISSION PRESIDENT

## Minutes

### Jefferson County Commission

Thursday, February 9, 2012

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A meeting of the Jefferson County Commission was held on Thursday, February 9, 2012 in the County Commission meeting room at the Old Charles Town Library located at 200 E. Washington Street, Charles Town, West Virginia. Present were Commissioners Patricia Noland, Dale Manuel, Frances Morgan, Lyn Widmyer and Walt Pellish; Sandy McDonald, Interim County Administrator, Debbie Stellato, Administrative Assistant and Jimmie Eddy, Bailiff. (An audio tape of this February 9, 2012 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 Pellish led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

Motion by Ms. Morgan to approve the Minutes of the Public Hearing on January 26, 2012 as presented. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Ms. Morgan to approve the January 30, 2012 Emergency Meeting Minutes as presented. Motion seconded by Ms. Widmyer and unanimously approved.

Motion by Mr. Manuel to approve the February 1, 2012 Board of Review and Equalization Minutes as presented. Motion seconded by Ms. Morgan and unanimously approved.

Motion by Mr. Manuel to approve the Revised Minutes of the February 2, 2012 County Commission regular meeting as presented. Motion seconded by Mr. Pellish and unanimously approved.

#### APPROVAL OF PURCHASE ORDERS

Motion by Ms. Morgan to approve Purchase Orders in the amount of \$30,457.91, being purchase order numbers: 50668, 50669, 50948, 50957, 50817, 50927, 50946, 50949, 50953, 50955, 50958, 50729, 50730, 50731, 50732, 50779, 50780, 50816 and 50954. Motion seconded by Mr. Pellish and unanimously approved.

#### APPROVAL OF ACCOUNTS PAYABLE:

Motion by Ms. Morgan to approve the accounts payable in the amount of \$61,674.69. Motion seconded by Mr. Manuel and unanimously approved.

#### PUBLIC COMMENT

**David Tabb** commented on several miscellaneous items, including inequity in minutes allowed each person for public comment, the Commissioners' new iPads and renovating the Commission meeting room.

Before the Agenda items Mr. Manuel requested unanimous consent from the Commissioners to clarify some confusion regarding the proposed “no texting” legislative Bill. Unanimous consent was given and Mr. Manuel explained that the Bill’s actual purpose is to deter texting of legislators once the legislative session has convened and deliberations have begun.

**NEW BUSINESS:**

1. **Request by Sheriff Bobby Shirley to hire a part-time bailiff.** Sheriff Shirley and the Commission agreed that he had already been authorized to hire a part-time bailiff, but that at that time he did not have the applicant’s name. The Sheriff informed the Commission that the part-time bailiff’s name is Stacey Lynn Smallwood.

**PRESENTATIONS:**

2. **Angie Banks, County Assessor: Exonerations.**

Angie Banks, County Assessor, requested exoneration for Muntaha S. Haddad in the amount of \$444.06. Motion by Ms. Morgan to approve exoneration of \$444.06 for Muntaha S. Haddad, Ticket No. 309989. Motion seconded by Mr. Manuel and unanimously approved.

Name	District	Type	Ticket #	Amount
Muntaha S. Haddad	Kabletown	Personal Property	309989	\$444.06

3. **Barbara Miller, Director of Homeland Security and Emergency Management. Request for approval of the 2012 Emergency Operations Plan (EOP).**

Ms. Miller provided the background of the Emergency Management Plan and gave an overview of the 2012 Emergency Management Plan.

Motion by Mr. Manuel to approve the 2012 Emergency Management Plan as outlined by Ms. Miller. Motion seconded by Ms. Morgan and unanimously approved.

**NEW BUSINESS continued:**

4. **Inclusion of the following as part of the reorganization discussion: all recommendations in Mr. Boyde’s exit memo including the HR Director position be on a part-time basis (LW)**

Motion by Ms. Widmyer to include discussion of a part-time HR Director as part of the reorganization discussion already scheduled on next week’s Agenda. Motion seconded by Ms. Morgan.

Because a full-time HR Director had previously been approved by the Commission, Ms. Noland stated that according to Roberts Rules of Procedure Ms. Widmyer could not make such a motion. Ms. Widmyer withdrew her motion. The Commission gave its unanimous consent to Ms. Widmyer’s suggestion of formally noticing the public of next week’s reorganization discussion and review of a fiscal impact statement to be provided by Paul Shroyer. Ms. Morgan added that there could also be an Executive Session if personnel matters are placed on the Agenda next week.

**5. Interview and appointment to the Jefferson County Building Commission for an unexpired term ending July 27, 2015.**

**Mr. James M. Davis of Shepherdstown, WV** came before the Commission and provided his qualifications for the position.

Motion by Mr. Pellish to approve Mr. James M. Davis to serve on the Jefferson County Building Commission for the unexpired term ending July 27, 2015. Motion seconded by Mr. Manuel and unanimously approved.

**The Commission took a short break at 10:15 a.m.**

**The Commission reconvened at 10:28 a.m.**

**UNFINISHED BUSINESS:**

**6. Decision on the Petition of William E. Knode and Jo Ann Knode to vacate unused streets and alley as shown on Map of Trussell's Addition, situated in Shepherdstown District, Jefferson County, West Virginia, under West Virginia Code §7-1-3h.**

Motion by Ms. Morgan to deny the Petition in total. Motion seconded by Ms. Widmyer. Motion passed 3 – 2, with Ms. Noland and Mr. Pellish voting “against”.

**PRESENTATIONS continued:**

**7. Grant Update by Warren Mickey of the West Virginia Eastern Panhandle Transportation Authority.**

Mr. Mickey provided background information regarding the West Virginia Eastern Panhandle Transportation Authority and offered a grant update.

**8. Rebecca Burns, Office Manager, Engineering Department, for Roger Goodwin, Chief County Engineer requested:**

- **Complete release of Letter of Credit for Harvest Hills Subdivision, Section 1, Phase 1, Lots A, B & Lots 28-50 & Residue – File #01-42.**

Motion by Ms. Widmyer to authorize the complete release of the Letter of Credit for Harvest Hills Subdivision, Section 1, Phase 1, Lots A, B & Lots 28-50 & Residue – File #01-42. Motion seconded by Mr. Manuel and passed 4 – 1, with Ms. Morgan voting “against.”

- **Complete release of Letter of Credit for Harvest Hills Subdivision, Section 1, Phase 11, Lots 51-71 & Lots 405-419 & Residue – File #07-01.**

- Motion by Ms. Widmyer to authorize the complete release of Letter of Credit for Harvest Hills Subdivision, Section 1, Phase 11, Lots 51-71 & Lots 405-419 & Residue – File #07-01. Motion seconded by Mr. Manuel and passed 4 – 1, with Ms. Morgan voting “against.”

- **Complete release of construction bond security for Eastern Management Development Center Addition/The Federal Group – Clarion Hotel & Conference – File #507-14 – Letter of Credit #A-09-03 with United Bank, Inc., Parkersburg, West Virginia.**

- Motion by Ms. Morgan to authorize the complete release of the construction bond security for Eastern

Management Development Center Addition/The Federal Group – Clarion Hotel & Conference – File #507-14 – Letter of Credit #A-09-03 with United Bank, Inc., Parkersburg, West Virginia.

9. **Stephanie Grove, Jefferson County Assistant Prosecuting Attorney after having reviewed the written Job Description for the Human Resources Manager offered her legal opinion of the document.**

**NEW BUSINESS continued:**

10. **Development of a capital plan to be instituted for FY 2013 (LW).**

Ms. Widmyer and the Commission agreed to include the development of a capital plan to be instituted for FY 2013 in the reorganization discussion on next week's Agenda.

11. **Position of Civil Counsel should be in the County Commission budget (LW).**

Ms. Widmyer and the Commission agreed to include the position of Civil Counsel in the reorganization discussion on next week's Agenda.

12. **Mr. Manuel provided the Commission with legislative updates on several pending Bills.**

**COUNTY ADMINISTRATOR REPORTS:**

**Interim County Administrator Sandy McDonald:**

- Ms. McDonald inquired if the Human Resources position was to be advertised.

Motion by Mr. Manuel to adopt the Human Resources Job Description and advertise the position without including a salary range or grade level. Motion seconded by Mr. Pellish. Motion passed 3 – 2, with Ms. Widmyer and Ms. Morgan voting “against.”

**COUNTY COMMISSIONER REPORTS:**

**Commissioner Morgan:**

- Attended a Jefferson County Board of Health meeting
- Participated in the Board of Review and Equalization hearing

**Commissioner Pellish:**

- Participated in a United Way program as a celebrity waiter at the Yellow Brick Bank in Shepherdstown, WV
- Reported that the Jefferson County Development Authority has hired an Executive Director

**Commissioner Widmyer:**

- Attended the opening session of Black History Month in Harpers Ferry, WV
- Attended a Jefferson County Public Service District meeting
- Participated in the Board of Review and Equalization hearing

**Commissioner Manuel:**

- Attended a Partnership for Affordable Housing meeting
- Participated in the Board of Review and Equalization hearing

**Commissioner Noland:**

- Attended a Partnership for Affordable Housing meeting
- Participated in the Board of Review and Equalization hearing
- Reported that Sunday she will travel to Charleston, WV to attend the Association of Counties Annual Meeting and will report back to the Commission

There being no further business, motion by Ms. Morgan to adjourn. Motion seconded by Mr. Pellish and unanimously approved. Upon rising the meeting was adjourned until Thursday next, February 16, 2012 at 9:30 a.m.

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PATRICIA A. NOLAND, PRESIDENT

**PURCHASE ORDERS TO BE APPROVED**  
**February 16, 2012**

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
CIRCUIT CLERK	50871	\$ 180.00	RECORDS MANAGEMENT SOLUTIONS	ON-SITE DESTRUCTION
	50872	\$ 157.36	PIFER OFFICE SUPPLY, INC	TAPE, PAPER, PUNCH PPR
COMMISSION	51005	\$ 102,968.00	WV REGIONAL JAIL	JANUARY '12 BILLING
	51006	\$ 400.00	NACO	AD FOR HR MANAGER
COMMUNICATIONS	50979	\$ 3,437.28	DELL	OPTIPLEX MINI TOWERS
	50978	\$ 1,194.13	DELL	DELL LATITUDE E5520
	50974	\$ 190.00	APCO	INSTRUCTOR RECERTIFICATION
COUNTY CLERK	50670	\$ 434.50	SPIRIT OF JEFFERSON	VOTING MAP REVISED AD & MAP
	50671	\$ 2,064.10	SHEPHERDSTOWN CHRONICLE	LEGAL ADS
COURTHOUSE	50961	\$ 165.00	NFPA	MEMBERSHIP RENEWAL
	50967	\$ 1,862.52	DONALD B RICE	VEHICLE TIRES
	50970	\$ 468.50	AUDIT HEAD	LONG DISTANCE SAVINGS
HOMELAND	53186	\$ 2,583.81	DELL	BATTERIES FOR LAPTOPS

MAINTENANCE	50963	\$	5,511.90	ALLIANCE ELECTRIC	ELECTRICAL LABOR
Lot 18	50965	\$	2,743.90	CT CARPET ONE FLOOR & HOME	CARPET FOR CONF. RM /ENTRY
OTHER BUILDINGS	50924	\$	1,288.17	ROY'S GLASS	GLASS SERVICES
	50962	\$	876.95	DAYCON	CLEANING SUPPLIES
	50968	\$	250.00	DODSON SEPTIC TANK CLEANING	SEPTIC TANK PUMPED (Sheriff)
PLANNING & Zoning	50697	\$	503.00	AMERICAN PLANNING ASSOCIATION	APA MEMBERSHIP ANNUAL DUES
PROSECUTING ATTORNEY	50733	\$	352.21	STAPLES	OFFICE SUPPLY/TONER
	50734	\$	375.00	NDAA CONFERENCE REGISTRAR	REGISTRATION (Lorenzetti)
	50735	\$	189.00	VITAL SIGNS	PROSECUTOR'S OFFICE
SHERIFF	50969	\$	166.00	CREAMER'S WRECKER	TOWING
<b>GRAND TOTAL</b>		<b>\$</b>	<b>128,361.33</b>		

Printed at 11:12 A.m. on 2/13/12

<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: Sally Gran, Finance Chief Deputy and Debbie Keyser, HR Consultant

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

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

Date Requested – 1<sup>st</sup> Choice: February 16, 2012

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

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

**Subject: Discuss date ad time for presentation on health care, wellness and EAP work session**

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: 2-16-12

Appt Time or New Business: 10:00 AM

**AGENDA REQUEST FORM**

Name: Gary Wine

Department or Entity: Berkeley County Council - IT Director

Estimation of amount of time needed for appointment: 30 minutes total  
 15 minutes for presentation  
15 minutes for discussion

Date Requested – 1<sup>st</sup> Choice: February 16, 2012

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

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

**Subject:**

**Gary Wine, Berkeley County IT Director – Presentation of the results of the IT Review Committee. Discussion and possible action to request the preparation of an RFP to request bids for outsourcing the hardware/software.**

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

**Possible motion to request the preparation of an RFP to request bids for outsourcing the hardware/software.**

<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: Ann Paonessa (on behalf of JCDA Board of Directors)

Department or Entity: Development Authority

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: February 16, 2012

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

If a specific date is needed, please provide reason for specific date: **Need to finalize hiring of a new Executive Director for the JCDA. Cannot wait another week.**

Subject:

- 1) Approval of hiring of a new Executive Director for the JCDA as a Grade VII, Step C position.
- 2) Approval of applicability of County's policy for Compensation During Temporary Assignment for JCDA Research Assistant and Administrative Assistant.

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

- 1) The JCDA has extended an offer that has been accepted for the hiring of a new Executive Director at a Grade VII, Step C position. This is one step up on the County classification and pay scale from the salary currently budgeted for this position. Based on conversations with the County's Payroll Clerk, the JCDA has sufficient funds to cover the increase in salary and benefits between the start date of the new Director and the end of FY 2012. The JCDA will submit a revised budget for FY 2013 that includes salary and benefit costs for the Executive Director at the Grade VII, Step C salary level for that entire fiscal year.
- 2) The JCDA requests approval to provide additional compensation for its Research Assistant and Administrative Assistant, under the terms outlined in the County's policy on Compensation During Temporary Assignment. Since the departure of the previous Executive Director in October, both the Research Assistant and Administrative Assistant have been performing the

essential job duties of the Executive Director and Research Assistant respectively. The JCDA requests a budget revision in an amount sufficient to cover the salary and benefit costs to compensate the Research Assistant at a Grade VI, Step A and the Administrative Assistant at a Grade III, Step B for the period beginning December 12, 2011 (effective date of the policy) through the start date of the new Executive Director. The County Payroll Clerk is currently working on obtaining the exact figures, which will be available to the commission as soon as received.

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

**1) Move to approve the hiring and compensation of an Executive Director for the JCDA at a Grade VII, Step C position.**

**2) Move to approve compensation for the JCDA Research Assistant and Administrative Assistant, under the terms of the County's policy on Compensation During Temporary Assignment, at a Grade VI, Step A and Grade III, Step B respectively for the period beginning December 12, 2011 through the start date of the new Executive Director.**

Attachments: JCDA's FY 2012 budget; JCDA's revised FY 2013 budget; Bi-Weekly/Annual Salaries for Jefferson County Government; and Compensation During Temporary Assignment Policy.

## **COMPENSATION DURING TEMPORARY ASSIGNMENT (REQUIRES COMMISSION APPROVAL)**

A temporary assignment involves someone filling in for another appointed employee because of the need to:

- Fill a position caused by an approved leave of absence, resignation, illness, death, etc.:
- Provide vacation relief scheduling; or
- Meet an emergency situation.

An employee filling in for another appointed worker must perform the essential duties listed on the new job description, just as an employee must carry out the prescribed duties of that office. Temporary assignments may not be filled retroactively, unless authorized by the Commission.

An employee selected to fill a temporary position for another appointed worker shall receive the higher rate beginning on the tenth (10th) work day of the temporary assignment if the vacant position has a salary grade.

- The higher rate shall be the entry level step on the higher salary grade, or one step above the employee's current rate of pay, whichever is higher, until such time as the vacant position is filled.
- If the entry level step on the higher salary grade is less than the employee's current rate of pay, the employee shall be placed on the higher salary grade with an increase in pay of not less than one pay step above their current hourly rate.
- If the vacant position is in the lower salary grade, the employee shall retain their current rate of pay.

When an employee or deputy temporarily fills in for an elected official, that person shall receive an increase in salary beginning on the tenth (10th) work day of the temporary assignment.

The elected official's current salary will be aligned with the last step of the closest supervisory salary grade. The person temporarily assigned to the elected official's duties will then have their salary determined consistent with one of the methods described above.

Should the elected official's salary exceed the highest step listed on the Commission's approved salary schedule, then the person shall receive reasonable compensation as determined by the Commission.

Temporary assignments shall not exceed six months in duration, unless an extension is approved by the Commission, and shall not affect the employee's review date.

A temporary assignment shall end when the elected official's position is filled through an election or appointment.

**DRAFTED: 12-05-2011**

**APPROVED: 12-12-2012**

## Bi-Weekly/Annual Salaries for Jefferson County Government Adopted 10/14/10

Grade	Pay Rate	Percentage Increase	Bi-Weekly Hours	A	B	C	D	E	F	G	H
I	11.26	4.25%	70	20,500.00	21,371.25	22,279.53	23,226.41	24,213.53	25,242.61	26,315.42	27,433.82
			80	23,420.80	24,416.18	25,453.87	26,535.66	27,663.43	28,839.12	30,064.79	31,342.54
II	14.08	3.75%	70	25,625.00	26,585.94	27,582.91	28,617.27	29,690.42	30,803.81	31,958.95	33,157.41
			80	29,286.46	30,384.70	31,524.13	32,706.28	33,932.77	35,205.25	36,525.44	37,895.15
III	16.9	3.25%	70	30,750.00	31,749.38	32,781.23	33,846.62	34,946.63	36,082.40	37,255.08	38,465.87
			80	35,152.00	36,294.44	37,474.01	38,691.91	39,949.40	41,247.76	42,588.31	43,972.43
IV	19.71	2.90%	70	35,875.00	36,915.38	37,985.92	39,087.51	40,221.05	41,387.46	42,587.70	43,822.74
			80	40,996.80	42,185.71	43,409.09	44,667.96	45,963.33	47,296.26	48,667.86	50,079.22
V	28.16	2.50%	70	51,250.00	52,531.25	53,844.53	55,190.64	56,570.41	57,984.67	59,434.29	60,920.14
			80	58,572.80	60,037.12	61,538.05	63,076.50	64,653.41	66,269.75	67,926.49	69,624.65
VI	36.6	2.25%	80	66,625.00	68,124.06	69,656.85	71,224.13	72,826.68	74,465.28	76,140.75	77,853.91
VII	42.24	2.25%	80	76,875.00	78,604.69	80,373.29	82,181.69	84,030.78	85,921.47	87,854.71	89,831.44
VIII	53.5	1.45%	80	97,375.00	98,786.94	100,219.35	101,672.53	103,146.78	104,642.41	106,159.72	107,699.04

Grade	Pay Rate	Percentage Increase	Bi-Weekly Hours	I	J	K	L	M	N	O
I	11.26	4.25%	70	28,599.76	29,815.25	31,082.40	32,403.40	33,780.54	35,216.22	36,712.91
			80	32,674.60	34,063.27	35,510.96	37,020.17	38,593.53	40,233.75	41,943.69
II	14.08	3.75%	70	34,400.81	35,690.84	37,029.25	38,417.85	39,858.52	41,353.21	42,903.96
			80	39,316.22	40,790.58	42,320.22	43,907.23	45,553.75	47,262.02	49,034.34
III	16.9	3.25%	70	39,716.01	41,006.78	42,339.50	43,715.53	45,136.29	46,603.22	48,117.82
			80	45,401.53	46,877.08	48,400.59	49,973.61	51,597.75	53,274.68	55,006.10
IV	19.71	2.90%	70	45,093.60	46,401.31	47,746.95	49,131.61	50,556.43	52,022.57	53,531.22
			80	51,531.52	53,025.93	54,563.69	56,146.03	57,774.27	59,449.72	61,173.76
V	28.16	2.50%	70	62,443.15	64,004.23	65,604.33	67,244.44	68,925.55	70,648.69	72,414.91
			80	71,365.27	73,149.40	74,978.14	76,852.59	78,773.90	80,743.25	82,761.83
VI	36.6	2.25%	80	79,605.62	81,396.75	83,228.18	85,100.81	87,015.58	88,973.43	90,975.33
VII	42.24	2.25%	80	91,852.64	93,919.33	96,032.51	98,193.24	100,402.59	102,661.65	104,971.54
VIII	53.5	1.45%	80	109,260.68	110,844.96	112,452.21	114,082.76	115,736.96	117,415.15	119,117.67

Grade	Pay Rate	Percentage Increase	Bi-Weekly Hours	P	Q	R	S	T
I	11.26	4.25%	70	38,273.20	39,899.81	41,595.56	43,363.37	45,206.31
			80	43,726.29	45,584.66	47,522.01	49,541.70	51,647.22
II	14.08	3.75%	70	44,512.86	46,182.09	47,913.92	49,710.69	51,574.84
			80	50,873.13	52,780.87	54,760.16	56,813.66	58,944.17
III	16.9	3.25%	70	49,681.65	51,296.31	52,963.44	54,684.75	56,462.00
			80	56,793.80	58,639.60	60,545.39	62,513.11	64,544.79
IV	19.71	2.90%	70	55,083.63	56,681.05	58,324.80	60,016.22	61,756.69
			80	62,947.80	64,773.29	66,651.72	68,584.61	70,573.57
V	28.16	2.50%	70	74,225.28	76,080.91	77,982.94	79,932.51	81,930.82
			80	84,830.88	86,951.65	89,125.44	91,353.58	93,637.42
VI	36.6	2.25%	70	93,022.28	95,115.28	97,255.37	99,443.62	101,681.10
VII	42.24	2.25%	70	107,333.40	109,748.40	112,217.74	114,742.64	117,324.35
VIII	53.5	1.45%	70	120,844.88	122,597.13	124,374.79	126,178.22	128,007.80

**JEFFERSON COUNTY DEVELOPMENT AUTHORITY**

**PROPOSED BUDGET**

**D R A F T**  
**FISCAL YEAR 2012**

JEFFERSON COUNTY DEVELOPMENT AUTHORITY  
PROPOSED BUDGET - FY 2012

**Personnel**

Executive Director	\$78,604.69	
Administrative Assistant	31,749.38	
Research Assistant	40,221.05	
Agricultural Development Officer	<u>36,915.38</u>	
	<b>\$187,490.50</b>	<b>\$187,490.50</b>

Total Fringe Benefits	\$ 97,685.14	<u>\$ 97,685.14</u>
-----------------------	--------------	---------------------

<b>Personnel Total</b>		<u><b>\$285,175.64</b></u>
------------------------	--	----------------------------

Rent	\$ -0-	
Travel	9,100.00	
Marketing	35,000.00	
Equipment	1,500.00	
Supplies	1,500.00	
Other		
Postage	300.00	
Insurance	\$ 1,569.00	
Telephone (Sprint for Exec. Dir. & Ag Dev)	2,500.00	
Printing and Publication	1,500.00	
Maintenance - Burr Business Park	1,600.00	
Professional Services	7,000.00	
Training	2,500.00	
Miscellaneous	1,000.00	
Agricultural Development Officer - Operating And Travel	<u>8,000.00</u>	
<b>Operating Total</b>	<b>\$ 73,069.00</b>	<u><b>\$ 73,069.00</b></u>

<b>TOTAL REQUESTED BUDGET</b>		<u><b>\$358,244.64</b></u>
-------------------------------	--	----------------------------

JEFFERSON COUNTY DEVELOPMENT AUTHORITY  
 PROPOSED BUDGET - FY '12  
 LINE ITEM JUSTIFICATION

ITEM

AMOUNT REQUESTED

**PERSONNEL**

Executive Director	\$78,604.69	
Administrative Assistant	31,749.38	
Research Assistant	40,221.05	
Agricultural Development Officer	36,915.38	
	<u>\$187,490.50</u>	\$187,490.50
 Total Fringe Benefits	 \$97,685.14	 <u>\$ 97,685.14</u>
Personnel Total		<u>\$285,175.64</u>

**RENT**

\$-0-

Beginning in 2011, JCC no longer assigns an amount for space at Public Services Center.

**TRAVEL**

\$9,100.00

The proposed amount for travel will cover mileage with some allowance for prospect visits, trade shows, the Director's attendance at meetings of the West Virginia Economic Development Council, professional development, and trips to Charleston for meetings with development officials, as well as local staff travel.

**MARKETING**

\$35,000.00

During the 2011 Fiscal Year, the Development Authority will continue its advertising and marketing program for the County and Burr Industrial Park, including print ads, direct mail, and other marketing activities. Completion and printing of new brochures, significant updates and additions to the website, as well as a marketing campaign in Metropolitan DC area are planned for the coming year.

**EQUIPMENT**

\$1,500.00

This amount would cover maintenance agreements on all office equipment.

**SUPPLIES** \$1,500.00

The Development Authority requires office supplies each month, which are not available from the County.

**TRAINING** \$2,500.00

Training is for Executive Director, Research Assistant, Agriculture Development Officer, and Administrative Assistant.

**POSTAGE** \$ 300.00

This amount is needed to cover necessary overnight mail and other mail that must go out later than the regular courthouse mail.

**INSURANCE** \$1,569.00

JCDA was charged by JCC to start paying their own insurance coverage. This includes liability for the Telework Center, the year round market, the Business/Industrial Park, and the Public Services Center.

**TELEPHONE** \$2,500.00

The County Commission provides telephone service to the Authority however, Executive Director and Agriculture Development Officer have PDAs which are necessary to have contact with office.

**PRINTING AND PUBLICATION** \$1,500.00

**MAINTENANCE- Burr Business Park** \$1,600.00

This amount is needed to cover the cost of mowing and other routine maintenance required to keep the Burr Park attractive and marketable.

**PROFESSIONAL SERVICES** \$7,000.00

This item represents the fees paid to the accounting firm and auditor handling the Development Authority's financial records, and is based upon the maximum fee paid for this service, and also includes \$2,500 for any necessary outside legal services.

**MISCELLANEOUS** \$1,000.00

**AGRICULTURAL DEVELOPMENT OFFICER** \$8,000.00

Amount requested would cover all operating and marketing activities of the agriculture development program.

Operating Total	\$73,069.00	<u>\$ 73,069.00</u>
TOTAL		\$358,244.64

**JEFFERSON COUNTY DEVELOPMENT AUTHORITY**

**PROPOSED BUDGET**

**D R A F T**  
**FISCAL YEAR 2013**

JEFFERSON COUNTY DEVELOPMENT AUTHORITY  
PROPOSED BUDGET - FY 2013

Executive Summary

The proposed budget for FY 2013 is based on the strategic pursuit of economic development opportunities. The budget seeks to expand the capabilities of the Development Authority and increase the resources available for marketing, travel and professional services. The budget also includes an allocation for a major sign for the Burr Business Park.

**Personnel**

Executive Director	\$ 80,373.29	
Administrative Assistant	32,781.23	
Research Assistant	41,387.46	
Agricultural Development Officer	39,087.51	
Director, JC Farmland Protection *	<u>37,985.92</u>	
	<b>\$231,615.41</b>	<b>\$231,615.41</b>

\* JCFPB reimburse JCC for salary & benefits

Total Fringe Benefits	\$ 99,800.52	\$ 99,800.52
-----------------------	--------------	--------------

<b>Personnel Total</b>		<b><u>\$331,415.93</u></b>
------------------------	--	----------------------------

Travel	15,000.00	
Marketing	70,000.00	
Equipment	5,000.00	
Supplies	1,500.00	
Burr Business Park Sign	25,000.00	
Other		
Postage	300.00	
Insurance (Liability/Property)	1,788.00	
Telephone (Sprint for Exec. Dir. & Ag Dev)	2,500.00	
Printing and Publication	1,500.00	
Maintenance - Burr Business Park	5,000.00	
Professional Services	15,000.00	
Training	2,500.00	
Agricultural Development Officer - Operating and Travel	<u>8,000.00</u>	
<b>Operating Total</b>	<b>\$153,088.00</b>	<b><u>\$153,088.00</u></b>
<b>TOTAL REQUESTED BUDGET</b>		<b>\$484,503.93</b>

JEFFERSON COUNTY DEVELOPMENT AUTHORITY  
 PROPOSED BUDGET - FY '13  
 LINE ITEM JUSTIFICATION

ITEM	AMOUNT REQUESTED	
<b>PERSONNEL</b>		
Executive Director	\$80,373.29	
Administrative Assistant	32,781.23	
Research Assistant	41,387.46	
Agricultural Development Officer	<u>39,087.51</u>	
Director, JC Farmland Protection *	37,985.92	
	<b>\$231,615.41</b>	<b>\$231,615.41</b>
* JCFPB reimburses JCC for Salary & Benefits		
Total Fringe Benefits	<b>\$99,800.52</b>	<b><u>\$ 99,800.52</u></b>
 <b>Personnel Total</b>		 <b><u>\$331,415.93</u></b>

**TRAVEL** **\$ 15,000.00**

The proposed amount for travel will cover mileage for local staff travel with some allowance for prospect visits, the Director's attendance at meetings of the West Virginia Economic Development Council, professional development, and trips to Charleston for meetings with development officials. With the hiring of a new Director and the enhanced marketing efforts that are planned by the Development Authority, the proposed amount will also allow the Director to attend regional and national conventions and trade shows to cultivate new prospects and gain insight to new market trends in economic development.

**MARKETING** **\$ 70,000.00**

During the 2013 Fiscal Year, the Development Authority anticipates the need for an enhanced marketing budget to comprehensively advertise and promote the County and Burr Business Park. The new Director will be charged with the development of an annual marketing strategy targeting geographic and business sectors compatible with Jefferson County's market niche. The plan will include print ads, direct mail, enhanced web presence and advertising, as well as other marketing activities.

**EQUIPMENT** **\$ 5,000.00**

This amount would cover maintenance agreements on all office equipment and allow for the replacement of outdated computer equipment as well as

the purchase of updated software to enhance staff productivity, efficiency and performance.

**BURR BUSINESS PARK SIGN** **\$ 25,000.00**

As noted by members of the Jefferson County Commission, the Development Authority has the opportunity to capitalize on its location of the Burr Business Park along the new section of Route 9 which joins I-81 with the park by a 10-minute drive. The proposed amount will allow for the professional design, construction and installation of a sign visible along this well-traveled stretch of road.

**SUPPLIES** **\$ 1,500.00**

The Development Authority requires office supplies each month, which are not available from the County.

**TRAINING** **\$ 2,500.00**

Training is for Executive Director, Research Assistant, Agriculture Development Officer, and Administrative Assistant.

**POSTAGE/FEDEX** **\$ 300.00**

This amount is needed to cover necessary overnight mail and other mail that must go out later than the regular courthouse mail.

**INSURANCE** **\$ 1,788.00**

JCDA was charged by JCC to pay its own insurance coverage. This includes liability and the Public Services Center.

**TELEPHONE** **\$ 2,500.00**

The County Commission provides telephone service to the Authority, however, Executive Director and Agriculture Development Officer have PDAs which are necessary to have contact with office.

**PRINTING AND PUBLICATION** **\$ 1,500.00**

**MAINTENANCE- Burr Business Park** **\$ 5,000.00**

This amount is needed to cover the cost of mowing and other routine maintenance required to keep the Burr Park attractive and marketable. Mowing costs have increased and the proposed amount more accurately reflects costs for those services.

**PROFESSIONAL SERVICES**

**\$ 15,000.00**

This item represents the fees paid to the accounting firm and auditor handling the Development Authority's financial records, and is based upon the maximum fee paid for this service. It also provides funds for any necessary outside legal services or other professional services, such as engineering firms, to assist in the division, combination, site planning or surveying of lots in the business park for prospective buyers.

**AGRICULTURAL DEVELOPMENT OFFICER**

**\$ 8,000.00**

Amount requested would cover all operating and marketing activities of the agriculture development program.

**SUMMARY**

Given the current economic climate, the Development Authority is facing greater competition for prospective businesses than ever before. With the hiring of a new Executive Director, the Development Authority Board anticipates the need for greater resources in the coming year to update office operations, enhance marketing efforts and provide its staff with the tools necessary to be successful in business recruitment and retention efforts for the county.

**Operating Total**

**\$153,088.00**

**TOTAL**

**\$484,503.93**

Jefferson County, West Virginia  
 Budget request worksheet for salaries and wages  
 Dept: 407 AVF Wages  
 FYE June 30, 2013

Note: The totals from the Grand Total-All Positions lines will automatically post to the proper line on Page #1 or this worksheet.

Position No.	Employee name or position if vacant	Salary/Wages	FICA Match @ 6.2%	Medicare Expense @ 1.45	Group Insurance	Employer PERS @ 14%
	Grand total-all positions	231,615.41	14,250.51	3,332.79	0.00	32,426.16
1	Executive Director	80,373.29	4,873.49	1,139.77		11,252.26
2	Whitney Barrett, Research Asst	41,387.46	2,566.02	600.12		5,794.24
3	Edwina Donley, Admin Asst	32,781.23	2,032.44	475.33		4,589.37
4	Shepherd Ogden, Ag Dev Ofcr	39,087.51	2,423.43	566.77		5,472.25
5	Elizabeth Wheeler, Dir, JCFPB	37,985.92	2,355.13	550.80		5,318.03
6		0.00	0.00	0.00		0.00
7		0.00	0.00	0.00		0.00
8		0.00	0.00	0.00		0.00
9		0.00	0.00	0.00		0.00
10		0.00	0.00	0.00		0.00
11		0.00	0.00	0.00		0.00
12		0.00	0.00	0.00		0.00
13		0.00	0.00	0.00		0.00
14		0.00	0.00	0.00		0.00
15		0.00	0.00	0.00		0.00
16		0.00	0.00	0.00		0.00
17		0.00	0.00	0.00		0.00
18		0.00	0.00	0.00		0.00
19		0.00	0.00	0.00		0.00
20		0.00	0.00	0.00		0.00
21		0.00	0.00	0.00		0.00
22		0.00	0.00	0.00		0.00
23		0.00	0.00	0.00		0.00
24		0.00	0.00	0.00		0.00





99		0.00	0.00	0.00	0.00	0.00
100		0.00	0.00	0.00	0.00	0.00
		231,615.41				32,426.16

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

**AGENDA REQUEST FORM**

Name: Paul Shroyer, Finance Director

Department or Entity: County Commission

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

Date Requested – 1<sup>st</sup> Choice: 2/16/12

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

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

Subject: **Discussion on the following topics:**

- 1. Central Garage
- 2. Budget Revisions
- 3. Budget Analysis
- 4. What to do with the funds allocated to Shepherdstown Battlefield being held at Bank of Charles Town

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):

### Automotive Repair Cost for FYE June 30, 2011

The following cost for automotive repairs, by department, were recorded for the FYE June 30, 2011; these cost do not include the cost of parts.

Office	Dept #	Charges
Assessor	406	3,127.00
Courthouse	424	8,272.00
Engineering	440	2,670.00
Law Enforcement	700	43,648.00
Sheriff Service of Process	701	1,129.00
Emergency Services	711	1,234.00
Comm Center	712	3,006.00
Dog Warden	716	3,598.00
Total repair charges for the FYE June 30, 2011		<u>\$66,684.00</u>

State Level Budget Revision BR 0004

This budget revision request is in conjunction with in-house maintenance of county vehicles. The changes in the budget request reflect those transfer from the various department which had monies budgeted for automotive repairs and all or most of those funds being transferred the Courthouse Acct #424 for the current year.

In future years, all in house funding for automotive repairs will be budgeted to Acct #717, Central Garage. Future budgeting to Acct #717 will give a better accounting of automotive cost repairs under one account number with sub-accounts as needed for detail accounting.

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 16<sup>th</sup> day of February, 2012, the following Order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number # BR004 to the General County Fund, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by \_\_\_\_\_, and duly seconded by \_\_\_\_\_ the vote was as follows:

Dale Manuel	_____
Frances Morgan	_____
Patsy Noland	_____
Walter Pellish	_____
Lyn Widmyer	_____

Whereupon, Commissioner 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 Patsy Noland, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

\_\_\_\_\_  
Patsy Noland, President  
Jefferson County Commission

CID BR 1180 (Rev. 1999)

Glen B. Gainer, III  
 WV State Auditor  
 Chief Inspector Division  
 1900 Kanawha Blvd. East  
 Building 1, Room W-420  
 Charleston, WV 25305  
 Fax: 558-5327

Person To Contact: Paul Shroyer  
 Regarding Budget Revision  
 Phone: 304-728-3283  
 Fax: 304-725-7916

**REQUEST FOR REVISION TO APPROVED BUDGET**

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

Governing Body:

JEFFERSON COUNTY COMMISSION  
 P. O. BOX # 250  
 CHARLES TOWN, WV 25414

CONTROL NUMBER  
 2012  
 FY  
 General County  
 FUND  
 BR004  
 REV. NO.  
 1 of 1  
 PG. OF NO.

RECEIPTS: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED AMOUNT	DEBIT (INCREASE)	CREDIT (DECREASE)	REVISED AMOUNT
					0
					0
NET INCREASE/(DECREASE)					0

EXPENDITURES: (net each account category)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED AMOUNT	DEBIT (DECREASE)	CREDIT (INCREASE)	REVISED AMOUNT
001-406-02-207-000	Assessor-M&R-Auto	5,000	4,500		500
001-406-03-343-000	Assessor-Auto Supplies	6,000	5,500		500
001-440-02-217-000	Engr-M&R-Auto	5,000	5,000		0
001-440-03-343-000	Eng'r-Auto Supplies	8,000	8,000		0
001-700-02-217-000	Sheriff-M & R-Auto	64,350	64,350		0
001-700-03-343-000	Sheriff-Auto Supplies	153,350	153,350		0
001-711-02-217-000	Emerg Svs, M&R-Auto	3,875	3,875		0
001-711-03-343-000	Emerg Svs, Auto Supplies	2,000	2,000		0
001-712-02-217-000	Comm Ctr, M&R-Auto	6,000	6,000		0
001-712-03-343-000	Comm Ctr-Auto Supplies	4,500	4,500		0
001-716-02-217-000	Animal Control, M&R-Auto	2,000	2,000		0
001-716-03-343-000	Animal Control, Auto Supp	2,000	2,000		0
001-424-02-217-000	Courthouse, M&R-Auto	10,000	0	20,000	30,000
001-424-03-343-000	Courthouse, Auto Supplies	35,000		241,075	276,075
Totals		307,075	261,075	261,075	307,075
NET INCREASE/(DECREASE)					0

WV STATE AUDITOR - CHIEF INSPECTOR

APPROVED DATE: \_\_\_\_\_

POSTED: \_\_\_\_\_

APPROVED BY THE STATE AUDITOR

BY: \_\_\_\_\_  
 DIRECTOR - CHIEF INSPECTOR DIVISION

\_\_\_\_\_

AUTHORIZED SIGNATURE ENTITY APPROVAL DATE  
 FOR GOVERNING BODY

COUNTIES ONLY

## Narrative on FYE June 30, 2013 Estimated Taxes

The attached tax worksheets are a projection of estimated Property Tax Revenues for the FYE June 30, 2013.

Assessed taxes for the FYE June 30, 2012, net of Public Utility Taxes, were \$10,205,373 and the levy rate was \$0.1204 per \$100 of property value.

For the FYE June 30, 2013, with the Assessor Valuation Fund Levy at 1.75% and the additional 1% the county can received without public hearings, the levy rate to collect 102.75% tax revenue on the same property assessed in the prior year; the levy rate would need to be \$01305 per \$100 of assessed value. The estimated tax revenue that could be raised at this levy rate would be \$10,635,342 including additions and improvement in the current property values.

Public Utility Taxes would be in addition to this amount and can be calculated once current tax values are received from the State Auditor's Office.

Tax Worksheet  
 Prepared by: Paul Shroyer  
 Tax Estimate: FYE 2013 Tax Estimate

Gross tax levy for FYE June 30, 2012 including Public Utility Taxes	\$ 10,662,190
Minus: Class III Public Utility Taxes	(312,802)
Minus: Class IV Public Utility Taxes	(144,015)
Assessed taxes net of Public Utility Taxes	\$ 10,205,373

The maximum levy rate a county can have is \$0.143 per \$100 of assessed value for tax purposes. The Assessed Value for tax purposes is 60% of appraised or market value. The Class I Levy Rate for the FYE June 30, 2012 was \$0.1204 per \$100 of assessed value for tax purposes.

Property Classification	FYE June 30, 2013 Levy Rates				Total Tax Revenue
	Class 1	Class 2	Class 3	Class 4	
Levy Rate per \$100	0.1305	0.2610	0.5220	0.5220	
Assessed value-real	0	1,861,975,820	526,229,520	275,572,600	
Assessed value-personal	0	3,098,300	242,201,600	60,894,700	
Minus-Additions & Improvements	0	(18,125,800)	(16,336,300)	(4,563,600)	
Minus-back taxes	0	(27,300)	0	0	
Total Assessed Value	0	1,846,921,020	752,094,820	331,903,700	2,930,919,540
Assessed Value divided by 100	0	18,469,210	7,520,948	3,319,037	
Taxes revenue generated	0	4,820,464	3,925,935	1,732,537	10,478,936
102.75% of prior year taxes not counting public utility					10,486,021
Shortfall with levy rate at 13.05 cents per \$100.00					\$ 7,085

Same property-current value	Same property-PY value	Decrease in Assessed Value for taxes	Percentage decrease in Assessed Value for tax purposes
PY Gross Value	3,208,515,957		
Minus PY Class III PU Value	(64,950,524)		
Minus PY Class IV PU Value	(29,903,473)		
	2,930,919,540	182,742,420	5.8691%

>>>>

Tax Worksheet  
 Prepared by: Paul Shroyer  
 Tax Estimate: FYE 2013 Tax Estimate

Estimated tax revenue with additions and improvements include in the tax revenue calculation.

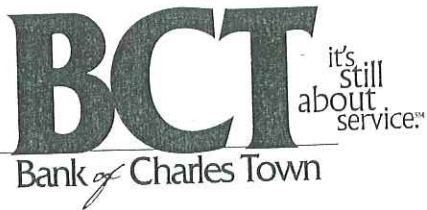
Total tax calculation of \$11,092,159 includes an estimate value for Public Utility Taxes for which a current value has not been received from the State Auditor's Office. For the FYE June 30, 2011; total taxes including Public Utility Taxes were \$10,662,190.

Property Classification	FYE June 30, 2013 Levy Rates				Total Tax Revenue
	Class 1	Class 2	Class 3	Class 4	
Property Classification	0.1305	0.2610	0.5220	0.5220	
Levy Rate per \$100	0	1,861,975,820	526,229,520	275,572,600	
Assessed value-real	0	3,098,300	242,201,600	60,894,700	
Assessed value-personal	0	0	0	0	
Minus-Additions & improvements	0	(27,300)	0	0	
Minus-back taxes	0	1,865,046,820	768,431,120	336,467,300	2,969,945,240
Total Assessed Value	0	18,650,468	7,684,311	3,364,673	
Assessed Value divided by 100	0	4,867,772	4,011,210	1,756,359	10,635,342
Taxes revenue generated					312,802
Plus: Estimated Class III Public Utility Taxes (PY Tax Amount)					144,015
Plus: Estimated Class IV Public Utility Taxes (PY Tax Amount)					
Estimated Total Taxes FYE June 30, 2013					\$ 11,092,159

Transfer of Residual Balance-Shepherdstown Battlefield Bank Acct.

The discussion on the Shepherdstown Battlefield Bank Account has been requested by the Sheriff's Tax Office. The account has been reported as inactive and the County Commission may want to transfer these funds back to the General County Fund or other uses.

Questions for discussion: Does the County Commission want to transfer these funds back to the General County Fund, or does the County Commission want to delay any action on this account?



0001-0031



Date 1/31/12  
 Primary Account  
 Images

Page 1

\*\*\*\*\*EXCLUDE-Pickup  
 3978 0.4670 EX 0.000 13 1 1364  
 SHERIFF OF JEFFERSON COUNTY  
 SHEPHERDSTOWN BATTLEFIELD PARK  
 AND RIVERFRONT  
 \*\*\*\*\*  
 \*\*\* DO NOT MAIL \*\*\*  
 \*\*\*\*\*

Thanks For Banking with BCT.  
 We Appreciate Your Business.

---- CHECKING ACCOUNTS ----

PUBLIC FUNDS-INTEREST		Number of Images	0
Account Number	[REDACTED]	Statement Dates 1/01/12 thru	1/31/12
Previous Balance	102,889.11	Days This Statement Period	31
Deposits	.00	Average Ledger	102,889
Checks/Charges	.00	Average Collected	102,889
Service Charge	.00	Interest Earned	13.39
Interest Paid	13.39	Annual Percentage Yield Earned	0.15%
Current Balance	102,902.50	2012 Interest Paid	13.39

Deposits and Additions		Amount
Date Description		13.39
1/31 INTEREST PAID 31 DAYS		

Daily Balance Information			
Date	Balance	Date	Balance
1/01	102,889.11	1/31	102,902.50

\*\*\* END OF STATEMENT \*\*\*

Report Lost or Stolen ATM/Debit Cards during normal business hours by calling 304-725-8431. Cards can be reported after business hours at 1-866-546-8273.

<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: Paul Shroyer

Department or Entity: Finance Director

Estimation of amount of time needed for appointment: 10-15

Date Requested – 1<sup>st</sup> Choice: 2/16/12

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

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

Subject: **AS/400 Security Policy**

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:

**Computer Security Control Chart-County Records**

Jefferson County Commission

The County Commission as the highest level of management in County Government is responsible for the management and security of all county assets. As management, the County Commission shall have the authority to establish approved "Internal Control Procedures" for the safeguarding of the County Computer System. The County Commission shall also have the responsibility of appointing a Computer System Security Control Officer who shall report directly to the County Commission.

Security Control Officer

The Security Control Officer shall have the authority to assign computer access to County Records by Elected Officials, Other Department Head or individual as the County Commission may determine. Access to the County Computer System shall be restricted to authorized personnel and the Statutory Responsibilities of Elected Officials. Access controls may be established through internal County IT personnel or through externally contracted IT personnel.

**User Names and Passwords:** The Security Control Officer shall assign and maintaining a list of all passwords for all county department personnel and shall control all changes to user names and access passwords. It is further recommended that passwords be updated at least annually. The Security Control Officer shall remove passwords of county employees when employment is terminated for any reason. Elected Officials or Department Heads shall be responsible for notifying the Security Control Officer when an employee's employment has been terminated.

Departmental Controls

Assessor's Office	County Clerk's Office as Clerk of the County Commission	Circuit Clerk's Office	Sheriff's Office Sheriff's Fund Accounting	Other County Departments Under the Supervision of the County Administrator
-------------------	--	------------------------	---	--

The Assessor shall have computer access with the ability to perform all Statutory Requirements of the Assessor's Office. This will primarily be the input of data related to Supplemental Taxes. The Assessor's Office will also have the ability to review current tax data on the Sheriff's On Line Tax Information.

The County Clerk, as Clerk of the County Commission, shall have computer access with the ability to perform all Statutory Requirements of the Clerk of the County Commission. This access shall allow for the maintaining of county's financial records on a "Cash Basis of Accounting" or a "Modified Accrual Basis of Accounting" and all other financial matters related to financial accounting and the preparation complete monthly financial statements when requested by the County Commission.

The Circuit Clerk shall have computer access with the ability to perform all Statutory Requirements of the Circuit Clerk. That access shall allow the Clerk operate a document management system, perform docket imaging and maintain a Jury Selection System.

The Sheriff as County Treasurer, shall have computer access with the ability to perform all Statutory Requirements of the County Treasurer. That access shall allow for the maintaining of the Sheriff's Fund Accounting on a "Cash Basis of Accounting" of all County Government Funds, all Special Revenue Funds, and all Trust and Agency Funds.

Capital Planning and Management, E-911 Center, Emergency Planning and Scheduling, Management Information Systems, and other County Computer Systems as required to perform the duties assigned to the various departments by the County Commission or the County Administrator.

County Clerk  
as Keeper of Public Records

The County Clerk, as the "Keeper of Public Records" shall have computer access that allows the Clerk to perform the Statutory Requirements of the Office of County Clerk and maintaining all Public Records and recording requirements of the County Government and the citizens of the County.

Tax Collection and Distribution

Budgetary Control and Review

The Sheriff's Tax Office shall have computer access that allows for the performance of all statutory duties of the Sheriff's Tax Office in the collection of taxes. That access includes: Printing of Tax Assessor's Reports, Tax Invoices, Tax Return Acknowledgments, Tax Invoices, Listing, Printing of Publication Listings, Resolving Supplemental Tax Invoices, the Assessor's Office, the Posting of Exemption Approved by the County Commission and all other statutory or ministerial duties related to Property Tax Collection and Distribution.

West Virginia State Code 7-1-3, states in part: "The County Commission, through their clerk, have the superintendence and administration of...fiscal affairs of their counties. West Virginia Code 95-1-30, states in part: "Each of the officers named in the preceding section shall keep full and regular accounts, subject at all times to the examination of the county court. (One of the officers named in the preceding section is the Clerk of the County Commission). West Virginia State Code 55-2-1, states in part: "The county clerk shall be a part of the records of the respective offices herein named belonging to the county, and shall be transmitted by each county officer to his successor in office. The records of the office shall be kept by the officer's herein named shall be preserved in the state tax commission (now the state auditor), as office inspector and supervisor of public offices.

Therefore, the County Commission has the authority to review the financial records of the county at any time. Within that realm of authority, the County Commission will electronically transfer or have transferred a true and accurate copy of the Financial Accounting Library of the Clerk of the County Commission as a working copy for Budgetary Control and Review purposes monthly. This copy will be stored in a separate computer systems library and be completely isolated from current work in progress for the current month. This copy will be obtained electronically by either County Commissions Personnel, Internal IT Personnel or contract IT Personnel.

Commission Office Use Only  
Date on Agenda:  
Appt Time or New Business:

**AGENDA REQUEST FORM**

Name: \_\_\_\_\_

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

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

Date Requested – 1<sup>st</sup> Choice: February 16, 2012

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

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

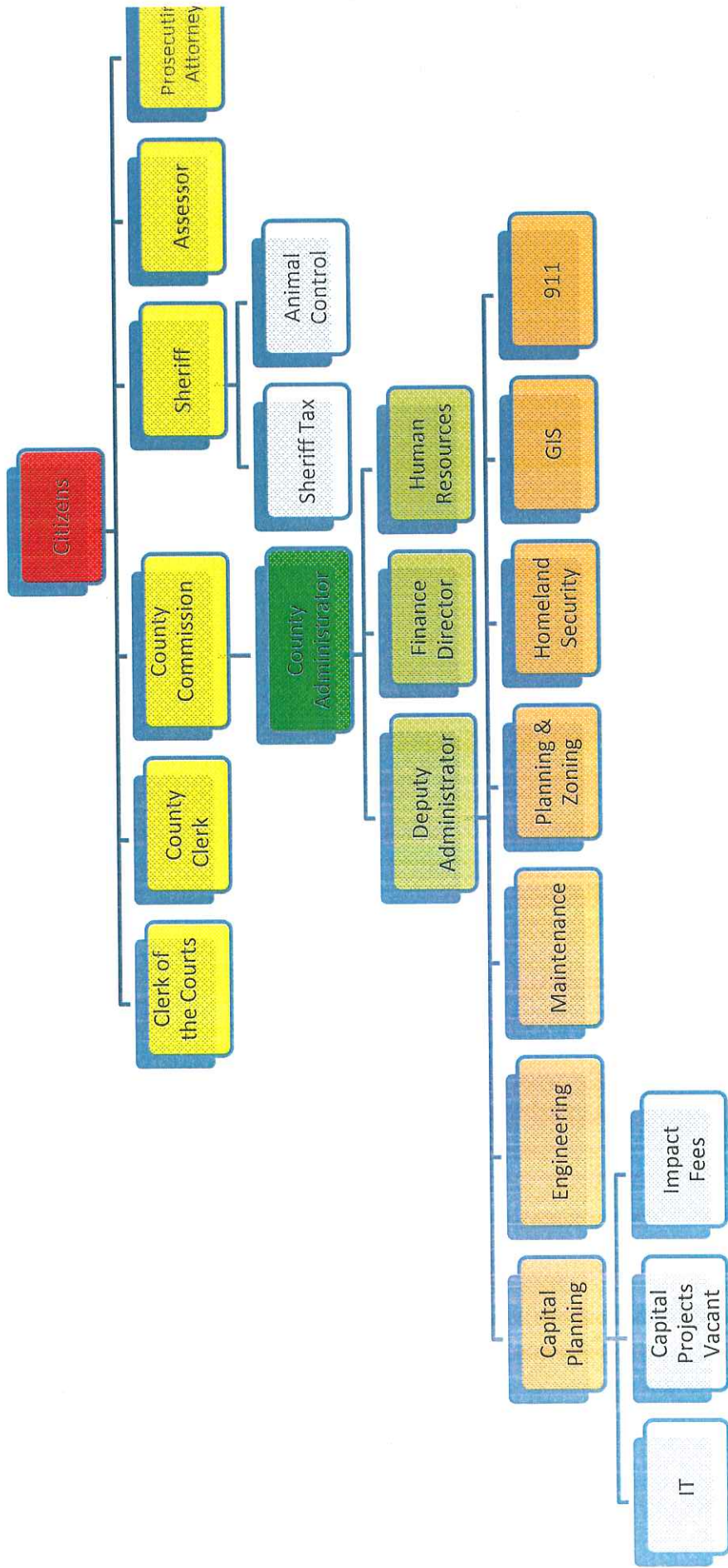
**Subject: Reorganization Topics**

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

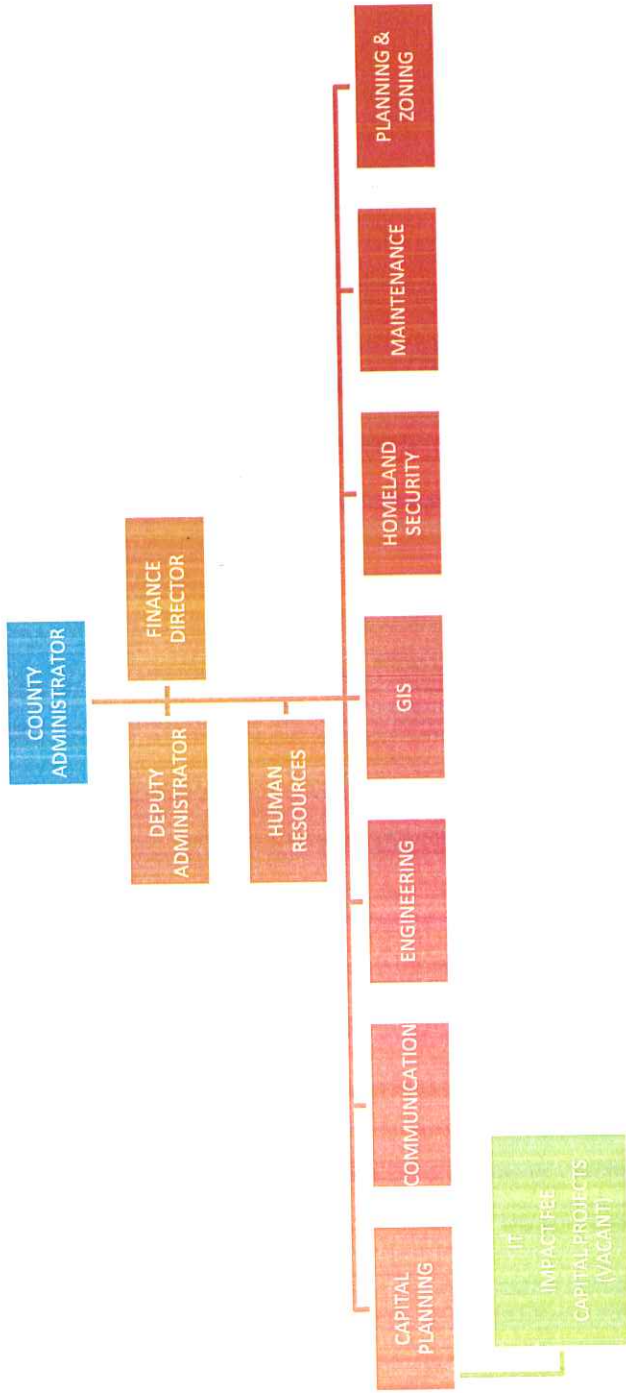
Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):

**Attachments:**

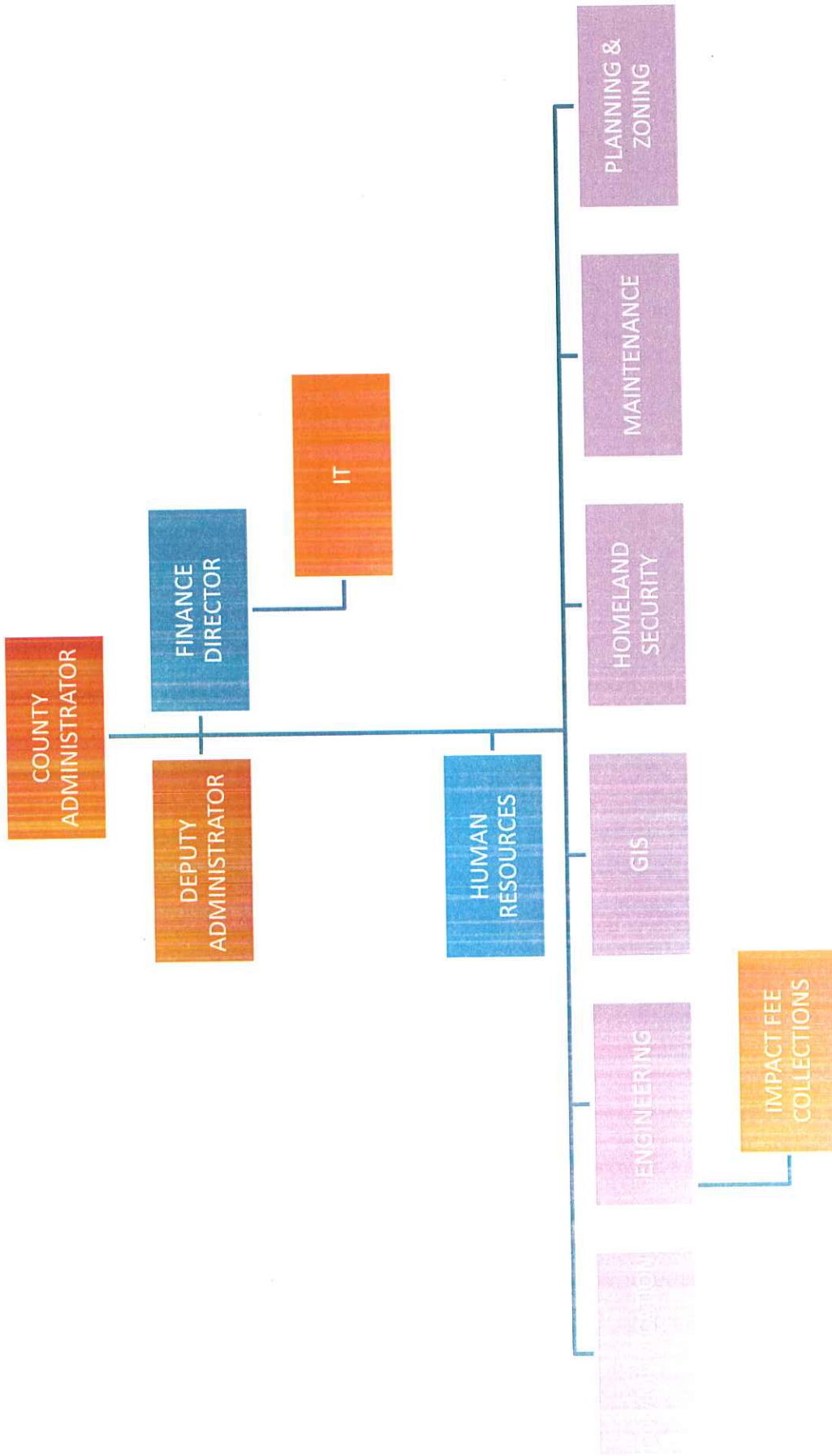
# JEFFERSON COUNTY ORGANIZATION CHART



# CURRENT COUNTY COMMISSION CHART



# PROPOSED COUNTY COMMISSION REORGANIZATION CHART



REPORT DATE 12/31/2011  
 SYSTEM DATE 01/20/2012  
 FILES ID A

JEFFERSON COUNTY COMMISSION  
 STATEMENT OF EXPENDITURES, ENCUMBRANCES & APPROPRIATIONS  
 GENERAL FUND  
 AS OF 12/2011

PAGE 12  
 TIME 09:03:41  
 USER PSHROYER

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-2-01-103-000-GG-000 CPTL PLNNG&MGMT-SALARY/WG	227359.00	17489.00	113678.50		113680.50	49.99
001-422-01-104-000-GG-000 CPTL PLNNG&MGMT-FICA EXPNS	14096.00	1080.52	7011.72		7084.28	49.74
001-422-01-104-001-GG-000 CPTL PLNNG&MGMT-MEDICARE	3297.00	252.70	1639.81		1657.19	49.73
001-422-01-105-000-GG-000 CPTL PLNNG&MGMT-GRP INSURN	33788.00	2617.80	15848.40		17939.60	46.90
001-422-01-106-000-GG-000 CPTL PLNNG&MGMT-RETIREMNT	32967.00	2535.90	16483.35		16483.65	49.99
001-422-02-214-000-GG-000 CPTL PLNNG&MGMT-TRAVEL	1000.00	290.26	991.66		8.34	99.16
001-422-03-341-000-GG-000 CPLN&MGMT-MATERIAL/SUPPLY	4500.00		450.86		4049.14	10.01
TOTALS FOR IMPACT/OPERATION DEPT	317007.00	24266.18	156104.30		160902.70	49.24

Capital Planning Salaries and Benefits  
 FYE June 30, 2012

The worksheet below shows what the cost required to fund the two positions indicated below for one fiscal year based on funding level for the FYE June 30, 2012

Position	Est Salary FYE 6/30/2012	Employer Retirement Contribution	Employer Matching FICA & Medicare	Employer Medical Insurance	Medical Reimbursement Acct	Workers' Compensation	Travel	Totals
Department Director:	78,000.00	11,310.00	5,967.00	6,758.00	1,000.00		1,000.00	104,035.00
Capital Projects Manager	70,000.00	10,150.00	5,355.00	6,758.00	1,000.00			93,263.00
<b>Grand Total-reduction in cost per fiscal year based on current funding levels</b>								<b>\$197,298.00</b>

See attached budget for the FYE June 30, 2012

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**AGENDA REQUEST FORM**

Name: Dale Manuel

Department or Entity: County Commission

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: Make the Tim Boyde's exit memo available to the Public in an effort to continue transparency in County Government**

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:

I move that the Capital Planning and Impact Fees department be eliminated, and the position of director be abolished, and the functions of the director be address under a contractual agreement on as needed basis.

Further, the assistant director in charge of impact fee collection and her duties be shifted to the Engineering Department.

Lastly, the current IT personnel would report to the chief finance officer and continue to provide onsite technical support.

## PROPOSED RE-ORGANIZATION PLAN

Jefferson County is currently at a crossroad in their future. The County has not kept pace with emerging trends in the area of Information Technology (IT), Human Resources (HR), good financial management, or strategic planning. Options and opportunities are within our reach but they will require careful deliberation and decisive actions.

- **Information Technology:** At the present time, there is no one consistent operating platform established on a county-wide basis. Department Heads and Elected Officials are operating independently and without regard to cost or operational efficiency. An inherent distrust exists with our current system administrators and various departments/elected officials. We have elected officials and various department heads using outside vendors to address in-house needs. This is a costly process and promotes a dysfunctional situation.
- **Options:** The County Commission has two viable options in this arena. The first option is to grow the IT functions in-house. This will require the county to make a major investment in both personnel and equipment. The current system configuration is too unwieldy for our current staff complement without additional personnel. We also need to overcome the current distrust of the current personnel. The second option is to solicit a Request For Proposals (RFP) for the implementation and management of a viable IT system. Certain elected officials and some departments have specialty needs that can be managed by an external vendor. The addition of an outside vendor would permit a thorough analysis and recommendation for a standardized system (to the extent possible). The RFP should include language that would require the establishment of a Help Desk and provide 24 hour support. Included in this proposal should also be a statement that current staff be strongly considered to fill the Help Desk position at the local level. An RFP is drafted and ready for release should you choose to explore this option.
- **Human Resources:** Jefferson County lacks a single point of contact for key HR issues. The functions are currently split between the County Clerk's office, the County Administrator, and, to some extent, the departments who have chosen to write/implement policy specific to their domain. It is a convoluted system, lacking in consistency, and potentially places the County in jeopardy. The absence of consistent policy (& application) is a glaring weakness and something that employees are seeking. We need an individual to centralize the various HR functions within County government. These areas would include; policy development, hiring protocols, benefits administration, oversight of Worker's Comp matters, discipline, termination, unemployment, performance reviews, and overall compliance issues.
- **Options:** Given the current employee complement, the Commission should consider the creation of an HR Director/position on a part-time basis. The position should be no more than three-quarters paid position.
- **Financial Management:** The addition of the Finance Director will pay dividends for the county. The ability to analyze and forecast expenditures will help the county to better manage current resources and provide buffers against potential shortfalls. Some departments are not adept at handling some of their fiduciary responsibilities. Receivables are not consistently processed according to established guidelines. Grant reporting guidelines are sometimes missed or the

reporting is insufficient. These two aspects reflect negatively on the county and hinder our ability to secure additional grant funding. We have several different bodies collecting fees. Consideration should be given to the consolidation of this process to the extent possible. Management and oversight of the various checking accounts held by departments should be moved under the direction/supervision of the finance director. A demonstrated need exists for a thorough analysis of our long-range income and expenditures. The development of a capital plan should be instituted for FY 2013 and include plans to address space needs and the potential construction of a government complex. When and where possible, consideration should be given (required) for centralized purchasing of routine office supplies and other consumables. It is possible to conduct an in-depth analysis of our commonly used items and either bid these out or secure them via state contract. State contract and other approved group purchasing agreements should be pursued to the extent possible.

- **Personnel:** The personnel complement needs to be reviewed and/or revised. We are carrying more people in some areas and have insufficient numbers in others. Some aspects of County government do not have the volume to justify the number of positions currently in place. In other areas, a demonstrated need exists to expand the workforce at least on a part-time basis.
- **Proposed Workforce Reductions:**
  - **Capital Planning/Impact Fees:** The County currently has a facilities manager/construction oversight position. There are no current plans in place for construction renovation that will rise to the level requiring the services of this individual. I would propose the elimination of this position. Assuming the IT department is outsourced, the current Help Desk/Support personnel would go the successful respondent. That leaves two individuals in the office of Capital Planning and Impact Fees. With the addition of the Finance Director, the duties of that have been scaled back significantly. Potential elimination of the IT functions further reduces the need for that position. Impact fees are trickling in and the justification for a full-time Impact Fee coordinator does not exist. I would propose that this department be eliminated and the current director be retained under a contractual agreement to address Impact Fee issues on an as needed basis. The remaining individual in that department (impact fees collection) could be shifted to the Engineering Department assuming sufficient work is available to justify a full-time position.

#### **Workforce Additions:**

- **Emergency Communications:** The County is currently carrying a rather large liability in accrued leave and overtime in this department. A contributing factor to this problem is the lack of a sufficient part-time employment pool to address leave time and fill vacancies in a timely manner. Thought should be given to doubling the current pool. It would be more efficient financially and ease the burn-out factor by over-working the current staff complement.

RALPH A. LORENZETTI, JR.  
PROSECUTING ATTORNEY

CHARLES B. HOWARD  
ASSISTANT PROSECUTING ATTORNEY

JAMES CASIMIRO III  
ASSISTANT PROSECUTING ATTORNEY

BRANDON C.H. SIMS  
ASSISTANT PROSECUTING ATTORNEY

KIMBERLEY D. CROCKETT  
ASSISTANT PROSECUTING ATTORNEY



OFFICE of THE  
PROSECUTING ATTORNEY  
of  
JEFFERSON COUNTY, WEST VIRGINIA

P. O. Box 729  
201 N George St., 2<sup>nd</sup> Floor  
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fax (304) 728-3293  
paoffice@jeffersoncountywv.org  
www.jeffersoncountywv.org/pa

LAURENCE R. CROFFORD  
ASSISTANT PROSECUTING ATTORNEY

HASSAN RASHEED  
ASSISTANT PROSECUTING ATTORNEY

CIVIL DIVISION

(304) 728-3318  
fax: (304) 728-3353

STEPHANIE F. GROVE  
ASSISTANT PROSECUTING ATTORNEY

STEPHEN V. GROH  
ASSISTANT PROSECUTING ATTORNEY

January 31, 2012

Patsy Noland, President  
County Commission of Jefferson County  
124 East Washington Street  
Charles Town, West Virginia 25414

Dear Commissioner Noland:

At its regularly scheduled meeting on Thursday, January 26, 2012, the County Commission requested that I provide an opinion concerning the legality of releasing an exit memorandum from Tim Boyde, County Administrator, which memo the Commission received in executive session. This letter is intended to provide my opinion on the same.

The Open Governmental Proceedings Act, codified at W.Va. § 6-9A-1 *et seq.*, permits the County Commission to enter an executive session to discuss personnel matters. Specifically, W.Va. Code § 6-9A-4(b)(2)(A) provides that a governing body may enter an executive session to consider “[m]atters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting.” The Act goes on to provide that a governing body is prohibited from considering general personnel policies in an open meeting. W.Va. Code § 6-9A-4(b)(2)(B). These provisions allow a governing body to close a public meeting to discuss a specific employee, but do not require the Commission to enter an executive session to discuss personnel matters involving a specific employee as the statute uses the permissive “may.”

The West Virginia Ethics Commission has also addressed executive sessions in the context of personnel matters. The opinions of the Ethics Commission Committee on Open Governmental Meetings tracks the language of the statute, advising that the commission may enter an executive session to discuss personnel plans to reduce the workforce which plans would only affect certain employees. *Open Meetings Advisory Opinion* No. 2009-02 and 2009-05. However, these opinions do not require the County Commission to enter an executive session to

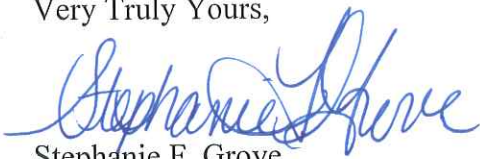
discuss these personnel matters but simply provide the Commission with the ability to enter an executive session if it chooses by a majority vote to do so.

Additionally, there is nothing that would prevent the County Commission from discussing the reorganization plan contained in the report in public session even if the reorganization would only affect certain employees. If the memorandum discussed work performance or other private employment information, relying upon that information as the basis for termination, then the Commission should choose to enter an executive session unless the employee requests an open session. However, the recommendations contained in the memorandum at issue are based upon the volume of work and the monetary impact of eliminating certain positions. The report does not contain personnel information that would be considered an invasion of privacy if released as it addresses positions rather than the people who hold those positions. Accordingly, while the Commission was authorized to enter into executive session to discuss the memorandum, public debate would not violate the privacy of any of the individual employees, and as such, release of the memorandum to the public would not create any liability on the part of the Commission.

Finally, if the Commission intends to reference in detail the memorandum and its recommendations in public session when discussing options for re-organization, then the Commission should release the document to the public. Pursuant to the West Virginia Freedom of Information Act, the County Commission has the right to prevent public disclosure of internal memoranda which contain advice and recommendations of staff. Accordingly, the Commission may enter an executive session to discuss internal memoranda pursuant to exemption 12 contained in the Open Governmental Proceedings Act. W.Va. Code § 6-9A-4(b)(2)(A)(12). If the Commission does not act on the advice contained in the documents, then the documents may be withheld from the public. However, debating the document's recommendations in public removes the protection from the document, and the document would become a public record at that time.

To summarize, the Commission does have the ability to receive internal memoranda from staff in executive session. In the instant case, the Commission had the ability to enter an executive session to discuss this particular memorandum under both the internal records and personnel exemptions contained in the West Virginia Open Governmental Proceedings Act. However, the relevant laws do not require the Commission to enter an executive session but merely provide the option to close the meeting. Accordingly, if a majority of the commission wishes to release this document that was initially distributed in an executive session to the public, then the Commission has a legal right to do so and does not open itself to any liability as a result of this decision. If you have any questions or concerns regarding this opinion, please feel free to contact me.

Very Truly Yours,



Stephanie F. Grove  
Assistant Prosecutor

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

### AGENDA REQUEST FORM

Name: Lyn Widmyer

Department or Entity: County Commission

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: **Discussion on reorganization options**

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:

## REORGANIZATION OPTIONS

Prepared by Lyn Widmyer for 2/9/12 County Commission Meeting

**PROPOSAL : Add Grants Management to Department of Capital Planning and Management.**

Jefferson County needs a far more concentrated and dedicated effort to research grants, apply for grants and then manage grants. The County Commission needs to be more aggressive in seeking grants to respond to the loss of revenue and the transfer of new responsibilities to the County.

**PROPOSAL: Expand role of Capital Planning and Management in terms of preparing an Annual Capital Improvement Plan for review and discussion by the County Commission.**

The CIP would be revisited annually and be subject to a public hearing. Currently, there is no adopted CIP in Jefferson County although over \$6 million is in an account earmarked generally for capital projects. Priorities for this money need to be established with the participation of county residents.

**PROPOSAL: Add stewardship of the environment to the Department of Engineering and rename it Department of Engineering and Watershed Protection**

The County Commission has committed to continue water quality monitoring. The Department of Engineering would be the logical place for this to occur. Citizen based watershed groups could be partners in the program.

**PROPOSAL: Explore option of civil counsel being directly under County Commission.**

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**AGENDA REQUEST FORM**

Name: Patsy Noland

Department or Entity: County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: February 16, 2012

Date Requested – 2<sup>nd</sup> Choice: February 23, 2012

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

**Subject**

**Add to the discussions of a capital improvements plan the feasibility of purchasing the Briel Building to address some of the county space needs.**

**Motion:**

**I move to add to the capital improvement plan the feasibility of purchasing the Briel Building located at the corner of George and Liberty Streets in Charles Town.**

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**AGENDA REQUEST FORM**

Name: Sheriff Shirley

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

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

Date Requested – 1<sup>st</sup> Choice: February 16, 2012

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

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

**Subject: Approval of Fill-in Deputies for Jefferson County Sheriff's Office - William Carper and Robbie Roberts while current deputies are on active duty with the Guard/Reserve/Coast Guard**

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 to approve the employment of William Carper and Robbie Roberts as fill-in deputies while current deputies are on active duty with the Guard/Reserve/Coast Guard**

**Attachments:**

**JEFFERSON COUNTY**

**Personnel Requisition**

Department Name Sheriff's Dept. Date 2/16/2012 Date Needed \_\_\_\_\_

Job Title Deputy Salary \$42,300 Criminal History Check \_\_\_ Yes \_\_\_ No

Suggested Recruitment Source(s) \_\_\_\_\_

Applicants Interviewed By \_\_\_\_\_ Position Reports To Sheriff Shirley or Lt. Hansen

Minimum Education Required \_\_\_\_\_

Minimum Experience Required \_\_\_\_\_

Job Duties fill in vacancies while current deputies are on active duty with the  
Guard/Reserve/Coast Guard

**Budget Information**

Addition \_\_\_ Replacement \_\_\_ Explain or For Whom \_\_\_\_\_ WV State Code allows for part-time officers to fill in created by military activation

Position Budgeted \_\_\_ Yes \_\_\_ No Proposed Salary \$42,300 Date of Hire \_\_\_\_\_

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

Safety/Security \_\_\_\_\_ Hours Per Week \_\_\_\_\_

**Approvals**

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

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

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

Comments \_\_\_\_\_

<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: \_\_\_\_\_ Patsy Noland, Commissioner

Department or Entity: **County Commission** \_\_\_\_\_

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

Date Requested – 1<sup>st</sup> Choice: \_\_\_\_\_ February 16, 2012 \_\_\_\_\_

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

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

Subject: **Discussion on the process for selection of a County Administrator**

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:

Appt Time or New Business:

**AGENDA REQUEST FORM**

Name: \_\_\_\_\_

Department or Entity: **County Commission** \_\_\_\_\_

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: **Legislative Updates**

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:

# Legislative Lineup

## County Commissioners' Legislative Update

Please Distribute To All Commissioners ASAP

Volume 15, Issue 4

February 9, 2012

## Legislative Lineup Week 4...

Hi folks, Day 30 of the Legislative Session....half way there! Remember, February 20th is the last day to introduce bills in the Senate and the House (Does not apply to originating or supplementary appropriations bills or House or Senate Resolutions) February 26, 2012: Bills due out of committees in house of origin to ensure three full days for readings. February 29, 2012: Last day to consider bill on third reading in house of origin. (Does not include budget or supplementary appropriation bills.)

Now a few updates...

**SB 168 - County Officials Compensation Bill** is still sitting in Senate Finance. Calls to Chairman Prezioso, and Finance committee members are needed. A fax sheet about the County Officials' Compensation Legislation, signed by the Presidents of all six individual Associations and the WVACO, is being distributed to the Senate and the House, with the hope that it provide factual information and will show our unity on this issue.

**The House Version of the Compensation Increase Bill is HB 4405.** The bill is assigned to Political Subdivisions and then House Finance. Calls are needed to Political Subdivision Chairman Tim Manchin and the committee members, in order to get this bill on the agenda.

**HB 4406 - Allowing County Commissions to Set County Officials Salaries.** The purpose of this bill is to allow county commissions broad discretion in setting the salaries of all county elected officials. The bill is assigned to the Political Subdivision Committee then Finance.

**HB 4446 - Additional Oil & Gas Severance for Counties introduced** - The purpose of this bill is to provide a source of funding for infrastructure projects in those counties that produce natural gas from the marcellus or utica shale formations. The bill sets a baseline of tax collections at \$64.8 million from oil and gas. The bill provides that ten percent of those funds collected in excess of that baseline will continue to be for the benefit of counties and municipalities. The bill provides that the remaining ninety percent be deposited equally between the General Revenue Fund and the newly created Marcellus Development Account. The moneys from the Marcellus Development Account shall be distributed to counties based on their pro rata share of the gas produced from the marcellus or utica shale formations. The bill provides that funds from the Marcellus Development Account may only be used for infrastructure projects.

**HB 4473 - Distribution of increase in Oil & Gas Severance Tax used as replacement tax.** This bill was introduced today by Lead Sponsor Tim Armstead and a host of other Republican Delegates. It is assigned to House Finance. This bill would use the increase in oil & gas severance taxes to replace property taxes to the county and other levying bodies, if and when a constitutional amendment is passed that approves eliminating the personal property tax on inventory and equipment held for commercial use and only in those counties that have had an increase of less than 25% in the total assessed value of all Class III & IV personal property held for commercial use in the previous year.

**HB 4305 - Temporary Appointments.** The purpose of this bill is to authorize the county commission to appoint a temporary successor for up to 30 days, if a vacancy occurs in offices of clerk of the county commission, clerk of the circuit court, prosecuting attorney, sheriff, assessor and surveyor. The bill passed out of the House Political Subdivision Committee this week and now goes to House Judiciary.

**HB 4107 - Training Requirements for VFDs.** Relating to volunteer firefighters; requiring the State Fire Commission to establish training, equipment and performance standards by legislative rule; and authorizing emergency rules. The bill has passed the House and is now on 1st reading on the Senate Floor. I've talked with the VFD representatives and they tell me they are 100% on board with this bill, that it will help streamline training for volunteer firemen.

**HB 422 - Pension Benefits for New Hires.** The purpose of this bill is to reduce certain benefits for new members hired on or after July 1, 2012 in PERS, TRS and State Police Plan B. For new hires after July 1, 2012, Members in PERS will be funding 6% of payroll while state employers will be contributing a reduced 3.08%.

**SB 469 - Relating generally to other post-employment benefits** that directs funds, beginning around 2016, of \$30 million into the Public Employees Trust Fund, passed the House today with minor amendments. Because of the amendments, the bill must now go back to the Senate for their approval.

**Public Hearing on SB 150** The House and Senate Pension Committees held a joint hearing on SB 150, a bill that would return a cap on the amount that the CPRB board can set the employer contribution rate. I spoke at that hearing in favor of the legislation. Below is an excerpt from my remarks.

"The County Commissioners' Association of WV supports the provisions of SB 150, a bill that would return to code, a cap on employer contributions to the Public Employees Retirement System. Several years ago this cap was removed and the process now lies exclusively with the Consolidated Public Retirement Board (CPRB) based on information and recommendation of the board actuary. Returning the cap to statute would provide all participating employers, including the state and counties, with some level of a budgeting safety-net. When and if a greater increase in the employer contribution is needed than this cap will allow, we believe the legislative process is where that debate should occur...."

I leave you with a successful example of how this process can work. The statute governing the Deputy Sheriffs' Retirement System (also under the oversight of the CPRB board) has language that caps the employer contributions to the program. Over the last several years, legislation has been introduced to remove that cap, and my members have opposed those efforts. Last year when the bill came to the House Pensions Committee for consideration, at the invitation of Chairman Pethel, my Association sat down with the Chairman and his legal counsel and staff from the CPRB board to discuss the issue of "removing the cap."

During those conversations, actuarial data was shared that verified the need to increase the employer contribution. After research, discussion and debate, we all agreed on a compromise, of leaving the cap in Statute, but raising the cap by the needed 2% to keep the system actuarial sound. My members still have a level of comfort with a budgeting safety-net for the Deputy's Retirement System and the System is still adequately funded.

Putting a cap back in place for the PERS system, gives Legislators and County Governments the assurance of time to gather and receive information, participate in discussion and debate, and it affords the opportunity for fiscal oversight and accountability of tax dollars on behalf of the citizens we serve."

Senate Pensions Chairman Foster, asked questions about the Deputy Sheriffs' System and the compromise from last year and how it had worked out. He then asked the Director of the CPRB Jeff Fleck, if the staff could get back with the Pensions Committee on whether or not some compromise like the example or perhaps a sliding cap of no more than 2% in any year, could work. We'll stay tuned to any results. Calls of support to the Senate and House Pensions Committee Members would be helpful.

As always, if you have questions or concerns, just call (304) 345-4639 or my cell (304) 415-1608.

**Attached are bills of interest to County Commissions introduced Feb. 2-9, 2012...**

 <h2 style="text-align: center;">West Virginia Legislature</h2>							
Senate	House	Joint	Bill Status	WV Code	Audits/ Reports	Educational	Contact

Personalized Bill Tracking List

CCAWVwk4 - 2012 Regular Session					
Bill	Title	SA (Same As)/ SI (Similar To)	Last Action	Committee Reference	Notes
<b>SB 485 (None)</b>	Creating Fiscal and Policy Division under Joint Committee on Government and Finance		02/02/12 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	
<b>SB 487 (None)</b>	Creating Coalbed Methane Gas Distribution Fund		02/06/12 - To Senate Finance	Senate Reference 1 - Economic Development Senate Reference 2 - Finance	
<b>SB 488 (None)</b>	Providing one-time bonus to certain PERS annuitants		02/02/12 - To Senate Pensions	Senate Reference 1 - Pensions Senate Reference 2 - Finance	
<b>SB 499 (None)</b>	Clarifying PEIA is not "insurer" or engaged in "business of insurance"	SA HB 4417	02/08/12 - To Senate Judiciary	Senate Reference 1 - Banking and Insurance Senate Reference 2 - Judiciary	
<b>SB 506 (None)</b>	Relating to farmland protection boards		02/02/12 - To Senate Agriculture	Senate Reference 1 - Agriculture Senate Reference 2 - Government	

## Personalized Bill Tracking List

				Organization	
<b>SB 510 (None)</b>	Amending election recount procedures	SA HB 4295 SA HB 3103	02/03/12 - To Senate Judiciary	Senate Reference 1 - Judiciary	
<b>SB 518 (None)</b>	Prohibiting certain persons from holding elected or appointed office	SI HB 2103 SI HB 4464	02/06/12 - To Senate Judiciary	Senate Reference 1 - Judiciary	
<b>SB 526 (None)</b>	Redistributing excise tax on transfer of real property to counties	SI HB 4117	02/06/12 - To Senate Finance	Senate Reference 1 - Finance	
<b>SB 532 (None)</b>	Requiring voter present photo ID	SI HB 3219 SA HB 4387	02/07/12 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	
<b>SB 533 (None)</b>	Relating to senatorial candidate residency requirements		02/07/12 - To Senate Judiciary	Senate Reference 1 - Judiciary	
<b>SB 534 (None)</b>	Creating WV Innovation Free-Trade Act of 2012	SI HB 3040	02/07/12 - To Senate Economic Development	Senate Reference 1 - Economic Development Senate Reference 2 - Finance	
<b>SB 536 (None)</b>	Authorizing Auditor's land department accept credit card payments		02/07/12 - To Senate Government Organization	Senate Reference 1 - Government Organization	
<b>SB 537 (None)</b>	Creating WV Sustainable Wealth Fund		02/08/12 - To Senate Economic Development	Senate Reference 1 - Economic Development Senate Reference 2 - Finance	
<b>SB 540 (None)</b>	Relating to subdivision		02/08/12 - To	Senate	

## Personalized Bill Tracking List

	land development plans or plats		Senate Government Organization	Reference 1 - Government Organization	
<b>SB 545 (None)</b>	Relating to reemployment after retirement from PERS		02/08/12 - To Senate Pensions	Senate Reference 1 - Pensions Senate Reference 2 - Finance	
<b>SB 548 (None)</b>	Substituting community service for jail confinement for certain persons convicted of alcohol-related crimes		02/09/12 - To Senate Judiciary	Senate Reference 1 - Judiciary	
<b>SB 554 (None)</b>	Relating to write-in voting when using electronic voting systems		02/09/12 - To Senate Judiciary	Senate Reference 1 - Judiciary	
<b>HB 4395 (None)</b>	Providing a one-time supplement for certain annuitants and survivor beneficiaries		02/02/12 - To House Pensions and Retirement	House Reference 1 - Pensions and Retirement House Reference 2 - Finance	
<b>HB 4396 (None)</b>	West Virginia Fire, EMS and Law-Enforcement Officer Survivor Benefit Act		02/02/12 - To House Finance	House Reference 1 - Finance	
<b>HB 4402 (None)</b>	Relating to election complaint procedure	SA SB 461	02/02/12 - To House Judiciary	House Reference 1 - Judiciary	
<b>HB 4403 (None)</b>	Changing the filing deadline for certified write-in candidates	SA SB 476	02/02/12 - To House Judiciary	House Reference 1 - Judiciary	
<b>HB 4405 (None)</b>	Increasing compensation, after July 1, 2012, of elected county officials and county commissioners for each class of county	SI SB 168	02/02/12 - To House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Finance	
<b>HB 4406 (None)</b>	Allowing county		02/02/12 - To	House	

## Personalized Bill Tracking List

	commissions broad discretion in setting the salaries of county elected officials		House Political Subdivisions	Reference 1 - Political Subdivisions House Reference 2 - Finance	
HB 4408 (None)	Allowing for greater utilization of the Statewide Voter Registration System (SVRS)		02/02/12 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 4409 (None)	Relating to primary elections and nominating procedures		02/03/12 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 4410 (None)	Allowing the State Fire Marshal to be appointed by the Governor		02/03/12 - To House Government Organization	House Reference 1 - Government Organization	
HB 4424 (None)	Relating to modified mental hygiene procedures		02/09/12 - To House Judiciary	House Reference 1 - Health and Human Resources House Reference 2 - Judiciary	
HB 4431 (None)	Terminating the Municipal Home Rule Pilot Program on the date of passage		02/06/12 - To House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary	
HB 4446 (None)	Relating to severance taxes collected for privilege of producing oil or natural gas		02/07/12 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	

## Personalized Bill Tracking List

HB 4451 (None)	Ensuring that county executive committees have control of designating the persons who serve as ballot commissioner		02/07/12 - To House Judiciary	House Reference 1 - Judiciary	
HB 4452 (None)	Relating to the maintenance of voter registration lists and related records		02/07/12 - To House Judiciary	House Reference 1 - Judiciary	
HB 4457 (None)	Eliminating the real property tax on nonproducing mineral estates		02/08/12 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 4458 (None)	Adding a circuit court judge for the 5th Judicial Circuit		02/08/12 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 4464 (None)	Ensuring that persons convicted of felony, treason and bribery in an election are not allowed to run for any elective office		02/08/12 - To House Judiciary	House Reference 1 - Judiciary	
HB 4465 (None)	Requiring that counties protect liens filed by homeowners' associations in the event of a foreclosure		02/08/12 - To House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary	
HB 4473 (None)	Dedicating a portion of natural gas severance tax proceeds		02/09/12 - To House Finance	House Reference 1 - Finance	
HB 4474 (None)	Reinstating service credit to certain members of the Public Employees Retirement System		02/09/12 - To House Pensions and Retirement	House Reference 1 - Pensions and Retirement House Reference 2 - Finance	
HB 4476 (None)	Relating to exemptions from the Freedom of		02/09/12 - To House Judiciary	House Reference 1 -	

Personalized Bill Tracking List

	Information Act		Judiciary	
<b>HB 4480 (None)</b>	<b>Clarifying eligibility requirements to register and to vote</b>		<b>02/09/12 - To House Judiciary</b>	<b>House Reference 1 - Judiciary House Reference 2 - Finance</b>

6 pages

**TO: ALL MEMBERS of the WEST VIRGINIA ASSOCIATION OF  
COUNTIES**

**FROM: PATTI HAMILTON**



**THE COUNTY LEGISLATIVE LINE  
Friday, February 10, 2012**

**Capitol Quotes:**

*"Had she not died, we wouldn't have been able to balance the budget." Former Governor of Wyoming Mike Sullivan, telling Senate Economic Development Committee about a woman in Jackson Hole whose estate paid \$20 million in estate taxes*

*"I don't think our severance tax has altered our ability to produce or explore for the extractive industries." Governor Sullivan telling the committee about Wyoming's mineral trust fund*

*"The Tax Department couldn't explain how they got the number." Sen. Wells on a fiscal note prepared for a military exemption on income tax that was very high*

*"Some of the fiscal notes were more than 50% off." Sen. Wells speaking in support of the creation of fiscal notes being done by an agency independent of the executive branch*

*"One you get a password you can go to the database and do whatever you want." Sen. Jenkins voicing a concern about SB 438, allowing access to the Board of Pharmacy web site, and suggesting that there be some sort of "gatekeeper" for all those who are allowed access*

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February 9<sup>th</sup> marked the 30<sup>th</sup> day or halfway point of the legislative session!!

*Calls of support need to be made to Chairman Prezioso and members of Senate Finance to take up this bill SB 347, allowing counties to keep the transfer tax that they currently send to the state.*

*Calls of support need to be made to Chairman Prezioso and members of Senate Finance to put SB 168, the County Officials Compensation Increase, on the agenda. Calls of support need to be made to Chairman Tim Manchin and members of the House Political Subdivisions Committee for HB 4405, the County Officials Compensation*

①

*Increase. If a county official is personally opposed to it, he or she does not have to sign the agreement required to accept the increase if it passes. Also, the State Auditor will determine if a county's revenue is sufficient to cover the increase.*

Ambassador to Ireland and former Governor of Wyoming Mike Sullivan gave an overview to Senate Economic Development Committee on the mineral trust fund in his state of Wyoming. This permanent fund was created by constitutional amendment to maintain the inviolate nature of the trust fund. The trust fund generates dividends, interest and realized capital gains that are directed into the general revenue and make up anywhere from 10% to 25% of Wyoming's general revenue. He said this has balanced out the "booms and busts" of extractive industries and has allowed other taxes to be kept low. For example, there is no state personal income tax and it allowed the elimination of the food tax a few years ago. When asked if there was a downside, he responded that while the money is there, you can't use it and then explained that's actually a benefit. "We would have spent the money in the short term. This creates money for the long term," said Governor Sullivan. The committee is considering SB 182 which would create the WV Future Fund from oil & gas severance taxes.

Members of House and Senate Pensions Committees held a public hearing for SB 150 which would put a cap back into code for the PERS employer contribution. The cap was removed in 2005. Proponents of the bill, including the WV Association of Counties, the County Commissioners' Association, and Kanawha County, pointed out that the Retirement Board would still have latitude to raise or lower the contribution as long as it didn't increase beyond the cap. We pointed out that they could and should come to the Legislature to increase the cap which would provide more transparency and accountability. There are over 550 non-state employers in PERS as well as all state agencies.

Committee Substitute for HB 4018 would require Assessors to sell PF 11 forms to certified appraisers \$10 (this was increased from the original \$3 in the introduced bill).

The Sheriffs' priority issue to limit prescriptions for controlled substances to no more than two within a 72 hour period came out of House Health & Human Resources this week and will go to Judiciary.

We look forward to seeing many of you at the WVACo 2012 Annual Meeting. More legislative updates will be provided there!

Keep up with the Legislature:  
[www.legis.state.wv.us](http://www.legis.state.wv.us) and

WV PBS "The Legislature Today" at 6:30 p.m. Mon-Fri; repeated at 11:30 p.m.

## Personalized Bill Tracking List

Page 1 of 1

*House Bills 2/3 - 2/9*

<b>HB 4446</b> <u>(None)</u>	Relating to severance taxes collected for privilege of producing oil or natural gas	02/07/12 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	Money back to producing counties
<b>HB 4449</b> <u>(None)</u>	Relating to the suspension or revocation of driver's licenses	02/07/12 - To House Roads and Transportation	House Reference 1 - Roads and Transportation House Reference 2 - Finance	License restoration program
<b>HB 4451</b> <u>(None)</u>	Ensuring that county executive committees have control of designating the persons who serve as ballot commissioner	02/07/12 - To House Judiciary	House Reference 1 - Judiciary	
<b>HB 4452</b> <u>(None)</u>	Relating to the maintenance of voter registration lists and related records	02/07/12 - To House Judiciary	House Reference 1 - Judiciary	Sec of State bill
<b>HB 4457</b> <u>(None)</u>	Eliminating the real property tax on nonproducing mineral estates	02/08/12 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
<b>HB 4464</b> <u>(None)</u>	Ensuring that persons convicted of felony, treason and bribery in an election are not allowed to run for any elective office	02/08/12 - To House Judiciary	House Reference 1 - Judiciary	
<b>HB 4471</b> <u>(None)</u>	Relating to the controlled substances monitoring	02/09/12 - To House Health and Human Resources	House Reference 1 - Health and Human Resources House Reference 2 - Judiciary	
<b>HB 4473</b> <u>(None)</u>	Dedicating a portion of natural gas severance tax proceeds	02/09/12 - To House Finance	House Reference 1 - Finance	use to reduce business personal property tax rate
<b>HB 4480</b> <u>(None)</u>	Clarifying eligibility requirements to register and to vote	02/09/12 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	remove restrictions on absentee voting, etc.

## Personalized Bill Tracking List

Page 1 of 3

*Senate Bills 2/2 - 2/9*

<b>SB 484</b> <b>(None)</b>	Relating generally to child welfare	SA HB 4389	02/10/12 - To Senate On 2nd reading 2nd Reading	<b>Senate Reference</b> 1 - Health and Human Resources <b>Senate Reference</b> 2 - Finance	Prosecutors review
<b>SB 485</b> <b>(None)</b>	Creating Fiscal and Policy Division under Joint Committee on Government and Finance		02/02/12 - To Senate Judiciary	<b>Senate Reference</b> 1 - Judiciary <b>Senate Reference</b> 2 - Finance	Better fiscal notes
<b>SB 487</b> <b>(None)</b>	Creating Coalbed Methane Gas Distribution Fund		02/06/12 - To Senate Finance	<b>Senate Reference</b> 1 - Economic Development <b>Senate Reference</b> 2 - Finance	Commissions/Economic Development authorities
<b>SB 494</b> <b>(None)</b>	Relating to providing presidential election ballot to certain voters moving out-of-state		02/02/12 - To Senate Judiciary	<b>Senate Reference</b> 1 - Judiciary	30 days preceding election
<b>SB 506</b> <b>(None)</b>	Relating to farmland protection boards		02/02/12 - To Senate Agriculture	<b>Senate Reference</b> 1 - Agriculture <b>Senate Reference</b> 2 - Government Organization	
<b>SB 507</b> <b>(None)</b>	Relating to legal rights of mentally ill, specifically, inability of children to refuse commitment and ability of adults determined to have been mentally ill to regain right to possess firearms	SA HB 4321	02/02/12 - To Senate Judiciary	<b>Senate Reference</b> 1 - Judiciary	
<b>SB 510</b> <b>(None)</b>	Amending election recount procedures	SA HB 4295 SA HB 3103	02/03/12 - To Senate Judiciary	<b>Senate Reference</b> 1 - Judiciary	
<b>SB 518</b> <b>(None)</b>	Prohibiting certain persons from holding elected or appointed office	SI HB 2103 SI HB 4464	02/06/12 - To Senate Judiciary	<b>Senate Reference</b> 1 - Judiciary	convicted felon
<b>SB 519</b> <b>(None)</b>	Relating generally to suspension or revocation of driver's licenses	SA HB 4449	02/06/12 - To Senate Transportation and Infrastructure	<b>Senate Reference</b> 1 - Transportation and Infrastructure <b>Senate Reference</b> 2 - Judiciary	Restoration program

## Personalized Bill Tracking List

<u>SB 524</u> (None)	Requiring annual Controlled Substance Monitoring Program database search by prescriptive authorities	SI HB 2754 SI HB 4285	02/06/12 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Judiciary	
<u>SB 526</u> (None)	Redistributing excise tax on transfer of real property to counties	SI HB 4117	02/06/12 - To Senate Finance	Senate Reference 1 - Finance	Use for jail costs & substance abuse programs
<u>SB 528</u> (None)	Creating Scrap Metal Theft Prevention Act		02/07/12 - To Senate Judiciary	Senate Reference 1 - Judiciary	
<u>SB 530</u> (None)	Creating misdemeanor for child neglect creating bodily injury risk		02/07/12 - To Senate Judiciary	Senate Reference 1 - Judiciary	Prosecutor priority
<u>SB 532</u> (None)	Requiring voter present photo ID	SI HB 3219 SA HB 4387	02/07/12 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	
<u>SB 533</u> (None)	Relating to senatorial candidate residency requirements		02/07/12 - To Senate Judiciary	Senate Reference 1 - Judiciary	Sec of State may prohibit a filing
<u>SB 534</u> (None)	Creating WV Innovation Free-Trade Act of 2012	SI HB 3040	02/07/12 - To Senate Economic Development	Senate Reference 1 - Economic Development Senate Reference 2 - Finance	
<u>SB 537</u> (None)	Creating WV Sustainable Wealth Fund		02/08/12 - To Senate Economic Development	Senate Reference 1 - Economic Development Senate Reference 2 - Finance	For economic diversification, etc.
<u>SB 541</u> (None)	Requiring US citizenship for concealed weapon licensure		02/08/12 - To Senate Judiciary	Senate Reference 1 - Judiciary	
<u>SB 547</u> (None)	Relating to certain criminal conviction expungement		02/09/12 - To Senate Judiciary	Senate Reference 1 - Judiciary	<i>Involving controlled substances</i>
<u>SB 553</u> (None)	Providing personal income tax deduction for spaying or neutering		02/09/12 - To Senate Finance	Senate Reference 1 - Finance	
<u>SB 554</u> (None)	Relating to write-in voting when using electronic voting systems		02/09/12 - To Senate Judiciary	Senate Reference 1 - Judiciary	<i>mark oval for write-in</i>
<u>SB 557</u>	Authorizing Office of Healthy		02/09/12 - To	Senate Reference	

Personalized Bill Tracking List

(None)	Lifestyles establish WV Winner program		Senate Health and Human Resources	1 - Health and Human Resources Senate Reference 2 - Finance	<i>events in 55 counties</i>
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*SJR 9 Constitutional Amendment  
Exempt Boy Scouts + affiliate from  
property taxation / 6,000 contiguous  
acres*

**NOTICE**  
**Board of Review and Equalization**

The County Commission of Jefferson County will sit as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County on Thursday, February 16<sup>th</sup>, 2012, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2012.

Given under my hand this 9<sup>th</sup> day of February, 2012.

By Order of The County  
Commission of Jefferson County  
Patsy Noland, President

**JEFFERSON COUNTY, WEST VIRGINIA**

**Engineering Department**

116 East Washington Street

P.O. Box 716

Charles Town, West Virginia 25414

Phone: 304-728-3257

Fax: 304-728-3953

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

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MEMORANDUM

TO: SANDY SLUSHER McDONALD, ACTING COUNTY ADMINISTRATOR  
JEFFERSON COUNTY COMMISSION

FROM: ROGER L. GOODWIN, CHIEF COUNTY ENGINEER  
ENGINEERING DEPARTMENT *RLG*

DATE: JANUARY 31, 2012

SUBJECT: SUR-LOC FLOORING SYSTEMS, LLC  
FILE #S11-10

Please find enclosed the construction bond(s) and security for the following project:

Sur-Loc Flooring Systems, LLC (File #S11-10), which is secured by Letter of Credit #316 with the Bank of Charles Town, Charles Town, West Virginia in the amount of \$433,664.00.

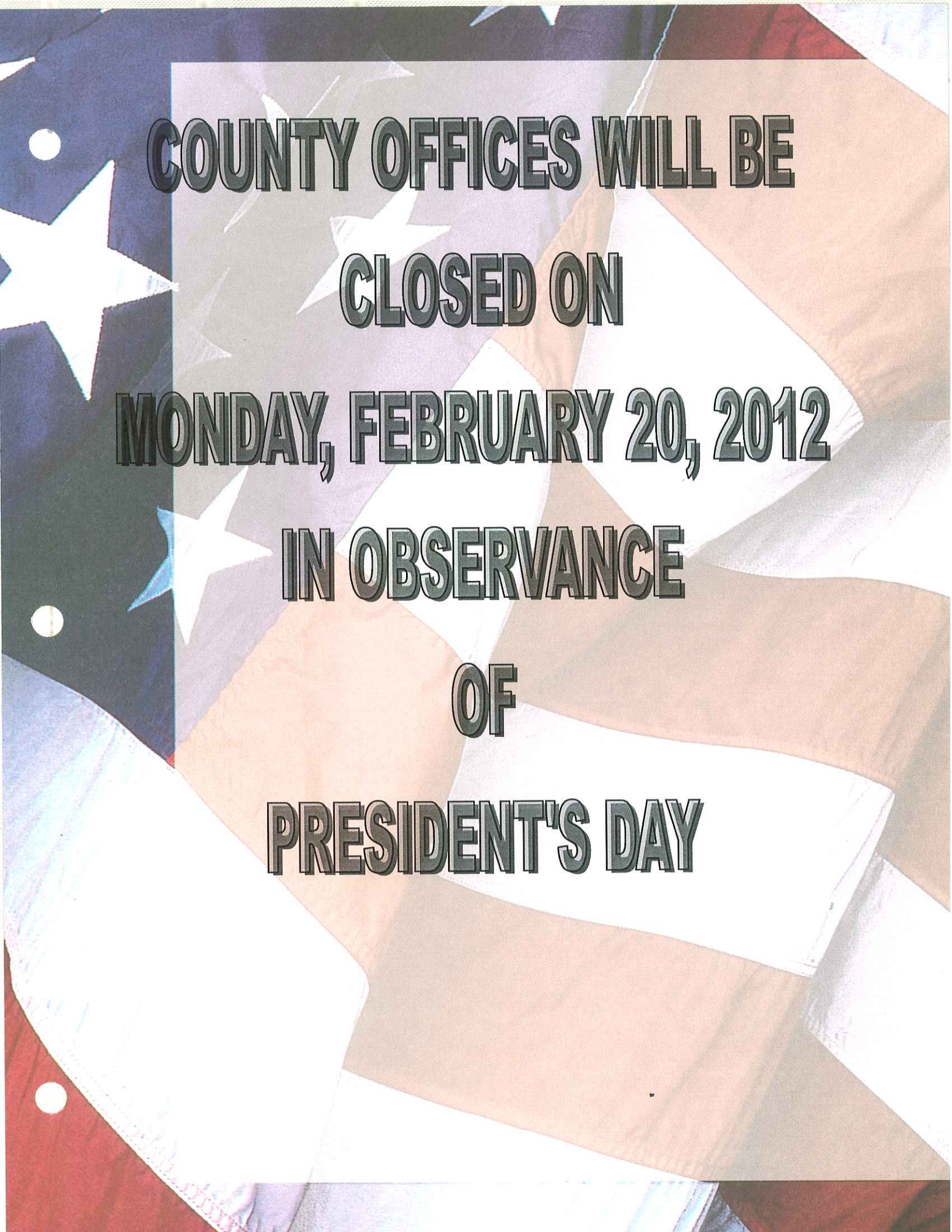
The bond(s) is in compliance with the County Bonding Policy. If you have any questions, please give me a call.

RLG:rfb

RECEIVED

FEB 01 2012

JEFFERSON COUNTY COMMISSION

The background of the entire page is a close-up, slightly blurred image of the American flag, showing the stars and stripes in shades of blue, red, and white. The text is overlaid on this background in a bold, black, sans-serif font with a white outline and a slight drop shadow.

**COUNTY OFFICES WILL BE  
CLOSED ON  
MONDAY, FEBRUARY 20, 2012  
IN OBSERVANCE  
OF  
PRESIDENT'S DAY**



2211 Washington Street East  
 Charleston, WV 25311-2118  
 Phone: (304) 346.0591  
 Fax: (304) 346.0592

**FAX**

Patricia L. Hamill  
 Executive Direc

**TO: ALL COUNTY OFFICIALS & STAFF ATTENDING THE 2012 ANNUAL MEETING**

**RE: WORKSHOP OFFERINGS AT WVACO ANNUAL MEETING & VALENTINE'S DAY LUNCHEON RSVP**

**PLAN TO ARRIVE IN TIME ON SUNDAY TO PARTICIPATE IN ONE OF THE FOLLOWING WORKSHOPS BEGINNING AT 3:00 P.M.:**

**LEADERSHIP WORKSHOPS – SUNDAY, FEBRUARY 13<sup>TH</sup> 3:00 - 4:00**

**(1) “Cell Towers & Wireless Applications: Fair Profit-Minimum Effort!!”**

How a county can maintain control of the wireless application process and increase non-tax revenue. *Presented by Brian Tregoning, Fox Engineering*

**(2) “What Every Officer and Official Should Know about County Government Legal Liability” - Jason Wannell, Bailey and Wyant PLLC.**

This workshop will discuss common claims against political subdivisions and their officers and officials, strategies for avoiding and handling them, as well as immunities that exist.

**(3) “Protect, Provide and Prosper from the Oil & Gas Rush.” - Todd Larson, Cott Systems**

Have faith! There are options available to help protect, provide and prosper from the Oil & Gas Rush.

**4:30 – 5:30 ENCORE PRESENTATION OF “LIVING MONUMENTS – WEST VIRGINIA’S COURTHOUSES” (Winner of 2011 Spirit of West Virginia Award from the WV Division of Tourism)**

***Relax and enjoy the movie – complete with popcorn!***

**MONDAY’S ENERGIZING WORKSHOPS 11:00 a.m. - Noon**

**(1) How Can Energy Fund Our Future? Ted Boettner, Director of the WV Center on Budget & Policy**

- (2) Harnessing the Marcellus Energy for Counties - Stacy Brodak, Chesapeake Energy
- (3) Energy Efficiency: Saving Energy = Saving Money - Cathy Kunkel, Energy Efficient WV
- (4) A Healthy Choice is Your Choice - Ann Berry, Cassie Waugh & Emily Murphy, WVU Extension Service
- (5) Extending County Services through Broadband and E-government. Informative discussion about the progress of the Broadband project and how to take advantage of the opportunities it brings.
- (6) Tackling a Taxing Task - Allen Bleigh, Kanawha County & Harry Stewart, Pitney Bowes

PLEASE JOIN US FOR A

**VALENTINE'S DAY LUNCHEON RECEPTION AT THE GOVERNOR'S MANSION**

TUESDAY, FEBRUARY 14<sup>TH</sup>

11:00 A.M. TO 1:00 P.M.

ENJOY THIS OPPORTUNITY TO VISIT THE GOVERNOR'S MANSION AND HAVE A LIGHT LUNCHEON AND VISIT THE CAPITOL.

TROLLEY TRANSPORTATION WILL BE PROVIDED

THE COST OF THE LUNCHEON IS INCLUDED IN YOUR ANNUAL MEETING REGISGTRATION. PLEASE LET US KNOW IF YOU WILL BE ATTENDING:

\_\_\_\_\_ YES, I PLAN TO ATTEND THE VALENTINE'S DAY LUNCHEON!

\_\_\_\_\_ I WILL BE UNABLE TO STAY FOR THE TUESDAY LUNCHEON.

NAME \_\_\_\_\_



MARYLAND TRANSIT ADMINISTRATION

MARYLAND DEPARTMENT OF TRANSPORTATION

Martin O'Malley, Governor • Anthony G. Brown, Lt. Governor  
Beverly K. Swaim-Staley, Secretary • Ralign T. Wells, Administrator

February 2, 2012

The Honorable Patsy A. Noland  
President  
Jefferson County Commission  
124 East Washington Street  
PO Box 250  
Charles Town WV 25414

Dear President Noland:

Thank you for your January 18, 2012 letter regarding proposed changes by the Maryland Transit Administration (MTA) to the MARC Brunswick Line schedule. I appreciate the opportunity to respond to your concerns.

Originally, the MTA proposed to implement changes to the MARC Brunswick Line schedule on January 30. However, based on the feedback that MTA received we have made the decision not to implement any changes to the Brunswick Line schedule at this moment. Instead, the MTA will take some additional time to work on any revisions to the Brunswick schedule. We will incorporate the feedback that we have received and will take into account the scheduling of CSX Transportation which owns and operates the Brunswick Line.

There is no target date for announcing any new schedule adjustments. Once a proposal is finalized, the MTA will again hold station and community-based town hall meetings in order to solicit the feedback of all stakeholders before implementing any changes. I trust that you will find this information helpful.

Thank you, again, for your letter. If you have any additional questions or concerns on this matter, please contact Mr. John Hovatter, MTA Director of MARC Train and Commuter Bus Services, at 410-454-7265 or by email at [jhovatter1@mta.maryland.gov](mailto:jhovatter1@mta.maryland.gov).

Sincerely,

Ralign T. Wells  
Administrator

RECEIVED

FEB 06 2012

Jefferson County Commission

cc: Mr. John Hovatter, Director, MARC Train and Commuter Bus Services, MTA

# WVACO

## The County Line

A monthly publication of the West Virginia Association of Counties

JANUARY 2012 | Number 190

### ENERGIZING THE FUTURE OF COUNTIES

#### Theme of 2012 Annual Meeting

FEBRUARY 12-14, 2012  
Charleston Embassy Suites

**KEYNOTE SPEAKER NEAL PETERSEN -**  
**THERE ARE NO BARRIERS - ONLY SOLUTIONS!**



Neal Petersen has completed two amazing journeys in his life: a single-handed yacht race around the world, 27,000 miles, nine months at sea, alone, and in a yacht he designed and built himself. And an even more arduous and eventful trip of overcoming racial prejudice during the Apartheid era in South Africa, poverty, and a childhood physical disability, just to make it to the start line! While sharing his riveting life story - and philosophy, Neal's personal messages and unique delivery will open the mind, with new hope and a determination to break down the barriers, real or perceived, that now exist and to take adversity head on and demonstrate that with determination and hard work you can achieve your goals.

**4:30—5:30 A SPECIAL Showing of the award winning.....**  
*"Living Monuments - West Virginia's Courthouses"*  
*(complete with popcorn!)*



### GOVERNOR TOMBLIN, SENATOR MANCHIN - LUNCHEON SPEAKERS

Leadership  
Workshops

Light Valentine Luncheon  
Reception at  
Governor's Mansion

Networking

Energizing  
Workshops



### THE President's View

We are closely approaching the WVACO 2012 Annual Conference, February 12-14. This year's theme is "Energizing the Future of Counties", meaning let's kick it up a notch and move towards the vision we must all keep in focus.

One of the initiatives of my presidency is to instill the core values of the WVACO in each of us such as strength in unity, devotion, pride and loyalty to duty, collective team work, have respect, concern and understanding for each other.

The vision that the WVAC Board of Directors adopted at our board retreat is "I be strong, unified partners"

### A GUIDE TO LEGISLATIVE JARGON

#### Some of the Terms Used in the Language of Legislation

- Chambers: the two areas set aside for meetings of the entire membership of the House and Senate (also referred to as "the floor"). "The bill is on the floor" means that it is out of committee and before the entire body of the House or Senate
- Christmas Tree: a bill that has had several amendments added to it. "We had to kill the bill because it got Christmas treed." (Also called "loving a bill to death").
- Committee Substitute: an amended version of an introduced bill as recommended by a committee, generally offered when there are numerous amendments or substantial rewriting of an introduced bill (often referred to as a "com sub").
- Concurrence: the action of one body in agreeing to or approving a proposal or action of the other body (as in "the Senate concurs with the House amendments").
- Double Referenced: a bills gets assigned to two committees instead of just one
- Enrolled Bill: the final version of a bill, as passed by both bodies

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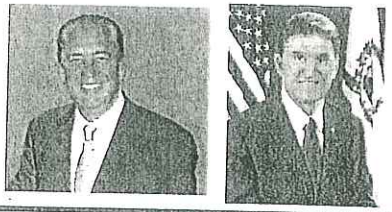
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WEST VIRGINIA ASSOCIATION OF COUNTIES  
2211 WASHINGTON STREET, EAST  
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Patti Hamilton EXECUTIVE DIRECTOR  
Kathy Yates MEMEBR SERVICES COORDINATOR  
Crystal Young EXECUTIVE ASSISTANT  
Jack C McClung LEGAL COUNSEL

## WVACO Board of Directors

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<b>IMMEDIATE PAST PRESIDENT</b>		
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Michael Sparks	McDowell County Prosecutor	235-0350
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Janice Cosco	Marion County	367-5445
Diana Cromley	Mason County	675-1997
Jamie Six	Wood County	424-1850
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Cheryl Romano	Harrison County	624-8510
Helen Phillips	Upshur County	472-4650
Artene Mossor	Ritchie County	643-2164
<b>RECUIT CLERKS</b>		
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Chris Chiles	Cabell County	526-8653
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Leckta Poling	Barbour County	457-1811
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Tom McComas	Cabell County	526-8663
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John Gruzinskias	Marshall County Sheriff	843-1552
Jean Friend	Monongalia County Circuit Clerk	291-7240
David "Bugs" Stover	Wyoming County Circuit Clerk	722-8000
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**1(888)822-6772**

## ROANE County

The Robey Theatre has been a landmark in Spencer since 1911 and continues to serve the moviegoers in the area. It is one of the first theatres in the region to install sound equipment. It underwent a remodeling and expansion in the summer of 1926. A concession stand serves not only the movie audience but also customers along the front sidewalk.



JANUARY 2012

► **House of Origin:** the body in which a bill or resolution is introduced

► **Journal:** the formal, written record of floor proceedings printed daily by the clerk of each body (can be picked up outside Journal Room on ground floor at the rotunda area; also available on the legislative web site). The Journal also contains that day's agenda for the floor session.

► **Motion to Lie Over:** consider the bill at the next or a subsequent meeting

► **Motion to Postpone Indefinitely:** delay action, usually forever. "PPI'd" usually indicates a dead bill

► **Readings:** the three stages a bill must go through on the floor of a chamber; 1<sup>st</sup> reading is informational; 2<sup>nd</sup> reading is amendment stage; and 3<sup>rd</sup> reading is passage stage

► **Title:** a concise statement of the contents of a bill; it is a constitutional requirement in WV that the title accurately and completely reflect the content of the bill

► **Well:** the round area at the center of the Capitol between the chambers; often used as a meeting place, as in "Meet me at the well."

**SB or HB** – Senate Bill or House Bill

**SR or HR** – Senate or House Resolution

**SCR or HCR** – Senate or House Concurrent Resolution

**SJR or HJR** – Senate or House Joint Resolution (Proposed Constitutional Amendments)

**Com Sub** – Committee Substitute



**WVACO**  
WEST VIRGINIA ASSOCIATION OF COUNTIES

**Energizing**  
THE FUTURE OF  
**Counties**

**February 12-14, 2012 \* Charleston Embassy Suites**

## Our Sympathy

goes to Wirt County Assessor Debbie Hennen on the death of her 16 year old daughter Sarah.

## How's Your WV-IQ?

Answers on Page 7

- The first US parking building was opened September 1941 in what county of WV?**  
(a) McDowell (c) Jackson  
(b) Summers (d) Mason
- Where was the first World War I Veterans Memorial built?**  
(a) Welch (McDowell) (b) Bluefield (Mercer)  
(c) Beckley (Raleigh) (d) Charleston (Kanawha)
- How many municipalities in WV have names that are palindromes?**  
(a) 2 (b) 5  
(c) 4 (d) 3
- In what WV town did they receive 35 inches of snow on February 11, 1983?**  
(a) Glen Gary (b) Fayetteville  
(c) Kenova (d) Wheeling
- It was May 1992 when the Bunker, in Greenbrier County, was revealed.**  
(a) True (b) False
- West Virginia is the 41 biggest state in the USA.**  
(a) True (b) False
- Cass Gilbert, the architect that designed the WV Capitol, designed the capitol of Minnesota and Arkansas.**  
(a) True (b) False

### WV STATE TREASURER'S CLASSES AVAILABLE

Classes are free of charge to all state, county and local government employees. To ensure personal attention to participants, class size is limited to 12 seats. To register for class, please email [training@wvsto.com](mailto:training@wvsto.com).

February 2012		
2	- ACCESS 2010, Foundations	9-4
14	- EXCEL 2010, Intermediate	9-4
16	- WORD 2010, Intermediate	9-4
23	- OUTLOOK 2010, Intermediate	9-4
28	- ACCESS 2010, Intermediate	9-4
March		
8	- EXCEL 2010, Advanced	9-4
13	- WORD 2010, Advanced	9-4
15	- OUTLOOK 2010, Advanced	9-4
22	- ACCESS 2010, Advanced	9 - 4

Contact Hours & Certificates - In order to assist you in your professional development, our classes have been approved by the West Virginia Board of Accountancy for Continuing Professional Education credit. The number of instructional or contact hours are indicated on each class certificate. Certificates are distributed at the end of class.

"Dedication is not what others expect of you, it is what you can give to others." ANONYMOUS



# Calendar of Events

- FEBRUARY 12-14, 2012** WVACo 2012 Annual Conference  
Charleston Embassy Suites, Kanawha County
- MARCH 21-22, 2012** WV EXPO  
Charleston Civic Center, Kanawha County
- MAY 21-24, 2012** Association of WV Assessors Annual Conference  
Glade Springs Resort, Raleigh County

## Legislative Calendar 2012



Mark your calendar

- January 11 – First Day (WV Const. Art. VI, §18)
- January 30 – Twentieth Day; Legislative Rulemaking Review bills due
- February 20 – Forty-first Day; Last day to introduce bills in Senate and House (Senate Rule 14) (House Rule 91a); Does not apply to originating or supplementary appropriation bills
- February 26 – Forty-seventh Day; Bills due out of committee in house of origin to ensure three full days for readings
- February 29 – Fiftieth Day; Last day to consider bill on 3<sup>rd</sup> reading in house or origin (Joint Rule 5b)
- March 10 – Sixtieth Day; Adjournment at Midnight (WV Const. Art. VI, §22)

## Best wishes to.....

Gearl Raynes, appointed by the Berkeley County Commission to serve as Assessor after the resignation of Patsy Kilmer.

Tim Ennis, long-time member of the House of Delegates, appointed to fill the vacancy left by the death of Brooke County Commissioner Bernie Kazienko.

The new Randolph Prosecutor, Michael Parker, appointed by the Randolph County Commission.

Mr. Guy Ward, appointed by the Marion County Commission to serve as Commissioner after the death of Mr. Wayne Stutler.

**Watch your email and fax line for the WVACo County Legislative Line!!**

## MEMBER PROFILE: JEAN FRIEND Monongalia County Circuit Clerk



- Years in office:** 51 Clerk, 3 1/2 as Deputy Clerk
- Education:** High School and some Business College
- My favorite sport is:** Mountaineer Football
- The hardest thing I have done:** Losing my Mother
- You would be surprised to know:** I love to bake and garden.
- I'm most proud of:** my years as an elected county official.
- My favorite meal is:** seafood.
- The last book I read was:** Game Change—Obama & the Clintons: McCain & Palin, and the Race of a Lifetime
- Three people (living or dead) I'd invite to dinner:** My mother, J. F. Kennedy and Bill Clinton
- My favorite movie is:** Second Hand Lions
- My favorite music is:** Country
- My pet peeve is:** pretentious people.
- My motto is:** Don't make promises you can't keep.

## RECIPE OF THE MONTH

### Zippy Egg Salad



- 3 hard-cooked eggs
- 1 Tbsp prepared mustard
- 1/8 Tbsp pepper
- 1 Tbsp minced green onion
- 3 Tbsp mayonnaise
- 1/8 Tbsp salt
- 1/8 Tbsp lemon juice

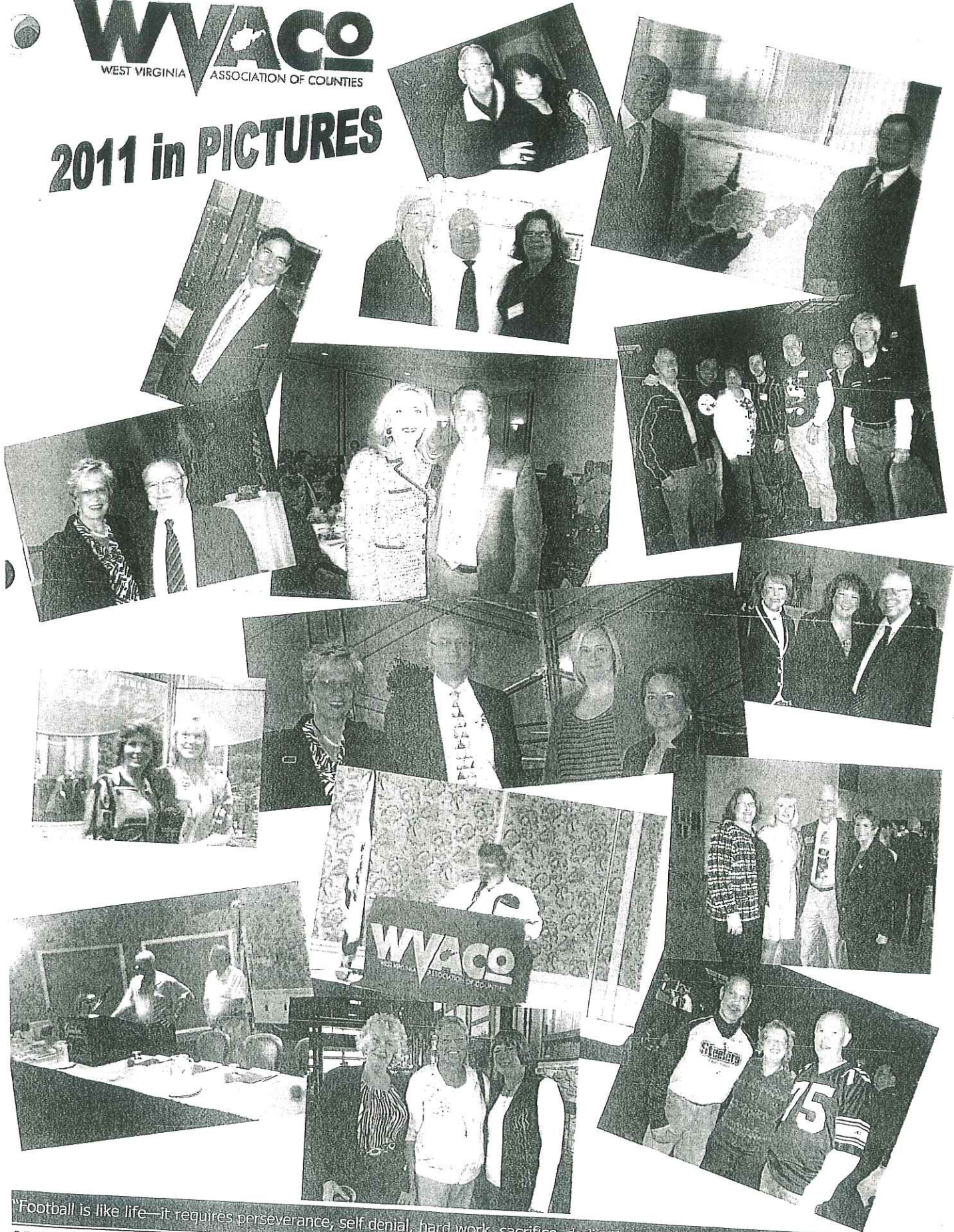
In a small bowl, combine mayonnaise, mustard, salt, pepper and lemon juice. Stir in eggs with a fork, chopping them into bite-sized pieces. Add green onion. Makes two servings.

"Dreams and dedication are a powerful combination." WILLIAM LONGGOOD

The County Line



**2011 in PICTURES**



"Football is like life—it requires perseverance, self denial, hard work, sacrifice, dedication and respect." - VINCE LOMBARDI

## NACO WEBINARS AVAILABLE

Join thousands of county officials and staff around the country in timely, practical education in one or more of the many topics on NACO's agenda. Webinars in the "Members Only Education" are available exclusively to NACO members. Other topics are provided by NACO in partnership with governmental and corporate organizations in the interest of all county governments.

Register by clicking on the webinar(s) at [www.naco.org](http://www.naco.org) or call the number listed. After registering, you will receive a confirmation email. If you do not receive the confirmation, please check your junk mail or spam folder, or contact your IT department to ensure emails pass through in the future. When you join the webinar, you'll hear the presentation live by your choice of either phone or computer, and you'll see the presentation on your computer screen. If you choose computer for your audio preference, please ensure that your speakers are connected to your computer.

If you have any questions, please contact Amanda Odorimah, Educational Services Associate, at [aodorimah@naco.org](mailto:aodorimah@naco.org) or 202.942.4225. Or call us at the WVACO, 304-346-0591.

### MEMBERS ONLY

**Developing a Social Media Policy That's Right for Your County**  
Wednesday, February 08, 2012

2:00 PM - 3:15 PM Eastern Time

More counties are utilizing social media communications tools every day. But what are the rules? Explore the issues your county should consider when developing a countywide social media policy, such as employee access and conduct, content, security and legal matters. Learn directly from county representatives who have developed social media policies for their county.

### GENERAL AUDIENCE

**Introduction to Generating Wind Power for Your Local Communities**

Thursday, January 12, 2012

2:00 PM - 3:15 PM Eastern Time

Today many county leaders understand how solar power works and how it can be used to power local facilities, but most believe that wind power is different—that it can only be produced by large utilities. Learn how distributed wind power enables local communities to power their own facilities.

Contact: Jared Lang, [jiang@naco.org](mailto:jiang@naco.org) or 202.942.4224

**Enhancing Local Criminal Justice Practice with a Criminal Justice Coordinating Council**

Thursday, February 02, 2012

2:00 PM - 3:15 PM Eastern Time

As counties face budget deficits, local criminal justice systems are being forced to use increasingly limited resources as wisely as possible. A criminal justice coordinating council (CJCC) is a great resource for counties that want to gain a better understanding of their local criminal justice system, to develop greater cooperation among agencies and units of local government, and to establish more effective resource allocation. Join this webinar to learn how to develop a CJCC or enhance your existing CJCC.

## TECHNICAL TIDBITS

By Kathy Yates, Member Services Coordinator



Did you think file management was just for paper files? Think again. It's just as important to keep the files on your computer organized and up-to-date. Just as with paper files, the goal of computer file management is to ensure that you can find what you're looking for, even if you're looking for it years after its creation. These file management tips may help you keep your files accessible:

### ► Organize by file types.

Create a file folder to keep certain file types together. For instance, create a file folder for subjects, by year or type of file

### ► One place for all.

Place all documents in the My Documents folder and no where else. This will make it easier to find things and to run backups.

### ► Create folders in My Documents.

These are the drawers of your computer's filing cabinet, so to speak. Use plain language to name your folders.

### ► Nest folders within folders.

Create other folders within these main folders as need arises. For instance, a folder called "Invoices" might contain folders called "2010", "2009" and "2008". The goal is to have every file in a folder rather than having a bunch of orphan files listed.

### ► Follow the file naming conventions.

Do not use spaces in file names, keep file names under 27 characters, and use all lower case. So a file named for a client should be jackdawson rather than Jack Dawson.

### ► Be specific.

Give files logical, specific names and include dates in file names if possible.

### ► File as you go.

The best time to file a document is when you first create it. So get in the habit of using the "Save As" dialogue box to file your document as well as name it, putting it in the right place in the first place.

### ► Order your files for your convenience.

If there are folders or files that you use a lot, force them to the top of the file list by renaming them with a ! or an AA at the beginning of the file name.

### ► Cull your files regularly.

In your main collection of folders in My Documents, create a folder called "Old" or "Inactive" and move old files into it when you come across them.

### ► Back up your files regularly.

Whether you're copying your files onto another drive or onto tape, it's important to set up and follow a regular back up regimen.

The search function is a wonderful thing but it will never match the ease of being able to go directly to a folder or file. If you follow these file management tips consistently, even if you don't know where something is, you know where it should be - a huge advantage when it comes to finding what you're looking for.

"If you believe in yourself and have dedication and pride—and never quit, you'll be a winner." - PAUL BRYANT

The County Line



The WVACo Executive Operations Committee visits with Governor Earl Ray Tomblin and Ms. Becky Neal.

(right to left) President Jerry Berry, Summers County Commissioner, Patti Hamilton, Executive Director, Jim Childers, Greenbrier County Sheriff, Jan Pest, Marshall County Clerk, Betsy Castle, Preston County Circuit Clerk, Donnie Tenney, Upshur County Commissioner, Governor Earl Ray Tomblin, Jamie Six, Wood County Circuit Clerk, Michael Sparks, Mingo County Prosecuting Attorney and Ms. Becky Neal, Assistant to the Governor.



### Transportation Day At The W.Va. Capitol Groups United In Call For Transportation Plan

West Virginians for Better Transportation (WVBT) and several partner groups yesterday announced they will be developing a coordinated campaign with the goal of getting state leaders to develop and enact a long-term plan to address the state's transportation needs. The announcement was made as part of the group's first-ever Transportation Day at the Capitol. David "Bugs" Stover, Wyoming County Circuit Clerk and Kathy Yates, WVACo Member Services Coordinator, represented the WVACo.

## COUNTY WELLNESS.....

Of all the health problems that can plague us, those involving our teeth are probably the most preventable. A few simple habits that most of us learned as children are pretty much all you need to maintain good oral hygiene.



Proper technique can make all the difference in the world when cleaning teeth. Here are a helpful hints to keep your teeth healthy:

- Brush Your Teeth Daily - Brushing your teeth is important to defend against cavities and periodontal disease. Proper brushing technique is just as important.
  - Floss Your Teeth - Regular flossing is your best defense against gum disease, and it also fights cavities and decay. Good flossing technique will help you remove debris between the teeth, preventing gingivitis and periodontitis.
  - Whiten Your Teeth - Some stains can be cleaned by regular visits to the dentist, while others require more aggressive measures. Brushing and flossing regularly is the best way to prevent stains. Professional bleaching can be effective in returning your teeth to a glimmering state.
  - An Anticavity Diet - To promote strong, healthy teeth, eat a diet rich in calcium, vitamin D, vitamin C, and fluoride. Simple sugars and starchy foods are a banquet feast for oral bacteria. A diet that is full of sugars and over-processed foods can eventually lead to decay, even in the mouths of the most avid brushers and flossers.
  - Visiting the Dentist - Don't let anxiety keep you away from the dentist's office -- the dentist is an important partner in maintaining your oral health. During a professional cleaning, the dentist or hygienist removes tartar and polishes the surface of your teeth, making it harder for plaque and tartar to adhere to them.
- Your teeth need lots of care and attention to ensure life-long good oral health. Visit the links below for more information about protecting and caring for your teeth.

Good oral hygiene helps in preventing other disorders in the body. If you do not have dental coverage please contact Kathy at the WVACo office, 304-346-0591. We have the WVACo Dental and Vision policy available for all local governments.

### Test your WV-IQ:

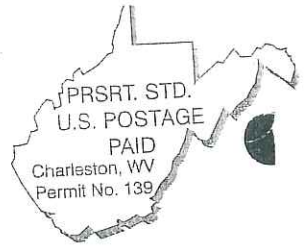
#### Answers for the quiz on page 3

1. (c) McDowell County, Welch
2. (a) Kanawha County, 1500 block of Virginia St, Charleston
3. (b) 5, Ada (Mercer), Amma (Roane), Okonoko (Hampshire), Otto (Roane), Reger (Upshur)
4. (a) Glen Gary, Berkeley County
5. (a) True
6. (a) True
7. (b) True, also US Treasury Annex and US





2211 Washington Street East  
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Energizing  
THE FUTURE OF  
Counties



15\*\*\*\*\*MIXED AADC 450  
TIM BOYDE  
JEFFERSON COUNTY ADMINISTRATOR  
PO BOX 250  
CHARLES TOWN, WV 25414-0250

### Direct to You

The second session of the 80<sup>th</sup> Legislature is in full swing, beginning January 11<sup>th</sup> with the State of the State address. More than ever, county officials have to work together to accomplish legislative goals. That's why this year, President Jerry Berry's initiative is "Together We're Stronger." We will be emphasizing our unified voice on information that we provide to the Legislature and others as we work on and accomplish our initiatives and goals.

The Governor's Reception prior to the State of the State address featured a display of the Beef O'Brady Bowl game trophy won by Marshall University and the Orange Bowl trophy won by the record-breaking

Mountaineers!  
Shown here are WVU players Cody Nutter and Tyler Rader with me, Rudi Raynes-Kidder, Executive Director of the WV Sheriffs' Association, and Carrie Clendening, Legislative Liaison for Kanawha County Commission.



Patti

### President's View Continued from page 1

in creating a better West Virginia." Our mission is "To achieve uni of purpose among elected county officials in order to promote ti professionalism, innovation, and preservation of county governme for the benefit of the citizens they serve to create a better We Virginia."

This year's WVACO Annual Conference includes wonder energizing workshops on Sunday and Monday, Neal Peterson v speak during the general session, a special showing of the "Liv Monuments - West Virginia Courthouses" on Sunday, and mu more educational and networking opportunities.

Please plan to attend and remember.....



together  
"WE'RE stronger"

Jerry Berry



# Impact Fee Status Report

## January 2012

Department of Capital Planning and Management/Office of Impact Fees

### Summary

Date Range: Sunday 1 through Tuesday 31 January 2012

Report Date: 01 February 2012.

Process Number Range: 1200001-1200012

Total Applications: 12

Total Non-Exempt: 11

*Of which:*

Commercial: 2

Residential: 9

*Of which:*

County: 6

Municipal: 3

Total Exempt: 1

*Of which:*

Commercial: 0

Residential: 1

*Of which:*

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for the month of January 2012:

**Table 1. Form 100 Tallies**

	Exempt	Commercial	Residential	Total
1-31 January 2012	1	2	9	
Fees collected		\$\$\$3,231.00	\$116,844.00	\$120,075.00
<i>Of which</i>				
School Impact Fee			\$102,222.00	\$102,222.00
Law Enforcement Fee		\$166	\$1,572.00	\$1,738.00
Parks & Recreation Fee			\$6,768.00	\$6,768.00
Fire & EMS Fee		\$3,065.00	\$6,282.00	\$9,347.00

**Table 2. Financial Data – Department of Impact Fees General Account (3111776)**

Description	Amount
Opening Statement Balance (1 January 2012)	\$82,196.90
January Deposits (1 – 31 January 2012) /1	\$120,075.00
Interest Earned (31 January 11)	\$32.71
School Dec Transactions (withdraws via transfer on 12 January 2012)	(\$45,453.94)
Law Dec Transactions (withdraws via transfer on 12 January 2012)	(\$695.40)
Parks & Rec Dec Transactions (withdraws via transfer on 12 Jan 2012)	(\$3,009.60)
Fire & EMS NDecov Transactions (withdraws via transfer on 12 Jan 2012)	(\$33,037.96)
Ending Statement Balance 31 January 2012)	\$120,107.71
<i>Outstanding Credits (deposits through 01 February 2012)</i>	<i>\$0.00</i>

/1 includes outstanding deposit of \$13,070 from 30 September.

**Table 3. Financial Data – School Impact Fee Account (3107582)**

Description	Amount
Opening Balance (1 January 2012)	\$883,130.55
Interest Earned (31 January 2012)	\$387.48
Dec Transactions (deposits via transfer on 13 January 2012)	\$45,453.94
Ending Balance (31 January 2012)	\$928,971.97

**Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)**

Description	Amount
Opening Balance (1 January 2012)	\$58,370.37
Interest Earned (31 January 2012)	\$24.98
Dec Transactions (deposits via transfer on 13 January 2012)	\$695.40
Ending Balance (31 January 2012)	\$59,090.75

**Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)**

Description	Amount
Opening Balance (1 January 2012)	\$250,207.60
Interest Earned (31 January 2012)	\$103.17
Dec Transactions (deposits via transfer on 13 January 2012)	\$3,009.60
Requisition 11R0072 CHK 105	(\$21,981.80)
Bank Ending Balance (31 January 2012)	\$231,338.57

**Table 6. Financial Data – Fire & EMS Impact Fee Account (3122816)**

Description	Amount
Opening Balance (1 January 2012)	\$116,260.07
Interest Earned (31 January 2012)	\$58.42
Dec Transactions (deposits via transfer on 13 January 2012)	\$33,037.96
Bank Ending Balance (31 January 2012)	\$149,356.45
Outstanding Check: Requisition 11R0075 CHK112	(\$11,710.00)
	\$137,646.45

**Table 7. Total Impact Fees as of 01 February 2012 /1**

Description	Amount
Department of Impact Fees General Account	\$120,107.71
School Impact Fee Account	\$928,971.97
Law Enforcement Fee Account	\$59,090.75
Parks & Recreation Impact Fee Account	\$231,338.57
Fire & EMS Impact Fee Account	\$137,646.45
<b>Total</b>	<b>\$1,477,155.45</b>

Notes:

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

# Form 100 Transaction Summary

Jefferson County Government – Department of Impact Fees

Applications with IFC Signature Dates/Form 190 Processing Dates between Sunday, January 01, 2012 and Tuesday, January 31, 2012

Number	Date	Last Name	First Name	Tax District	Page	Parcel	Fee	Date	Exemption Reason
1200002	01/04/2012	Herbert	Shasta Corp Inc.	09	864	107 24A 54	\$0.00	01/04/2012	Form 200

## Example Applications

Category Count: 1      Category Total      \$0.00

## Non-Exempt Applications

Number	Date	Last Name	First Name	Tax District	Page	Parcel	Fee	Date	Exemption Reason
1200001	01/04/2012	Justin Henry	Panhandle	04 Harpers Ferry	1059	229 22	\$13,070.00	01/04/2012	N/A
1200003	01/11/2012		Arcadia	03 Charles Town		12A 98	\$12,808.00	01/11/2012	N/A
1200004	01/11/2012		Arcadia	03 Charles Town		12A 97	\$12,808.00	01/11/2012	N/A
1200005	01/12/2012	Chad Johnson	Builders	02 Charles Town	1068	60 16A 49	\$13,070.00	01/12/2012	N/A
1200006	01/13/2012		Dan Ryan	02 Charles Town	1018	71 6A 55	\$13,070.00	01/13/2012	N/A
1200007	01/23/2012		DALB, INC.	02 Charles Town	597	267 2 1.10	\$195.00	01/23/2012	N/A
1200008	01/24/2012	Tim	Southern Home	02 Charles Town	1091	51 6.1 138	\$13,070.00	01/24/2012	N/A
1200009	01/27/2012	Santacroce	Jeff	09	1037	144 18 6.1	\$13,070.00	01/27/2012	N/A
1200010	01/27/2012		Dan Ryan	03 Charles Town		11D 95	\$12,808.00	01/27/2012	N/A
1200011	01/27/2012	Snelson	William	07 Middleway	1063	294 8 2.20	\$13,070.00	01/27/2012	N/A
1200012	01/31/2012		Sur-Loc-Flooring	02 Charles Town	1080	745 1 142	\$3,036.00	01/31/2012	N/A

Category Count: 11      Category Total      \$120,075.00  
 Grand Total      \$120,075.00

JEFFERSON COUNTY, WEST VIRGINIA  
Department of Capital Planning and Management  
114 East Washington Street  
Charles Town, West Virginia 25414

COPY

F. Mark Schiavone  
Director  
Impact Fee Coordinator

Phone: (304) 728-3331  
Fax: (304) 724-2178  
mschiavone@jeffersoncountywv.org

MEMORANDUM

TO: Sandy McDonald, Vivian Fields, and Teresa Hendricks  
FROM: F. Mark Schiavone *Fms/DAM*  
DATE: Thursday, 02 February 2012  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Schools Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2012.

This transfer consists of two components:

- Impact Fee Process Numbers **1200001** through **1200012**, inclusive. Within this range there were 9 non-exempt impact fee payments. This amounts to **\$102,222.00**.
- Interest earned by the Office of Impact Fees General Account in January 2012 amounts to **\$32.71**, of which **\$27.80** is attributed to fees collected for Schools.

**As per the attached invoice, the total amount of this transfer is \$102,249.80.**

**Check # 836**

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

Number: 12001

Date: 2/1/2012

**Bill To:**Department of Capital Planning and Management  
114 E. Washington Street  
Charles Town, WV 25414**Pay To:**Jefferson County Sheriff  
102 Industrial Blvd.  
Suite 100  
Kearneysville, WV 25430**P.O. Number**

0

**Vendor Number****Dept./Line****Item # Charged****Description****Amount**

	Impact Fee payments collected for month of January 2012 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582).	\$102,222.00
	Interest earned by the Office of Impact Fees General Account January 2012.	\$27.80
	Impact Fee Process Numbers 1200001 through 1200012, inclusive. Within this range, there were 9 non-exempt impact fee payments.	
<b>Total:</b>		<b>\$102,249.80</b>

**Notes/Comments:** Transfer of funds into School Impact Fee Account (3107582).**Check Number:** 836



**Account Withdraws**  
 Department of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 836

Trace 20120201:44892.14

Date 01-Feb-12

Series 1

Recipient Sheriff of Jefferson County

Amount \$102,222.00

Account 3107582

Signature 1 Patsy Noland

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes: Transfer of January fees

Deposit Date	Process Number	Ordinance	Enact Date	Amount
05-Jan-12	1200001	2003-3	24-Nov-05	\$11,358.00
12-Jan-12	1200003	2003-3	24-Nov-05	\$11,358.00
12-Jan-12	1200004	2003-3	24-Nov-05	\$11,358.00
13-Jan-12	1200005	2003-3	24-Nov-05	\$11,358.00
17-Jan-12	1200006	2003-3	24-Nov-05	\$11,358.00
24-Jan-12	1200007	2003-3	24-Nov-05	\$0.00
25-Jan-12	1200008	2003-3	24-Nov-05	\$11,358.00
30-Jan-12	1200009	2003-3	24-Nov-05	\$11,358.00
30-Jan-12	1200010	2003-3	24-Nov-05	\$11,358.00
30-Jan-12	1200011	2003-3	24-Nov-05	\$11,358.00
31-Jan-12	1200012	2003-3	24-Nov-05	\$0.00

**Total amount for this withdraw \$102,222.00**

**Total amount for this account \$102,222.00**

**Total amount all accounts \$102,222.00**

JEFFERSON COUNTY, WEST VIRGINIA  
Department of Capital Planning and Management  
114 East Washington Street  
Charles Town, West Virginia 25414

COPY

F. Mark Schiavone  
Director  
Impact Fee Coordinator

Phone: (304) 728-3331  
Fax: (304) 724-2178  
mschiavone@jeffersoncountywv.org

MEMORANDUM

TO: Sandy McDonald, Vivian Fields, and Teresa Hendricks  
FROM: F. Mark Schiavone *FMS/DAM*  
DATE: Thursday, 02 February 2012  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2012.

This transfer consists of two components:

- Impact Fee Process Numbers **1200001** through **1200012**, inclusive. Within this range there were 8 non-exempt impact fee payments. This amounts to **\$1,738.00**.
- Interest earned by the Office of Impact Fees General Account in January 2012 amounts to **\$32.71**, of which **\$0.33** is attributed to fees collected for Law Enforcement.

**As per the attached invoice, the total amount of this transfer is \$1,738.33.**

**Check # 837**

**Jefferson County Commission**

P.O. Box 250  
 Charles Town, WV 25414

**Invoice**

Number: 12002

Date: 2/1/2012

**Bill To:**

Department of Capital Planning and Management  
 114 E. Washington Street  
 Charles Town, WV 25414

**Pay To:**

Jefferson County Sheriff  
 102 Industrial Blvd.  
 Suite 100  
 Kearneysville, WV 25430

P.O. Number

0

Vendor Number

Dept./Line Item # Charged	Description	Amount
	Impact Fee payments collected for month of January 2012 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120).	\$1,738.00
	Interest earned by the Office of Impact Fees General Account January 2012.	\$0.33
	Impact Fee Process Numbers 1200001 through 1200012, inclusive. Within this range, there were 8 non-exempt impact fee payments.	
<b>Total:</b>		<b>\$1,738.33</b>

Notes/Comments: Transfer of funds into Law Enforcement Impact Fee Account (3120120).

Check Number: 837



**Account Withdraws**  
 Department of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 837

Trace 20120201:44940.61

Date 01-Feb-12 Series 2

Recipient Sheriff of Jefferson County

Amount \$1,738.00

Account 3120120

Signature 1 Patsy Noland

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes: Transfer of January fees

Deposit Date	Process Number	Ordinance	Enact Date	Amount
05-Jan-12	1200001	2005-1	22-Mar-05	\$262.00
12-Jan-12	1200003	2005-1	22-Mar-05	\$0.00
12-Jan-12	1200004	2005-1	22-Mar-05	\$0.00
13-Jan-12	1200005	2005-1	22-Mar-05	\$262.00
17-Jan-12	1200006	2005-1	22-Mar-05	\$262.00
24-Jan-12	1200007	2005-1	22-Mar-05	\$10.00
25-Jan-12	1200008	2005-1	22-Mar-05	\$262.00
30-Jan-12	1200009	2005-1	22-Mar-05	\$262.00
30-Jan-12	1200010	2005-1	22-Mar-05	\$0.00
30-Jan-12	1200011	2005-1	22-Mar-05	\$262.00
31-Jan-12	1200012	2005-1	22-Mar-05	\$156.00
<b>Total amount for this withdraw</b>				<b>\$1,738.00</b>
<b>Total amount for this account</b>				<b>\$1,738.00</b>
<b>Total amount all accounts</b>				<b>\$1,738.00</b>

JEFFERSON COUNTY, WEST VIRGINIA  
Department of Capital Planning and Management  
114 East Washington Street  
Charles Town, West Virginia 25414

F. Mark Schiavone  
Director  
Impact Fee Coordinator

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Fax: (304) 724-2178  
mschiavone@jeffersoncountywv.org

## MEMORANDUM

TO: Sandy McDonald, Vivian Fields, and Teresa Hendricks  
FROM: F. Mark Schiavone *FMS/DMM*  
DATE: Thursday, 02 February 2012  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2012.

This transfer consists of two components:

- Impact Fee Process Numbers **1200001** through **1200012**, inclusive. Within this range there were 9 non-exempt impact fee payments. This amounts to **\$6,768.00**.
- Interest earned by the Office of Impact Fees General Account in January 2012 amounts to **\$32.71**, of which **\$1.96** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is **\$6,769.96**.

Check # 838

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

Number: 12003

Date: 2/1/2012

**Bill To:**Department of Capital Planning and Management  
114 E. Washington Street  
Charles Town, WV 25414**Pay To:**Jefferson County Sheriff  
102 Industrial Blvd.  
Suite 100  
Kearneysville, WV 25430**P.O. Number**

0

**Vendor Number****Dept./Line****Item # Charged****Description****Amount**

	Impact Fee payments collected for month of January 2012 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808).	\$6,768.00
	Interest earned by the Office of Impact Fees General Account January 2012.	\$1.96
	Impact Fee Process Numbers 1200001 through 1200012, inclusive. Within this range, there were 9 non-exempt impact fee payments.	
<b>Total:</b>		<b>\$6,769.96</b>

**Notes/Comments:** Transfer of funds into Parks & Recreation Impact Fee Account (3122808).**Check Number:** 838



**Account Withdraws**  
 Department of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 838

Trace 20120201:44986.61

Date 01-Feb-12 Series 3

Recipient Sheriff of Jefferson County

Amount \$6,768.00

Account 3122808

Signature 1 Patsy Noland

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes: Transfer of January fees

Deposit Date	Process Number	Ordinance	Enact Date	Amount
05-Jan-12	1200001	2005-2	12-May-05	\$752.00
12-Jan-12	1200003	2005-2	12-May-05	\$752.00
12-Jan-12	1200004	2005-2	12-May-05	\$752.00
13-Jan-12	1200005	2005-2	12-May-05	\$752.00
17-Jan-12	1200006	2005-2	12-May-05	\$752.00
24-Jan-12	1200007	2005-2	12-May-05	\$0.00
25-Jan-12	1200008	2005-2	12-May-05	\$752.00
30-Jan-12	1200009	2005-2	12-May-05	\$752.00
30-Jan-12	1200010	2005-2	12-May-05	\$752.00
30-Jan-12	1200011	2005-2	12-May-05	\$752.00
31-Jan-12	1200012	2005-2	12-May-05	\$0.00

Total amount for this withdraw \$6,768.00

Total amount for this account \$6,768.00

Total amount all accounts \$6,768.00

JEFFERSON COUNTY, WEST VIRGINIA  
Department of Capital Planning and Management  
114 East Washington Street  
Charles Town, West Virginia 25414

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Director  
Impact Fee Coordinator

Phone: (304) 728-3331  
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mschiavone@jeffersoncountywv.org

MEMORANDUM

TO: Sandy McDonald, Vivian Fields, and Teresa Hendricks  
FROM: F. Mark Schiavone *FMS/DMA*  
DATE: Thursday, 02 February 2012  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire & EMS Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Fire & EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2012.

This transfer consists of two components:

- Impact Fee Process Numbers **1200001** through **1200012**, inclusive. Within this range there were 11 non-exempt impact fee payments. This amounts to **\$9,347.00**.
- Interest earned by the Office of Impact Fees General Account in January 2012 amounts to **\$32.71**, of which **\$2.62** is attributed to fees collected for Fire & EMS.

**As per the attached invoice, the total amount of this transfer is \$9,349.62.**

**Check # 839**

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

Number: 12004

Date: 2/1/2012

**Bill To:**Department of Capital Planning and Management  
114 E. Washington Street  
Charles Town, WV 25414**Pay To:**Jefferson County Sheriff  
102 Industrial Blvd.  
Suite 100  
Kearneysville, WV 25430

P.O. Number

0

Vendor Number

Dept./Line

Item # Charged

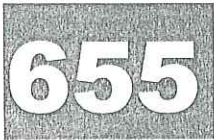
Description

Amount

	Impact Fee payments collected for month of January 2012 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Fire & EMS Impact Fees Bank Account (3122816).	\$9,347.00
	Interest earned by the Office of Impact Fees General Account January 2012.	\$2.62
	Impact Fee Process Numbers 1200001 through 1200012, inclusive. Within this range, there were 11 non-exempt impact fee payments.	
<b>Total:</b>		<b>\$9,349.62</b>

Notes/Comments: Transfer of funds into Fire &amp; EMS Impact Fee Account (3122816).

Check Number: 839



**Account Withdraws**  
Department of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 839

Trace 20120201:45030.84

Date 01-Feb-12 Series 4

Recipient Sheriff of Jefferson County

Amount \$9,347.00

Account 3122816

Signature 1 Patsy Noland

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

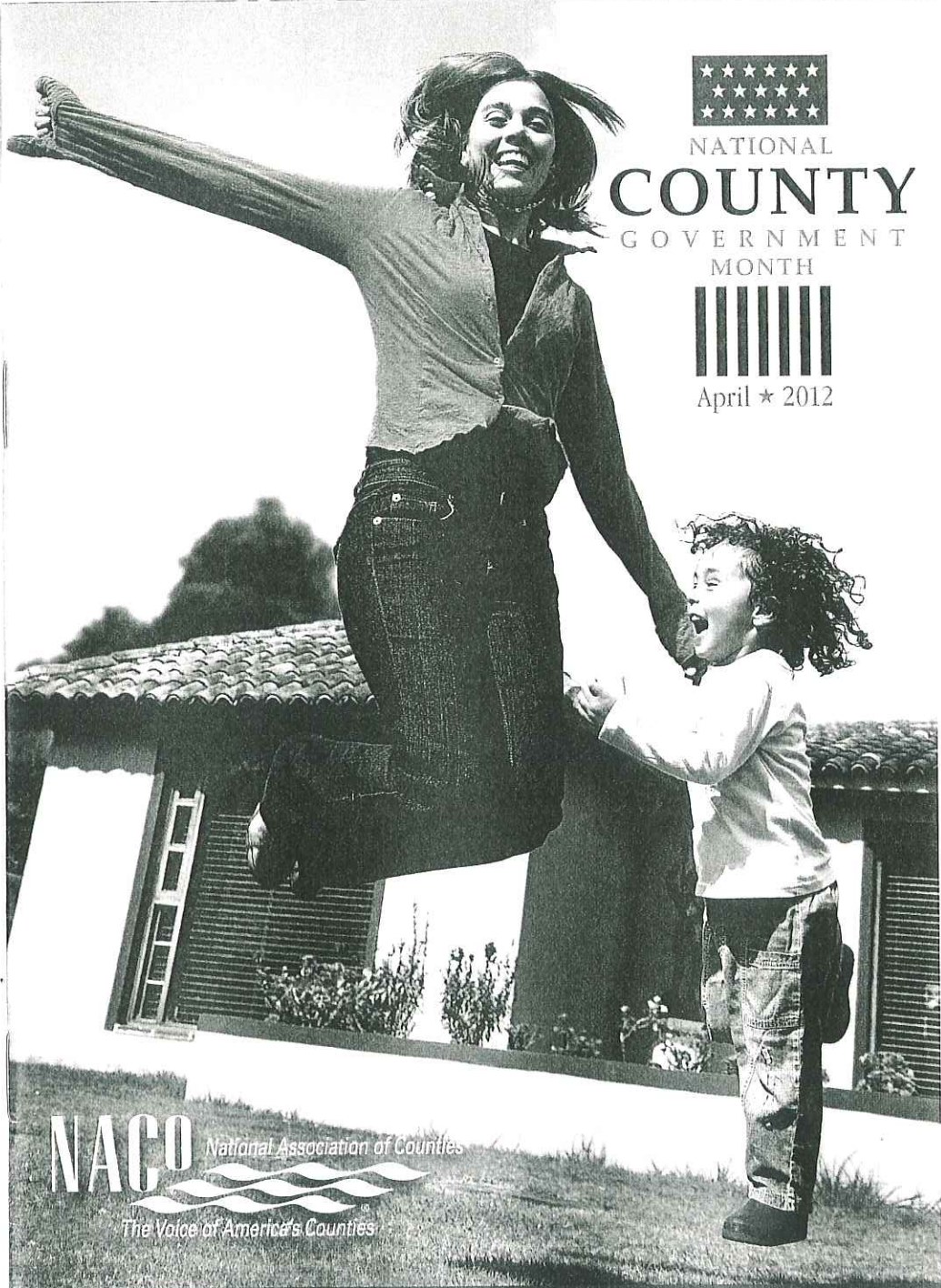
Notes: Transfer of January fees

Deposit Date	Process Number	Ordinance	Enact Date	Amount
05-Jan-12	1200001	2005-3	12-May-05	\$698.00
12-Jan-12	1200003	2005-3	12-May-05	\$698.00
12-Jan-12	1200004	2005-3	12-May-05	\$698.00
13-Jan-12	1200005	2005-3	12-May-05	\$698.00
17-Jan-12	1200006	2005-3	12-May-05	\$698.00
24-Jan-12	1200007	2005-3	12-May-05	\$185.00
25-Jan-12	1200008	2005-3	12-May-05	\$698.00
30-Jan-12	1200009	2005-3	12-May-05	\$698.00
30-Jan-12	1200010	2005-3	12-May-05	\$698.00
30-Jan-12	1200011	2005-3	12-May-05	\$698.00
31-Jan-12	1200012	2005-3	12-May-05	\$2,880.00

**Total amount for this withdraw \$9,347.00**

**Total amount for this account \$9,347.00**

**Total amount all accounts \$9,347.00**



NATIONAL  
**COUNTY**  
GOVERNMENT  
MONTH



April ★ 2012

**NACO** National Association of Counties  
*The Voice of America's Counties*

**Healthy Counties, Healthy Families**

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**Healthy  
Counties,  
Healthy  
Families**

# Healthy Counties, Healthy Families

A Message from NACO President Lenny Eliason

Dear Fellow County Official,

We know that county government services and programs play a central role in our communities and the lives of millions of Americans. The county provides services that protect our homes, schools and neighborhoods; ensures that we have clean water and functioning wastewater systems; maintains safe roads, bridges, airports and transit systems; provides access to health care, and operates our courts and jails. The county maintains our parks and recreation programs, our libraries, waste and recycling facilities, and serves as the safety net for our children, the elderly, the disabled, the mentally ill and anyone in need.

As county officials, we need to tell the public about the programs and services that counties provide and the roles and responsibilities counties have. National County Government Month (NCGM), celebrated each April, is a terrific opportunity to deliver these important messages. This booklet provides ideas for a variety of ways your county can celebrate NCGM.





This year's theme is "Healthy Counties, Healthy Families." Link activities to this theme by promoting your county's health services, wellness programs, recreational programs and other services. This fits nicely with my presidential initiative, "Healthy Counties," a county by county public awareness campaign to promote healthy living and lifestyle choices in communities across the country. Counties aren't expected to hold public awareness events every day in April, but should schedule activities any time during NCGM.

Popular events include public tours of county facilities; speaking with students, community organizations and business leaders; holding student essay and art contests; and sponsoring "family day" events on county grounds. The goal is to inform the public about your county's services and programs in fun and interactive ways.

Use this guide and the online tools available on the NACO website ([www.naco.org/ngcm](http://www.naco.org/ngcm)) to learn how your county can make the most of National County Government Month. Start planning today!



*Lenny Eliason*  
 Lenny Eliason  
 NACO President

# National County Government Month Award

Win two, free registrations to any  
NACO conference!

**Purpose:** The purpose of the National County Government Month Award (NCGM) is to encourage counties to participate in National County Government Month and recognize those counties that sponsor outstanding programs to reach out and educate citizens about county government during the month of April. The entries will also be posted online and will serve as a database of ideas for other counties to use.

**Eligibility:** To be eligible for the competition, the program must be conducted by a current NACO member during the month of April as part of NCGM.

**Criteria:** Programs will be judged on the following factors: citizen participation, involvement of elected officials and staff, utilization of existing resources, amount of positive media coverage generated by the event(s), and how the program was promoted by the county (i.e. press releases, social media, utility mailers, etc.).

## A Look Back NCGM 2011 Highlights

Congratulations to NACO's 2011 National County Government  
Month Award winners:

Bernalillo County, N.M., Manatee County, Fla., and Cape May  
County, N.J.

**Entries:** Online applications must be received by Friday, May, 25, 2012 to be eligible for the competition.

**Judging:** A team of public relations professionals from the National Association of County Information Officers (NACIO) will judge the applications and select one winner and runner ups from each category.

**Prize:** The winning counties will be recognized during the NACo Annual Conference in July. Three counties will receive the top award – rural counties (population less than 100,000); suburban counties (population between 100,000 and 500,000) and metropolitan counties (population above 500,000).

Second place awards will also be presented. Each county winning the top award will receive two, free registrations that could be used at any NACo conference. This prize is worth more than \$1,000. Those counties chosen for second place awards will receive one, free conference registration. All counties that submit entries will receive certificates recognizing the programs they initiated.

**Application:** The online application form will be made available by Jan. 31, 2012, and will be posted on the NACo website ([www.naco.org/ngsm](http://www.naco.org/ngsm)).



# Getting Started

National County Government Month (NCGM) held each April is an annual celebration of county government. Since 1991, the National Association of Counties has encouraged counties to actively promote the services and programs they offer. Counties can schedule activities any time during the month. NCGM is an excellent opportunity for your county to highlight effective county programs and raise public awareness and understanding about the various services provided to the community.

Throughout this booklet there are highlights of how counties celebrated NCGM last year. The 2011 theme for National County Government Month was "Serving Our Veterans, Armed Services and Their Families." Also, be sure to visit the NAco Channel's "National County Government Month" playlist on YouTube ([www.YouTube.com/NAcoVideo](http://www.YouTube.com/NAcoVideo)) to watch local TV coverage of last year's NCGM events across the country.

This year's theme is "Healthy Counties, Healthy Families." Plan ever around this theme. Here are a few ideas on how to get started:

## Establish a planning committee

The committee will plan, organize and coordinate all activities relating to NCGM. Committee members should include representatives from the county board, administration, school system and each county department. In addition, a public information officer or county official experienced in media relations should be included. Consider



including a County Extension Service representative. This could be a staff member, 4-H volunteer or 4-H member. All areas of county government and schools should be involved in the planning process.

## Decide how extensive your activities will be

Plan activities throughout the month or organize just a few featured events. Hold fun, interactive and informative activities to reach different segments of your community including students, educators, senior citizens, young families, business leaders, and community organizations. Activities should be designed to bring residents to county facilities such as the courthouse, parks, public buildings, and recycling/waste transfer station. Activities can be planned to deploy county officials to locations where residents are already assembled. Suggestions for activities such as open houses and public tours are described elsewhere in this guide.

## Involve the media

Be sure members of the local news media are aware of NCGM and the activities your committee have planned. Consider involving a member of the news media in the planning process. Media outreach tips are described elsewhere in this guide. The following pages will provide you and your planning committee several ideas on what to include in your county's celebration of NCGM.

## A Look Back NCGM 2011 Highlights

Bernalillo County, N.M. honored local veterans and introduced a new guide to veterans' services. The county reached out to youth as commissioners read to children during afterschool programs and held a mock county commission meeting at the high school.

# Give Them the Facts

National County Government Month offers an opportunity to educate residents about county programs, services and responsibilities. It is also an opportunity to address misinformation about county government. One effective way is to present the facts. As part of NCGM, prepare and distribute county fact sheets. In the past, some counties have rolled out a "County Fact of the Day" or distributed fact sheets representing key county departments, such as public safety, parks and recreation, transportation and healthcare. Tell them things many residents do not know about county services, but need to know. Send the fact sheets to the media, post on the county website and distribute via social media.

Since this year's theme is "Healthy Counties, Healthy Families," develop fact sheets listing:

- + Health services the county provides.
- + How many patients were served last year at county hospitals and clinics?
- + How many health department inspections were conducted last year?
- + How many vaccinations were administered last year?
- + How many health care professionals are employed in the county?
- + How many emergency room visits were made last year?

## A Look Back NCGM 2011 Highlights

Cape May County, N.J. hosted two special public meetings to inform local veterans about the services available and future plans to better meet the needs of local veterans.

Also highlight the traditional county services and responsibilities:

- + How many bridges are owned and maintained by the county?
- + How many miles of roads and highways are owned and maintained by the county?
- + How many calls were responded to last year by emergency responders.
- + How many building permits were reviewed and approved last year?
- + How many building inspections were conducted last year?
- + How many documents were filed with the county clerk/recorder last year?
- + How many individuals were detained in the county jail last year?
- + How many individuals used the public library last year?
- + How many public requests for information were responded to last year?
- + How many cases were heard in county court last year?
- + How many children, senior citizens or veterans received county services last year?



## A Look Back NCGM 2011 Highlights

Citizens in Hampton County, S.C. gathered at the Courthouse Square to commemorate "Hampton County Government Day." Tents and tables from 14 county departments lined the walkways for residents to learn more about county services.

# Open the County to the Public

A great way to educate residents about county services is getting them to visit county facilities for an open house or public tour. Keep in mind that this year's theme is "Healthy Counties, Healthy Families." Here are a few ideas:

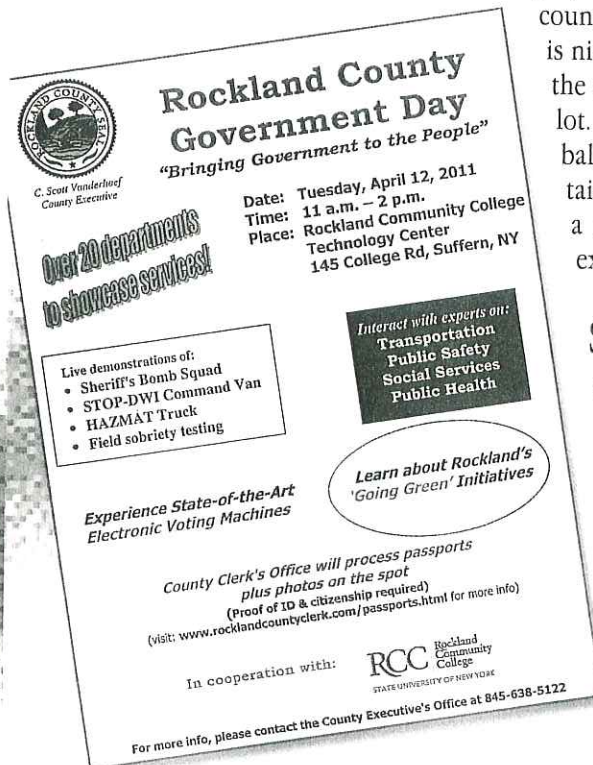
## Hold an open house at the courthouse/administration building

Feature county departments showcasing the services provided. Arrange for county employees to be available to discuss the services. Schedule guided tours through the building. Use your local historical society or library to create presentations or displays to educate residents about the

county's rich history. If the weather is nice, have the displays outside in the courtyard or a nearby parking lot. Have music, face painting balloons, refreshments and entertainment for children. Make it a fun and interesting learning experience for the entire family.

## Schedule tours of other county facilities

Schedule public tours at county facilities such as health facilities, parks, libraries, courts, recycling/waste transfer stations, and public safety buildings. Reach out to community



**Rockland County Government Day**  
"Bringing Government to the People"

C. Scott Vanderhoef  
County Executive

**Over 20 departments to showcase services!**

Live demonstrations of:

- Sheriff's Bomb Squad
- STOP-DWI Command Van
- HAZMAT Truck
- Field sobriety testing

Interact with experts on:  
Transportation  
Public Safety  
Social Services  
Public Health

Learn about Rockland's 'Going Green' Initiatives

Experience State-of-the-Art Electronic Voting Machines

County Clerk's Office will process passports plus photos on the spot (Proof of ID & citizenship required)  
(visit: [www.rocklandcountyclerk.com/passports.html](http://www.rocklandcountyclerk.com/passports.html) for more info)

In cooperation with: **RCC** Rockland Community College  
STATE UNIVERSITY OF NEW YORK

For more info, please contact the County Executive's Office at 845-638-5122

groups, such as service clubs, 4-H, and scouts and encourage them to come as a group to see how various county facilities operate.

### **Bring informational displays to the people**

Hold public outreach events at the shopping mall, senior center, recreation center, county library or other locations where people are expected to gather. Arrange to set up displays, provide county fact sheets and brochures and conduct presentations on county services. Work with the county extension service to spread the message about what counties do.



### **Partner with local businesses for a "jobs fair"**

Highlight your county's workforce development and employment services at a "county jobs fair." Partner with the Chamber of Commerce and local businesses to educate job seekers about the skills and education local employers are looking for.

### **Encourage volunteerism**

Encourage residents to volunteer their time and talents to the community. Organize fellow county officials to spearhead a specific community service project and ask others to volunteer. Ask residents to volunteer their time to visit the elderly, disabled and ill in county hospitals and nursing homes. Ask residents to volunteer their services to assist area non-profit organizations such as those who serve veterans, seniors, juveniles, foster children, homeless persons, the mentally ill, and domestic violence victims.

# NACo Programs Help Counties Help Communities

The National Association of Counties has many programs and initiatives available to assist counties. If your county participates in any of NACo's programs, National County Government Month is an excellent opportunity to inform the public about them. If your county does not participate in any of these programs, consider involving your county in one or more of NACo's programs and announce it during NCGM.

## Healthy Counties Initiative

NACo's Healthy Counties Initiative aims to enhance public/private partnerships in local health delivery, improve individual and community health, and assist counties to effectively implement federal health reform. The initiative provides counties with prevention and health promotion resources to develop local efforts that can reduce the incidence of chronic disease, improve overall community health, and ultimately lessen the financial burden on county health care services.

## A Look Back NCGM 2011 Highlights

Charham County, Ga. held a "Take a Soldier Fishing – Wounded Warrior Bass Tournament" and sponsored a "County Fair Day" at the administration building, which featured tours, workshops and exhibits of county services.

NACo's Healthy Counties Initiative directly complements NACo President Lenny Eliason's "Healthy Counties" presidential initiative, a county by county public awareness campaign to promote healthy living and lifestyle choices in communities across the country. Visit the Solutions Center at [www.naco.org](http://www.naco.org).

Contact: Maeghan Gilmore [mgilmore@naco.org](mailto:mgilmore@naco.org) at 202.942.4261.

## Rural Health Works

Rural Health Works is a community engagement process that helps counties evaluate their healthcare system and generate county-specific data on the importance of the healthcare sector to the local economy. The ultimate goal is to strengthen rural economies by increasing use and expansion of health services. NACo's Rural Health Works program is funded through support from the Office of Rural Health Policy of the U.S. Department of Health and Human Services. Visit the Solutions Center at [www.naco.org](http://www.naco.org).

Contact: Maeghan Gilmore  
[mgilmore@naco.org](mailto:mgilmore@naco.org) at 202.942.4261.



## NACo Dental Discount Program

The NACo Dental Discount Card Program, a NACo member benefit program, was designed to help uninsured and underinsured county residents save money on their dental service expenses.

The program will provide residents in those counties with cards that will save from 5 percent to 50 percent on a full complement of dental services. The cards cost \$59 a year for individuals and \$69 a year for families. NACo is partnering with Careington, Inc. to provide the program. Visit the Solutions Center at [www.naco.org](http://www.naco.org).

Contact: Andrew Goldschmidt [agoldschmidt@naco.org](mailto:agoldschmidt@naco.org) at 202.942.4221.

## NACo Prescription Discount Card Program

Many families do not have prescription drug coverage. By participating in the NACo Prescription Discount Card Program, you can help provide real savings to families. If your county already participates, highlight the program's success by announcing the total savings. Inform residents where the free cards are available. Distribute them during an open house.

### Program highlights:

- + More than \$434 million has been saved nationally by consumers.
- + Average savings is 24 percent per prescription.
- + More than 1,425 counties are participating nationwide.
- + Cards are free to obtain and easy to use.
- + No forms to fill out.
- + No cost to the county, taxpayers or consumers.
- + No age, health or income restrictions.
- + Offers the uninsured or underinsured with at-the-register discounts on prescriptions through a nationwide network of 60,000 participating pharmacies.

Through a recent decision by the NACo Board of Directors, counties can now receive revenue through the program if they wish. Call Andrew Goldschmidt to learn more. Visit the Solutions Center at [www.naco.org](http://www.naco.org).

Contact: Andrew Goldschmidt [agoldschmidt@naco.org](mailto:agoldschmidt@naco.org) at 202.942.4221.

## A Look Back NCGM 2011 Highlights

Peoria County, Ill. displayed photos of the community serving local veterans, armed forces and military families. They also held a veterans benefits information seminar.

## Network of Care for Healthy Communities

NACo has joined with the National Association of County/City Health Officials (NACCHO) and Trilogy Integrated Resources to offer a local community web portal to serve individuals, families and community decision-makers.

The Trilogy Network of Care modules help people find and access health information and resources including services, news, a state-of-the-art library, social networking, advocacy, direct continuous feeds from Centers for Disease Control and

Prevention (CDC) and emergency response information. The website also builds upon this content, adding tools for public health officers, policy-makers and community stakeholders to help them make good decisions about community health issues and programs.

The web portal enables tracking of more than 100 community health indicators; provides a living, constantly updated community needs assessment; helps communities plan health interventions based on best practices from around the country; provides information to individuals and their families on virtually every health issue; and includes personal health records, advocacy, news, all local services and continuous updates from CDC.

In addition, the site provides living “dashboards” of more than 100 color-coded indicators about health issues in the community (such as diabetes rates, domestic violence, drug use and exercise levels) and links users to best practices tested in other communities, resulting in better strategic planning. It also has a valuable report writer feature that can quickly aggregate data, articles, practices and other important elements into a report or grant proposal.





Local public health officials and policy makers are encouraged to learn more about this tool and how it can be replicated in their own local jurisdictions. Trilogy can also easily set up a webcast to provide full demonstrations of the sites content and functionality.

Contact: Jim Sawyer [jsawyer@naco.org](mailto:jsawyer@naco.org) at 202.661.8868.

## County Government Works

NACo President Lenny Eliason has continued the "County Government Works" initiative created by Immediate Past President Glen Whitley. "County Government Works" fits superbly into any National County Government Month plans your county is making. A variety of outreach tools are available on the NACo website under the About Counties/Tell the Public What You Do section. There you will find examples of effective public awareness programs, how to

establish citizen/leadership universities, and examples of state associations' public awareness efforts. The toolkit offers county officials practical, proven methods for raising county government awareness.

Contact: Tom Goodman [tgoodman@naco.org](mailto:tgoodman@naco.org) at 202.942.4222.

# School Involvement

Be sure to include schools in your National County Government Month activities to enable students to begin learning about county government. Think creatively about how to tie in this year's theme: "Healthy Counties, Healthy Families."

## Presentations in schools

Plan visits to schools by various elected and appointed county officials. Discuss interesting historic facts about the county, such as famous residents or important events. Discuss how county government is structured and define its roles and responsibilities. Explain how the county works in conjunction with the state and federal government. Consider organizing a panel discussion with residents who have been positively affected by county programs. Make information on county government available to teachers to use in presentations or as part of their lesson plans.

## Career day

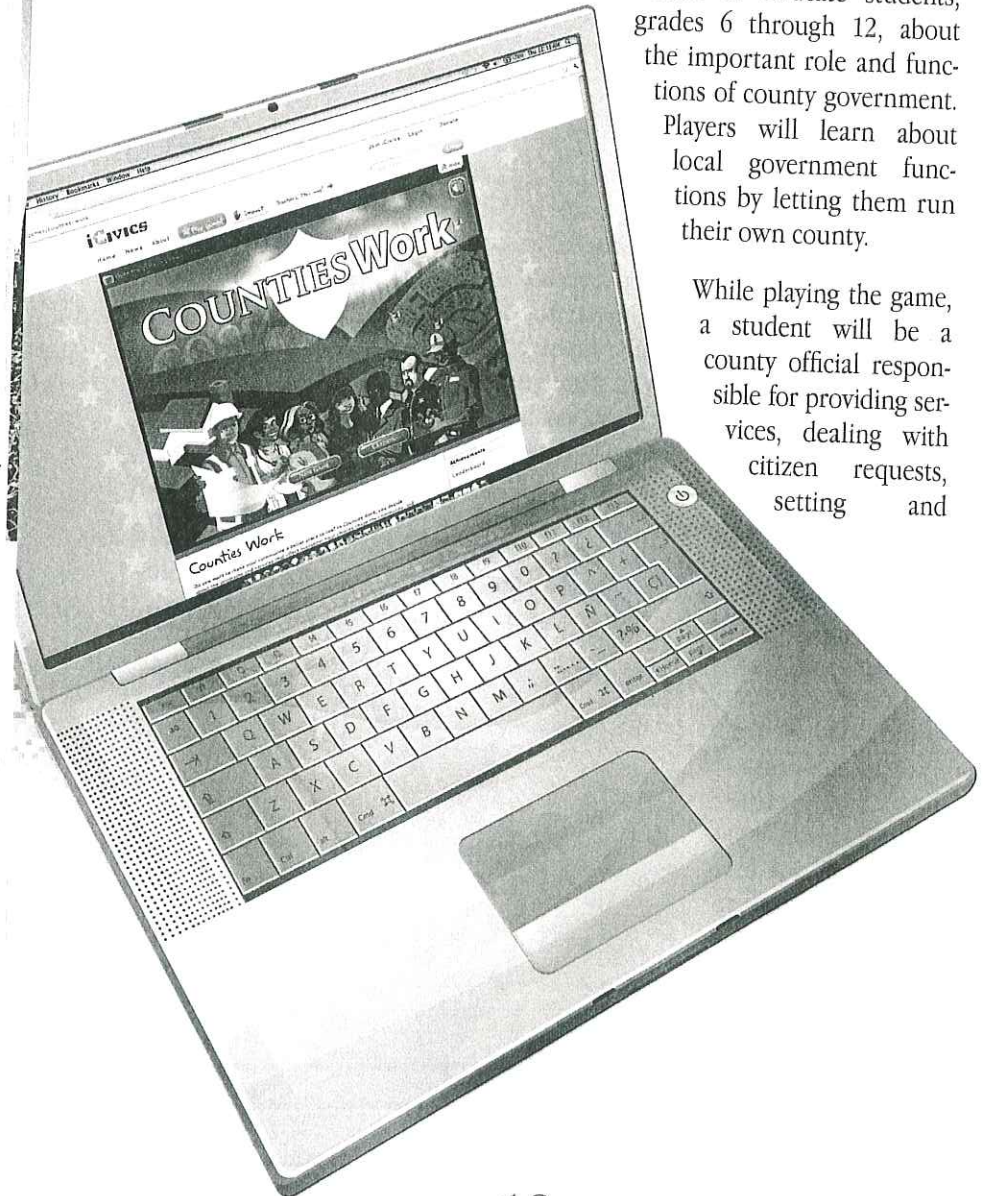
Plan career days at local high schools. Share information about various occupations within county government such as sheriff deputies, police officers, social workers, nurses, court clerks, tax collectors, elections officials, parks and recreation employees, transportation department workers, librarians, corrections officers, firefighters and emergency dispatchers. Emphasize the essential services that these public servants provide each day to the community.



## Counties Work *An Online Game for Students*

As part of NCGM, tell students and educators in your county about "Counties Work" a new online game developed by NACo with iCivics. It was created to educate students, grades 6 through 12, about the important role and functions of county government. Players will learn about local government functions by letting them run their own county.

While playing the game, a student will be a county official responsible for providing services, dealing with citizen requests, setting and



raising revenues, and working within a budget. Along the way, students will learn about the various services provided by county departments while having to make tough decisions.

This is a great opportunity for students to better understand the programs and services that counties provide. A curriculum and web quest is available to assist teachers with preparing lessons on county government.

iCivics was the vision of Justice Sandra Day O'Connor, who was concerned that students are not getting the information and tools they need for civic participation and that civics teachers need better materials and support. It is a web-based education project designed to teach students civics and inspire them to be active participants in our democracy.

Play the game yourself and encourage your fellow county officials to play it. Set up game demonstrations in conjunction with other NCGM events at schools and libraries where young people are gathered. Be sure to contact teachers, principals and school superintendents in your county to let them know the game is available at [www.naco.org/countieswork](http://www.naco.org/countieswork).

Contact: Bill Cramer [bcramer@naco.org](mailto:bcramer@naco.org) 202.942.4264

## Tours of county facilities

Encourage schools to set up tours of county offices and facilities. The approach should be part of a class lesson plan on government structure, the legislative process, public safety, healthcare and other services.

## A Look Back NCGM 2011 Highlights

Robeson County, N.C., elected officials visited many of the schools to discuss with students the role and responsibilities of county government.

## County official for a day

This is a popular activity for many students. High school students interested in government could be part of a program to become a county official for a day (i.e.: "shadow" a county official) and share the experience with other students.

## Contests

For younger students, sponsor a poster, essay or coloring contest involving the "Healthy Counties, Healthy Families" theme or other county government theme such as public safety.

## Lectures

Offer to teach a class at the community college or give a lecture. The topics could include healthcare, green government, economic development, technology, public safety, disaster preparedness, infrastructure and transportation, or careers in county government.

## Debates

Encourage college and high school students to address issues affecting local government through debates. Hold the debates in classrooms or as part of a high school assembly.



Manistee County, Mich.

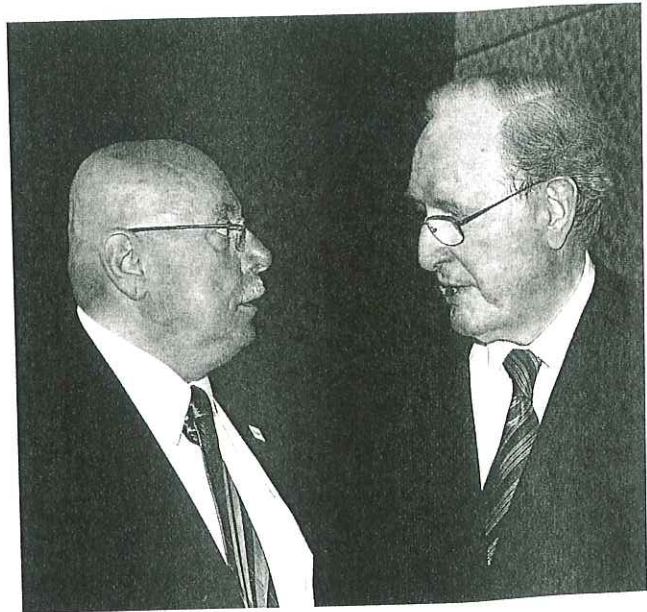
Board Chair Jim Krolczyk presents a certificate to Lexie Ronning, who won the county's 2011 county government month middle school essay contest.

# Meet with Members of Congress

National County Government Month is an ideal time to discuss national issues affecting county government with members of Congress who represent your county. During NCGM, schedule a meeting with your Congressional representative(s) or key staff in your Congressional district office. Use the meeting to explain the great challenges facing your county and how Congress can help.

Many important issues are being debated nationally that affect counties. Be prepared with facts and information about how specific federal issues affect your county. Know where your member of Congress stands on important issues and which committees he or she serves on. Your message should be focused, compelling and relevant. To find out about NACo's 2012 Key Legislative Priorities and obtain fact sheets on current national issues important to counties, visit the Legislation and Policy section of the NACo website.

Contact: Ed Rosado  
[erosado@naco.org](mailto:erosado@naco.org) at  
202.942.4271.



Ohio County (W.Va.) Commissioner Tim McCormick (left) and U.S. Senator Jay Rockefeller of West Virginia.

# Sample Proclamation

National County Government Month - April 2012  
"Healthy Counties, Healthy Families"

**WHEREAS**, the nation's 3,068 counties provide a variety of essential public services to communities serving more than 300 million Americans; and

**WHEREAS**, "[INSERT YOUR COUNTY'S NAME]" and all counties take seriously their responsibility to protect and enhance the health, welfare and safety of its residents in sensible and cost-effective ways; and

**WHEREAS**, county governments are essential to America's healthcare system and are unique in their responsibility to both finance and deliver health services through public hospitals and clinics, local health departments, long-term care facilities, mental health services and substance abuse treatment, and coverage programs for the uninsured; and

**WHEREAS**, National Association of Counties President Lenny Eliason is encouraging counties to promote healthy living and lifestyle choices in communities across the country through his 2011-12 "Healthy Counties," presidential initiative; and

**WHEREAS**, each year since 1991 the National Association of Counties has encouraged counties across the country to actively promote their own programs and services to the public they serve;

**WHEREAS**, "[INSERT COUNTY SPECIFIC INFO TO HIGHLIGHT]"

**NOW, THEREFORE, BE IT RESOLVED THAT I**, "[NAME & TITLE OF CHIEF ELECTED OFFICIAL]" , do hereby proclaim April 2012 as National County Government Month and encourage all County officials, employees, schools and residents to participate in county government celebration activities.

For a NCGM sample proclamation template, visit [www.naco.org/nccgm](http://www.naco.org/nccgm).

# Media Relations Strategies

Careful planning is essential to maximize public awareness of National County Government Month activities and the county services and programs you are highlighting. Here are effective ways to help secure positive news media coverage:

## Educate the news media

Inform local reporters, editors and broadcasters early and often about NCGM and your county's plans to celebrate it.

## Plan to make news

Coordinate newsworthy events or announcements. You can launch new initiatives, announce plans for new programs or recognize county employees for their excellent public service. Keep in mind that newspapers seek in-depth facts, television stations want good visuals and radio reporters want snappy sounds bites. All reporters seek good stories. They want access to knowledgeable and articulate sources to make their stories interesting and informative.

## A Look Back NCGM 2011 Highlights

Lancaster County, S.C. sponsored an essay writing contest, "The Veteran in Your Life." The county's LearnTV cable program featured interviews with local officials discussing available veterans' benefits.



## Publish a calendar of events

Publish a calendar of NCGM events on your county's website. Ask the local newspapers to publish the calendar. Ask the local television, cable and radio stations to air public service announcements about county services or events.

## Write media advisories

Prepare and send media notices well in advance for specific NCGM events, such as the open house, tour of the hospital or visit to a local school. Describe who, what, where, when and why. Make it newsworthy.

## Write news releases

Have news releases ready to distribute to the media the day of special NCGM events. Highlight what's new, beneficial and cost-effective. Use lively, concise quotes from appropriate county officials. Provide contact information.

## Take your message to the media

Do not assume the news media will cover your events or announcements. Ask for a meeting with the newspaper's editorial board; volunteer to stop by the television station for an interview; be an in-studio guest on a local radio program. Be accessible, proactive and enthusiastic about county government and the services provided to the community.

## Social Media Strategies


The emergence of social media in recent years provides tremendous opportunities to promote your NCGM events. If you already have a Facebook or Twitter account, use it to promote county government month activities. Coordinate a county government month "social media team" to plan social media outreach efforts.

## Additional resources

The NACo Media Relations Guide for Counties contains helpful tips on speaking with reporters, writing news releases, planning press conferences, and much more. Look for upcoming NACo webinars or workshops on media relations and social media strategies.

Contact: Jim Philipps  
[jpbilipps@naco.org](mailto:jpbilipps@naco.org) at  
202.942.4220.

Board of County Commissioners  
Julia W. Gouge, President  
Dean L. Minnich, Vice President  
Michael D. Zimmer, Secretary



Carroll County Government  
225 North Center Street  
Westminster, Maryland 21157  
410-386-2043; 1-888-302-8978  
Fax 410-386-2485  
MD Relay 7-1-1/800-735-2258

### News Release


For more information, contact: Vivian D. Laxton,  
Public Information Administrator, 410-386-2973

For Immediate Release

## Carroll County celebrates National County Government Month

*Highlight of events to be Energy Savings Expo*

April 1, 2010 – Carroll County Government will join county governments across the United States in celebrating National County Government Month in April. Sponsored by the National Association of Counties, the month is designed to raise awareness of the roles and responsibilities of counties. The premiere event will be an informational Energy Savings Expo on Saturday, April 24, from 9 a.m. to 1 p.m. at Carroll Community College. Residents are invited to learn about how they can save money by shopping for an energy supplier. They should bring their most recent BGE or Allegheny Power bill to calculate actual savings. The event is being sponsored by the county's office of sustainability, Sustainable Carroll, Carroll Community College and the Carroll County Times.



Several opportunities will be available throughout the month for people to learn about Carroll County Government and its various roles in their lives. Each Wednesday in April, local radio station WTTR (AM1470) will run an on-air trivia contest, with questions relating to county programs and services. In addition, there will be a display in the lobby of the County Office Building. Visitors to the display can enter to win a gift basket.

Since 1991, the National Association of Counties has encouraged counties to promote county government services and programs. Formerly National County Government Week, the designation was expanded to a full month to offer counties more opportunities to participate.

A schedule of Carroll County activities during National County Government Month follows.

- more -

**CARROLL COUNTY**  
*a great place to live, a great place to work, a great place to play*

## Sample News Release

[INSERT YOUR COUNTY'S LETTERHEAD & CONTACT INFO]

**"[COUNTY/PARISH NAME]" to Celebrate National County  
Government Month in April  
Leaders to Promote "Healthy Counties, Healthy Families"**

[DATE] - "[COUNTY/PARISH NAME]" will celebrate National County Government Month (NCGM) during the month of April to highlight county government programs and services to the public. The theme for this year's celebration of NCGM is "Health Counties, Healthy Families."

Featured NCGM events will include "[LIST FEATURED EVENTS]."

"We are very proud of the essential services and programs our county provides each day and especially the people who deliver them," said "[NAME OF CHIEF ELECTED OFFICIAL]." "National County Government Month is a great opportunity for the public to take a closer look at the county services and foster a greater understanding of the role and responsibility of county government."

"[LIST ALL EVENTS OR LINK TO EVENTS CALENDAR]"

Since 1991 the National Association of Counties (NACo) has encouraged counties across the country to raise public awareness and understanding about the roles and responsibilities of counties.

NACo, the only national organization that represents county governments, is the voice of America's counties before Congress and the Administration. It works to improve the public's understanding of county government and assists member counties in finding and sharing innovative solutions through education and research. NACo provides value-added services to save counties and taxpayers money. For more information about NACo, visit [www.naco.org](http://www.naco.org).

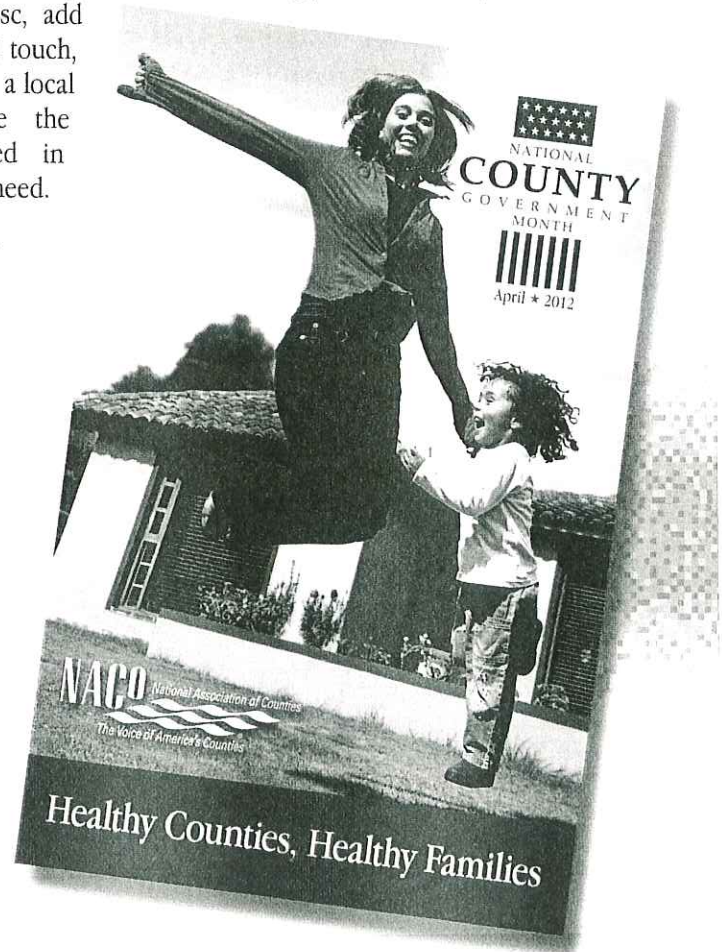
###

For a NCGM template, visit [www.naco.org/ncgm](http://www.naco.org/ncgm).

# Media Resources Kit

Be sure to check out the National County Government Month Media Resources Kit on the NACo website ([www.naco.org/ncgm](http://www.naco.org/ncgm)). This is your one-stop online shop for NCGM design templates to produce your county's own posters, flyers, banners, proclamations and buttons. These additions are sure to enhance the festive atmosphere of your NCGM events. Each template is specially designed for the 2012 "Healthy Counties, Healthy Families" theme and contains the NACo and NCGM logo. Plenty of space will be left available for you to add your county's logo or unique county government month slogan or message. If you find something you want to use, download the file onto a disc, add your county's local touch, and take the file to a local business to have the materials produced in the quantities you need.

Contact: Emily Star  
[estar@naco.org](mailto:estar@naco.org) at  
202.942.4294.



# Tell Us About Your Program

Thank you for your interest in celebrating  
National County Government Month!

NACo wants to know what activities and programs you have planned so we can share this information with other counties to help them have successful NCGM celebrations. Please use the online form at [www.naco.org/ncgm](http://www.naco.org/ncgm) or e-mail your plans to Jim Philipps at [jphilipps@naco.org](mailto:jphilipps@naco.org).

Also, be sure to send us your proclamations, photos and videos of your county's celebrations. Those files can be sent directly to [jphilipps@naco.org](mailto:jphilipps@naco.org).

Thank you for your help and commitment to county government!



*Lenny Eliason*

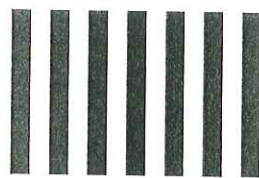
Lenny Eliason  
NACo President

## About NACo – The Voice of America's Counties

The National Association of Counties (NACo) is the only national organization that represents county governments in the United States. Founded in 1935, NACo provides essential services to the nation's 3,068 counties. NACo advances issues with a unified voice before the federal government, improves the public's understanding of county government, assists counties in finding and sharing innovative solutions through education and research, and provides value-added services to save counties and taxpayers money. For more information about NACo, visit [www.naco.org](http://www.naco.org).



NATIONAL  
**COUNTY**  
GOVERNMENT  
MONTH



April ★ 2012

*Sponsored by the National Association of Counties to raise public awareness about the roles and responsibilities of counties.*



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888.407.6226 | fax 202.393.2630 | [www.naco.org](http://www.naco.org)

# Jefferson County Public Service District

Jefferson County Public Service District  
Regular Board Meeting  
January 3, 2012

Jefferson County Commission

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Tuesday, January 3, 2012 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Board Member, Jim Cummins; Board Member, Peter Appignani; newly appointed member, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemyer; Operations Manager, Joe Freeze; Pentree Engineers, John Tuggle and Zane Summerfield; and District Legal Counsel, Jim Kelsh and liaison for the County Commission, Commissioner Lyn Widmyer.

## CALL TO ORDER

Mr. Cummins called the meeting to order at 7:00PM.

### Welcome new Board Member

The Board and staff welcomed newly appointed Board member William (Bill) Strider. Mr. Strider is pleased to be a part of the Board and is eager to get started.

### 2012 Election of Officers

**Action:** **Motion made by Mr. Appignani and seconded by Mr. Strider to appoint Mr. Cummins as Chairman, appoint Mr. Appignani as Secretary, and appoint Mr. Strider as Treasurer. Unanimously approved.**

## PUBLIC COMMENTS

None.

## OLD BUSINESS

### Review Minutes of December Regular Board Meeting

The minutes of the December 5, 2011 regular Board meeting were approved as presented.

**Action:** **Motion made by Mr. Appignani and seconded by Mr. Strider to accept the December 5, 2011 minutes as presented. Unanimously approved.**

### Update on Possible Partnership between Jefferson Utilities, Inc and the District Regarding Water on the Mountain

Last month the Board directed Counsel to investigate the proposal by the Westridge Hills Homeowners Association donation of the land and wells to the District and what is involved if the Board chose to pursue this offer. The Board also directed Counsel to investigate the risks in giving Jefferson Utilities unrestricted access to the wells to supply water to the mountain communities. Mr. Kelsh was unable to explore these options since last month's meeting, but will prepare for next month. The Board would like to review Mr. Kelsh's findings before making any decisions. Mr. Kelsh and Ms. Lawton will contact Mr. Snyder to discuss this issue.

**Action:** **No action taken by the Board.**

### Update on Options and Process Path for Creating/Revising PSD Strategic Plan

Mr. Appignani explained that the document was still in the process of becoming finalized. Mr. Strider reviewed the document and forwarded his comments to staff. Currently the District does not have the funds to cover the costs of such a project.

Mr. Kelsh suggested a possible rate increase to cover the costs of this project and others including money spent on the Flowing Springs project, the BAN, money still owed to Pentree, the upgrade costs of pump station 5-3, and other immediate needs. Mr. Cummins suggested developing an "internal work plan" of the

Districts needs for the next 1-2 years while the strategic plan is being finalized. The Board would like to schedule a public work session for January 18<sup>th</sup> at 10:00am to discuss the strategic plan and finalize the Request for Proposals.

**Action: No action taken by the Board.**

Update on Payment Options for Upgrades to Pump Station 5-3

Ms. Lawton informed the Board that this project has been put on hold until a funding solution has been established. This project could possibly be included in a loan that would be covered by a proposed rate increase. The Districts accountant, Chuck Young, will be preparing a Rule 42 for next month's meeting. The Board would like Ms. Lawton to send her list of items/costs that she would like to be included in this Rule 42.

**Action: No action taken by the Board.**

Discuss Sewer Service for Developments Near Shepherdstown

Last month the Board of Health attended the meeting and informed the Board that they have no reports or test results showing failing septic systems in this area. Mr. Appignani will be attending the January 25<sup>th</sup> Shepherdstown Sanitary and Water Board meeting to discuss this issue.

The Board suggested amending the format of the agenda to include a section at the bottom regarding items of interest that do not require action. This new section will be a "parking lot" for discussion items that the Board would like to keep updated on and not forgotten.

**Action: No action taken by the Board.**

**NEW BUSINESS**

Presentation by Matt Harper from Gwin, Dobson & Foreman on Glen Haven and Cavaland Water Systems

Matt Harper from Gwin, Dobson & Foreman gave a presentation on his findings regarding both the Glen Haven and Cavaland water systems. He presented to the Board the different alternatives for upgrades and improvements to each system while focusing on the rate impact for customers. Mr. Harper also looked at the possible interconnection between Shepherdstown and the District for the Cavaland water system. The Board would like to have further discussions with Shepherdstown before making any decisions on the alternative of choice. Mr. Appignani and Mr. Kelsh are planning to attend the Shepherdstown Water and Sewer Utility Board meeting on January 25. The Board is interested in scheduling a work session if possible with Shepherdstown prior to their meeting to discuss this issue. The Board would like to add this topic to the January 18 work session. Mr. Harper is going to adjust the cost scenarios and present to the Board at the work session.

**Action: No action taken by the Board.**

Consider Addenda 17 for Professional Engineering Services from Pentree for Pump Station 5-3 Upgrade

Mr. Summerfield updated the Board. At the October meeting the Board approved the pump station 5-3 upgrade project designed by Pentree. To cover the professional services for this project, Pentree has requested approval from the Board for execution of Addenda 17.

**Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve Addenda 17 for the professional engineering services for pump station 5-3 upgrades. Unanimously approved.**

Transfer \$705,858.11 in Funds from the Capacity Improvement Fee Account to Partially Pay the \$750,000 Bond Anticipation Note

The Public Service Commission recommended the District use the proceeds from the Capital Improvement Fee account to partially pay the \$750,000 Bond Anticipation Note (BAN) that is set to expire on January 5<sup>th</sup>. This will reduce the amount of the loan the District is borrowing from MVB Bank to pay for the remainder of the BAN in full.

**Action: Motion made by Mr. Appignani and seconded by Mr. Strider to transfer \$705,858.11 in funds from the Capital Improvement Fee account to partially pay the \$750,000 Bond Anticipation Note. Unanimously approved.**

Consider Approval of a Loan from MVB Bank in the Amount Not to Exceed \$60,000 Payable Over 60 Months at 4.25% Interest with No Pre-Payment Penalty and a Monthly Installment Not to Exceed \$1,000, to Partially Pay the \$750,000 Bond Anticipation Note and Cost of Issuance of the New Loan

**Action:** Motion made by Mr. Appignani and seconded by Mr. Strider to approve a loan from MVB Bank in the amount not to exceed \$60,000 payable over 60 months at 4.25% interest with no pre-payment penalty and a monthly installment not to exceed \$1,000 to partially pay the \$750,000 Bond Anticipation Note.

**Action:** Motion made by Mr. Appignani and seconded by Mr. Strider to amend the original motion to also include the cost of issuance of the new loan. Unanimously approved.

**Action:** The original motion was unanimously approved.

Authorize Board Members to Execute a Governmental Certificate and Any and All Other Documents Related to the Foregoing Loan from MVB Bank not to Exceed \$60,000

**Action:** Motion made by Mr. Appignani and seconded by Mr. Strider to authorize the Board to execute a governmental certificate and any and all other documents related to the foregoing loan from MVB Bank not to exceed \$60,000. Unanimously approved.

Consider 2012 Holiday Schedule

**Action:** Motion made by Mr. Appignani and seconded by Mr. Strider to accept the 2012 holiday schedule as presented with the spelling correction noted. Unanimously approved.

Discussion of any Expenses over Budget

There were no items over budget this month. The District has 124% coverage.

**Action:** No action taken by the Board.

Disbursements

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to approve disbursements for Cavaland water expenses in the amount of \$3,356.27, Glen Haven water expenses in the amount of \$6,203.86. Unanimously approved.

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to approve disbursements for the Public Service District expenses in the amount of \$144,878.06. Unanimously approved.

Approve Transfer of \$128.29 from Cavaland Security Deposit Account to Cavaland Operating for Security Deposit Refunds

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$128.29 from Cavaland Security Deposit Account into Cavaland Operating Account for Security Deposit Refunds. Unanimously approved.

Approve Transfer of \$3,364.54 from Sewer Security Deposit Account to Sewer Operating Account for Security Deposit Refunds

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$3,364.54 from Sewer Security Deposit Account into Sewer Operating Account for Security Deposit Refunds. Unanimously approved.

General Manager's Report

Ms. Lawton updated the Board on activities since last month's meeting.

Slice Valves – Mr. Cummins questioned the legality of installing slice valves to disconnect sewer services. The District recently purchased two slice valves to install in areas of the system where frequent delinquent customers are located. Mr. Kelsh informed the Board of the list of steps that must be taken along with submitting to the Public Service Commission.

**Action:** No action taken by the Board.

Public Comment  
None.

Correspondence  
None.

**Action:** Motion made by Mr. Appignani and seconded by Mr. Strider to convene in executive session for the purpose of discussing litigation and contract negotiations. Unanimously approved.

Mr. Appignani excused himself from the discussions on the Jefferson Utilities, Inc General Investigation case currently at the Public Service Commission.

**Action:** Motion made by Mr. Strider and seconded by Mr. Appignani to return to public session. Unanimously approved.

**Action:** Motion made by Mr. Strider and seconded by Mr. Cummins to direct staff to address a letter to Jefferson Utilities, Inc expressing interest in the potential sale of its water system and possibly the Shenandoah Junction sewer system as well. Approved 2-0. Mr. Appignani abstained from voting.

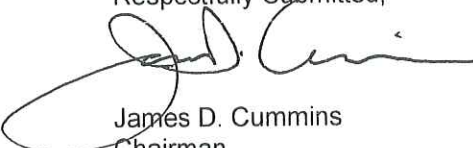
Mr. Appignani requested that Mr. Kelsh investigate the possibility of Mr. Appignani's involvement in the discussions about the possible sale and purchase of the Jefferson Utilities water system and the Shenandoah Junction sewer system. He would like to be included in the negotiations but Mr. Kelsh thinks that since it came about as part of the case that Mr. Appignani was excluded from by the WV Ethics Commission, that he should not be involved. He will take a closer look at their decision and let Mr. Appignani know before the next meeting where this is discussed.

**Action:** Motion made by Mr. Appignani and seconded by Mr. Strider to adjourn. Unanimously approved.


There being no further business at this time, the meeting was adjourned at 10:38PM

The next regular meeting is scheduled for Monday, February 6, 2012 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



James D. Cummins  
Chairman



Peter L. Appignani  
Secretary

RECEIVED

FEB 03 2012

# Jefferson County Public Service District

Jefferson County Public Service District  
Public Work Session  
January 18, 2012

Jefferson County Commission

The public work session of the Jefferson County Public Service District was held at 10:00AM on Wednesday, January 18, 2012 at the District's office in Kearneysville. Those in attendance included: Chairman, Jim Cummins; Secretary, Peter Appignani; Treasurer, Bill Strider; PSD General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; District Legal Counsel, Jim Kelsh (speakerphone); Pentree Engineer, Zane Summerfield (speakerphone); liaison for the County Commission, Commissioner Lyn Widmyer; and Gwin, Dobson, & Foreman representative, Matt Harper (speakerphone).

Chairman Cummins called the meeting to order at 10:02AM.

Discuss Options and Process Path for Creating/Revising PSD Strategic Plan

A discussion took place regarding the draft strategic plan the District is currently preparing. With the denial of the Flowing Springs wastewater treatment plant certificate case, the District has been drafting an RFP and statement of expectations for a strategic plan for long term planning of infrastructure in the County. As part of the strategic plan, the District discussed alternatives for continuing with the collection system plan. Maurice Gladhill and Fred Gates, developer and engineer for the proposed Aspen Greens development, were present to comment on the collection system plan the District may continue with since the Flowing Springs project failed. Also present were Andy Blake, Acting City Manager, and David Mills, Economic Development Director, to take part in the discussions on the District's short and long term infrastructure plans. They suggested possibly entering into a partnership with the City of Ranson for upgrading transmission lines and redirecting flows. This partnership could possibly include the redirecting of the District flows to Ranson's Flowing Springs Pump Station. Staff will evaluate this option for the February regular Board meeting.

**Action: No action taken by the Board.**

Discuss Options from Gwin, Dobson & Foreman on Glen Haven and Cavaland Water Systems

Matt Harper from Gwin, Dobson & Foreman was present by speakerphone to discuss the cost options for upgrading each system. The Board is going to present the costs relating to Cavaland to the Shepherdstown Water and Sanitary Board at their next meeting on January 25<sup>th</sup> and, depending on the feedback from Shepherdstown, discuss the District's options for Cavaland at our next regular Board meeting in February. The District would like to move forward with drafting an application to the West Virginia Infrastructure and Jobs Development Council for the Glen Haven water system. This item too will be added and discussed at the February regular meeting.

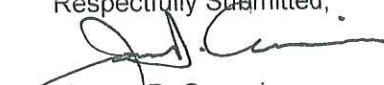
**Action: No action taken by the Board.**

**Action: Motion made by Mr. Strider and seconded by Mr. Appignani to adjourn. Unanimously approved.**


There being no further business at this time, the meeting was adjourned at 12:16PM

The next regular meeting is scheduled for February 6, 2012 at 7:00pm at 340 Edmond Road, Suite A at the District's office in Kearneysville.

Respectfully Submitted,



James D. Cummins  
Chairman



Peter L. Appignani  
Secretary

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

Week Ending Date	Week Ending January 21, 2012	Week Ending January 28, 2012
<b>To be Deposited on:</b>	January 27, 2012	February 3, 2012
Amount Played	71,736,924.79	75,350,362.77
Amount Won	64,365,321.65	67,830,149.38
Amount Promo	211,010.00	234,535.00
MWAP Contribution	<u>5,509.81</u>	<u>5,726.00</u>
<b>Adjusted Gross Terminal Revenue</b>	<b><u>7,155,083.33</u></b>	<b><u>7,279,952.39</u></b>
Administrative Costs @ 4%	0.00	0.00
Excess Lottery Fund @ 4%	286,203.34	291,198.09
<b>Net Terminal Revenue</b>	<b><u>6,868,879.99</u></b>	<b><u>6,988,754.30</u></b>
Surcharge @ 10%	686,888.01	698,875.43
State Share Excess @ 58%	398,395.05	405,347.75
Track Share of Capital Reinvestment @ 42%	288,492.96	293,527.68
Track Share of Capital Reinvestment @ 42% - 96%	\$ 276,953.24	\$ 281,786.57
Track Share of Capital Reinvestment @ 42% - 4%	\$ 11,539.72	\$ 11,741.11
<b>Adjusted Net Terminal Revenue</b>	<b><u>6,181,991.98</u></b>	<b><u>6,289,878.87</u></b>
Racetrack @ 46.50% / 42%	2,596,436.63	2,641,749.13
Lottery Fund @ 30% / 0%	0.00	0.00
Excess Lottery Fund @ 0% / 41%	2,534,616.72	2,578,850.38
Race Track Purses @ 7% / 14% / 8%	494,559.36	503,190.31
Workers' Compensation Debt Reduction @ 7% / 0%	0.00	0.00
Employee Pension Fund @ 1% / .5%	30,909.96	31,449.39
Greyhound Development @ .75%	46,364.94	47,174.09
Thoroughbred Development @ .75%	46,364.94	47,174.09
Racing Commission @ 1%	61,819.92	62,898.78
County/Municipality @ 2%	123,639.84	125,797.56
<b>3% Funds:</b>		
Tourism Promotion Fund @ 1.375%	85,002.39	86,485.83
Development Office Promotion Fund @ .375%	23,182.47	23,587.05
Research Challenge Fund @ .5%	30,909.96	31,449.39
Capitol Renovation and Improvement Fund @ .6875%	42,501.19	43,242.92
2004 Capitol Complex Parking Garage Fund @ .0625%	3,863.74	3,931.17
<b>1% Funds:</b>		
State Capitol Complex Parking Garage @ 1%	0.00	0.00
Cultural Facilities and Capitol Resources @ .5%	0.00	0.00
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>61,819.92</u>	<u>62,898.78</u>
	<b><u>6,181,991.98</u></b>	<b><u>6,289,878.87</u></b>

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

Week Ending Date	Week Ending February 4, 2012
<b>To be Deposited on:</b>	February 10, 2012
<b>Amount Played</b>	<b>83,832,598.82</b>
<b>Amount Won</b>	<b>75,256,632.57</b>
<b>Amount Promo</b>	<b>219,104.00</b>
<b>MWAP Contribution</b>	<b><u>5,628.78</u></b>
<b>Adjusted Gross Terminal Revenue</b>	<b><u>8,351,233.47</u></b>
<b>Administrative Costs @ 4%</b>	<b>0.00</b>
<b>Excess Lottery Fund @ 4%</b>	<b>334,049.34</b>
<b>Net Terminal Revenue</b>	<b><u>8,017,184.13</u></b>
<b>Surcharge @ 10%</b>	<b>801,718.42</b>
<b>State Share Excess @ 58%</b>	<b>464,996.68</b>
<b>Track Share of Capital Reinvestment @ 42%</b>	<b>336,721.74</b>
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	\$ 323,252.87
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	\$ 13,468.87
<b>Adjusted Net Terminal Revenue</b>	<b><u>7,215,465.71</u></b>
<b>Racetrack @ 46.50% / 42%</b>	<b>3,030,495.60</b>
<b>Lottery Fund @ 30% / 0%</b>	<b>0.00</b>
<b>Excess Lottery Fund @ 0% / 41%</b>	<b>2,958,340.92</b>
<b>Race Track Purses @ 7% / 14% / 8%</b>	<b>577,237.26</b>
<b>Workers' Compensation Debt Reduction @ 7% / 0%</b>	<b>0.00</b>
<b>Employee Pension Fund @ 1% / .5%</b>	<b>36,077.33</b>
<b>Greyhound Development @ .75%</b>	<b>54,115.99</b>
<b>Thoroughbred Development @ .75%</b>	<b>54,115.99</b>
<b>Racing Commission @ 1%</b>	<b>72,154.66</b>
<b>County/Municipality @ 2%</b>	<b>144,309.32</b>
<b>3% Funds:</b>	
<b>Tourism Promotion Fund @ 1.375%</b>	<b>99,212.65</b>
<b>Development Office Promotion Fund @ .375%</b>	<b>27,058.00</b>
<b>Research Challenge Fund @ .5%</b>	<b>36,077.33</b>
<b>Capitol Renovation and Improvement Fund @ .6875%</b>	<b>49,606.33</b>
<b>2004 Capitol Complex Parking Garage Fund @ .0625%</b>	<b>4,509.67</b>
<b>1% Funds:</b>	
<b>State Capitol Complex Parking Garage @ 1%</b>	<b>0.00</b>
<b>Cultural Facilities and Capitol Resources @ .5%</b>	<b>0.00</b>
<b>Capitol Dome and Capitol Improvements @ .5% / 1%</b>	<b><u>72,154.66</u></b>
	<b><u>7,215,465.71</u></b>

WEST VIRGINIA LOTTERY  
 First Benchmark  
 Charles Town  
 County / City Split  
 Fiscal Year 2012

Charles Town  
 1999 Net Terminal Revenue     \$    45,603,174  
 Benchmark Goal @ 2%             \$    912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 8.19%	CHARLES TOWN 41.20%	HARPERS FERRY 2.24%	RANSON 34.78%	SHEPHERDS TOWN 13.59%
2 days ending: 7/1/2011 - 7/2/2011	\$ 69,824.12	\$ 69,824.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week Ending:								
07/09/11	\$ 171,717.28	\$ 171,717.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/16/11	\$ 143,019.52	\$ 143,019.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/23/11	\$ 146,508.00	\$ 146,508.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/30/11	\$ 144,510.28	\$ 144,510.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/06/11	\$ 151,495.28	\$ 151,495.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/13/11	\$ 149,711.80	\$ 117,350.38	\$ 32,361.42	\$ 2,650.40	\$ 13,332.90	\$ 724.90	\$ 11,255.30	\$ 4,397.92
08/20/11	\$ 143,228.24	\$ 71,614.12	\$ 71,614.12	\$ 5,865.20	\$ 29,505.01	\$ 1,604.16	\$ 24,907.39	\$ 9,732.36
08/27/11	\$ 126,864.28	\$ 63,432.14	\$ 63,432.14	\$ 5,195.09	\$ 26,134.04	\$ 1,420.88	\$ 22,061.70	\$ 8,620.43
09/03/11	\$ 161,675.52	\$ 80,837.76	\$ 80,837.76	\$ 6,620.61	\$ 33,305.16	\$ 1,810.77	\$ 28,115.37	\$ 10,985.85
09/10/11	\$ 169,691.60	\$ 84,845.80	\$ 84,845.80	\$ 6,948.87	\$ 34,956.47	\$ 1,900.55	\$ 29,509.37	\$ 11,530.54
09/17/11	\$ 133,497.24	\$ 66,748.62	\$ 66,748.62	\$ 5,466.71	\$ 27,500.43	\$ 1,495.17	\$ 23,215.17	\$ 9,071.14
09/24/11	\$ 137,859.60	\$ 68,929.80	\$ 68,929.80	\$ 5,645.35	\$ 28,399.08	\$ 1,544.03	\$ 23,973.78	\$ 9,367.56
10/01/11	\$ 137,743.28	\$ 68,871.64	\$ 68,871.64	\$ 5,640.59	\$ 28,375.12	\$ 1,542.72	\$ 23,953.55	\$ 9,359.66
10/08/11	\$ 141,733.80	\$ 70,866.90	\$ 70,866.90	\$ 5,804.00	\$ 29,197.16	\$ 1,587.42	\$ 24,647.51	\$ 9,630.81
10/15/11	\$ 150,525.32	\$ 75,262.66	\$ 75,262.66	\$ 6,164.01	\$ 31,008.22	\$ 1,685.88	\$ 26,176.35	\$ 10,228.20
10/22/11	\$ 137,515.44	\$ 68,757.72	\$ 68,757.72	\$ 5,631.26	\$ 28,328.18	\$ 1,540.17	\$ 23,913.94	\$ 9,344.17
10/29/11	\$ 121,015.96	\$ 60,507.98	\$ 60,507.98	\$ 4,955.60	\$ 24,929.29	\$ 1,355.38	\$ 21,044.68	\$ 8,223.03
11/05/11	\$ 141,347.76	\$ 70,673.88	\$ 70,673.88	\$ 5,788.19	\$ 29,117.64	\$ 1,583.09	\$ 24,580.38	\$ 9,604.58
11/12/11	\$ 135,254.20	\$ 67,627.10	\$ 67,627.10	\$ 5,538.66	\$ 27,862.36	\$ 1,514.85	\$ 23,520.71	\$ 9,190.52
11/19/11	\$ 121,381.20	\$ 60,690.60	\$ 60,690.60	\$ 4,970.56	\$ 25,004.53	\$ 1,359.47	\$ 21,108.19	\$ 8,247.85
11/26/11	\$ 148,281.08	\$ 74,140.54	\$ 74,140.54	\$ 6,072.11	\$ 30,545.90	\$ 1,660.75	\$ 25,786.08	\$ 10,075.70
12/03/11	\$ 118,859.88	\$ 59,429.94	\$ 59,429.94	\$ 4,867.31	\$ 24,485.14	\$ 1,331.23	\$ 20,669.73	\$ 8,076.53
12/10/11	\$ 102,790.88	\$ 51,395.44	\$ 51,395.44	\$ 4,209.29	\$ 21,174.92	\$ 1,151.26	\$ 17,875.33	\$ 6,984.64
12/17/11	\$ 111,962.64	\$ 55,981.32	\$ 55,981.32	\$ 4,584.87	\$ 23,064.31	\$ 1,253.98	\$ 19,470.30	\$ 7,607.86
12/24/11	\$ 108,497.24	\$ 54,248.62	\$ 54,248.62	\$ 4,442.96	\$ 22,350.43	\$ 1,215.17	\$ 18,867.67	\$ 7,372.39
12/31/11	\$ 189,322.00	\$ 94,661.00	\$ 94,661.00	\$ 7,752.74	\$ 39,000.32	\$ 2,120.41	\$ 32,923.10	\$ 12,864.43
01/07/12	\$ 149,726.80	\$ 74,863.40	\$ 74,863.40	\$ 6,131.31	\$ 30,843.72	\$ 1,676.94	\$ 26,037.49	\$ 10,173.94
01/14/12	\$ 117,803.84	\$ 58,901.92	\$ 58,901.92	\$ 4,824.07	\$ 24,267.59	\$ 1,319.40	\$ 20,486.09	\$ 8,004.77
01/21/12	\$ 123,639.84	\$ 61,819.92	\$ 61,819.92	\$ 5,063.05	\$ 25,469.80	\$ 1,384.77	\$ 21,500.97	\$ 8,401.33
01/28/12	\$ 125,797.56	\$ 62,898.78	\$ 62,898.78	\$ 5,151.41	\$ 25,914.30	\$ 1,408.93	\$ 21,876.20	\$ 8,547.94
02/04/12	\$ 144,309.32	\$ 72,154.66	\$ 72,154.66	\$ 5,909.47	\$ 29,727.72	\$ 1,616.26	\$ 25,095.39	\$ 9,805.82
Subtotal	\$ 4,377,110.80	\$ 2,644,587.12	\$ 1,732,523.68	\$ 141,893.69	\$ 713,799.74	\$ 38,808.54	\$ 602,571.74	\$ 235,449.97

Benchmark Goal @ 2%     \$    912,063.48

Remainder until 1% / 1% Split     \$                    -

VIDEO LOTTERY REPORT  
FY 2009

FY 2010

FY 2011

FY 2012

Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/5/2008 *	169,912.56	7/4/2009 *	128,262.42	7/3/2010	115,402.58	7/1-2/2011	69,824.12
7/12/2008	176,592.38	7/11/2009	168,815.08	7/10/2010	205,731.64	7/9/2011	171,717.28
7/19/2008	160,344.08	7/18/2009	160,652.98	7/17/2010	161,386.76	7/16/2011	143,019.52
7/26/2008	162,982.74	7/25/2009	158,869.08	7/24/2010	160,368.28	7/23/2011	146,508.00
8/2/2008	178,171.04	8/1/2009	174,493.08	7/31/2010	157,802.08	7/30/2011	144,510.28
8/9/2008	123,538.04	8/8/2009	138,408.80	8/7/2010	136,494.98	8/6/2011	151,495.28
8/16/2008	82,482.89	8/15/2009	81,222.14	8/14/2010	78,376.68	8/13/2011	117,350.38
8/23/2008	76,426.18	8/22/2009	76,260.31	8/21/2010	76,199.02	8/20/2011	71,614.12
8/30/2008	89,459.86	8/29/2009	80,472.92	8/28/2010	72,460.03	8/27/2011	63,432.14
9/6/2008	91,644.46	9/5/2009	80,798.15	9/4/2010	76,362.84	9/3/2011	80,837.76
9/13/2008	79,729.93	9/12/2009	86,286.92	9/11/2010	82,969.36	9/10/2011	84,845.80
9/20/2008	71,269.36	9/19/2009	70,010.15	9/18/2010	67,638.78	9/17/2011	66,748.62
9/27/2008	79,735.73	9/26/2009	69,316.87	9/25/2010	70,435.06	9/24/2011	68,929.80
10/4/2008	75,186.22	10/3/2009	72,286.04	10/2/2010	71,013.86	10/1/2011	68,871.64
10/11/2008	77,139.04	10/10/2009	69,650.63	10/9/2010	69,311.50	10/8/2011	70,866.90
10/18/2008	80,668.26	10/17/2009	73,560.21	10/16/2010	75,234.62	10/15/2011	75,262.66
10/25/2008	64,379.44	10/24/2009	67,581.66	10/23/2010	70,290.80	10/22/2011	68,757.72
11/1/2008	68,352.42	10/31/2009	64,528.30	10/30/2010	65,615.04	10/29/2011	60,507.98
11/8/2008	70,823.02	11/7/2009	63,741.59	11/6/2010	61,337.62	11/5/2011	70,673.88
11/15/2008	65,565.50	11/14/2009	65,959.64	11/13/2010	64,595.28	11/12/2011	67,627.10
11/22/2008	63,883.80	11/21/2009	59,547.05	11/20/2010	56,010.08	11/19/2011	60,690.60
11/29/2008	69,850.12	11/28/2009	72,399.98	11/27/2010	71,170.90	11/26/2011	74,140.54
12/6/2008	55,696.68	12/5/2009	51,006.51	12/4/2010	53,215.08	12/3/2011	59,429.94
12/13/2008	60,178.04	12/12/2009	52,460.58	12/11/2010	46,944.00	12/10/2011	51,395.44
12/20/2008	52,189.19	12/19/2009	32,834.39	12/18/2010	42,076.76	12/17/2011	55,981.32
12/27/2008	72,205.91	12/26/2009	53,406.34	12/25/2010	50,450.28	12/24/2011	54,248.62
1/3/2009	96,504.65	1/2/2010	92,980.40	1/1/2011	85,152.12	12/31/2011	94,661.00
1/10/2009	53,286.62	1/9/2010	55,020.46	1/8/2011	54,301.30	1/7/2012	74,863.40

1/17/2009	56,068.87	1/16/2010	60,551.28	1/15/2011	54,005.90	1/14/2012	58,901.92
1/24/2009	71,474.63	1/23/2010	69,943.53	1/22/2011	60,924.74	1/21/2012	61,819.92
1/31/2009	61,089.80	1/30/2010	48,527.75	1/29/2011	48,036.94	1/28/2012	62,898.78
2/7/2009	83,539.63	2/6/2010	37,155.14	2/5/2011	60,777.44	2/4/2012	72,154.66
2/14/2009	76,054.44	2/13/2010	44,334.00	2/12/2011	67,471.84		
2/21/2009	91,838.41	2/20/2010	76,946.12	2/19/2011	72,018.54		
2/28/2009	80,806.88	2/27/2010	72,024.40	2/26/2011	75,544.02		
3/7/2009	48,837.13	3/6/2010	76,936.85	3/5/2011	74,535.34		
3/14/2009	96,025.39	3/13/2010	71,007.37	3/12/2011	66,979.48		
3/21/2009	79,002.82	3/20/2010	74,335.38	3/19/2011	73,113.26		
3/28/2009	79,250.83	3/27/2010	69,941.88	3/26/2011	68,490.80		
4/4/2009	75,968.30	4/3/2010	70,636.28	4/2/2011	70,846.58		
4/11/2009	75,964.94	4/10/2010	69,692.79	4/9/2011	67,076.78		
4/18/2009	80,598.22	4/17/2010	69,335.92	4/16/2011	64,698.56		
4/25/2009	75,571.46	4/24/2010	68,714.11	4/23/2011	67,674.14		
5/2/2009	73,957.05	5/1/2010	68,799.06	4/30/2011	66,807.50		
5/9/2009	76,697.22	5/8/2010	67,403.54	5/7/2011	66,379.74		
5/16/2009	71,925.70	5/15/2010	70,186.32	5/14/2011	66,699.76		
5/23/2009	81,395.43	5/22/2010	64,695.71	5/21/2011	63,210.44		
5/30/2009	82,161.55	5/29/2010	67,157.40	5/28/2011	64,724.06		
6/6/2009	74,895.74	6/5/2010	77,371.80	6/4/2011	74,952.34		
6/13/2009	67,327.23	6/12/2010	66,106.29	6/11/2011	62,203.12		
6/20/2009	75,500.53	6/19/2010	64,888.48	6/18/2011	61,200.76		
6/27/2009	67,354.10	6/26/2010	63,950.29	6/25/2011	65,470.44		
6/30/2009 ***	32,059.58	6/30/2010	29,667.19	6/30/2011	34,351.16		
<b>TOTALS 4403564.04</b>		<b>4041141.56</b>		<b>4016541.01</b>		<b>2644587.12</b>	

