

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, FEBRUARY 23, 2012
9:30 A.M.

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

APPROVAL OF PURCHASE ORDERS

APPROVAL OF ACCOUNTS PAYABLE

PUBLIC COMMENT

PRESENTATIONS:

1. 10:00 a.m. Angie Banks, Assessor
- Exonerations
2. 10:15 a.m. Debra Young, Victim Assistance Program
- Review and approval of VOCA Grant for Jefferson County Victim Assistance Program - Discussion/Action
3. 10:30 a.m. Break
4. 10:45 a.m. Ronda Lehman, Chairperson - Blue Ridge Watershed Coalition
- Continuation and expansion of Jefferson County stream water monitoring - Discussion/Action
5. 11:00 a.m. Paul Shroyer, Director of Financial Management
- State Level Budget Revision BR005 - Discussion/Action
- Budget Analysis for January 2012 Month End - Discussion/Action
- Internal Budget Revision #1003 - Discussion/Action
6. 11:15 a.m. Sue Lawton, Jefferson County Public Service District
- Small Cities Block Grant for water system improvements for Glen Haven and Cavaland - Discussion/Action

7. 11:30 a.m. Roger Goodwin, Chief County Engineer
 - Bond reduction and/or release - Discussion/Action
 - Kirby and Linda Adams, refund of Building Permit Fee Permit #10-408 - Discussion/Action
8. 11:45 a.m. Stephanie Grove, Assistant Prosecuting Attorney
 - Transition Plan for Reorganization Update - Discussion/Action

NEW BUSINESS:

9. Legislative Updates
10. Review of the iPad Policy - Discussion

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

11. ADJOURN

CORRESPONDENCE:

Thank you letter received from Governor Earl Ray Tomblin.

Letter received from Eugene Gruber, Mitigation Division Director for FEMA concerning the review of the Brooke-Hancock Regional Planning and Development Council, West Virginia, Hazards Mitigation Plan.

Shepherdstown Battlefield Special Resource study received from the Department of the Interior.

Letter from the West Virginia Department of Transportation Division of Highways concerning the Statewide Transportation Improvement Program (STIP).

Emails concerning Potomac River Zoning received from John N. Gordon and Robin Boles.

Notice of interviews and appointments to the Historic Landmarks Commission and the Jefferson County Planning Commission scheduled for the March 1, 2012 agenda.

Weekly Settlement report for Hollywood Casino at Charles Town Races and Slots for week ending February 11, 2012 received from West Virginia Lottery.

Determination of Water Quantity and Quality in Surface Waters of the Karst System of Jefferson County received from Dr. Peter Villa.

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 14, 2012, beginning at 1:30 p.m.

PRESENT: Dale Manuel, Commission Vice President
Frances Morgan, Commissioner
Lyn Widmyer, Commissioner

(Walt Pellish, Commissioner, absent with notice)

(Patricia Noland, Commission President, absent with notice)

Angela Banks, Jefferson County Assessor

It was noted that a quorum was present.

The meeting was called to order by Commissioner Manuel. Mr. Manuel inquired of County Assessor Angela Banks if there were any appeals to be heard on this date. Ms. Banks advised that there were none. Mr. Manuel asked if any appeals were scheduled for Thursday, February 16, 2012. Ms. Banks stated that there were four (4) appeals scheduled to be heard on February 16, 2012 beginning at 3:00 p.m. There have been no appeals scheduled in October 2012 as of this date.

There being no further business, motion by Ms. Widmyer to adjourn as a Board of Review and Equalization until Thursday, February 16, 2012 at 3:00 p.m. Motion seconded by Ms. Morgan and unanimously approved.

DALE MANUEL, VICE PRESIDENT
JEFFERSON COUNTY COMMISSION

Minutes
Jefferson County Commission
Thursday, February 16, 2012

A meeting of the Jefferson County Commission was held on Thursday, February 16, 2012 in the County Commission meeting room at the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Patricia Noland, Dale Manuel, Lyn Widmyer, Frances Morgan and Walt Pellish. Also present were Sandy Slusher McDonald, Interim County Administrator, Nichelle Hosby, Executive Assistant and Jimmy Eddy, Bailiff. (An audio tape of the February 16, 2012 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Manuel led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Morgan to approve the Minutes of the February 7, 2012 Board of Review and Equalization as amended. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Ms. Morgan to approve the Minutes of the February 9, 2012 Board of Review and Equalization as presented. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Mr. Manuel to approve the Minutes of the February 9, 2012 regular meeting as presented. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Mr. Manuel to approve Purchase Orders in the amount of \$128,361.33, being purchase order numbers: 50871, 50872, 51005, 51006, 50979, 50978, 50974, 50670, 50671, 50961, 50967, 50970, 51386, 50963, 50965, 50924, 50962, 50968, 50967, 50733, 50734, 50735, 50969. Motion seconded by Ms. Morgan and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Ms. Morgan to approve the accounts payable in the amount of \$436,366.27. Motion seconded by Ms. Widmyer and unanimously approved.

PUBLIC COMMENT:

Kathy Knight reported on the outstanding job of the Planning Commission and the Assessor.

Ted Shiltz commented on the Planning Commissions meeting and the Zoning Amendments.

Daniel Lutz commented on the Development Authority and the Farmland Protection agent.

Rhonda Lehman reported on Blue Ridge Watershed Coalition.

Jennifer Brockman reported on the Planning Commission meeting.

PRESENTATIONS:

1. **Sally Gran, Finance Chief Deputy Clerk and Debbie Keyser, Human Resource Consultant** requested a date and time for a presentation on health care, wellness, and EAP during a work session.

The Commission agreed to hold a work session on Wednesday, February 22, 2012 at 9:00 a.m.

2. **Gary Wine, Berkeley County Council IT Director**, gave a brief presentation of the results of the IT Review Committee and discussed possible actions to request the preparation of an RFP to outsource the counties needs.
3. **Ann Paonessa, Jefferson County Development Authority Board member** introduced John Reisenweber, the new Executive Director as a Grade VII, step C and informed the Commission of applicability of the County's policy for Compensation During Temporary Assignment for JCDA Research Assistant and the Administrative Assistant.

Present from the Board were Mark Dyck and Annette Gavin.

NEW BUSINESS

4. Lieutenant Colbert on behalf of Sheriff Shirley requested approval of William Carper and Robbie Roberts as fill-in Deputies for Jefferson County Sheriff's Office while current deputies are on active duty with the Guard, Reserves or Coast Guard.

Motion by Mr. Manuel to approve Robbie Roberts and William Carper as fill-in deputies for the Jefferson County Sheriff's Office while current deputies are on active duty. Motion seconded by Mr. Pellish and unanimously approved.

5. A discussion was held on the process of hiring a County Administrator.

Unanimous consent to close the acceptance of application on March 15, 2012.

The Commission took a short break at 10:30 a.m.

The Commission reconvened the meeting at 10:40 a.m.

6. **Paul Shroyer, Finance Director** discussed budget projections on line item Central Garage, Budget Revisions, Budget Analysis and the allocation of funds from the Shepherdstown Battlefield account located at Bank of Charles Town.

Motion by Mr. Manuel to approve Budget Revision BR004. Motion seconded by Ms. Morgan and unanimously approved.

No action was taken regarding the Shepherdstown Battlefield account.

7. **Paul Shroyer, Finance Director** discussed the AS/400 Security Policy.

Motion by Ms. Morgan to authorize the County Administrator and Paul Shroyer to contact Software Systems to set up a process to create a separate Library after the County Clerk has completed the end of month close. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Mr. Pellish for County Administrator to act as the Interim Security Officer. Motion seconded by Mr. Manuel and unanimously approved.

PRESENTATIONS CONTINUED

8. A discussion was held on the Capital Improvement Plan to include the feasibility of purchasing the Briel Building to address some of the county space needs.

UNFINISHED BUSINESS:

9. **Reorganization Topics were discussed.**

There was no executive session held.

Review and possible action on Tim Boyle's exit memo regarding Restructuring County Government.

Stephanie Grove, Assistant Prosecuting Attorney was present and gave comment.

Motion by Mr. Manuel 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, 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 Finance officer and continue to provide technical support. Motion seconded by Ms. Noland and was passed 3-2 with Ms. Widmyer and Ms. Morgan voting no.

Mr. Manuel moves a 30-day plan implemented to transition the assistant director in charge of impact fee collections to the Engineering department and the IT personnel under the direction of the Finance Officer and to begin the process of contractual Impact Fee Director. Motion seconded by Mr. Pellish.

Amended Motion by Mr. Pellish to include the language that implementation of the motion would begin after developing a plan to treat impacted employees fairly and observe federal and state regulations. Motion passed 3-2 with Ms. Morgan and Ms. Widmyer voting no.

Motion by Ms. Widmyer to rename the Engineering Department to the Department of Engineering and Watershed Protection. Motion seconded by Ms. Morgan.

The Commission agreed to hold this motion over for two weeks.

The Commission discussed the option of civil counsel being directly under the County Commission.

10. **Legislative updates** where provided by Mr. Manuel.

COUNTY ADMINISTRATOR REPORTS:

Interim County Administrator Sandy Slusher McDonald:

- Reported that the Courthouse wall and drain work will begin on Monday, February 20th, 2012.
- Reminded the Commission that County Offices will be closed on Monday, February 20, 2012.
- Reminded the Commission of the Wellness, Health Care and Employee Assistance Program work session on Wednesday, February 22, 2012.



COUNTY COMMISSION REPORTS:

Commissioner Morgan:

- Reported on the National Park Service and the Shepherdstown Battlefield.
- Attended the Farmland Protection Board meeting.
- Attended the Historic Landmarks Commission meeting.
- Attended the Board of Review and Equalization meeting.
- Reported that a Quartet was at the South Jefferson Public Library.

Commissioner Widmyer:

- Attended the Water Advisory Committee meeting.
- Attended the Jefferson Council on Aging meeting.
- Attended the Parks and Recreation meeting.

Commissioner Manuel:

- Attended the Jefferson Council on Aging meeting.
- Attended the Parks and Recreation meeting.
- Participated in the Legislative Update conference call.
- Attended the Board of Review and Equalization.
- Attended the Jefferson Center meeting.



Commissioner Noland:

- Attended the West Virginia Association of Counties Conference.
- Attended the Board of Review and Equalization.

There being no further business the regular Commission meeting adjourned until Thursday next, February 23, 2012 at 9:30 a.m..

PATRICIA A. NOLAND, 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 Thursday, February 16, 2012, beginning at 1:30 p.m.

PRESENT: Frances Morgan, Commissioner
June Bowers, Sr. Tax Appraiser, Jefferson County Assessor's Office

Commissioner Morgan called the meeting to order at 1:45 p.m. She inquired of Ms. Bowers if there were any appeals scheduled at this time. Ms. Bowers answered in the negative, but advised that four (4) appeals were scheduled to be heard this date by the Board of Review and Equalization beginning at 3:00 p.m.

There being no further business, Ms. Morgan recessed the meeting until 3:00 p.m. on this date.

The Commissioners reconvened as a Board of Review and Equalization at 3:00 p.m. in the County Commission Room of the County Courthouse herein.

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

Stephanie Grove, Esq.- Attorney for the Commission
June Bowers, Sr. Tax Appraiser, Jefferson County Assessor's Office

In re: APPLICATION FOR ASSESSMENT REVIEW - THOMAS AND JOANN ASH

1) Thomas and Joann Ash were sworn in by Ms. Noland. The Petitioners did not want to appear on the webcast of their proceedings and the video was turned off. A hearing was conducted on their appeal of real estate assessment on Map 23C, Parcel 116 located in the Charles Town District.

After testimony and presentation of exhibits, motion by Ms. Noland to uphold the Assessor's valuation and deny the relief requested by the Petitioners. Motion seconded by Mr. Pellish and unanimously approved.

2) A hearing was conducted on appeal of real estate assessment by Thomas and Joann

Ash on Map 23C, Parcels 118, 119 and 121 in the Charles Town District.

After testimony and presentation of exhibits, Ms. Bowers reduced the assessment of the house on Parcel 119 because of its poor condition to \$12,200 and appraised the land at \$32,000. Ms. Widmyer suggested a reduction for the combined three parcels to \$67,200. Motion by Mr. Manuel to reduce the Assessor's valuation for the combined three parcels to \$67,200. Motion seconded by Ms. Morgan and unanimously approved.

3) A hearing was conducted on appeal of real estate assessment by Thomas and Joann Ash on Map 23C, Parcels 122, 124, 125 and 126 in the Charles Town District.

After testimony and presentation of exhibits, motion by Ms. Morgan to uphold the Assessor's valuation and deny the relief requested by the Petitioners. Motion seconded by Mr. Manuel and unanimously approved.

In re: APPLICATION FOR ASSESSMENT REVIEW - DONALD J. ORSER

1) Donald J. Orser was sworn in by Ms. Noland. Mr. Orser stated that he objected to the appraisal process. Mr. Orser wanted to appear on a webcast of his proceedings so the video continued to run. A hearing was conducted on appeal of real estate assessment by Donald J. Orser on Map 12A, Parcel 176 in the Harpers Ferry District.

After testimony and presentation of exhibits, motion by Mr. Manuel to uphold the Assessor's valuation and deny the relief requested by the Petitioner. Motion seconded by Mr. Pellish and unanimously approved.

2) A hearing was conducted on appeal of real estate assessment by Donald J. Orser on Map 8D, Parcel 28 in the Kabletown District.

After testimony and presentation of exhibits, motion by Ms. Morgan to uphold the Assessor's valuation and deny the relief requested by the Petitioner. Motion seconded by Mr. Manuel and unanimously approved.

3) A hearing was conducted on appeal of real estate assessment by Donald J. Orser on Map 23G, Parcel 48 in the Charles Town District.

After testimony and presentation of exhibits, motion by Ms. Morgan to reduce the Assessor's valuation to \$18,400. Motion seconded by Ms. Widmyer and unanimously approved.

The Board took a 5-minute break at 4:35 p.m.

The Board reconvened at 4:40 p.m.

In re: APPLICATION FOR ASSESSMENT REVIEW - GARY A. AND STEPHANIE K. LAPTOSH (not present) represented by Braun Hampstead, Esq.

1) A hearing was conducted on appeal of real estate assessment by Gary A. and Stephanie K. Laptosh (not present), who were represented by Braun Hampstead, Esq., on Map 16, Parcel 2.4 in the Middleway District. Petitioner's counsel did not want to appear on the webcast of the proceedings and the video was turned off.

Mr. Hampstead called Nancy G. McBride, CREA. of McBride Appraisals LLC. Ms. Noland swore in Ms. McBride. Mr. Hampstead asked Ms. McBride a series of questions regarding comparable sales that she had located and Ms. McBride offered her professional opinion concerning the Assessor's valuation and the comparables she had found.

After Ms. McBride's testimony and presentation of exhibits the Board members agreed that the assessment on the subject property appeared too high. Motion by Ms. Morgan to reduce the Assessor's valuation to \$130,000. Motion seconded by Ms. Noland and unanimously approved.

In re: APPLICATION FOR ASSESSMENT REVIEW - MICHAEL HOLZ

1) Michael Holz was sworn in by Ms. Noland. A hearing was conducted on appeal of real estate assessment by Michael Holz on Map 20A, Parcel 10 in the Middleway District.

After testimony and presentation of exhibits, motion by Ms. Widmyer to reduce the Assessor's valuation to \$130,000. Motion seconded by Ms. Morgan. A vote was taken and the motion failed 3 - 2 with Ms. Noland, Mr. Manuel and Mr. Pellish voting against.

Motion by Ms. Noland to uphold the Assessor's valuation and deny the relief requested by the Petitioner. Motion seconded by Mr. Manuel and passed 3 - 2 with Ms. Widmyer and Ms. Morgan voting against.

There being no more appeals scheduled, motion by Mr. Manuel, seconded by Mr. Pellish to adjourn as a Board of Review and Equalization sine die. The motion was unanimously approved.

PATRICIA NOLAND, COMMISSION PRESIDENT

PURCHASE ORDERS TO BE APPROVED
February 23, 2012

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
ADDRESSING	50839	\$ 3,595.00	MSAG, LL	ANNUAL SUPPORT
CIRCUIT CLERK	50873	\$ 335.69	CASTO&HARRIS, INC	FILE FOLDERS
COMMUNICATIONS	50980	\$ 784.56	CDWG	HP LASERJETS (3)
COUNTY CLERK	50673	\$ 1,116.74	HEWLETT-PACKARD	HP LASERJET
COURTHOUSE	51017	\$ 4,800.00	ANALYTICAL SERVICES, INC	GROUNDWATER BUDGET STUDY
MAINTENANCE	51065	\$ 1,673.08	VE MAUCK PLUMING SUPPLY	SUPPLIES FOR CONFERENCE ROOM
Lot 18	51066	\$ 351.00	BK OFFICE SUPPLY	RUGS FOR MAINT. OFFICE
OTHER BUILDINGS	51062	\$ 1,008.50	BK OFFICE SUPPLY	COPY PAPER
	51064	\$ 5,654.00	WINCHESTER SECURITY	EQUIP/INSTALL FIRE LITE/PULL STATIONS
PLANNING & Zoning	50699	\$ 130.92	JEFFERSON PUBLISHING CO.	NOTICES
PROSECUTING ATTORNEY	50736	\$ 1,344.00	SOFTWARE SYSTEMS	PORTS
	50737	\$ 456.30	MARCIA CHANDLER	TRANSCRIPTS

SHERIFF	48569	\$ 3,831.00	RAY ALLEN MANUF.	EQUIPMENT/PROTECTION (GRANT)	
	48568	\$ 5,191.58	TOWN POLICE SUPPLY	EQUIPMENT/PROTECTION (GRANT)	
SHERIFF TAX	50781	\$ 585.00	SPECIALTY BUSINESS	WINDOW ENVELOPES	
GRAND TOTAL		\$ 30,857.37	Printed at 2.55 p.m. on 2/17/12		

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

AGENDA REQUEST FORM

Name: Angie Banks, Assesor

Department or Entity: Assessor's Office

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: _____

Date Requested – 2nd Choice: _____

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

Subject: **Exonerations**

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:



2

ATT: Nichelle Hosby

Commission Office Use Only

Date on Agenda:

ppt Time or New Business:

AGENDA REQUEST FORM

Name: Debra Young

Department or Entity: JC Victim Assistance Program

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

Date Requested - 1st Choice: 2/23/12

Date Requested - 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: Grant has to signed by Commission and sent Charleston before March 2.

Subject: Review and Signing of VOCA Grant for Jeff. County Victim Assistance Program.

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:

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application	General Administrative Information Page 1
---	--

<i>Applicant Agency:</i> Address:	Jefferson County Commission PO Box 250 Charles Town, WV 25414	<i>Type of Agency</i> <input type="checkbox"/> State <input checked="" type="checkbox"/> County <input type="checkbox"/> Municipal <input type="checkbox"/> Non-Profit
Phone:	304-728-3284	
Fax Number:	304-725-7916	

<i>Project Director:</i> Ralph A. Lorenzetti Address: PO Box 729 Charles Town, WV 25414 Phone: 304-728-3243 Fax: 304-728-3293 Email: rlorenzetti@jeffersoncountywv.org	<i>Fiscal Officer:</i> Sandy-Slusher McDonald Address: PO Box 250 Charles Town, WV 25414 Phone: 304-728-3284 Fax: 304-725-7916 Email:
---	--

Amount Requested: **59,381.00** Amount Awarded: _____
 Project Period: **July 1, 2012 – June 30, 2013**

Percent Breakdown by Crime Category: 38 Domestic Violence 10 Sexual Assault 10 Child Abuse 42 Underserved Pop.	Number of years previously funded: <u>14</u> Estimated number of victims to be served by grant: <u>500</u>	Geographic Area Served: County(ies): Jefferson Population: 53,498 Rural: 80%
--	---	---

Project Title: **Jefferson County Victim's Assistance Program**

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

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

Authorized Official: Patsy Noland	Title: President, County Commission
Address: PO Box 250 Charles Town, WV 25414	Phone: 304-728-3248 Fax: 304-725-7916 E-Mail: pnoInad@jeffersoncountywv.org
Signature:	Date:

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

Budget Summary Page 2

Applicant:	Jefferson County Commission	FEIN Number:	55-6000333
		DUNS Number:	07-7411-4548

Category	VOCA Requested Funds	Other Funds	Total Budget
Personnel / Contractual	\$58,881.00	\$14,845.00	\$73,726.00
Travel / Training	\$500.00	0	\$500.00
Space			
Other			
Totals	\$59,381.00	\$14,845.00	\$74,226.00

Funding Strategy

Funding Source(s)	Amount	Status
VOCA Grant Funds	\$59,381.00	P
Match	\$14,845.00	C
Total	\$74,226.00	

- Funding Source - Separately list each source of funds that will be used in the program.
- Amount - Enter the amount received or anticipated for each
- Status - Indicate the status of each funding source as follows:
 - P – Projected grant, loan or donation
 - A – Application submitted and under review
 - C – Funds Committed
 - R – Funds received, appropriated or on hand

Detailed Project Cost by Budget Category	Requested VOCA Funds	Other Funds	Recommendation
			DJCS Use Only
<u>Personnel / Contractual</u>			
Full Time Victim Advocate--			
Debra Young	\$25,680.00		
FICA@7.65%	\$1,965.00		
Retirement@11%	\$2,824.00		
Match		\$6,923.00	
Full-Time Advocate			
Jennifer May-Sanner	\$23,946.00		
FICA@7.65%	\$1,832.00		
Retirement@11%	\$2,634.00		
Match		\$6,922.00	
Volunteer Hours		\$1,000.00	
<u>Travel / Training</u>			
Direct service mileage & travel to be Approved by DCJS	\$500.00		
<u>Space:</u>			
<u>Other</u>			
Total Requested VOCA Funds	\$59,381.00		
Total Other Funds		\$14,845.00	
Total of Recommendation (DJCS Only)			

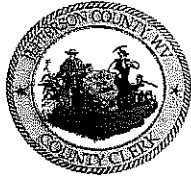
Provide here a justification and explanation of the budget items shown on pages 3 and 3a of this application. This should contain specific criteria and data used to arrive at estimates and/or costs for all items listed. In completing the project budget narrative, please identify data by the major budget category involved (e.g., Personnel/Contractual, Travel/Training, Equipment, and Other). Please differentiate between project grant and matching funds (if applicable). For all Personnel/Contractual positions (salary, hourly, overtime) that are requesting Fringes please list the percentages (%) for each. For all hourly positions (not salaried) please include an hourly rate and the number of hours to be worked per month. ***Please note that effective July 1, 2012 all salaried positions (whether it be 100%, 80%, etc.) will be reimbursed on a 12 month cycle. Example: If you are a salaried employee requesting 100% of your salary of \$35,000, the most you will be reimbursed for a month period is \$2,916.66. If you are a salaried employee requesting 80% of your total salary of \$35,000, the most you will be reimbursed per month will be \$2,333.33 over 12 months, not to exceed the \$28,000, or 80% of the \$35,000 salary.***

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

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

Funds requested from VOCA are to be used for Personnel/Contractual salaries and benefits for two Full-time Victim Advocates. These requested VOCA funds are crucial to direct services provided to Crime Victims in Jefferson County. Please see the attached sheet for specific breakdown of Personnel/Contractual funds.

Travel and Training funds requested from VOCA are to be used for mileage, registration, lodging and meals for the two full-time Victim Advocates in order to attend trainings to further develop skills in providing services for victims. All trainings are to be approved by the Division of Justice and Community Services. Travel funds will also be used to reimburse advocates mileage costs (at state rates) for providing transportation for victims to attend court hearings when no other transportation means are available.



Jennifer S. Maghan, County Clerk

100 East Washington Street, Charles Town, West Virginia 25414
304-728-3215 (office) 304-728-1957 (fax)
jmaghan@jeffersoncountywv.org Jeffersoncountyclerkwv.com

January 12, 2012

Ms. Debra Young
Victims Advocate
Prosecuting Attorney

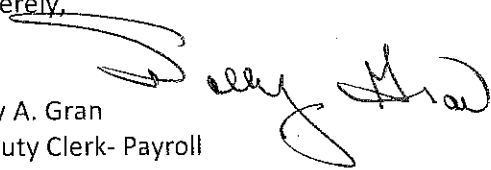
RE: VOCA Grant Information

Dear Ms. Young,

For the fiscal year ending June 30, 2012 estimate: the following is a salary breakdown plus VOCA Grant information:

<u>Debra Young</u>		<u>Jennifer May Sanner</u>
\$ 62,443.16	Salaries	\$ 41,387.58
<u>\$(25,680.00)</u>	Less Grant – Salary	<u>\$(23,946.00)</u>
\$ 36,763.16		\$ 17,441.58
Benefits:		
\$ 3,484.36	6.2 % OASDI – Match	\$ 2,536.82
\$ 814.91	1.45% HI – Match	\$ 593.32
\$ 9,054.24	14.5% Retirement Match	\$ 6,001.32
\$13,240.76	Health/Life/Dental/Vision	\$ 7,861.86
\$ 137.37	Workers Comp .22% Gross	\$ 91.05
<u>\$(4,789.00)</u>	Less Grant Benefits	<u>\$(4,466.00)</u>
\$21,942.64	County Pays – Benefits	\$ 12,618.37
\$58,705.80	County Paid Salary/Benefits	\$ 30,059.95

Sincerely,


Sally A. Gran
Deputy Clerk- Payroll
Jefferson County Clerk's Office
(304) 728-3340

Jefferson County VOCA
July 1, 2011 - June 30, 2012 Estimate

Employee Name:

Jennifer May Sanner

Gross Salary	41,387.58
Total Benefits	17,084.37

OASDI - 6.20%	2,536.82
HI - 1.45%	593.32
Medical - Single	7,422.42
Family	0.00
Dental/Vision	357.84
Life Insurance	81.60
Ret -14.5 %	6,001.32
W. Comp.	91.05
Total Benefits	<u>17,084.37</u>

Debra Young

Gross Salary	62,443.16
Total Benefits	26,731.65

OASDI - 6.20%	3,464.36
HI - 1.45%	814.91
Medical - Single	7,422.42
Medical - Family	5,378.78
Dental/Vision	357.96
Life Insurance	81.60
Ret -14.5 %	9,054.24
W. Comp.	137.37
Total Benefits	<u>26,731.65</u>

Calculations Used:	
Medical	
FY as of 1/5/12 pr	
Single	4,333.27
Est Balance 2012	3,089.15
Total FY 2012	<u>7,422.42</u>
Dental/Vision	
29.82 x 12mo.	<u>357.84</u>
Life	
6.80 x 12	81.60
	<u>81.60</u>
Family Medical	
FY as of 1/5/12	3,216.43
Est Balance 2012	2,162.35
	<u>5,378.78</u>
W. Comp 7/10-7/11	0.22%

Summary:		OASDI - 6.20%	6,021.18
Gross Wages	\$ 103,830.74	HI - 1.45%	1,408.23
Total Benefits	\$ 43,816.03	Health Insurance	14,844.84
		Family	5,378.78
Grand Total Wages & Benefits	<u>\$ 147,646.77</u>	Dental/Vision	715.80
		Life Insurance	163.20
		Retirement - 14.25%	15,055.56
		W. Comp.	228.43
		Total Benefits	<u>43,816.02</u>

Please provide information that presents and explains the proposed project. State clearly and in concise detail the **purpose and direction of the project**, including identifying the specific problem, **background on project, evaluation of local needs, description of underserved populations** (including plan for outreach and services) and a **limited language proficiency plan, volunteer utilization and recruitment plan**, and plan of sustainability of project. Attach additional pages if necessary.

A. Problem Statement/Statement of Need: The Jefferson County Victim Assistance Program operates out of the Jefferson County Prosecutor's Office and was first established with funding from the West Virginia Victims of Crime Act on July 1, 1998. The Program has received funding from both VOCA and the Jefferson County Commission since its inception, for a total of fourteen years. In tune with the spirit of the West Virginia Victim Protection Act of 1984, the Jefferson County Victim Assistance Program believes it to be imperative that our criminal justice system provides such services and support as may be necessary to prevent the alienation or re-traumatization of crime victims through insensitivity or neglect. The Jefferson County Victim Assistance Program seeks to fill a void by offering a timely, sensitive and positive response to the needs and concerns of those who have turned to our system for help.

While there are many individuals and agencies involved in the investigation and prosecution of crime, the Jefferson County Victim Assistance Program is the only entity that, as part of the justice system, reaches out to victims, informing them of their rights and pro-actively addresses their urgent personal and financial needs. Of Jefferson County's total population, approximately 80% is defined as living in a rural district, with statistics indicating that 60% of all violent offenses occurred in these rural areas. Rural victims of crime thus comprise the majority of victims served by the Program. In 2011 the Program served 456 new victims of crime. The Program focuses primarily on the target population of victims of crimes against the person (as opposed to financial or property crimes) with special emphasis on victims of violent crime such as DUI causing death or injury, sexual assault, domestic violence, child abuse and homicide, including both felonies and misdemeanors.

The following is a breakdown by grant category and criminal charge of new victims served by the program in 2011:

ADULT SEXUAL ASSAULT -3	FELONY FAILURE to PAY CHILD SUPPORT-5
CHILD SEXUAL ASSAULT - 21	KEEPING VICIOUS DOGS - 1
CHILD PHYSICAL ABUSE - 18	DOMESTIC VIOLENCE - 178
DUI/DWI CRASHES - 24	DESTRUCTION OF PROPERTY -13
ELDER ABUSE -- 7	ROBBERY - 79
TELEPHONE HARASSMENT -1	ASSAULT - 91
TRESPASSING -1	INDECENT EXPOSURE-1
FAILURE TO MAINTAIN CONTROL-1	
SURVIVORS of HOMICIDE-10	
TOTAL NEW VICTIMS --456	

5a

These new victims of 2011, as well as victims who have on-going cases from prior years, were provided with a total of 11,659 contacts from the Victim Assistance Program. These contacts consist of criminal justice support and advocacy, both in-person and telephone information & referral, assistance in filing compensation claims, personal advocacy, crisis counseling, follow-up contacts and information and referral via written correspondence. These "under-served" groups are the Program's target population and thus constitute the majority of new victims served for the year. Jefferson County's overburdened police and prosecutors cannot both carry out their primary duties effectively and at the same time respond to the special needs of these victims.

There is a continuing need for victims to be made aware of the status of their case and their rights within the criminal justice system. Victims should also be informed about the variety of services such as counseling, compensation, and impact statements that are available to help them cope with the emotional and financial difficulties associated with victimization. There is an overwhelming need for advocates who serve as liaisons and ensure that victims are given an opportunity to have input into decisions relating to plea negotiations and case disposition, bail issues, and sentencing. The Program's Assessment Survey that is conducted by this office found that victims were overall very satisfied with the work of the Victim Assistance Program but expressed great frustration with the Criminal Court System. Victims responded to the Assessment with some of the following complaints: the slowness of the Courts' scheduling of hearings, the lack of sensitivity of the Criminal Justice System and the failure to prosecute or sentence appropriately. The Assessment indicates that there is and will continue to be a need for the existence of a Victim Assistance Program in Jefferson County in order to provide the advocacy, information and support that victims require. There is still a great need for organized cooperation and coordination of referrals and information between the various social service agencies that assist crime victims.

There is a fundamental and continuing need for the Jefferson County criminal justice system to be responsive to the needs of crime victims. The Program strives to improve the quality and scope of our services. Without an adequately staffed Victim Assistance Program, the necessary services cannot be provided, and the system as a whole may fail to attain what should be one of its primary goals.

B. Under-served Populations:

The Jefferson County Victim Assistance Program is committed to providing a full range of services to all victims of crime against the person, regardless of the

5b

nature of the criminal offense or the attributes of the victim although priority of services is reserved for the Program's target population.

Victims of violent crimes and against the person accounted for 77% of the victims served by the Program in 2011. Totaling 178, Domestic Violence victims alone comprised 39% of the overall number of new victims served by the Program during the year. In 2011, the Program also had occasion to serve 24 new victims of DUI Causing Injury or Death, 39 Child Sexual/Physical Abuse victims, 3 Adult Sexual Assault victims, 91 Assault victims, and 7 victims of Elder Abuse. Of Jefferson County's total population, approximately 80% is defined as living in a rural district, with statistics indicating that 60% of all violent offenses occurred in these rural areas. Rural victims of crime thus comprise the majority of victims served by the Program. The Program has had numerous occasions to make special provisions for victims who have been physically disabled either as a result of the crime or through some unrelated circumstance, as well as victims with language barriers. These priority and previously under-served groups thus constitute the majority of new victims served for the year.

Due to the high number of domestic violence victims the level of service delivery is particularly critical. Victims of domestic violence typically approach the system with a greater measure of skepticism, trepidation and ambivalence. It can be particularly alienating to these victims to find that the Advocate is unable to respond how and when it is needed. In addition, it is imperative that there will be on-going "follow-ups" particularly in cases of domestic violence and violent crimes. These "follow-ups" will be conducted by phone or by letter by both Victim Advocates, and in some cases, the Volunteers.

To provide more comprehensive services for underserved victims Advocates will attempt to contact and visit with local agencies, groups and organizations in the community. Through these contacts information on the services of the Victim Assistance Program will be disseminated in an attempt to establish better outreach, working relationships and a better network of services for victims.

C. Limited Language Proficiency Plan:

The Jefferson County Victim Assistance Program maintains a list of local translation and interpretation services in the event that victims are in need of these services. This list is consistently updated and revised. Several of these services are on a volunteer basis. In addition, the West Virginia Supreme Court

of Appeals provides funds to pay for interpreters for defendants, as well as victims. These funds are available through a process in which the request form is prepared by the Victim Advocate and signed by the interpreter, the victim and the Circuit Court Judge.

The Victim Assistance Program utilizes the resources of Jefferson Memorial Hospital and Shepherd University when working with victims with special needs, such as the blind, the hearing impaired and the disabled.

The Jefferson County Victim Assistance Program strives to follow the National Association of Social Workers standards for cultural competence as stated in the Association's Code of Ethics. These standards require Victim Advocates to understand culture and its function in society and how it effects the advocate/victim relationship. The Program encourages Advocates through education and training to broaden their knowledge base of victims' cultures in order to implement required services to meet the victims' needs.

D. Volunteer Recruitment and Utilization Plan:

The Jefferson County Victim Assistance Program maintains on-going relationships with Shepherd University's Social Work Department and Community Service Department. Student interns and volunteers regularly request placement in the Victim Assistance Program to meet class requirements and pursue personal interests. Depending on the Volunteers' capabilities, requirements, and requests responsibilities can range from simple paperwork to assisting with direct services to victims.

E. Program Description and/or Solution to the Problem:

The Jefferson County Victim Assistance Program seeks to provide a sensitive and positive response to the needs, questions and concerns of crime victims who have become involved in the system, as well as give them a voice in the criminal justice process.

The Program provides direct services to victims of crime through the actions of two full-time Victim Advocates and volunteers who:

- Contact victims at the time of Criminal Complaint (or initial investigation, if referral is made by law enforcement or some other cooperating agency).
- Provides criminal justice system information and orientation in person, by telephone and/or by mail-out of letters and brochures.
- Provides case status information in person, by telephone and via written correspondence.

5d

- **Makes victims aware of and assists them in completing applications to the West Virginia Crime Victims Compensation Fund.**
- **Receives medical and/or property damage expense records for use in establishing orders for restitution.**
- **Offers referrals to counseling, legal and social service agencies on an as-needed basis.**
- **Assists with crisis intervention as needed and provides emotional and moral support in person and by phone.**
- **Is available on a walk-in basis for information, support and response to victims' various concerns about their cases.**
- **Coordinates with the West Virginia Regional Jail & Correctional Facility Authority and the West Virginia Division of Corrections in providing victims with notice of the location/release/parole of particular inmates.**
- **Acts as a liaison to facilitate full communication between all officials involved in the victim's case.**
- **Accompanies victims and/or advocates on victims' behalf at court proceedings affecting victims' cases.**
- **Provides advance notice to victims of court dates and continuances, as well as notices outlining outcomes of hearings where victims could not be present.**
- **Accompanies victims to meetings and consultations with the prosecutor handling their case.**
- **Consults with and advocates on victims' behalf during plea negotiations.**
- **Conveys victims' feelings regarding case disposition and sentencing to prosecutors.**
- **Assists victims in preparing written and oral Victim Impact Statements.**
- **Conducts courtroom orientation with both child and adult victims prior to their trials.**
- **Regularly provides a variety of other services on an as-needed basis, or at the request of the Prosecuting Attorney.**
- **Promotes, within the community, coordinated public and private efforts to aid crime victims.**

The Applicant Agency/Subgrantee is the Jefferson County Commission. The Victim Assistance Program is located in the Jefferson County Prosecuting Attorney's Office and the Project Director is the Jefferson County Prosecuting Attorney. Supervision of Voca-funded staff is the responsibility of the Prosecuting Attorney. Office policies that are established by the Prosecutor are followed by the Victim Advocates and the Program's volunteers.

The Program has two full-time salaried Victim Advocates, Victim Advocate #1 and Victim Advocate #2, each with specific responsibilities, but both providing direct services to victims.

The Program's volunteers are recruited and supervised by Victim Advocate #1. Victim Advocate #2 assists with supervision and training of volunteers/interns. Volunteers are utilized by the Program to perform varying tasks as deemed appropriate and necessary in order to provide service to victims. These tasks can range from simple paperwork to providing direct services to victims.

Project assessment continues to be critical to the quality of this program and will be comprised of continual monitoring through The Program Assessment Survey. The Survey is designed to address the crucial issue of whether the Program is succeeding in meeting its goals and objectives. A review of the Assessment Surveys for the years 2004 through 2011 resulted with an eighty-four percent positive feedback for victims overall experience with the Criminal Justice System AND the Victim Assistance Program. Ninety-two percent responded favorably to the services of the Victim Assistance Program.

F. Collaboration:

The Jefferson County Victim Assistance Program works closely with numerous community agencies and institutions. Without the cooperation and collaboration of these entities it would be impossible to provide crucial services to victims. The Victim Advocate attends monthly meetings with the director of the Child Advocacy Center, the Department of Health and Human Resources, chiefs of all county police agencies, Prosecutors, mental health representatives, and local physicians. These meetings are designed to ensure that child victims cases are being properly handled and all services available to them are provided.

The Victim Advocate also attends monthly Chief Meetings with all local law enforcement agencies and the Prosecuting Attorneys. Local issues are discussed and criminal cases are reviewed by attendees.

The Program works in conjunction with Shenandoah Women's Center, Jefferson Memorial Hospital, CASA, Safehaven (child advocacy center), The Jefferson County Schools' guidance counselors and social worker, and numerous mental health providers.

The Jefferson County Victim Assistance Program, Shenandoah Women's Center, Inc. and CASA of the Eastern Panhandle, Inc., share a Memorandum of Understanding establishing the collaborative working agreement between our agencies (Attachment D). An inter-agency letter of agreement with Safehaven Child Advocacy Center and the Assistance Program (through the Prosecuting Attorney's Office) establishes the crucial connection of our agencies in order to effectively handle cases of child abuse.

G. Plan of Sustainability:

The Jefferson County Commission commits a yearly budget for the Prosecuting Attorney's Office, the salaries for the Victim Advocates are contained within this budget. Although the County Commission approves the budget with the anticipation of being partially reimbursed for the Victim Assistance Program, the Commission has consistently appropriated yearly increases of their contribution to the Victim Advocates' salaries. In the event that VOCA funding should become unavailable to the Victim Assistance Program, the Prosecuting Attorney's Office is committed to request ongoing funding from the County Commission, as well as research and pursue other grants.

Goal	Broad statement about what the program intends to accomplish. This statement should state the long-term desired impact of the program, set scope or foundation, state long-range target or purpose, identify target population, and state the condition to be changed. You may only have one goal with several objectives and activities to meet each goal.
Objective	A specific statement of the desired short-term, immediate outcome of the program which will show accomplishment of the goal. Each objective must be S.M.A.R.T. (Specific, Measurable, Attainable, Results oriented and Time bound).
Outcome Measure	The data or tool used to measure achievement of the objective.
Activities	What will be done and who will accomplish it. You must have at least one (1) activity per objective.
Timeline	When will the activity begin and end. You must have a timeline for each activity.

Goal Description:	To improve and maintain the scope of existing direct victim services in general and to maintain the level and quality of service available to victims of violent crimes in particular.
Number:1	

Objective Number: 1 To provide face-to-face direct services to 500 new victims.
 Outcome Measure: Monthly Progress and Statistical Report

- | | |
|--|----------------------------------|
| Activities to meet objective: | Timeline for each activity: |
| 1. Advocates will provide courtroom accompaniment to victims | 1. On-going through Grant period |
| 2. Advocates will meet with victims in office. | 2. On-going through Grant period |

Objective Number: 2 Assist victims with information/filing Crime Victims Compensation Fund forms
 Outcome Measure: Monthly Progress and Statistical Report

- | | |
|---|----------------------------------|
| Activities to meet objective: | Timeline for each activity: |
| 1. Advocates will keep all info on WV Crime Victims Comp Fund available and provide to victims. | 1. On-going through Grant period |
| 2. Advocates will assist victims with compiling, notarizing, and completing forms. | 2. On-going through Grant period |
| 3. Advocates will communicate with Comp Fund Office regarding victims claims. | 3. On-going through Grant period |

Objective Number: 3 Provide written/oral notification of status, dates, continuances, and dispositions of 1,000 victims.

Outcome Measure: Monthly Progress and Statistical Report

Activities to meet objective:

1. Advocates will send letters to victims regarding case status.
2. Advocates will send follow-up letters upon conclusion of case.
3. Advocates will initiate and return telephone calls regarding case info.

Timeline for each activity:

1. On-going through Grant period
2. On-going through Grant period
3. On-going through Grant period

Objective Number: 4 Provide personal advocacy for a minimum of 400 victims

Outcome Measure: Monthly Progress and Statistical Report

Activities to meet objective:

1. Advocates will provide victims with letters to employers or schools for required court attendance.
2. Advocates will contact medical providers on behalf of victims.
3. Advocates will convey victims' info and positions to prosecutors, law enforcement, and others relevant to criminal justice.

Timeline for each activity:

1. On-going through Grant period
2. On-going through Grant period
3. On-going through Grant period

Goal Number: 2	Specific and directed effort to increase the amount of community outreach by contacts and/or meetings with community agencies, groups and organizations in order to bring about a wider knowledge in the community of the existence of the Victims Assistance Program and victim's needs.
-----------------------	--

Objective Number: 1 To coordinate, participate and communicate with Law Enforcement Agencies in Jefferson County.
Outcome Measure: Monthly Progress Reports

- | Activities to meet objective: | Timeline for each activity: |
|---|-----------------------------|
| 1. Advocates will attend monthly Prosecutors/Chiefs Meetings. | 1. Monthly |
| 2. Advocates will attend MDIT meetings. | 2. Monthly |

Objective Number: 2 To coordinate and communicate with community agencies that provides services to victims.

Outcome Measure: Monthly Progress Reports

- | Activities to meet objective: | Timeline for each activity: |
|--|--------------------------------------|
| 1. Advocates will meet monthly with Safehaven Child Advocacy Center representatives. | 1. Monthly |
| 2. Advocates will meet with Jefferson County Guidance Counselors and Social Worker. | 2. At least once during grant period |
| 3. Provide Shepherd University with Program information. | 3. At least once during grant period |
| 4. Coordinate services with Health Care Providers. | 4. On-going through grant period |

Please use this page or attach a copy of your agency's organizational chart *and the proposed organizational chart for this project*. Please list all staff members, position titles, salaries, and funding source for salaries.

Organizational Chart

Jefferson County Victim Assistance Program

Victim Advocate #1

Debra A. Young

Full-time

VOCA funded salary - \$25,680.00 per year

County funded salary - \$36,763.00 per year

Victim Advocate #2

Jennifer May-Sanner

Full-time

VOCA funded salary - \$23,946.00 per year

County funded salary - \$17,441.00 per year

Secretary

Gail McMillion

Works 2 ½ days a week for Victim Assistance Program

County funded salary - \$27,385.00 per year

Provide a brief statement outlining your agency's procedures for hiring employees who are funded under this grant. Include with this application a job description and qualifications for the position(s) proposed under this grant. If position(s) are currently filled, then include a resume, applicable certificates and licenses, and other supporting documentation for each position filled.

The Jefferson County Prosecutor's Office will search for qualified employees, as needed, by means of local newspaper advertisement and the careful review and consideration of all resumes that are received. Applicants that appear to meet the stated job requirements and qualifications will be interviewed by the chief prosecutor. This agency's policy is to identify and hire the individuals that will best perform the necessary responsibilities, without regard to race, color, sex, age, religion, national origin, political affiliation, sexual orientation or physical handicap.

Attachments:

Resumes

Job Descriptions

143 Marlene Avenue
Martinsburg, WV 25401
Phone 304-263-6068

Debra A. Young

Summary of qualifications

Experience in and detailed understanding of Victim Assistance Program.
Ability to work well with Prosecutor's Office staff.
Committed to serving the needs of crime victims.
Experienced in networking with community agencies.
Strong organizational and managerial skills.

Education

May 2000 Shepherd College, Shepherdstown, WV
Bachelor of Social Work
1973 – 1974 West Virginia University, Morgantown, WV
Undergraduate work in Social Work

Professional experience

July 2000 – October 2000
Victim Assistance Program, Jefferson County, WV
Part-time Victim Advocate.

October 2000 – Present
Victim Assistance Program, Jefferson County, WV
Full-Time Victim Advocate and Director of Victim Assistance Program.
Personally organize and provide direct and indirect services to crime victims, as well as maintain all program records and reports. Supervise student interns and volunteers.

1988 – 2000
Real Estate Collection Company, Red Hawk Corporation, Martinsburg, WV
Collection Manager
Manage collection and documentation of 200 promissory notes.
Maintain monthly bookkeeping of payments, transactions, and histories.
Prepare financial reports for financial institutions and tax purposes.
Consult and advise with note holders.
Use computer to maintain records and reports.

1999 – 2000
CASA, Inc. (Citizens Assisting and Sheltering the Abused), Hagerstown, MD
Accompanied clients to court to seek legal remedies and for court hearings.
Provided educational and crisis counseling services to victims.
Assessed clients' needs and made appropriate referrals through networking of community agencies.
Advocated on behalf of victims of domestic violence in developing action plans to explore short and long term options and goals.
Maintained thorough and accurate case documentation.

1983 – 1984

Grafton School, Berryville, VA

Developed and implemented treatment plans for autistic and severely retarded children in a residential group home setting.

Provided in-home parental and caregiver training.

Maintained documentation of children's progress.

1978 – 1979

Berkeley County Committee on Aging, Martinsburg, WV

Located elderly in county and informed them of available services after assessment.

Kept accurate case histories and documentation.

**Community
activities**

1998 – Jefferson County High School, Charles Town, WV

Co-facilitated a mutual aid support group for teens.

1997 – Wellspring (Florence Crittenton), Martinsburg, WV

Volunteer position working with teenage mothers.

Designed and facilitated a group for teen mothers of infants.

Conducted in-home visits.

Offered educational and support services.

1974 – Sundale Resthome, Morgantown, WV

Volunteer work with geriatric patients in long-term care.

1972 /1973 - Friendship Room, Morgantown, WV

Volunteer work with long-term Weston State Hospital patients who were being returned to the community in residential homes.

Organizations

Alpha Kappa Delta – International Sociology Honor Society

National Association of Social Workers

Shepherd College Social Work Association

Jennifer E. May Sanner

80 Orion Place
Martinsburg, WV 25404
Ph#240-580-0239
mamaofisaiah@yahoo.com

Education

2006- 2009	Argosy University	Arlington, VA
July 2009-	Masters in Forensic Psychology	
1999-2001	Point Park University	Pittsburgh, PA
May 5, 2001-	Bachelor of Arts in Psychology with a concentration in forensics	
1997-2000	Allegany College of Maryland	Cumberland, MD
May, 18, 2001-	Leadership Certificate	
1993-1997	Beall High School	Frostburg, MD
May 1997-	Merit High School Diploma	
	Graduated 19 th out of 121	

Professional Experience

Victim Advocate

5/2005 – Present Jefferson County Prosecuting Attorney's Office/
Victim Assistance Program

- Meet with victims and attend court proceedings
- Assist victims with the WV Crime Victim's Compensation Fund application process
- Notify victims of court hearings, plea proposals, and continuances
- Act as a liaison between prosecuting attorneys, investigating officers, and victims
- Case documentation in paper file and VOCA data base
- Make referrals for victims to other agencies, as need
- Conduct crisis interventions
- Complete and mail follow up letters and surveys
- Supervise Sophomore Social Work Interns and complete evaluations
- Complete other tasks as needed

Mental Health Associate; Therapist

10/8/2003-5/2005 Allegany County Health Department Outpatient
Mental Health Clinic

- Organize and conduct Therapy Sessions
Including but not limited to:
Individual Therapy
Family Therapy
Group Therapy
Music and Art Therapy
- Conduct crisis evaluations and interventions
- Conduct intake and pre-admission interviews (in person and by phone)
- Organized and Ran ASET program
Partial Hospitalization Program
Intensive Outpatient Program

Intensive Group Therapy Program

- Insurance authorizations and billing

Independent Director of Non-Profit After School Program/ Summer Program for Low-Income Families

2/3/03-10/03/03

Frostburg Housing Authority

- Supervised school-aged Children who attended program
- Met with local merchants to obtain donations for the program
- Assisted children with homework and study skills
- Maintained budget for program
- Organized and Supervised 20 plus volunteers

Protective Services Worker

11/20/01-7/15/02

WV Department of health and Human Resources Region III

- Conduct investigations concerning allegations of abuse, neglect, and exploitation by completing initial assessment and investigations
- Determine and document the validity of allegations and level of risk involved
- Provided case management services
- Accept appointments of health case surrogates and guardianships for adults
- Develop and maintained providers for adult residential homes
- Back-up for child day care services and child protective services
- Prepare for all court action and be prepared to testify
- Develop and conduct trainings for providers

Mental Health Associate

3/13/99-11/2001

Archway Station, Inc.

- Conduct Crisis interventions
Community/ in residence crisis interventions
Over the phone crisis interventions
- Evening back-up team and on-call team
- Develop rehabilitation plans and crisis plans
- Dual diagnosis program
- Residential rehabilitation program
- Crisis Program
- Teach/Assist with daily living skills
- Assist with financial management
- Medication monitoring

Awards Received

Argosy University

3.9 GPA

Dissertation: The Genesis of Serial Killers

Point Park University

Dean's List

Cum Laude

Allegany College of Maryland

**Dean's List
Honors Program**

**Beall Jr./ Sr. High School
Americanism Award
Leadership Award (female)**

**Service Above Self Award
Tri-Hi-Y- Award**

Credentials

**National Organization for Victim Assistance- National Advocate
Credentialing Program NACP# N28-260-4319
Credentialed as a**

- Child Abuse Intervention Specialist
- Comprehensive Victim Intervention Specialist
- Domestic Violence Intervention Specialist
- Drunk Driving Intervention Specialist
- Homicide Intervention Specialist
- Program Management Specialist
- Sexual Assault Intervention Specialist

**Volunteer Experience/
Community Activities**

- Middle School Cheerleading Advisor
- Vacation Bible School Teacher
- Volunteer for mentally/ physically handicapped bowling
- Volunteer for Special Olympics

Job Description and Qualifications

Jefferson County Victim Advocate #1

The Jefferson County Victim Advocate #1 will personally administer and coordinate all the services provided by the Jefferson County Victim Assistance Program. The job will be performed on a full-time, professional level, and will operate out of the Jefferson County Prosecutor's Office. The Advocate will be expected to perform with the same degree of commitment and competence as the other key justice system officials operating out of this office.

Responsibilities will include:

- Informing victims of their rights within the criminal justice system.
- Continually informing and updating victims as to the status of their case.
- Notifying victims of all important developments in their case.
- Educating victims and explaining the criminal justice process to them.
- Offering emotional support and referrals to supporting social services.
- Providing forms and assisting victims in the completion of applications to the West Virginia Crime Victims Compensation Fund and/or Forensic Examination Fund. Also checking on the status of individual claims as needed.
- Assisting victims in the preparation of written and/or verbal Victim Impact Statements.
- Accompanying victims to court proceedings in their cases.
- Recruiting, training and supervising interns and/or volunteers.
- Preparing victims for testimony in court and helping them to be effective as witnesses by arranging informative meetings, providing informative materials, and conducting courtroom orientation while court is not in session.
- Informing and enlisting the support of key hospital personnel, law enforcement officials and school personnel in spreading the word about the Victim Assistance Program.
- Being available to sit in with victims during any consultations with the Prosecuting Attorney.
- Consulting victims regarding any plea negotiations in their case and communicating their feelings to the Prosecutor.
- Composing and submitting Monthly Progress, Statistics and Financial Reports to the funding agency.
- Maintaining all necessary program operating, monitoring and evaluation files.
- Preparing yearly grant applications.
- Community networking.
- Supervision of advocates, volunteers, and interns

Qualifications:

- Personable and able to work well with the public in general and people in distress in particular.
- Committed to the goal of serving the various needs of crime victims.
- Completed education at the Bachelor's Degree level or higher.
- Preference will be given to candidates with social science backgrounds.
- Experience in positions of leadership and the delegation of responsibilities.
- Computer literate.

Job Description and Qualifications

Jefferson County Victim Advocate #2

The Jefferson County Victim Advocate #2 will provide direct services to victims under the directions of Victim Advocate #1. The job will be performed on a full-time, professional level, and will operate out of the Jefferson County Prosecutor's Office. Advocate #2 will be expected to perform with the same degree of commitment and competence as the other key justice system officials operating out of this office.

Responsibilities will include:

- Informing victims of their rights within the criminal justice system.
- Continually informing and updating victims as to the status of their case.
- Notifying victims of all important developments in their case.
- Educating victims and explaining the criminal justice process to them.
- Offering emotional support and referrals to supporting social services.
- Providing forms and assisting victims in the completion of applications to the West Virginia Crime Victims Compensation Fund and/or Forensic Examination Fund. Also checking on the status of individual claims as needed.
- Assisting victims in the preparation of written and/or verbal Victim Impact Statements.
- Accompanying victims to court proceedings in their cases.
- Preparing victims for testimony in court and helping them to be effective as witnesses by arranging informative meetings, providing informative materials, and conducting courtroom orientation while court is not in session.
- Informing and enlisting the support of key hospital personnel, law enforcement officials and school personnel in spreading the word about the Victim Assistance Program.
- Being available to sit in with victims during any consultations with the Prosecuting Attorney.
- Consulting victims regarding any plea negotiations in their case and communicating their feelings to the Prosecutor.
- Maintaining necessary program operating records on an as needed basis.

Qualifications:

- Personable and able to work well with the public in general and people in distress in particular.
- Committed to the goal of serving the various needs of crime victims.
- Educational or work experience background in the field of Social Sciences.
- Computer literate.
- Preference will be given to candidates with a completed education at the Bachelor's Degree level or higher.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

All correspondence to DJCS, which is required and/or occurs as a result or action of any of the following Special Conditions and Assurances, or as a result of the administration of any DJCS grant program, should be mailed to the following address:

West Virginia Division of Justice & Community Services
1204 Kanawha Boulevard, East
Charleston, West Virginia 25301

1. LAWS OF WEST VIRGINIA:

This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by DJCS, regardless of the original funding source. This grant is on a "REIMBURSEMENT ONLY" mechanism.

2. LEGAL AUTHORITY:

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

3. RELATIONSHIP:

The relationship of the grantee to DJCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind DJCS for any obligation or expense without the express prior written approval from DJCS.

4. COMMENCEMENT WITHIN 60 DAYS:

This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by letter to DJCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

5. OPERATIONAL WITHIN 90 DAYS:

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to DJCS explaining the delay in implementation. Upon receipt of the 90-day letter, DJCS may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

6. WRITTEN APPROVAL OF CHANGES:

The grantee must obtain prior written approval from DJCS for all project changes (programmatic, fiscal or otherwise).

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

7. CIVIL RIGHTS COMPLIANCE:

Grantee will comply with all federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, grantees will take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary.

Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities.

8. PRESS RELEASE:

Pursuant to the Stevens Amendment, any release of information pertaining to this grant must include the following information:

1. grant amount;
2. State involvement (name of state entity responsible for administering the grant); and,
3. Federal involvement if applicable (name of federal entity responsible for administering the grant).

9. LOBBYING:

Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in OMB circular A-122, and/or relevant State laws.

10. ACCESS TO RECORDS:

DJCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.

11. CONFLICT OF INTEREST:

No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family.

12. POLITICAL ACTIVITY:

The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.)

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

13. RELEASE OF INFORMATION:

All records, papers and other documents kept by recipients of grant funds are required to be made available to DJCS. These records and other documents submitted to DJCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code.

DJCS recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement, personnel or juvenile sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, all determinations concerning the release of information of this nature are made on a case-by-case basis by DJCS, and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult DJCS regarding concerns or questions about the release of potentially sensitive information under state and local laws.

14. NATIONAL AND STATE EVALUATION EFFORTS:

The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

15. OBLIGATION OF PROJECT FUNDS:

Funds may not, without prior written approval from DJCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.

16. USE OF FUNDS:

Funds awarded through DJCS may be expended **ONLY** for the purposes and activities specifically covered by the grantee's approved project description and budget. By attaching their signature, the grantee recognizes that any deviations from the original grant budget are unallowable.

17. ALLOWABLE AND UNALLOWABLE COSTS:

Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards.

18. PEER REVIEW SUB GRANTEE EVALUATION PROCESS:

The applicant agrees to discharge if necessary - at the request of DJCS - knowledgeable, competent personnel (preferably a Project Director) to participate in a contemplated "peer review" process/advisory council. The purpose of this process would be to assist DJCS in making grant funding recommendations and furthered policy development regarding individual grant programs throughout the State. This would be no more than 2-3 days per annum.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

19. NON-SUPLANTING:

Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.

20. MATCHING CONTRIBUTION:

The grantee will have available, and will expend as needed, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by the West Virginia Division of Justice & Community Services. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines established by the West Virginia Division of Justice & Community Services for this program. All grantees must maintain records that clearly show the source, the amount and the timing of all matching contributions. Please be reminded that match is not "required"; however, if it is committed and indicated on the budget pages of this application, then this special condition is affected.

21. PROJECT INCOME:

All income earned by the grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by DJCS as are established for granted funds. All grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

22. CONSULTANT FEES:

Approval of this grant does not indicate an approval of consultant rates in excess of \$450 per day. Specific and detailed justification must be submitted to, and approved by DJCS prior to obligation or expenditure of such funds.

23. SUSPENSION OF FUNDING:

DJCS may suspend, in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document; or,
- Other cause shown.

24. SANCTIONS FOR NONCOMPLIANCE:

In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, DJCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the grantee until the grantee complies;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

25. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES:

The grantee shall submit one copy of all reports and proposed publications resulting from this agreement to DJCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the West Virginia Division of Justice & Community Services (or simply "DJCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia or the Division of Justice & Community Services."

"This project supported by Grant No. _____ awarded by the West Virginia Division of Justice & Community Services and the U.S. Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also included the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position or policies of the United State Department of Justice."

26. PROPERTY ACCOUNTABILITY:

The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by DJCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from DJCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to DJCS. Property must be used for the intended grant purposes, if not being used in accordance with terms of the grant property will revert back to DJCS.

27. CRIMINAL PENALTIES:

Whoever embezzles or endeavors to embezzle, willfully misapplies, steals or obtains by fraud any funds, assets, or property which are the subject of grant or contractor or other form of assistance pursuant to this title, whether received directly or indirectly from the administration; or whether receives, conceals, or retains such funds, assets, or property to his use or gain, knowing such funds, assets, or property to have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to the Act shall be subject to prosecution under the provisions of Section 1011 of Title 18, United States Code. Any law enforcement and criminal justice program or project underwritten, in whole or in part, by any grant, or contract or other form of assistance pursuant to the Act, whether received directly or indirectly from the administration, shall be subject to the provisions of Section 871 of Title 18, United States Code.

28. REPORTS:

Each grantee shall submit such reports as DJCS shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

29. PURCHASING:

When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or other agency.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

30. COLLABORATION W/OTHER FED. AND STATE GRANTS:

Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment and any other resources deemed necessary by DJCS.

31. INFORMATION SYSTEMS:

With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:

- a. That all computer programs (software produced under this grant) will be made available to DJCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
- b. To provide a complete copy of the computer programs and documentation, upon requests, to DJCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
- c. That whenever possible all application programs will be written in standardized programming languages (i.e. Cobol, Fortran, C, C++, XML, etc.) or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
- d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916/392-2550) should be contacted to determine availability of software prior to any development effort.

32. INCIDENT BASED REPORTING COMPLIANCY:

Grant applicants (cities & county commissions) will not be considered for funding if the applicant is not current with submitting Incident Based Reporting (IBR) information to the West Virginia State Police (if applicable). Grantees must remain current with submitting IBR information to the West Virginia State Police or grant funding will be withheld until such time as that grantee becomes IBR compliant.

33. TIME EXTENSIONS:

In general, time extensions for this program will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated.

34. USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:

Grantee understands and agrees that it cannot use any grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

35. LIMITED ENGLISH PROFICIENCY:

Grantee must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information on the civil rights responsibilities that grantees have in providing language services to limited English proficiency individuals, please see the website www.lep.gov.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

36. COMPUTER EQUIPMENT:

Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. The following are minimum hardware requirements, as well as software requirements, established by DJCS for this grant program, which must be recognized when purchasing computer equipment, in whole or in part, utilizing grant funds:

Minimum Hardware Requirements:

- Intel Pentium III 733 MHz Processor; 133MHz front side bus
- 512K L2 Cache
- 128 MB SDRAM 100 MHz expandable to at least 384 MB
- 10 Gig. EIDE Ultra ATA 7200RPM Hard Drive
- 3.5" 1.44 MB Floppy Diskette Drive
- 48X Max Internal CD-ROM drive or 8X DVD-ROM drive
- 3 PCI, 1 16-bit ISA slot, 1 PCI/ISA (shared), 1 AGP slot
- ATI 8 MB AGP 2X Rage Pro Video Card
- 1 Parallel, 2 Serial, 2 USB
- 101/104-Key Keyboard (PS/2)
- PS/2 Port Compatible Mouse

Recommended Hardware Components:

- Mid-tower case
- 16-Bit 3D Sound Blaster Compatible w/ 64 voice wavetable and speakers (may be integrated)
- 3Com 10/100 PCI Ethernet Network Card
- APC UPS Backup power protection (adequate size to handle power load)
- Iomega Internal Zip Disk Drive

Software Requirements:

Whenever possible, software should operate within open industry standards. For example, Windows 2000 Operating System, Microsoft Office 2000 Professional, etc.

Warranty Requirements:

3 Year on-site warranty

37. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:

Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.ojp.gov/gjxdm.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

38. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:

- I.) Federal Office of Management and Budget (OMB) Circular A-133 sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending Federal awards. If applicable, this grant shall adhere to the audit requirements set forth in OMB Circular A-133 at the time of award.

As of 10/1/04, the requirements set forth by OMB Circular A-133 are as follows: Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office.

- II.) OMB Circular A-110 sets forth standards for obtaining consistency and uniformity for the audit of institutions of higher education, hospitals, and other non-profit organizations expending Federal awards. This grant shall adhere to the audit requirements set forth in OMB Circular A-110.

As if 10/1/04, the requirements set forth by OMB Circular A-110 are as follows: Recipients and sub recipients that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133.

- III.) If an audit must be conducted pursuant to OMB Circular A-133 and A-110, a copy of the audit shall be submitted to DJCS as well as to the Federal clearinghouse.

As of 10/1/04, the Federal clearing house is as follows:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132

39. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

- I.) Sub grantee assures that it has read, understands, and is in full compliance with all requirements as set forth in §12-4-14., Code of West Virginia, or as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with §12-4-14. Sub grantee further understands that if it is currently debarred or is not in compliance with §12-4-14., it is ineligible to receive funding from the West Virginia Division of Justice Community Services.

40. CONFIDENTIALITY OF RESEARCH INFORMATION:

Pursuant to Section 229 of the Act, research information identifiable to an individual, which was obtained through a project funded wholly or in part with United States Department of Justice program funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).

41. LEASE AGREEMENTS:

Grantee agrees to provide DJCS with a description of proposals to use grant funds to enter into lease arrangements with private entities for the purpose of fulfilling the goals and objectives of this project.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

42. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Each grantee certifies, that it has executed and has on file, an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E, or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required. All EEOP findings should be reported to Office for Civil Rights, Office of Justice Programs, US Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531

43. VETERANS PREFERENCE:

This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. DJCS defines "suitable preference" as the requirement that a grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

44. IMMIGRATION AND NATURALIZATION VERIFICATION:

The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.

45. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

It is the sense of DJCS that to the greatest extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.

46. PERSONNEL TRAINING:

For projects involving payment of personnel or overtime pay, DJCS reserves the right to require training as a condition of the grant before or at any time during the project period.

47. ACCOUNTING REQUIREMENTS:

Grantee agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, must be retained and be available for audit purposes.

48. OFFICE OF JUSTICE PROGRAMS (OJP) FINANCIAL GUIDE:

Grantee agrees to comply with the financial and administrative requirements as set forth in the current edition of the OJP Financial Guide.

49. TRANSFER OF FUNDS PROHIBITION:

The grantee is expressly prohibited from transferring funds between any DJCS programs.

50. MARKING OF EQUIPMENT:

Grantee will ensure that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the West Virginia Division of Justice & Community Services."

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

51. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:

Grantee acknowledges that DJCS reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support.

Grantee agrees to consult with DJCS re the allocation of any patent rights that arise from, or are purchased with, this funding.

52. CENTRAL CONTRACTOR REGISTRATION:

Grantee agrees to register with the Central Contractor Registration (CCR), www.ccr.gov and provide documentation to DJCS within 30 days of award notification that they have done so.

53. DATA UNIVERSAL NUMBERING SYSTEM:

Grantee agrees to acquire a Data Universal Numbering System (DUNS) number, www.dnb.com and provide documentation to DJCS within 30 days of award notification that they have done so.

54. JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:

Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974, reauthorized 2002.

- Deinstitutionalization of status offenders (DSO).
- Separation of juveniles from adults in institutions (separation).
- Removal of juveniles from adult jails and lockups (jail removal).
- Reduction of disproportionate minority contact (DMC), where it exists.

This includes, but is not limited to, completing the annual the WV Certification of Non-Secure Facilities and submitting to DJCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

55. BIDDING PROCEDURES:

Funds for renovation, expansion or construction awarded to grantees or subgrantees, which require the letting of any single contract amounting to \$100,000 or more to a private company or individual shall require: a bid guarantee equivalent to 5% (five percent) of the bid price; the bid guarantee must consist of a firm commitment such as a bid bond, certified check, or negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified after forms are presented to the successful bidder; a performance bond on the part of the 100% (one hundred percent) of the contract price ("Performance bond" means a bond executed in connection with a contract to ensure payments required by all persons supplying labor and materials in the execution of the work provided for in the contract.); a payment bond on the part of the contractor for 100% (one hundred percent) of the contract price. ("Payment bond" is one executed in connection with a contract to ensure payment as required by law, of all persons supplying labor or materials in the execution of the work provided for in the contract.) Recipient/subgrantee is expected to follow the competitive bid process in the award of contracts involving Federal grant funds.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

56. COMPLIANCE WITH FEDERAL PROCEDURES:

The applicant assures that it will comply with the provisions of 28 Code of Federal Regulation (CFR) applicable to grants and cooperative agreements, including:

- a. Part 11, Applicability of Office of Management and Budget Circulars.
- b. Part 18, Administrative Review Procedures.
- c. Part 20, Criminal Justice Information Systems.
- d. Part 22, Confidentiality of Identifiable Research and Statistical Information.
- e. Part 23, Criminal Intelligence Systems Operating Policies.
- f. Part 30, Intergovernmental Review of Department of Justice Programs and Activities
- g. Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures

57. ADDITIONAL REGULATIONS AND PROCEDURES:

In addition, all grantees must comply with the following applicable federal regulations and/or the United States Department of Justice, Office of Justice Programs - M 7100.1D manual, OMB Circulars No. A-21, A-110, A-122, A-128, A-87, E.O. 12372, Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common Rule, and all other applicable Federal regulations, policies, acts and guidelines.

- a. National Environmental Policy Act of 1969 (NEPA).
- b. National Historic Preservation Act of 1966.
- c. Flood Disaster Protection Act of 1973.
- d. Clean Air Act and Federal Water Pollution Control Act Amendments of 1972.
- e. Control Act Amendments of 1972.
- f. Safe Drinking Water Act.
- g. Endangered Species Act of 1973.
- h. Wild and Scenic Rivers Act.
- i. Fish and Wildlife Coordination Act.
- j. Historical and Archaeological Data Preservation.
- k. Coastal Zone Management Act of 1979.
- l. Animal Welfare Act of 1970.
- m. Impoundment Control Act of 1974.
- n. Uniform Relation Assistance and Real Property Acquisitions Policies Act of 1970.
- o. Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended
- p. Death in Custody Act of 2000.

**WEST VIRGINIA
DIVISION OF Justice and Community
Services**

**VICTIM OF CRIME ACT (VOCA) GRANT
SPECIAL CONDITIONS AND ASSURANCES**

58. ADMINISTRATIVE CHANGES:

The applicant must advise DJCS immediately in writing if there are any changes in the: (1) Project Director, (2) Fiscal Officer, (3) Authorized Official, or (4) VOCA Grant-funded staff position(s). Please also submit to DJCS a new membership list if there are any changes in the members of a governing board, such as County Commission or City Council, or changes in members of the Advisory Board/Committee.

59. LATE REPORTING:

Applicant understands that projects which become 60 days delinquent in the submission of reporting requirements will forfeit one month of reimbursable expenses for the entire project. Each additional 30 days past the initial 60-day delinquency period shall result in an additional forfeiture of a month's reimbursable expenses.

60. CLIENT FILES:

Applicant must maintain client files for all victims served to document type of crime and services provided throughout the grant period. Sub-grantee also agrees to collect and maintain Civil Rights information, where such information is voluntarily furnished by those receiving service, on race, sex, national origin, age and disability. These records are to be available at any time for review by DJCS.

61. CLIENT SURVEYS/EVALUATIONS:

The applicant is required to implement client surveys for evaluation purposes. DJCS may require a copy of these surveys/evaluations or request proof survey is being implemented. All surveys/evaluations must ensure client confidentiality. All surveys/evaluations will include the two following outcome measures: (1) Victim safety, (2) Public awareness, results will be required on the VOCA Annual Performance Report.

62. CLIENT CONFIDENTIALITY:

Applicant must maintain a written confidentiality policy that prohibits the disclosure of victim's name, address, phone number, any contact information, or any other personally identifying information without prior voluntary written consent of the victim (or legal guardian). Client information should only be accessible to authorized direct service staff of the funded program. All programs who also receive funds under the STOP Violence Against Women Act (VAWA) must adhere to all confidentiality requirements under the Violence Against Women Reorganization Act of 2005.

63. NOTIFICATION OF VICTIM COMPENSATION PROGRAM:

Applicant is required to assist crime victims in seeking available and eligible crime victim compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of the victim compensation fund, assisting with the application forms and procedures, obtaining necessary documents, and/or checking on claim status.

64. GRANT FILE:

Applicant must maintain a grant file containing all grant-related documents, such as the grant agreement, monthly financial reports, monthly progress reports, and any grant-related correspondence. In some situations, the project site maybe at a different location than the official sub-grantee. Therefore, an official grant file should be maintained by both the official sub-grantee and the project site. These records are to be available at any time for review by DJCS.

**WEST VIRGINIA
DIVISION OF Justice and Community
Services**

**VICTIM OF CRIME ACT (VOCA) GRANT
SPECIAL CONDITIONS AND ASSURANCES**

65. ADMINISTRATIVE MANUAL:

All pertinent information in regard to the Victim of Crime Act and amendments and all applicable federal and state laws, orders, circulars and regulations are updated and maintained in the appropriate administrative manual by sub-grantees

66. TRAVEL/TRAINING:

Any applicant receiving VOCA Grant funding for training must submit in writing to DJCS a training plan, and must also request in writing any adjustments to a training plan. Also, any VOCA grant-funded staff position who attends any training workshop or conference must submit a written narrative identifying the training, its purpose, what specific workshops were attended, and the useful information obtained that will assist in implementing the VOCA grant project. **All training must be approved in advance by DJCS** by submitting a written request (from project director) identifying the staff person who will be attending, the name of the conference and purpose, and attaching a brochure outlining the costs and the agenda.

Please note – sub-grantee representatives (project director and VOCA-funded staff positions/volunteers) may be required to attend training workshops deemed critical by DJCS.

67. VOCA FUNDED TRAINING EVENTS:

All agenda topics and trainers must be pre-approved by DJCS for any training events (conferences, workshops, symposiums, etc.) paid for with VOCA funds. A written request must be submitted to DJCS prior to entering into any agreements for agenda topics, speakers, and/or trainers. The request must include workshop descriptions and speaker biographies.

Please note – all VOCA funded training events must include an evaluation component and the results of the evaluations must be submitted to DJCS with the corresponding monthly report.

68. INTERAGENCY AGREEMENTS:

Where applicable, sub-grantee must develop a formal referral and inter agency agreements in a Memorandum of Understanding (MOU); copies of interagency agreements and referral Memorandum of Understanding are to be submitted with the application.

69. HIRING PROCEDURES:

Hiring procedures outlined in the grant application should be followed in hiring VOCA grant-funded staff positions. Staff hired must meet the qualifications outlined in the job description for the position. DJCS is to be advised in writing if there are any difficulties in filling VOCA grant-funded staff positions.

70. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS:

Such organizations receiving VOCA funds must ensure that services are offered to all victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the VAWA funded project. Further, participation in such activities by individuals receiving services must be voluntary.

71. VOLUNTEERS:

The applicant must utilize at least one volunteer during the grant period, as well as VOCA-funded staff to implement the grant project

72. ACTIVITIES THAT MAY COMPROMISE VICTIM SERVICES:

Applicants are strongly discouraged from proposing projects or supporting programs that include any activities that may compromise victim safety as outlined in the Victim of Crime Act.

**WEST VIRGINIA
DIVISION OF Justice and Community
Services**

**VICTIM OF CRIME ACT (VOCA) GRANT
SPECIAL CONDITIONS AND ASSURANCES**

73. AUDITS:

All programs will submit a copy of an audit to DJCS each fiscal year. Additionally, programs who are not required to submit an audit under §12-4-14 are still required to submit a copy of an audit or an annual internal financial review to the Program Administrator at DJCS, showing the total budget expenditures and revenues from all sources for the prior year, along with a systematic method for timely and appropriate resolution of findings and/or recommendations

74. BOARD OF DIRECTORS:

Non-profit agencies are required to maintain a Board of Directors that will meet at least quarterly to review the status of grant objectives, to develop strategies for resolving any problems or barriers, and to perform periodic evaluations. Board Meeting minutes must be submitted with corresponding monthly reports. All state and local government agencies must submit any county commission minutes (which discuss the sub-grant or VOCA staff) or advisory board meeting minutes with the corresponding monthly reports

I certify that I have read the entire Standard and Special Conditions and Assurances of this grant program and agree to comply with these requirements.

Authorized Official Signature (Original)

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

**Organization Budget
Attachment A**

Please use this page or attach to this page an agency-wide annual operating budget. An organization budget should be submitted for each agency requesting funding.

Attachment:
County Budget

FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012

Jefferson

County Commission

CLASS: 1

TOTAL ASSESSED VALUE: 3,625,334,235

**LEVY ESTIMATE
OFFICIAL BUDGET DOCUMENT**



**Prescribed and furnished by
West Virginia State Auditor
Glen B. Gainer III**

The Levy Estimate shall be made on this form between March 7 and March 28. ONE (1) certified copy is forwarded to:
West Virginia State Auditor's Office, Attn: Ora Ash
200 West Main Street, Clarksburg, West Virginia 26301
Phone: 627-2415 / Toll Free 1-877-982-9148

ROSTER

COUNTY Jefferson County Commission Mailing Address: P.O. Box 250
Charles Town, WV 25414
 City, State Zip Code: Monday-Friday 9 AM - 5 PM
 Every Thursday Courthouse Hours

COMMISSION MEETS

PRESIDENT	Patricia Noland	PHONE (304) 728-3282	ext.	FAX	E-MAIL palsynol@gmail.com
COMMISSIONER	Dale Manuel	PHONE (304) 728-3282	ext.	FAX	E-MAIL dmanuel@frontiernet.net
COMMISSIONER	Lyn Widmyer	PHONE (304) 728-3282	ext.	FAX	E-MAIL lwidmyer@jeffersoncountywv.org
COMMISSIONER	Frances Morgan	PHONE (304) 728-3282	ext.	FAX	E-MAIL fbertymorgan@aol.com
COMMISSIONER	Walter Pellish	PHONE (304) 728-3282	ext.	FAX	E-MAIL walterpellish@mac.com
COUNTY CLERK	Jennifer Maghan	PHONE (304) 728-3347	ext.	FAX	E-MAIL jmaghan@jeffersoncountywv.org
CIRCUIT CLERK	Laura Rattenni	PHONE (304) 728-3213	ext.	FAX	E-MAIL Laura.Rattenni@courts.wv.gov
ASSESSOR	Angela Banks	PHONE (304) 728-3224	ext.	FAX	E-MAIL assessor@jeffersoncountywv.org
SHERIFF	Robert "Bobby" Shirley	PHONE (304) 728-3205	ext.	FAX	E-MAIL rshirley@jcsd.wv.com
PROSECUTING ATTY	Ralph Lorenzetti	PHONE (304) 728-3243	ext.	FAX	E-MAIL rlorenzetti@jeffersoncountywv.org
ADM. ASSISTANT	Sandy McDonald	PHONE (304) 728-3282	ext.	FAX	E-MAIL sandy@jeffersoncountywv.org
TAX OFFICE	Teresa Hendricks	PHONE (304) 728-3254	ext.	FAX	E-MAIL

PERSON(S) AUTHORIZED TO SIGN BUDGET REVISIONS ON BEHALF OF THE COUNTY COMMISSION

Authorized Name and Title: _____
 Authorized Name and Title: _____
 Patricia Noland President _____
 Dale Manuel Commissioner _____
 M. Schiavone Department Head
 Tim Boyd County Administrator

PERSON TO CONTACT FOR BUDGET INFORMATION

F. Mark Schiavone Director/DCPM (304) 728-3337 Phone
 Name Title (304) 724-2178 Fax mschiavone@jeffersoncountywv.org Email

ANY QUESTIONS ABOUT COMPLETING THESE FORMS SHOULD BE DIRECTED TO LOCAL GOVERNMENT SERVICES, WEST VIRGINIA STATE AUDITOR'S OFFICE, 200 WEST MAIN STREET, CLARKSBURG WEST VIRGINIA 26301 OR TELEPHONE 627-2415 (TOLL FREE) 1-877-982-9148.

CERTIFICATE OF VALUATION

Jefferson County Commission
(Levying Body)

Jefferson
(County)

TO: County Commission President

(County Commission President, School Board Secretary or Municipal Clerk or Recorder)

The undersigned Assessor and County Clerk of said County do hereby certify the assessed value of the various classes of real estate, personal property and public utility property for the assessment year 2011.

	<u>Column A</u>	<u>Column B</u>	<u>Column C</u>	<u>Column D</u>	<u>Column E</u>
	Assessed Value Including Back Tax And New Property (Total)	All Other Exempt Value (excluding P U)	Gross Assessed (Col A Plus Col B) (County Classification Purpose Only)	Homestead Exempt Value	Assessed Valuation For Tax Purposes (w/o Homestead & Exempt) (Col A Minus Col D)
Class I					
Personal Property					
Public Utility Property					
Total Class I					
Class II					
Real Estate	N/A	N/A	N/A	N/A	1,985,827,950
Personal Property	N/A	N/A	N/A	N/A	3,384,600
Total Class II					1,989,212,550
Class III					
Real Estate	N/A	N/A	N/A		544,865,150
Personal Property	N/A	N/A	N/A		238,510,040
Public Utility Property	N/A	N/A	N/A		64,950,524
Total Class III					848,325,714
Class IV					
Real Estate	N/A	N/A	N/A		280,963,820
Personal Property	N/A	N/A	N/A		60,110,400
Public Utility Property	N/A	N/A	N/A		29,903,473
Total Class IV					370,977,693
TOTAL FOR LEVYING BODY	N/A	N/A	3,625,334,235	N/A	3,208,515,957
Previous Year Total	N/A	N/A	N/A	N/A	3,387,344,019

Jefferson County Commission
SUPPLEMENTAL INFORMATION
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012

Percentage for Assessor's Valuation Fund.	<u>1.75%</u>
Percentage for Delinquencies and Exonerations.	<u>2.50%</u>
Percentage for Tax Discounts.	<u>2.20%</u>
Previous Year's Projected Revenue.	<u>10,203,845</u>

(Previous Years Projected Revenue from LAST YEAR'S "Rate & Levy page" tab: 'REGULAR CURRENT EXPENSE LEVY' Page, cell I77)

**ASSESSED VALUES FOR CALCULATING
REDUCED (ROLLED BACK) LEVY RATES**

Jefferson County Commission

Jefferson

(Levying Body)

County

TO: County Commission President

(County Commission President, School Board Secretary or Municipal Clerk or Recorder)

The undersigned Assessor and County Clerk of said County do hereby certify the assessed value of the various classes of real estate, personal property and public utility property FOR THE CALCULATION OF THE REDUCE (ROLLED BACK LEVY RATE for the assessment year 2011.

	<u>Column A</u>	<u>Column B</u>	<u>Column C</u>	<u>Column D</u>
	Assessed Valuation For Tax Purposes (w/o Homestead & Exempt)	New Property and Back Tax Property (Excluding TIF)	TIF Tax Incremental Financing Value	Assessed Valuation For Tax Purposes Minus New Property, Back Tax Property & TIF (Col A Minus Col B and C)
Class I				
Personal Property				
Public Utility Property				
Total Class I				
Class II				
Real Estate	N/A	N/A		1,960,702,450
Personal Property	N/A	N/A		3,374,200
Total Class II				1,964,076,650
Class III				
Real Estate	N/A	N/A		541,434,220
Personal Property	N/A	N/A		229,662,930
Public Utility Property	N/A	N/A		58,672,662
Total Class III				829,769,812
Class IV				
Real Estate	N/A	N/A		277,081,920
Personal Property	N/A	N/A		57,535,500
Public Utility Property	N/A	N/A		29,903,473
Total Class IV				364,520,893
TOTAL FOR LEVYING BODY				3,158,367,355
Previous Year Total	N/A	N/A	N/A	3,353,546,244

JEFFERSON COUNTY, WEST VIRGINIA CALCULATING REDUCED LEVY RATE 2011 - 2012

CLASS	ROLL BACK VALUE (Column D)	X	WEIGHTING	=	WEIGHTED ASSESSED VALUE
Class 1	\$ _____	X	0.01	=	\$ _____ 0
Class 2	<u>1,964,076,650</u>	X	0.02	=	<u>39,281,533</u>
Class 3	<u>829,769,812</u>	X	0.04	=	<u>33,190,792</u>
Class 4	<u>364,520,893</u>	X	0.04	=	<u>14,580,836</u>
Total All Classes	\$ <u>3,158,367,355</u>		(Total WAV)		\$ <u>87,053,161</u>

Assessor's Valuation % per PVC: 1.75%
 Previous year's projecter \$ 10,203,845 102.75% % \$ 10,484,451

Divide by the **TOTAL WEIGHTED ASSESSED VALUE (Total WAV)**
 (use 4 decimal places here) \$ 0.1204

The result of this division is then multiplied x 100 (use 2 decimal places here)
 and this will = the Class 1 Levy Rate in cents per \$100 of assessed value 12.04

The Class 2, 3, and 4 Levy Rates are determined by multiplying the Class 1
 Rate as follows:

Class 1 Rate 12.04 ¢ X 2 = 24.08
Class 2 Rate:

Class 1 Rate 12.04 ¢ X 4 = 48.16
Class 3 & 4 Rate:

DO NOT USE RATES IN EXCESS OF 2 DECIMAL PLACES

Divide by the **TOTAL WEIGHTED ASSESSED VALUE (TOTAL WAV)** USE 4 DECIMAL POINTS HERE 0.1204

JEFFERSON COUNTY, WEST VIRGINIA CALCULATING REDUCED LEVY RATE Maximum with Hearing 2011 - 2012

CLASS	ROLL BACK VALUE (Column D)	X	WEIGHTING	=	WEIGHTED ASSESSED VALUE
Class 1	\$ _____	X	0.01	=	\$ _____ 0
Class 2	<u>1,964,076,650</u>	X	0.02	=	<u>39,281,533</u>
Class 3	<u>829,769,812</u>	X	0.04	=	<u>33,190,792</u>
Class 4	<u>364,520,893</u>	X	0.04	=	<u>14,580,836</u>
Total All Classes	\$ <u>3,158,367,355</u>		(Total WAV)		\$ <u>87,053,161</u>

Assessor's Valuation % per PVC: 1.75%
 Previous year's projecter \$ 10,203,845 111.75% % \$ 11,402,797

Divide by the **TOTAL WEIGHTED ASSESSED VALUE (Total WAV)**
 (use 4 decimal places here) \$ 0.1310

The result of this division is then multiplied x 100 (use 2 decimal places here)
 and this will = the Class 1 Levy Rate in cents per \$100 of assessed value 13.10

The Class 2, 3, and 4 Levy Rates are determined by multiplying the Class 1 Rate as follows:

Class 1 Rate 13.10 ¢ X 2 = Class 2 Rate:
26.20

Class 1 Rate 13.10 ¢ X 4 = Class 3 & 4 Rate:
52.40

DO NOT USE RATES IN EXCESS OF 2 DECIMAL PLACES

Divide by the **TOTAL WEIGHTED ASSESSED VALUE (TOTAL WAV)** USE 4 DECIMAL POINTS HERE 0.1310

**JEFFERSON COUNTY, WEST VIRGINIA
LEVY PAGE
REGULAR CURRENT EXPENSE LEVY
2011 - 2012**

Current Year	Column E	Levy	Taxes
Class I	Certificate of Valuation	Rate/\$100	Levied
Assessed Value for Tax Purposes	Rate/\$100	Levy	Taxes
Personal Property	\$ _____	12.04	\$ _____
Public Utility	\$ _____		\$ _____
Total Class I	\$ _____		\$ _____
Real Estate	\$ 1,985,827,950	24.08	\$ 4,781,874
Personal Property	3,384,600		8,150
Total Class II	\$ 1,989,212,550		\$ 4,790,024
Real Estate	\$ 544,865,150	48.16	\$ 2,624,071
Personal Property	238,510,040		1,148,664
Public Utility	64,950,524		312,802
Total Class III	\$ 848,325,714		\$ 4,085,537
Real Estate	\$ 280,963,820	48.16	\$ 1,353,122
Personal Property	60,110,400		289,492
Public Utility	29,903,473		144,015
Total Class IV	\$ 370,977,693		\$ 1,786,629
Total Value & Projected Revenue	\$ 3,208,515,957		\$ 10,662,190
Less Delinquencies, Exonerations & Uncollectable Taxes		2.50%	266,555
Less Tax Discounts		2.20%	228,704
Less Allowance for Tax Increment Financing - see worksheet (Subtracted from regular current expense taxes levied only)		_____
Total Projected Property Tax Collection		10,166,931
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		1.75%	177,921
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes (Transfer amount to Worksheet GCRev - Account No. 301-01)			\$ 9,989,010

**JEFFERSON COUNTY, WEST VIRGINIA
ALLOWANCE FOR TAX INCREMENT FINANCING
REGULAR CURRENT EXPENSE LEVY
2011 - 2012**

Current Year	Column C Roll Back Value Form	Levy Rate/\$100	Taxes Levied
Class I			
Personal Property	\$ _____	12.04	\$ _____
Public Utility	_____		_____
Total Class I	\$ _____		\$ _____
Class II			
Real Estate	\$ _____	24.08	\$ _____
Personal Property	_____		_____
Total Class II	\$ _____		\$ _____
Class III			
Real Estate	\$ _____	48.16	\$ _____
Personal Property	_____		_____
Public Utility	_____		_____
Total Class III	\$ _____		\$ _____
Class IV			
Real Estate	\$ _____	48.16	\$ _____
Personal Property	_____		_____
Public Utility	_____		_____
Total Class IV	\$ _____		\$ _____
Total Value & Projected Revenue	\$ _____	(Gross)	\$ _____
Less Delinquencies, Exonerations & Uncollectable Taxes		2.50%	_____
Less Tax Discounts		2.20%	_____
Allowance For Tax Increment Financing			_____
(Use this amount above for Tax Increment Financing)			_____

**JEFFERSON COUNTY, WEST VIRGINIA
EXCESS LEVY PAGE**

Name: _____
2011 - 2012

	Column E Certificate of Valuation <u>Assessed Value for Tax Purposes</u>	Levy <u>Rate/\$100</u>	Taxes <u>Levied</u>
Current Year			
Class I			
Personal Property	\$ _____	<input type="text"/>	\$ _____ 0
Public Utility	_____		_____ 0
Total Class I	\$ _____		\$ _____ 0
Class II			
Real Estate	\$ 1,985,827,950	<input type="text"/>	\$ _____
Personal Property	3,384,600		_____
Total Class II	\$ 1,989,212,550		\$ _____
Class III			
Real Estate	\$ 544,865,150	<input type="text"/>	\$ _____
Personal Property	238,510,040		_____
Public Utility	64,950,524		_____
Total Class III	\$ 848,325,714		\$ _____
Class IV			
Real Estate	\$ 280,963,820	<input type="text"/>	\$ _____
Personal Property	60,110,400		_____
Public Utility	29,903,473		_____
Total Class IV	\$ 370,977,693		\$ _____
Total Value & Projected Revenue	\$ 3,208,515,957		\$ _____

Less Delinquencies, Exonerations & Uncollectable Taxes 2.50% _____

Less Tax Discounts 2.20% _____

Net Amount to be Raised by Levy For Budget Purposes: _____

Included in the General Fund "Yes or No"

**EXCESS LEVY REPORTED ON GENERAL FUND REVENUE SUMMARY
PAGE IN ACCOUNT # 301-90:** \$

**JEFFERSON COUNTY, WEST VIRGINIA
EXCESS LEVY PAGE**

Name: _____

2011 - 2012

	Column E Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/\$100	Taxes Levied
Current Year			
Class I			
Personal Property	\$ _____	<input type="text"/>	\$ _____ 0
Public Utility	_____		_____ 0
Total Class I	\$ _____		\$ _____ 0
Class II			
Real Estate	\$ 1,985,827,950	<input type="text"/>	\$ _____
Personal Property	3,384,600		_____
Total Class II	\$ 1,989,212,550		\$ _____
Class III			
Real Estate	\$ 544,865,150	<input type="text"/>	\$ _____
Personal Property	238,510,040		_____
Public Utility	64,950,524		_____
Total Class III	\$ 848,325,714		\$ _____
Class IV			
Real Estate	\$ 280,963,820	<input type="text"/>	\$ _____
Personal Property	60,110,400		_____
Public Utility	29,903,473		_____
Total Class IV	\$ 370,977,693		\$ _____
Total Value & Projected Revenue	\$ 3,208,515,957		\$ _____
Less Delinquencies, Exonerations & Uncollectable Taxes		2.50%	_____
Less Tax Discounts		2.20%	_____
Net Amount to be Raised by Levy For Budget Purposes:			_____
Included in the General Fund "Yes or No"			<input type="text" value="No"/>
EXCESS LEVY REPORTED ON GENERAL FUND REVENUE SUMMARY PAGE IN ACCOUNT # 301-91:			\$ <input type="text"/>

**JEFFERSON COUNTY, WEST VIRGINIA
EXCESS LEVY PAGE**

Name: _____
2011 - 2012

	Column E Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/\$100	Levy Taxes Levied
Current Year			
Class I			
Personal Property	\$ _____	<input type="text"/>	\$ _____ 0
Public Utility	_____		_____ 0
Total Class I	\$ _____		\$ _____ 0
Class II			
Real Estate	\$ 1,985,827,950	<input type="text"/>	\$ _____
Personal Property	3,384,600		_____
Total Class II	\$ 1,989,212,550		\$ _____
Class III			
Real Estate	\$ 544,865,150	<input type="text"/>	\$ _____
Personal Property	238,510,040		_____
Public Utility	64,950,524		_____
Total Class III	\$ 848,325,714		\$ _____
Class IV			
Real Estate	\$ 280,963,820	<input type="text"/>	\$ _____
Personal Property	60,110,400		_____
Public Utility	29,903,473		_____
Total Class IV	\$ 370,977,693		\$ _____
Total Value & Projected Revenue	\$ 3,208,515,957		_____
Less Delinquencies, Exonerations & Uncollectable Taxes		2.50%	_____
Less Tax Discounts		2.20%	_____
Net Amount to be Raised by Levy For Budget Purposes:		_____
Included in the General Fund "Yes or No"			<input type="text" value="No"/>
EXCESS LEVY REPORTED ON GENERAL FUND REVENUE SUMMARY PAGE IN ACCOUNT # 301-92:			\$ <input type="text"/>

**JEFFERSON COUNTY, WEST VIRGINIA
EXCESS LEVY PAGE**

Name: _____
2011 - 2012

	Column E Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/\$100	Levy Taxes Levied
Current Year			
Class I			
Personal Property	\$ _____	<input type="text"/>	\$ _____ 0
Public Utility	_____		_____ 0
Total Class I	\$ _____		\$ _____ 0
Class II			
Real Estate	\$ 1,985,827,950	<input type="text"/>	\$ _____
Personal Property	3,384,600		_____
Total Class II	\$ 1,989,212,550		\$ _____
Class III			
Real Estate	\$ 544,865,150	<input type="text"/>	\$ _____
Personal Property	238,510,040		_____
Public Utility	64,950,524		_____
Total Class III	\$ 848,325,714		\$ _____
Class IV			
Real Estate	\$ 280,963,820	<input type="text"/>	\$ _____
Personal Property	60,110,400		_____
Public Utility	29,903,473		_____
Total Class IV	\$ 370,977,693		\$ _____
Total Value & Projected Revenue	\$ 3,208,515,957		_____
Less Delinquencies, Exonerations & Uncollectable Taxes		2.50%	_____
Less Tax Discounts		2.20%	_____
Net Amount to be Raised by Levy For Budget Purposes:		_____
Included in the General Fund "Yes or No"			<input type="text" value="No"/>
ADDITIONAL EXCESS LEVY REPORTED ON GENERAL FUND REVENUE SUMMARY PAGE IN ACCOUNT # 301-90:			\$ <input type="text"/>

**JEFFERSON COUNTY, WEST VIRGINIA
EXCESS LEVY PAGE**

Name: _____

2011 - 2012

	Column E Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/\$100	Levy Taxes Levied
Current Year			
Class I			
Personal Property	\$ _____	<input type="text"/>	\$ _____ 0
Public Utility	_____		_____ 0
Total Class I	\$ _____		\$ _____ 0
Class II			
Real Estate	\$ 1,985,827,950	<input type="text"/>	\$ _____
Personal Property	3,384,600		_____
Total Class II	\$ 1,989,212,550		\$ _____
Class III			
Real Estate	\$ 544,865,150	<input type="text"/>	\$ _____
Personal Property	238,510,040		_____
Public Utility	64,950,524		_____
Total Class III	\$ 848,325,714		\$ _____
Class IV			
Real Estate	\$ 280,963,820	<input type="text"/>	\$ _____
Personal Property	60,110,400		_____
Public Utility	29,903,473		_____
Total Class IV	\$ 370,977,693		\$ _____
Total Value & Projected Revenue	\$ 3,208,515,957		_____
Less Delinquencies, Exonerations & Uncollectable Taxes		2.50%	_____
Less Tax Discounts		2.20%	_____
Net Amount to be Raised by Levy For Budget Purposes:		_____
Included in the General Fund "Yes or No"			<input type="text" value="No"/>
ADDITIONAL EXCESS LEVY REPORTED ON GENERAL FUND REVENUE SUMMARY PAGE IN ACCOUNT # 301-92:			\$ <input type="text"/>

**JEFFERSON COUNTY, WEST VIRGINIA
BOND LEVY PAGE**

**Name
2011 - 2012**

	Column E Certificate of Valuation Assessed Value for Tax Purposes	<u>Name Levy Rate/\$100</u>	<u>Levy Taxes Levied</u>
Current Year			
Class I			
Personal Property	\$ _____	<input type="text"/>	\$ _____
Public Utility	_____		_____
Total Class I	\$ _____		\$ _____
Class II			
Real Estate	\$ 1,985,827,950	<input type="text"/>	\$ _____
Personal Property	3,384,600		_____
Total Class II	\$ 1,989,212,550		\$ _____
Class III			
Real Estate	\$ 544,865,150	<input type="text"/>	\$ _____
Personal Property	238,510,040		_____
Public Utility	64,950,524		_____
Total Class III	\$ 848,325,714		\$ _____
Class IV			
Real Estate	\$ 280,963,820	<input type="text"/>	\$ _____
Personal Property	60,110,400		_____
Public Utility	29,903,473		_____
Total Class IV	\$ 370,977,693		\$ _____
 Total Value & Projected Revenue	 \$ 3,208,515,957		 \$ _____

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012**

Account Number	01 GENERAL FUND REVENUE SUMMARY		Budgeted Revenues	Budgeted Revenues
			2010-2011	2011 - 2012
295		Nonspendable Fund Balance		
296		Restricted Fund Balance		
297		Committed Fund Balance		
298		Assigned Fund Balance		
299		Unassigned Fund Balance	2,829,325	1,799,000
301	01	Property Taxes - Current Expense (Page 3-Net)	9,608,254	9,989,010
301	02-05	Prior Year Taxes	312,000	512,000
301	06	Supplemental Taxes	100,000	150,000
301	07	Surplus		
301	08	Delinquent & Nonentered Land Fund		35,000
301	09	Redemptions from State Auditor		
301	10	Prior Years Fifth and Other Prior Years		
301	11	Tax Lien Surplus		
301	12	Tax Loss Restoration		
301	90	Property Taxes - Excess Levy (Page 4-Net)		
301	91	Property Taxes - Excess Levy (Page 4-Net)		
301	92	Property Taxes - Excess Levy (Page 4-Net)		
302		Tax Penalties, Interest & Publication Fees	150,000	275,000
303		Dog Taxes		
304		Property Transfer Tax	500,000	600,000
306		Gas and Oil Severance Tax	5,700	25,000
307		Horse and Dog Racing Tax	20,000	20,000
308		Wine & Liquor Tax	12,000	5,000
309		Hotel Occupancy Tax	500,000	600,000
310		Waste Coal Producing Counties		
311		Payment in Lieu of Taxes		
312		Synthetic Fuel Tax		
317		Licenses	100	100
318		Building Permits	150,000	195,000
319		Miscellaneous Permits		
322		Federal Grants	30,000	80,000
323		State Grants		
324		Other Grants		
325		Federal Payment in Lieu of Taxes	16,000	
327		Charges for Services		
328		Magistrate Court Clerk		
329		Sheriff's Service of Process	15,000	15,000
330		Sheriff's Earnings	17,500	42,000
331		County Clerk's Earnings	160,040	176,000
332		Circuit Clerk's Earnings	60,000	65,000
333		Prosecuting Attorney's Earnings	1,000	500

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012**

Account Number	01 GENERAL FUND REVENUE SUMMARY	Budgeted Revenues	Budgeted Revenues
		2010-2011	2011 - 2012
334	Accident Reports	5,000	4,000
335	Motor Vehicle License Fee		
336	Map Sales	4,000	4,500
337	Clerk Deed Fees		
339	Parks & Recreation Fees		
340	Rents & Concessions	46,974	47,200
341	Landfill/Incinerator Fees		
342	Airport Revenue		
343	Cemetery Revenue		
344	Ambulance Fees		
345	Emergency Services Fees		
346	Emergency 911 Fee	1,255,000	1,221,000
347	Special Patrol/Security Systems		
348	Franchise Agreement	320,000	320,000
349	Inspection Fees		
350	IRP Fees (Interstate Registration Plan)	7,500	5,000
351	Jail Fees		
361	Fines, Fees & Court Costs		
362	Regional Jail Operations Partial Reimbursement	500,000	475,000
365	Interest Earned	77,900	48,200
366	Miscellaneous Revenue		
367	Sheriff's Commission	15,000	15,000
368	Confiscated Property		
369	Commissions		
370	Gaming Income	550,000	920,000
371	Recycling Programs		
372	Filing Fees		
373	Video Lottery	4,380,000	4,700,000
374	Planning Commission Revenue		
375	Sale of Materials		
376	Royalties		
377	Sale of Bonds		
378	Proceeds from Bond Restructuring		
379	Lease Purchase Revenue		
380	Contributions/Transfer from Other Entities		
381	Charges to Other Entities		
382	Refunds/Reimbursements (External Sources)	143,000	350,428
383	Parking		
384	Sale of Fixed Assets		
385	Gain/Loss on Sale of Fixed Assets		
388	Transfers Other Funds		

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012**

Account Number	01 GENERAL FUND REVENUE SUMMARY	Budgeted Revenues	Budgeted Revenues
		2010-2011	2011 - 2012
390	Emergency 911 Reimbursement		
391	Dog & Kennel Reimbursement		
392	Concealed Weapons Reimbursements		
393	Home Confinement Reimbursements		
394	General School Reimbursements		
395	Magistrate Court Reimbursements		
396	Worthless Check Reimbursements		
397	Payroll Reimbursements		
398	Transfers from Rainy Day Fund		
399	Transfers Assessor's Valuation Fund		300,000
01	Grand Totals -General Fund Revenues	21,791,293	22,993,938

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012**

Account Number	02 COAL SEVERANCE TAX FUND	Budgeted Revenues 2010 - 2011	Budgeted Revenues 2011 - 2012
298	Assigned Fund Balance	275,296	
305	Coal Severance Tax	150,000	150,000
365	Interest Earned on Investment		1,500
382	Refunds/Reimbursements		
02	Grand Totals - Coal Severance Tax Fund Revenues	425,296	151,500

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012**

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2010-2011	General Budget 2011 - 2012	Coal Budget 2010-2011	Coal Budget 2011 - 2012
GENERAL GOVERNMENT #401 - 699				
401 County Commission	2,876,392	3,194,801	111,676	
402 County Clerk	832,204	889,976		
403 Circuit Clerk	543,894	629,697		
404 Sheriff - Treasurer	508,455	523,490		
405 Prosecuting Attorney	1,544,994	1,689,706		
406 Assessor	923,061	689,487		
407 Assessor's Valuation Fund		300,000		
408 Statewide Computer Network	57,113	53,651		
409 Sheriff's Tax Processing				
410 County Surveyor				
411 Fiduciary Supervisor				
412 Agricultural Agent	124,846	135,341	2,800	2,800
413 Elections - County Clerk	266,642	288,951		
415 Magistrate Court	4,100	4,100		
416 Circuit Court				
417 County Administrator				
418 Purchasing Department				
419 Personnel Office				
420 Custodial				
421 Civil Service				
422 Capital Planning	295,778	317,008		
423 Insurance Program (Self Insured)				
424 Courthouse	1,619,844	1,203,318		
425 Other Buildings	713,213	755,000		
426 Printing				
427 Microfilm				
428 Data Processing	66,000	94,500	50,000	
429 Regional Development Authority	18,142	19,518		
430 Community Development				
431 Economic Development	356,244	400,959		
432 Industrial Development				
433 Geographic Information Systems (GIS)	262,831	311,288		
434 Airports				
435 Public Works Department				
436 Rehabilitation of Property				
437 Acquisition of Property				
438 Building Inspection				
439 Planning & Zoning	380,089	405,725		
440 Engineering	644,057	682,312		
441 Housing Authority				

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012**

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2010-2011	General Budget 2011 - 2012	Coal Budget 2010-2011	Coal Budget 2011 - 2012
442 Federal Grants				
443 State Grants				
444 Other Grants				
445 Litigation Reserve				
446 Parking				
447 Finance Department				
448 Courthouse Annex				
449 Worthless Check				
450 Farm Preservation Program				
451 Zoning Board	139,257	155,305		
452 Teen Court				
460 County Clerk Operations				
696 Transfer to Financial Stabilization Fund				
697 Contributions to Comms/Authorities				
698 Transfers/Reimb. (Audit Findings)				
699 Contingencies - Not to Exceed 10% of Budget				
TOTAL GENERAL GOVERNMENT	12,177,156	12,744,133	164,476	2,800

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012**

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2010-2011	General Budget 2011 - 2012	Coal Budget 2010-2011	Coal Budget 2011 - 2012
PUBLIC SAFETY #700 - 799				
700 Sheriff - Law Enforcement	2,970,873	3,192,574		
701 Sheriff - Service of Process	15,000	15,000		
702 County Jail - Reimbursable J/C				
703 County Jail - Nonreimbursable J/C				
704 Regional Jail	1,355,000	1,300,000		
705 Home Confinement				
706 Concealed Weapons				
707 Investigative Services				
708 Police Special Duty				
709 Juvenile Detention Center				
710 Civil Defense				
711 Emergency Services	232,577	251,838		
712 Communication Center	1,866,405	1,984,542		
713 Fire Department	427,000			
714 Fire Coordinator				
715 Ambulance Authority	1,311,000	1,962,500		
716 Dog Warden/Humane Society	247,068	266,734		
717 Central Garage				
718 Flood Control				
719 Watershed Project				
720 Dams & Dredging				
721 Local Law Enforcement Block Grant				
722 Public Safety Grant				
723 Public Safety Grant				
724 Public Safety Grant				
725 Public Safety Grant				
726 Public Safety Grant				
727 Public Safety Grant				
728 Public Safety Grant				
729 Public Safety Grant				
730 Courthouse Security				
731 Community Based Corrections Program				
732 Rapid Response				
733 Mapping and Addressing				
734 Local Emergency Planning Commission				
735 Project Lifesaver				
736 K-9				
TOTAL PUBLIC SAFETY	8,424,923	8,973,188		

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012**

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2010-2011	General Budget 2011 - 2012	Coal Budget 2010-2011	Coal Budget 2011 - 2012
HEALTH & SANITATION #800 - 899				
800 Local Health Department	130,375	65,188		
801 Mental Health			23,700	20,000
802 Other Health Programs				
803 Hospital				
804 Dental Clinic				
805 Vital Statistics				
806 Sewer				
807 Storm Sewer				
808 Solid Waste Authority	33,250	35,000		
809 Water				
810 Garbage Department				
811 Landfill/Incinerator				
812 Recycling Center				
813 Litter Control				
814 Federal Grants - H & S				
815 State Grants - H & S				
TOTAL HEALTH & SANITATION	163,625	100,188	23,700	20,000
CULTURE & RECREATION #900 - 949				
900 Parks & Recreation	336,556	460,056		
901 Swimming Pools				
902 4 - H Camp				
903 Arts & Humanities	20,830	25,000		
904 Museum Commission				
905 Fair Associations/Festivals				
906 Youth Camp				
907 Summer Youth Program				
908 Community Center				
909 Historical Commission	20,830	25,000		
910 Civic Promotion				
911 Visitor's Bureau	250,000	300,000		
912 Travel Council				
913 Beautification				
914 Rails to Trails				
915 Hotel/Motel Promotion of Tourism				
916 Library	221,160	221,160		
917 Law Library				
918 Federal Grants				
919 State Grants				
TOTAL CULTURE & RECREATION	849,376	1,031,216		

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012**

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2010-2011	General Budget 2011 - 2012	Coal Budget 2010-2011	Coal Budget 2011 - 2012
SOCIAL SERVICES #950 - 959				
950 Social Services				
951 Human Resources				
952 Senior Citizens	5,990	5,990		
953 Public Transit	13,823	13,823		
954 Federal Grants				
955 State Grants				
956 Homeless Shelter				
957 Family Law Judge				
958 Community Council				
959 Cemeteries				
TOTAL SOCIAL SERVICES	19,813	19,813		
CAPITAL PROJECTS #960 - 999				
960 General Government				
961 Public Safety				
962 Health & Sanitation				
963 Culture & Recreation				
964 Social Services				
965 Central Garage				
966 Geographic Information System (GIS)				
972 Federal Grants				
973 Federal Grants				
974 State Grants				
975 County Clerk	31,000			
976 Circuit Clerk	25,000	25,000		
977 Assessor				
978 Prosecuting Attorney				
979 Sheriff-Treasurer				
980 Sheriff-Law Enforcement	69,400	69,400		
981 Sheriff-Jail				
982 Data Processing				
983 Election - County Clerk	31,000	31,000		
984 Circuit Court				
985 Community Development				
986 County Commission			237,120	128,700
987 Courthouse				
988 Other Buildings				
989 Extension Services				
990 Other Boards & Authorities				
991 Purchasing				
992 Communication Center				

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012**

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2010-2011	General Budget 2011 - 2012	Coal Budget 2010-2011	Coal Budget 2011 - 2012
993 Dog Warden				
994 Emergency Services				
995 Service of Process				
996 Ambulance				
997 Water				
998 Parks & Recreation				
999 Streets and Highways				
TOTAL CAPITAL OUTLAY	156,400	125,400	237,120	128,700
Total Expenditures	21,791,293	22,993,938	425,296	151,500

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012**

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2010-2011	General Budget 2011 - 2012	Coal Budget 2010-2011	Coal Budget 2011 - 2012

	Amount of Appropriation 2011 - 2012	Account Number
PREMIUM TO PROSECUTING ATTORNEY INSTITUTE:	<u>4,800</u>	<u>401</u>
AUDIT BY THE STATE AUDITOR:	<u>30,000</u>	<u>401</u>

Gas & Oil Expenditures

- General Government Expenditures
- Public Safety Expenditures
- Health & Sanitation Expenditures
- Culture & Recreation Expenditures
- Social Services Expenditures
- Capital Projects Expenditures
- Total

<u>25,000</u>	Gas & Oil total expenditures are tied to the total revenue budgeted. Money will be posted to the general government line unless it is posted in the other lines. Then the remaining balance will post to general government.

<u>25,000</u>	

**CHART FOR TRANSFERS TO ACCOUNT #388
Funds:**

_____	\$ _____
_____	_____
_____	_____
_____	_____
Total	[]

**JEFFERSON COUNTY, WEST VIRGINIA
STATEMENT OF SALARIES OF ELECTED OFFICIALS
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012**

County Classification:

1

FOR THE FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012, ALL COUNTY OFFICIALS SHOULD BE COMPENSATED BASED ON THE COUNTY'S CLASSIFICATION AS OF: JULY 1,

Office	Elected Official	Date Current Term Began	2011 - 2012 Salary	West Virginia Code Reference
County Commissioners:				
	Patricia Noland	January 1, 2009	36,960	§7-7-4
	Dale Manuel	January 1, 2011	36,960	
	Lyn Widmyer	January 1, 2009	36,960	
	Frances Morgan	January 1, 2007	36,960	
	Walter Pellish	January 1, 2011	36,960	
County Clerk:				
	Jennifer Maghan	January 1, 2011	55,440	§7-7-4
Circuit Clerk				
	Laura Rattenni	January 1, 2011	55,440	§7-7-4
Assessor				
	Angela Banks	January 1, 2009	44,880	§7-7-4
	Agricultural Report		4,488	§7-7-6c
	Supplemental Salary		15,000	§7-7-6b
Sheriff				
	Robert "Bobby" Shirley	January 1, 2009	44,880	§7-7-4
	Sheriff's Commission on Taxes		15,000	§11A-1-7
Prosecuting Attorney				
	Ralph Lorenzetti	January 1, 2009	96,600	§7-7-4
* Is the Prosecuting Attorney Full Time ?				Yes

W.Va. Code § 7-7-4 Salary Schedule				
	County	County &	Assessor &	Prosecuting
Class	Commissioners	Circuit Clerks	Sheriff	Attorney
Class 1	36,960	55,440	44,880	96,600
Class 2	36,300	54,780	44,220	94,400
Class 3	35,640	53,460	43,890	92,200
Class 4	34,980	53,154	43,560	90,000
Class 5	34,320	52,800	43,230	87,800
Class 6	28,380	49,500	42,900	59,400
Class 7	27,720	48,840	42,570	56,760
Class 8	25,080	48,180	42,240	54,120
Class 9	24,420	47,520	41,910	50,160
Class 10	19,800	42,240	38,280	46,200

**JEFFERSON COUNTY, WEST VIRGINIA
STATEMENT OF SALARIES OF ELECTED OFFICIALS
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012**

W. Va. Code §7-7-3 County Classification			Class	Assessor's Supplemental
Class	Minimum Property Value	Maximum Property Value		
Class 1	2,000,000,000	No Limit	Class 1-5	15,000
Class 2	1,500,000,000	1,999,999,999	Class 6-7	10,000
Class 3	1,000,000,000	1,499,999,999	Class 8-9	9,000
Class 4	700,000,000	999,999,999	Class 10	6,500
Class 5	600,000,000	699,999,999		
Class 6	500,000,000	599,999,999		
Class 7	400,000,000	499,999,999		
Class 8	300,000,000	399,999,999		
Class 9	200,000,000	299,999,999		
Class 10		199,999,999		

**JEFFERSON COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012**

Account Number	REVENUE RECAP	General Fund		Coal Severance Tax		
		Budgeted Revenues		Budgeted Revenues		
		2010-2011	2011 - 2012	2010-2011	2011 - 2012	
280	299	Beginning Balance, July 1st	2,829,325	1,799,000	275,296	
301	302	Taxes	10,170,254	10,961,010		
303	312	Other Taxes	1,037,700	1,250,000	150,000	150,000
317	319	Licenses & Permits	150,100	195,100		
322	325	Intergovernmental	46,000	80,000		
327	350	Charges for Services	1,892,014	1,900,200		
361	361	Fines	500,000	475,000		
362	365	Interest	77,900	48,200		1,500
366	385	Miscellaneous	5,085,500	5,985,428		
388	399	Transfers		300,000		
		Grand Totals - Revenues	21,788,793	22,993,938	425,296	151,500

Account Number	EXPENDITURE RECAP	General Fund		Coal Severance Tax		
		Budgeted Expenditures		Budgeted Expenditures		
		2010-2011	2011 - 2012	2010-2011	2011 - 2012	
401	699	General Government Expenditures	12,174,656	12,744,133	164,476	2,800
698	698	Transfers				
700	799	Public Safety Expenditures	8,424,923	8,973,188		
800	899	Health & Sanitation Expenditures	163,625	100,188	23,700	20,000
900	949	Culture & Recreation Expenditures	849,376	1,031,216		
950	959	Social Services Expenditures	19,813	19,813		
960	999	Capital Projects Expenditures	156,400	125,400	237,120	128,700
		Grand Totals - Expenditures	21,788,793	22,993,938	425,296	151,500

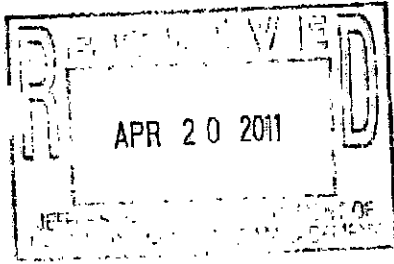
Budget Basis of Accounting:

Cash Basis

STATE OF WEST VIRGINIA
JEFFERSON COUNTY, WEST VIRGINIA, WEST VIRGINIA

I, Jennifer Maghan, CLERK OF THE COUNTY COMMISSION OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING ARE TRUE COPIES FROM THE RECORD OF ORDERS MADE AND ENTERED BY SAID COMMISSION ON THE 24th DAY OF MARCH 2011.


 (Signature)



State of West Virginia

Office of the State Auditor
Glen B. Gainer III
State Auditor
www.wvsao.gov

Building 1, Room W-100
Charleston, West Virginia 25305
Telephone: (504) 558-2251
FAX: (304) 558-5200

200 West Main Street
Clarksburg, West Virginia 26501
Telephone: (304) 627-2415
FAX: (304) 627-2417

April 15, 2011

NOTICE OF APPROVAL OF THE LEVY ESTIMATE (BUDGET)

TO: Jefferson County Commission

In accordance with the provisions of Chapter 11, Article 8, of the West Virginia Code, as amended, the State Auditor of West Virginia hereby approves your Levy Estimate (Budget) for the fiscal year beginning July 1, 2011.

With this written approval, the levying body shall meet on the third Tuesday in April (April 19) to hear and consider any objections and to officially adopt the levy rates for property taxation. The clerk/recording officer, within three days of such meeting, shall prepare and forward to the State Auditor the officially adopted levy rates and levy order.

If you have any questions, please do not hesitate to contact me at 304-627-2415 or 1-877-982-9148 extension 5114, Joyce Ferrebee extension 5118, or Karen Drain extension 5101.

Sincerely,
Glen B. Gainer III
WV State Auditor

By: Ora L. Ash, Director
Local Government Services Division

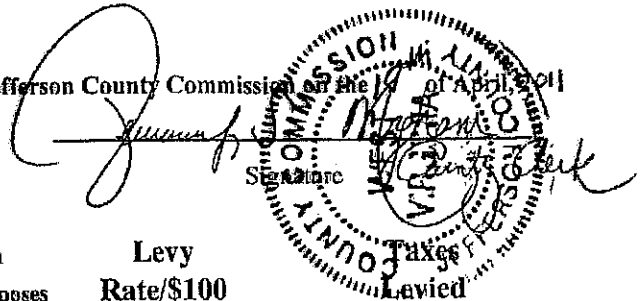
RECEIVED

APR 18 2011

Jefferson County Commission

**JEFFERSON COUNTY, WEST VIRGINIA
LEVY ORDER AND RATE SHEET
REGULAR CURRENT EXPENSE LEVY
2011 - 2012**

The following is a true copy from the record of orders entered by Jefferson County Commission



	Column E Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/\$100	Taxes Levied
Current Year			
Class I			
Personal Property	\$ _____	12.04	\$ _____
Public Utility	_____		_____
Total Class I	\$ _____		\$ _____
Class II			
Real Estate	\$ 1,985,827,950	24.08	\$ 4,781,874
Personal Property	3,384,600		8,150
Total Class II	\$ 1,989,212,550		\$ 4,790,024
Class III			
Real Estate	\$ 544,865,150	48.16	\$ 2,624,071
Personal Property	238,510,040		1,148,664
Public Utility	64,950,524		312,802
Total Class III	\$ 848,325,714		\$ 4,085,537
Class IV			
Real Estate	\$ 280,963,820	48.16	\$ 1,353,122
Personal Property	60,110,400		289,492
Public Utility	29,903,473		144,015
Total Class IV	\$ 370,977,693		\$ 1,786,629
Total Value & Projected Revenue	\$ 3,208,515,957		\$ 10,662,190
Less Delinquencies, Exonerations & Uncollectable Taxes		2.50%	266,555
Less Tax Discounts		2.20%	228,704
Less Allowance for Tax Increment Financing - see worksheet (Subtracted from regular current expense taxes levied only)		_____
Total Projected Property Tax Collection		10,166,931
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		1.75%	177,921
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes			\$ 9,989,010

Please use this page or attach to this page the name, address, and telephone number for each member of the agency's governing board (County Commission, City Council, Board of Directors, etc).

List of Members

**Jefferson County Commission
P. O. Box 250
Charles Town, WV 25414
Tel. 304-728-3284
Fax 304-725-7916**

Patsy Noland – President, County Commissioner

Dale Manuel – Vice President, County Commissioner

Frances Morgan - County Commissioner

Lyn Widmeyer - County Commissioner

Walt Pellish - County Commissioner

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

**Support Letters (For New Projects
Only) Attachment C**

Please use this page to attach letters of support received from all victim service providers and community agencies, which demonstrate that they understand the project and support the expectations of the grant requirements. An application is not complete until all letters are received.

Not Required

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

**Memorandum of Understanding
Attachment D**

Please attach in this section a memorandum of understanding between all Victim Service Providers in the Program's Service area and other key agencies that demonstrate interagency linkages in providing services. The MOU must clearly identify each agencies responsibility to the VOCA Project and must be signed (original signatures) by individuals of authority from each agency

Attachment:
Memorandum of Understanding

MEMORANDUM of UNDERSTANDING

Between:

Jefferson County Victim Assistance Program,

CASA of the Eastern Panhandle, Inc.,

and

Shenandoah Women's Center

This Memorandum of Understanding (MOU) establishes an agreement between The Jefferson County Victim Assistance Program, CASA of the Eastern Panhandle, Inc., and Shenandoah Women's Center, Inc. to mutually provide and promote services to victims of crime and violence.

MISSION of ORGANIZATIONS

The Jefferson County Victim Assistance Program seeks to provide a sensitive and positive response to the needs, questions and concerns of crime victims who have become involved in the criminal justice system, as well as give them a voice in the criminal justice process. The Program strives to provide services so victims understand the criminal justice process and their rights within it so that they might be enabled to cope more effectively with the personal and financial needs that have arisen as a result of a criminal act. The Jefferson County Victim Assistance Program provides an organized method of delivering information, support and advocacy to crime victims within the system or of the availability of various support services that may help them through their experience and its aftermath.

The mission of CASA of the Eastern Panhandle, Inc. (CASA-EP) is to advocate for the best interests of abused and neglected children within the court system to secure a safe and permanent home for each child. To this end, CASA-EP recruits, trains, and supports community volunteers in accordance with the training curriculum and standards developed by the West Virginia CASA Association and the National Court Appointed Special Advocate Association.

The Shenandoah Women's Center, Inc., is dedicated to the self-empowerment of battered or abused persons and their children, and therefore is committed to the elimination of personal and societal violence in the lives of women, men and children. SWC, as a community resource center, offers counseling, education, shelter, support, and advocacy for any person who experienced or is threatened by domestic or sexual violence.

PURPOSE AND SCOPE

Together, the Parties enter into this Memorandum of Understanding to mutually promote and provide our respective services to our victims and the community by working and cooperating together. In order to improve and maintain the scope of existing direct victim services, the parties agree to coordinate our efforts by making referrals to the respective agency as victims' needs dictate. This understanding includes a coordinated and directed effort to increase victim and community education in order to bring about a wider knowledge in the community of the existence of our programs and services.

RESPONSIBILITIES

Each party will appoint a person to serve as the official contact and coordinator of the activities of each organization in carrying out this MOU. The initial appointees of each organization are:

*Jefferson County Victim Assistance Program
Debra A. Young
PO Box 729
Charles Town, WV 25414
Phone – 304-725-6550*

*CASA of the Eastern Panhandle, Inc.
Lisa Davis
229 East Martin Street
Martinsburg, WV 25401
Phone – 304-263-5100*

*Shenandoah Women's Center, Inc.
Ann Smith
West Martin Street
Martinsburg, WV 25401
Phone – 304-263-8522*

IV. TERMS OF UNDERSTANDING

The term of this MOU is for a period of one year, from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed annually to ensure that it is fulfilling its purpose and to make any necessary revisions.

Authorization

On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

**Jefferson County Victim Assistance Program
Jefferson County Prosecuting Attorneys Office**

Name: Ralph L. Lenz Title: PROSECUTING ATTORNEY
Date: 2-13-2012

CASA of the Eastern Panhandle, Inc.

Name: Joel Davis Title: Executive Director
Date: 2-15-2012

Shenandoah Women's Center, Inc.

Name: Ann K. Smith Title: Executive Director
Date: 2/15/2012

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application	Proof of Non-Profit Status (Private, Non-Profit Applicants Only) Attachment E
---	--

Please attach in this section a copy of your agency': (1) Articles of Incorporation from the WV Secretary of State's Office; (2) Certificate of Incorporation from the WV Secretary of State's Office; and (3) the IRS Determination Letter.

Not Required

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

**Central Contractor Registration
Certification Form
Appendix E**

All sub-grantees are required to be registered with the Central Contractor Registration (CCR) and to update this information on a yearly basis.

I certify that I have read all the requirements of the Central Contractor Registration (CCR) as specified in the Standard Conditions and Assurances and various our agencies registration is updated and current. This information will be available upon request.

Authorized Official Signature (Original)



Project Director's Signature (Original)

Program Assessment Survey
Victim Assistance Program
Jefferson County, WV

This questionnaire relates to services you may have received from the Victim Advocate in the Jefferson County Prosecuting Attorney's Office, in connection with a recent criminal case.

We would appreciate if you would take a few moments to complete this survey and return it to our office. We are very interested in your opinion and suggestions. Your answers, positive or negative, will assist our efforts to improve how we serve you.

Please circle one: 1-Very Poor, 2- Poor, 3-Fair, 4- Good, and 5- Very Good.

- | | |
|--|---------------|
| 1. The extent to which you were kept informed about your case was | 1 2 3 4 5 |
| 2. The assistance you received from letter notification | 1 2 3 4 5 |
| 3. The information you received by telephone (if applicable) was | N/A 1 2 3 4 5 |
| 4. The assistance you received in person was | 1 2 3 4 5 |
| 5. Your overall satisfaction with the way you were treated by the Victim Advocate | 1 2 3 4 5 |
| 6. The Victim Advocate's effectiveness in helping you with your case was | 1 2 3 4 5 |
| 7. Your satisfaction with the outcome of your case was | 1 2 3 4 5 |
| 8. The referrals made to you by the Victim Advocate to other agencies such as, emergency services, support groups or counseling were | N/A 1 2 3 4 5 |

9. How did you become aware of our program? _____

10. If you were eligible, did you apply for assistance from the WV Crime Victim's Compensation Fund? Not eligible Yes No Don't know

11. Did the victim advocate discuss; a safety plan with you, assist you with filing a Family Protective Order, assist you in obtaining no contact as part of the defendant's bond conditions or as part of a plea agreement, or discuss these options with you?

Yes No Was not interested N/A

12. Please check those with whom you had contact in the Prosecuting Attorney's Office or the Victim's Advocate Office during your case.

_____ Secretary	_____ Victim Advocate
	<input type="checkbox"/> Jenn <input type="checkbox"/> Debbie <input type="checkbox"/> Both <input type="checkbox"/> Other _____?
_____ Prosecuting Attorney	_____ Other _____?

13. Do you have suggestions as to how the Victim Advocate's Office might improve service to victims?

Please provide your name and information if you would like a response to your comments or if you would like your contact information updated. Thank you for taking the time to complete this survey. Remember, this survey can be totally anonymous.

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Ronda Lehman, Chair BRWC

Department or Entity: Blue Ridge Watershed Coalition

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: February 23, 2012

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: **BRWC will need enough time to prepare for the presentation.**

- Subject: Continuation and expansion of Jefferson County stream water monitoring. The Watershed Coalition is seeking funds to match the \$10,000 allocated by Senator John Unger and Governor Tomblin for the purchase of peak flow stream sediment monitoring equipment. The equipment will be housed and controlled by the Jefferson County Engineering Department and made available on loan to all County Watershed groups. Water sampling previously performed on Blue Ridge Mountain streams will be undertaken by volunteers working with Friends of the Shenandoah River.

Please provide the County Commission with a description of your request or presentation, including any background information: **see above. In June 2011, the Commission had approved grant match for a NFWF grant the BRWC had applied for, but would eventually not receive. We are now seeking help in continuing water monitoring in Jefferson County. We would also like any equipment purchased to be made available to other watershed groups in our county.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **that the county commission include the BRWC request for \$10,000 match funding for continued water quality monitoring in the non-profit allocations for fiscal year 2013.**

Note: Should this money be granted, we will not be using Dr. Vila of Shepherd to conduct the testing, as this was problematic in the past. We will make all data available as soon as it is collected for the state, County Commission, county taxpayers, and other watershed groups.

Attachments:

<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 – 1st Choice: 2/23/12

Date Requested – 2nd Choice: _____

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

Subject: **State Level Budget Revision BR 005**
Budget Analysis for January '12 Month End
Internal Budget Revision #1003

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:

State Level Budget Revision BR 005

This budget revision request is for \$29,297 to fund loan payments of the Jefferson County Clerk to Summit Community Bank, Moorefield, WV for financed equipment. This budget revision is required to correct the original budget for Acct 975 which was not funded for the Fiscal Year Ending June 30, 2012.

This request requires additional funding of \$29,297 from County Commission Account 001-401—05-568-000; Other Contributions. The funding is for (12) payments of \$2,441.41. This loan will require funding until January 10, 2014.

Paul Shroyer.
Director, Financial Management

SIGN UP FOR LOYALTY BANKING
000000000363057
COUNTY COMMISSION OF JEFFERSON COUN
25414

CHECK NUMBER
044

DUE DATE	AMOUNT DUE
09-10-11	\$2,441.41

Payments Received After 2:00 PM Will
Be Credited On The Next Business Day.

IMPORTANT - PLEASE INCLUDE THIS COUPON WITH YOUR PAYMENT TO:

SUMMIT COMMUNITY BANK
PO BOX 179
MOOREFIELD WV 26836

AFTER PAY
09-20-11 \$2,563.48

⑆5450⑉0222⑆ 0000363057⑈ 11

LOAN ENDS 1-10-2014

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 23th 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 # BR005 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.

n

Patsy Noland, President
Jefferson County Commission

B

Jefferson County, West Virginia
Budget Analysis for the Month Ended
January 31, 2012
For the Fiscal Year Ending
June 30, 2012

Attachments

1. Graphic presentation of expenditures
2. Narrative of budget categories
3. Spreadsheet presentation of budget financial data
4. Listing of Fund Balances as of January 31, 2012

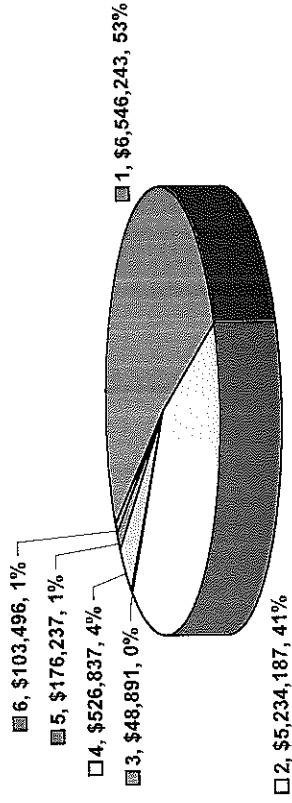
Jefferson County, WV
 FYE June 30, 2012

Financial Statement Chart-General County Fund
 YTD Expenditure by Government Activity-January 2012

The Chart and financial data represent year to date budget expenditures from the General County Fund for the Fiscal Year Ending June 30, 2012.

General County Fund-Expenditure Summary by Government Activity-Year to date totals						
	General Government Item #1	Public Safety Item #2	Health & Sanitation Item #3	Culture & Recreation Item #4	Social Services Item #5	Capital Outlay Item #6
Color Coding						
Grand total YTD	12,635,890.83	\$5,234,187	\$48,891	\$526,837	\$176,237	\$103,496
Percentage of gross expenditures	51.81%	41.42%	0.39%	4.17%	1.39%	0.82%

January 2012-FYE June 30, 2012



- 1
- 2
- 3
- 4
- 5
- 6

Jefferson County Commission
Budget Analysis Narrative-January 2012

Overall Budget Revenues

Overall, current revenues for the General County Fund are projected to exceed budgeted revenues by approximately \$166,400. Current total revenues for the General County Fund are expected to exceed the FYE June 30, 2011 revenues by approximately \$1,917,800.

Individual Revenue Items Expected to Exceed Budget

Revenue items are projected to exceed budgeted estimates by \$15,000 or more are as follow:

Line #13	Total Ad Valorem Taxes	\$48,730
Line #30	Circuit Clerk's Earnings	\$18,389
Line #37	E-911 Fees	\$89,819
Line #39	Franchise Fees	\$30,328
Line #50	Table Games	\$888,821
Line #53	Local Reimbursements	\$29,089

Individual Revenue Items Expected to be under Budget

Revenues items projected to be under budget estimates by \$15,000 or more are as follow:

Line #14	Property Transfer Taxes	(\$262,456)
Line #20	Building Permits	(\$25,317)
Line #41	Jail Fee Reimb-State & Gen Sch Fund	(\$79,935)
Line #42	Interest-General County Fund	(\$17,768)
Line #51	Video Lottery	(\$585,879)

Overall Budget Expenditures

Overall estimated expenditures are expected to be under budget by \$3,854,228 on a Cash Basis. The total budgeted expenditures include all current estimated revenues for the current year and the carryover from the prior year. The amount would also represent the estimated carryover for the current fiscal year on a "Cash Basis". It is estimated this amount would be reduced by \$500,000 when converted an Accrual Basis of Accounting for Audit Purposes. The adjustment represents possible additional current year budget adjustment, end of year account payable and end of year encumbrances or a net accrual carryover of \$3,491,390. The county should plan for a cash carryover of approximately

\$3,400,000, which represents approximately two months operation expenses based on current projections.

Expenditures in general

As of January, a few budget revisions are being prepared that will require some additional funding, but none of those request are for a material amount. Other budget adjustments will be made that represent a realignment current budgeted fund without additional funding requirements.

Comparison of Current Year and Prior Year Data

Column (c) is the amount of the current budget, Column (g) is the estimate of current revenue or disbursements, and Column (j) is the actual revenues or expenditures the county had for the Fiscal Year Ended June 30, 2011.

When reviewing budgeted revenue shortfalls, a comparison of Column (c) and bracketed amounts in Column (h) will show the amount current projected revenues to be under budget. Any material differences need to be reviewed in preparing the next budget for the Fiscal Year Ending June 30, 2013.

Cost verses related revenue

Line #90	Communication Center Operating Cost	\$1,830,104
Line #37	E-911 Fee revenue	<u>\$1,309,819</u>
Shortfall		<u>\$520,285</u>

Jail Cost and related reimbursements

Regional Jail costs are offset in two ways; (1) the county receives a check from State annually as a partial reimbursement of cost, and (2) the county is reimbursed monthly from the General School Fund. For the Fiscal Year Ended June 30, 2012, the estimated Regional Reimbursement is estimated to be as follows:

Regional Jail Cost	\$1,110,560
Reimbursements for the State	(99,892)
Reimbursements from General School Fund	<u>(303,100)</u>
Net Regional Jail Cost FYE June 30, 2012	<u>\$707,568</u>

20	318	Permits-Building	195,000.00	98,993.70	50.76%	169,696.34	(25,313.66)	Sheriff due to reduced construction	282,478.05	14,459.92	5.1%
22	322	Federal Grants	80,000.00	59,111.39	74.64%	80,000.00	0.00	Set to Budgeted; PY \$177,462.	177,462.77	37,638.28	21.2%
23	325	Federal Payment in Lieu of Taxes	0.00	0.00	0.00%	16,023.00	0.00	Set to PY Actual-no receipts YTD.	16,023.00	0.00	0.0%
24	329	Sheriff's Service of Process	15,000.00	11,020.00	73.47%	16,974.67	3,974.67	Projected over budget-PY \$18,725	18,725.00	10,875.00	58.06%
25	330-000	Sheriff's Earnings	18,000.00	6,892.64	38.29%	11,412.65	(6,587.35)	Budget may be high; PY Actual \$10,562	10,962.16	5,620.58	60.39%
26	330-001	Sheriff's Earnings-Arrest Fees	10,000.00	7,595.80	75.99%	13,514.85	3,514.85	Budget may be low; PY Actual \$14,636	14,636.10	8,218.40	56.15%
27	330-002	Sheriff's Earnings-Courts	14,000.00	0.00	0.00%	0.00	0.00	No earning in PY-budget high	0.00	0.00	0.0%
28	331	County Clerk's Earnings	175,000.00	99,817.75	57.04%	165,346.64	(9,653.36)	Projected under budget-could relate to low land transfers	192,518.60	110,184.92	60.37%
29	331-002	County Clerk's Earnings-Probation Fund	1,000.00	782.90	78.29%	1,287.94	287.94	Over Budget-amount will vary depending on court cases.	1,374.10	829.90	60.32%
30	332	Circuit Clerk's Earnings	65,000.00	47,488.68	73.05%	83,388.99	18,388.99	Projected over Budget-not material	72,248.97	41,142.59	56.94%
31	333	Prosecuting Attorney Earnings	500.00	720.97	144.19%	1,302.34	802.34	Projected over Budget-not material	730.28	404.28	55.36%
32	334	Accidents Reports	4,000.00	2,090.00	52.25%	3,294.41	(705.59)	Projected under Budget-not material	3,720.00	2,990.00	80.64%
33	336	Map Sales	4,500.00	2,960.00	65.78%	4,610.95	110.95	Projected over Budget-not material	45,000.00	26,250.00	58.33%
34	340	Rentals, Magistrate Court	45,000.00	26,250.00	58.33%	45,000.00	0.00	Always \$45,000 for (3) Magistrates	1,200.00	800.00	66.67%
35	340-001	Rentals, County Farm House	1,200.00	800.00	66.67%	1,200.00	0.00	Project to hit budget amount	1,200.00	591.22	49.27%
36	340-002	Rent-County Farm	1,000.00	661.22	66.12%	774.95	(225.04)	Projected under Budget-not material	774.96	591.22	75.00%
37	346-000	E-911 Fees	1,220,000.00	874,873.85	71.71%	1,209,818.92	(8,181.08)	Project to exceed budget	1,315,655.23	878,774.13	66.79%
38	346-001	EMG Comm-Signs	1,000.00	825.00	82.50%	587.80	(412.20)	Projected under Budget-not material	1,170.00	1,045.00	89.32%
39	348	Franchise Fees	320,000.00	174,585.33	54.56%	350,327.83	30,327.83	Projected to exceed budget	336,988.27	187,937.58	55.82%
40	360	IRP Fees	5,000.00	5,247.31	104.95%	3,562.61	(1,437.39)	Projected to exceed budget	6,449.15	3,339.33	51.79%
41	362	Jail Cost Reimb-RJA & Gen School Fund	475,000.00	276,678.07	58.23%	428,236.22	(46,763.78)	Projecting under budget but over PY	377,585.06	264,437.74	70.03%
42	365-000	Interest-GCF	34,000.00	10,161.10	29.88%	18,231.54	(17,768.48)	Projecting under budget, very low interest rates	31,722.30	19,858.47	62.60%
43	365-001	Interest-County Clerk	1,000.00	669.96	66.99%	837.38	(162.61)	Projecting under budget, very low interest rates	1,165.14	793.04	68.06%
44	365-002	Interest-Circuit Clerk	4,200.00	794.01	18.91%	1,156.14	(3,043.86)	Projecting under budget, very low interest rates	4,150.08	2,845.25	68.56%
45	365-004	Interest-State Fees	700.00	448.10	64.01%	1,423.25	723.25	Projecting under budget, very low interest rates	1,150.54	362.24	31.46%
46	365-005	Interest-Video Lottery	700.00	160.08	22.87%	240.61	(466.39)	Projecting under budget, very low interest rates	6,457.17	4,154.85	64.35%
47	365-006	Miscellaneous Revenue	7,600.00	1,686.16	22.19%	2,620.45	(4,979.55)	Projecting under budget, very low interest rates	277.78	264.20	95.11%
48	366	Sheriff's Commission	15,000.00	12,108.96	80.73%	22.37	(22.37)	No budgeted amount-not material	12,451.01	12,451.01	100.00%
49	367	Table Games	920,000.00	897,744.17	97.59%	1,096,821.16	888,821.16	Net of County Tax Portion; should budget \$72,000	1,180,617.57	585,987.62	49.63%
50	370	Video Lottery	4,600,000.00	2,609,365.28	56.73%	4,014,120.99	(565,879.01)	YTD projects over budget-PY actual \$1,190,617	4,010,336.89	2,606,895.45	65.00%
51	373-000	Video Lottery-Local	100,000.00	58,744.52	58.74%	102,544.36	2,544.36	YTD projects over budget-PY actual \$110,824	110,824.26	63,464.01	57.26%
52	382-000	Reimbursements-Local	320,428.00	265,343.56	82.82%	345,517.50	29,689.50	YTD projects over budget	188,693.56	127,019.09	75.34%
53	382-001	Reimbursements-Other	30,000.00	14,925.82	49.75%	18,736.66	(11,263.32)	YTD projects over budget	36,321.21	30,526.64	78.66%
54	398	Transfers-AV	300,000.00	208,570.19	69.52%	300,000.00	0.00	Reimb for payroll charges-Offset by Acct 407.	28,006.77	0.00	0.0%
55		Budgeted & Estimated Revenues	21,194,938.00	13,083,206.30	61.73%	21,361,397.10	166,459.10	<<-Est Current Collections over Budget	20,022,538.22	11,845,605.33	59.16%
56		Prior Year Unencumbered Carryover	3,408,661.00			3,408,661.00			2,829,326.00		
59		Estimated Funds Available-Total	24,603,599.00			24,770,058.10			22,852,290.22		
59		Total revenue increase over prior year	1,917,797.88								

Current Year Budget & Estimated Expenditures

Prior Year Actual Expenditures

Dept.	Expenditure Classification	Budgeted Expenditures Current FY	CY actual expenditures January 2012	YTD Expenditures as a % of total budget	Estimated Total Expenditures-FYE 6/30/12	Under Budget or (over) Budget	Reason for noted variance	Total Expenditures-FY Ended 6/30/2011	PY Actual YTD expenditures January 2011	PY YTD Percentage of total budget
64	County Commission	4,762,853.00	1,211,534.59	25.33%	2,000,523.98	2,181,739.02	Acct 401 contains excess money	1,355,469.06	820,719.66	60.55%
65	County Clerk	880,659.00	480,226.67	53.92%	830,950.20	56,708.80		803,572.64	464,404.50	57.79%
66	Circuit Clerk	629,697.00	356,885.92	56.95%	629,697.00	0.00		501,646.93	301,646.93	54.18%
67	Sheriff/Treasurer	523,490.00	298,475.03	57.02%	500,447.55	23,042.45	Exp. set to budget amount-calculates high	501,616.53	299,172.23	59.64%
68	Prosecuting Atty	1,692,004.00	974,144.66	57.57%	1,726,004.00	(34,000.00)	Budget revision required for wages and laptops	1,527,716.11	854,609.60	55.94%
69	Assessor	689,681.00	346,041.09	50.17%	581,817.75	97,763.25		686,973.11	526,911.30	58.81%
70	Assessor-AVF	300,000.00	208,570.19	69.52%	300,000.00	0.00	Set to \$300,000; off set by Acct #389	0.00	0.00	0.00%
71	Statewide Computer Network	53,651.00	27,850.05	51.91%	51,000.00	2,651.00		51,008.12	37,989.80	74.48%
72	Agricultural Agent	135,341.00	77,680.09	57.40%	128,897.60	6,353.40		121,731.21	73,310.08	60.22%
73	County Election, Employees	288,851.00	142,442.95	49.30%	208,286.56	80,562.44		368,053.39	251,701.83	68.39%
74	Magistrate Court, Other cost	4,100.00	590.73	12.94%	700.86	3,399.14		3,167.46	2,984.04	75.73%
75	Capital Planning & Management	317,007.00	180,374.36	56.90%	313,092.17	3,914.83		296,036.40	170,547.86	57.61%
76	Courthouse	1,289,160.00	722,943.92	59.79%	1,139,753.06	69,438.84	YTD projection high-set to budgeted amount.	1,585,162.70	1,005,466.69	63.43%
77	Other Buildings	767,078.00	434,284.31	56.61%	787,073.00	61,097.52		679,654.56	372,570.29	54.22%
78	Data Processing, Employee Wages	94,509.00	47,581.93	50.35%	81,097.52	33,402.48		64,685.60	50,532.04	77.95%
79	Regional Development Authority	18,795.00	19,764.26	100.00%	19,754.26	0.74		15,610.30	15,610.30	100.00%
80	Economic Development	400,959.00	241,134.03	60.14%	411,832.95	10,873.967		339,944.56	199,042.36	58.55%
81	GIS Addressing Dept	311,784.00	146,269.70	46.91%	311,784.00	0.00	YTD projection high-set to budgeted amount.	221,514.21	101,631.66	45.86%
82	Planning & Zoning, Employee Salaries	406,727.00	209,033.22	51.52%	366,825.42	18,901.58		373,920.86	203,140.49	54.04%
83	Engineering, Employee Salaries	682,312.00	334,406.00	49.01%	597,851.37	84,460.63		608,634.68	340,551.51	55.93%
84	Zoning	165,305.00	82,254.69	50.06%	146,845.95	8,469.05		135,225.78	75,751.25	55.01%
85	Law Enforcement, Employee Salaries	3,182,574.00	1,673,689.60	52.42%	2,958,123.54	234,456.46		2,725,150.85	1,542,421.41	55.58%
86	Service of Process, Employee Salaries	15,000.00	7,564.06	48.56%	8,358.79	6,931.21		6,390.78	7,303.20	87.04%
87	Charges by other Gov't-Regional Jail Cost	1,300,000.00	656,701.60	50.52%	1,110,560.20	189,439.80		1,041,486.80	615,882.00	58.13%
88	Emergency Services, Employee Salaries	251,838.00	123,524.27	49.05%	234,617.13	17,220.87		219,716.03	115,680.00	52.65%
89	Communication Center	1,984,541.00	1,030,009.43	52.91%	1,830,104.76	154,436.24		1,755,694.73	1,007,317.21	57.37%
90	Animal Control, Salary Supplement	1,982,500.00	1,578,825.00	80.44%	1,945,506.29	16,983.71		1,738,000.00	1,410,250.00	81.14%
91	Local Health Department-Contributions to	266,754.00	144,353.35	54.12%	265,196.60	1,537.20		250,893.71	136,562.37	54.49%
92	Solid Waste Authority	65,188.00	48,891.00	75.00%	65,188.00	0.00		130,375.00	97,781.25	75.00%
93	Parks & Recreation	35,000.00	35,000.00	100.00%	35,000.00	0.00	Exp set to budget-calculates over budget	33,250.00	33,250.00	100.00%
94	Arts & Humanities Contributions	460,056.00	297,945.76	64.76%	460,056.00	0.00		359,392.26	225,541.56	62.78%
95	Historical Commission	25,000.00	13,371.77	53.49%	23,894.14	1,105.84		22,012.97	12,319.01	55.95%
96	Other Gov't-Contrib to Visitors Center	25,000.00	13,371.76	53.49%	23,894.14	1,105.84		22,012.97	12,319.01	55.95%
97	Other Gov't-Contrib to Public Transit	300,000.00	167,147.32	55.72%	297,715.41	2,484.59		275,182.18	154,458.19	56.14%
98	Other Gov't-Contrib to Libraries	221,180.00	165,870.00	75.00%	221,180.00	0.00		221,180.00	165,870.00	75.00%
99	Other Gov't-Contrib to Senior Center	5,990.00	0.00	0.00%	5,990.00	0.00		5,990.00	0.00	0.00%
100	Other Gov't-Contrib to Public Transit	13,823.00	10,367.25	75.00%	13,823.00	0.00		13,823.00	10,367.25	75.00%
101	Other Gov't-Contrib to Senior Center	29,287.00	17,088.87	58.38%	29,286.92	0.08	Budget revision in progress.	29,286.92	17,088.87	58.38%
102	Capital Outlay-County Clerk	25,000.00	17,006.20	68.02%	25,000.00	0.00		15,940.46	0.00	0.00%
103	Capital Outlay-Circuit Clerk	68,400.00	68,400.00	100.00%	68,400.00	0.00		68,400.00	68,400.00	100.00%
104	Capital Outlay-Law Enforcement	31,000.00	0.00	0.00%	31,000.00	0.00		29,470.10	0.00	0.00%
105	Election-Capital Outlay	24,632,896	12,635,868	51.30%	20,778,668	3,854,228	<<Estimated expenditures are under budget by this amount	19,468,863.16	11,788,324.55	60.55%

Listing of all County and Agency Bank Accounts

<u>Fund Name</u>	<u>Fund Number</u>	<u>Beginning Cash Balance</u>	<u>Current Receipts</u>	<u>Current Expenditures</u>	<u>Ending Cash Balance</u>
General County Fund	001	4,172,066	996,387	1,884,754	3,283,699
Coal Severance	002	\$ 283,462	56,662	5,234	\$ 334,891
Dog & Kennel	003	28,404	806	44	29,165
General School	004	0	20,760	20,760	0
Magistrate Court	005	1,591	3,634	3,750	1,475
Worthless Check	006	21,274	171	0	21,445
Home Confinement	008	31,686	1,677	3,183	30,180
Federal Grants	009	(29,088)	0	5,705	(34,793)
State Grants	010	144,333	16,692	0	161,025
Flood Mitigation	023	34,958	0	0	34,958
Unemployment Compensation	068	17,126	1	0	17,127
Jury & Witness	071	28,613	6,226	694	34,145
Sub Division Bond	075	172	0	0	172
Bardane Public Health Center	244	165,475	2,014	5,192	162,297
Emergency Services Cap Out	245	1,711	0	0	1,711
County Capital Outlay	246	6,063,993	119	22,970	6,041,142
Parks & Recreation	247	644,477	274	7,038	637,713
Shepherdstown Battlefeild	248	102,889	13	0	102,902
Impact Fees	249	1,285,987	82,771	11,710	1,357,048
Totals		\$ 12,999,128	1,188,207	1,971,033	\$ 12,216,303

Listing of other Elected Officials Special Funds

<u>Fund Name</u>	<u>Fund Number</u>	<u>Beginning Cash Balance</u>	<u>Current Receipts</u>	<u>Current Expenditures</u>	<u>Ending Cash Balance</u>
Assessor Valuation	056	\$ 301,042	10,954	2,775	\$ 309,221
Farmland Protection	057	0	32,133	32,133	1
Sheriff's Concealed Weapons	059	52,593	3,365	7,835	48,123
Votes Registration	063	314	0	0	314
Law Enforcement Forfeiture	073	34,865	3	9,816	25,051
Pros Attny Forfeiture	074	4,737	0	180	4,557
Totals		\$ 393,551	46,454	52,739	\$ 387,267

Listing of Other State and Agency Funds held by Sheriff

<u>Fund Name</u>	<u>Fund Number</u>	<u>Beginning Cash Balance</u>	<u>Current Receipts</u>	<u>Current Expenditures</u>	<u>Ending Cash Balance</u>
DMV	311 \$	5	0	0 \$	5
Criminal Charges	312	82	0	0	82
Court Reporter	313	221	200	0	421
State Fines	314	250	0	0	250
State Police	315	60	420	420	60
State Current-Taxes	316	0	4,227	4,227	0
Tax Lien	364	234,622	74,087	109,119	199,589
Delinquent and Nonentered Lan	365	1,551	0	0	1,551
Board of Health	366	1,301,522	136,777	47,377	1,390,922
WVDeputy Sheriff's Retirement	369	1	471	471	1
School Current-Taxes	373	0	331,581	331,581	0
School Excess Levy-Taxes	374	0	392,198	392,198	0
School Debt Service-Taxes	376	0	33,876	33,876	0
Bolivar Current-Taxes	378	0	3,147	3,147	0
Charles Town Current-Taxes	379	0	17,678	17,678	0
Harpers Ferry Current-Taxes	380	0	491	491	0
Ranson Current-Taxes	381	0	15,446	15,446	0
Shepherdstown Current-Taxes	382	0	6,047	6,047	0
Totals		1,538,314	1,016,645	962,078	1,592,881

Net Balances of all Bank Accounts held by the Sheriff as Treasurer

14,196,451

Internal Budget Revision Request #1003

This Budget Request is to move \$120,000 of available funds from County Commission Other Contributions to increase County Commission Audit Cost Budgeted by \$10,000 and to increase County Commission Professional Services Cost Budgeted by \$110,000. The current charges to those two expenditure lines are over budget and need to be funded in the amounts stated to bring the budgeted allocation to a positive unexpended balance.

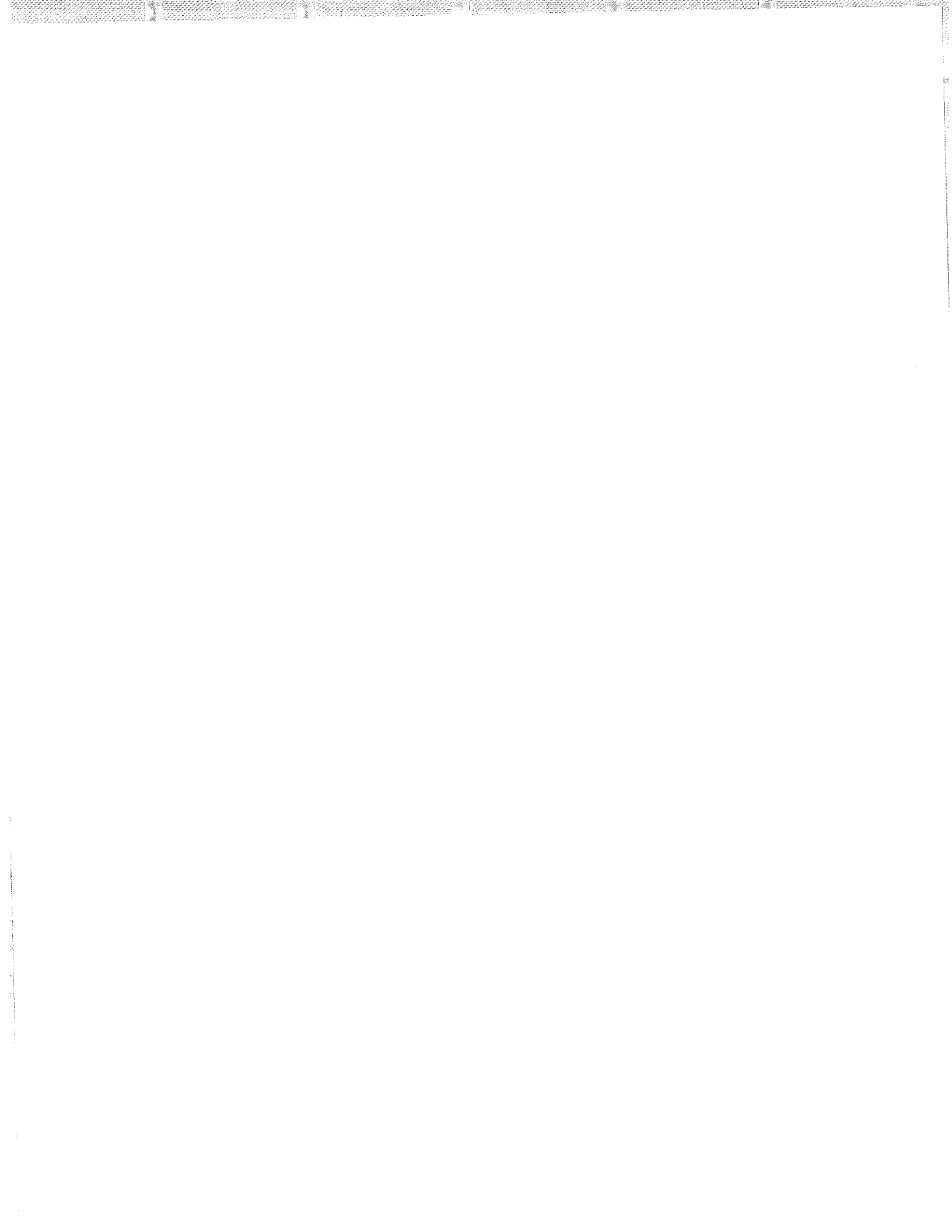
Paul Shroyer
Director, Financial Management

REPORT DATE 02/14/2012
 SYSTEM DATE 02/14/2012
 FILES ID A

JEFFERSON COUNTY COMMISSION
 STATEMENT OF EXPENDITURES, ENCUMBRANCES & APPROPRIATIONS
 GENERAL FUND
 AS OF 01/2012

PAGE 1
 TIME 09:44:16
 USER PSHROYER

	APPROPRIATIONS (REVISED)	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
001-1-01-101-000-GG-000 CO COMM OFFICIAL SALARY	184800.00	14215.40	106615.38		78184.62	57.69
001-401-01-103-000-GG-000 CO COMM SALARY/WAGES	298800.00	26694.02	143975.28		154824.72	48.18
001-401-01-104-000-GG-000 CO COMM FICA EXPENSE	31060.00	2532.15	15498.97		15561.03	49.90
001-401-01-104-001-GG-000 CO COMM MEDICARE EXPENSE	7264.00	592.15	3624.51		3639.49	49.89
001-401-01-105-000-GG-000 CO COMM GROUP INSURANCE	66924.00	4687.61	32797.15		34126.85	49.00
001-401-01-106-000-GG-000 CO COMM RETIREMENT	70465.00	4556.48	29594.26		40870.74	41.99
001-401-01-108-001-GG-000 CO COMM OVERTIME	1000.00				1000.00	
001-401-01-108-002-GG-000 CO COMM EXTRA HELP	15000.00				15000.00	
001-401-02-212-000-GG-000 CO COMM PRINTING	500.00				500.00	
001-401-02-214-000-GG-000 CO COMM TRAVEL	8000.00	36.64	1008.98		6991.02	12.61
001-401-02-216-000-GG-000 CO COMM MAIN/REP-EQUIPMENT	5000.00	1552.63	4457.97		542.03	89.15
001-401-02-218-000-GG-000 CO COMM POSTAGE	250.00	56.88	155.11		94.89	62.04
001-401-02-220-000-GG-000 CO COMM ADS/LEGAL PUBS	5000.00	46.86	6791.99		-1791.99	135.83
001-401-02-221-000-GG-000 CO COMM TRAIN/EDUCATION	4000.00			510.00	3490.00	12.75
001-401-02-222-000-GG-000 CO COMM DUES/SUBSCRIPTION	22500.00	797.72	9524.66		12975.34	42.33
001-401-02-223-000-GG-000 CO COMM PROF SERVICES	50000.00	2835.00	139960.78	7520.00	-97480.78	294.96
001-401-02-223-001-GG-000 CO COMM PROF SRVS - HRA	162000.00	9426.91	63939.37		98060.63	39.46
001-401-02-224-000-GG-000 CO COMM AUDIT COSTS	30000.00	16085.00	34380.00		-4380.00	114.60
001-401-02-226-000-GG-000 CO COMM INSURANCE BONDS	260000.00	1500.00	256212.00		3788.00	98.54
001-401-02-226-001-GG-000 CO COMM INSUR WRKS COMP	152000.00	666.44	121791.98		30208.02	80.12
001-401-02-230-000-GG-000 CO COMM CONTRCTD SERVICES	50000.00	6450.89	20186.21		29813.79	40.37
001-401-02-239-000-GG-000 CO COMM INSUR PREM RET	100000.00	6714.00	50503.00		49497.00	50.50
001-401-03-341-000-GG-000 CO COMM MATERIAL/SUPPLIES	16000.00	344.56	1944.50		14055.50	12.15
001-401-05-567-000-GG-000 CO COMM CONTR OTH GOV UNT	40000.00				40000.00	
001-401-05-568-000-GG-000 CO COMM OTHR CONTRIBUTION	3180467.00		146940.00		3033527.00	4.62
001-401-05-568-000-GG-001 CO COMM CONTRIBTN - OZONE	21633.00		21632.49		.51	99.99
TOTALS FOR COUNTY COMMISSION	4782663.00	99791.34	1211534.59	8030.00	3563098.41	25.49



Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Sue Lawton

Department or Entity: Jefferson County Public Service District

Estimation of amount of time needed for appointment: 15 minutes

Date Requested - 1st Choice: 2/23/12

Date Requested - 2nd Choice: _____

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

Need application ^{to State} submitted by March 26th along with a completed income survey, Commission approval & 2 public hearings.

Subject: Small Cities Block Grant for water system improvements for Glen Haven & Cavaland

Please provide the County Commission with a description of your request or presentation, including any background information: Jefferson Co. Public Service District is planning to upgrade the Cavaland & Glen Haven Water Systems. There is a slim chance that we may be eligible for a Small Cities Block Grant. These grants must be sponsored by County Commissions. We feel that it is an obligation to attempt to attain all possible assistance to keep our water customers rates as affordable as possible.

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

I recommend that Jefferson County Commission accept sponsorship of a Small Cities Block Grant for Jefferson Co. Public Service District to upgrade the Glen Haven & Cavaland Water Systems.

Attachments:

Request for County Commission Sponsorship for a Small Cities Block Grant for the Proposed Upgrades to the Cavaland and Glen Haven Water Systems

Prepared by Susanne Lawton, General Manager
For the February 23, 2012 County Commission Meeting

The Glen Haven Water System was constructed in 1965 by a private developer. Jefferson County Public Service District (the District) assumed ownership and operation of this system in 1994. Currently there are 78 homes in Glen Haven. The Cavaland Water System was constructed in 1987 by the developer of Cavaland and the District assumed ownership and operation in 1993. There are currently 45 homes in Cavaland that are served by this system. These 123 customers are the District's entire water customer base; the balances of our customers, approximately 2,200, are for sewer only. Due to West Virginia regulations, our sewer revenue cannot be spent on the water system. This small number of water customers means that costs of operating and maintaining the systems must be shared by a very small number of households. For many years the District has been maintaining these systems by "placing Band-Aids" on components and replacing them only when they could no longer be repaired or when instructed to do so by regulatory agencies. The water rates for these customers average about \$33.00 per month and have not been raised since 2001. The revenue from present water rates will not support the major upgrades that are long overdue.

In January of 2009, the District employed the engineering firm of Gwin, Dobson & Foreman, Inc. (GDF) to evaluate both systems. This evaluation resulted in recommendations for both systems to be completely replaced with 8" mains, fire hydrants and new large water towers. The cost was prohibitive, over \$100 per household per month, for such a small customer base and in our public meeting on December 16, 2009 we received much opposition to these solutions. The District then asked GDF to come back with a set of solutions that were not so expensive, but would give us the opportunity to provide high quality, reliable water for the next 30 years or so and fix the known deficiencies. They came back with nine alternatives for the District's consideration and at our last meeting on February 6th, the District's Board approved a severely modified version of the initially recommended project. This project will "loop" all of the water mains within each neighborhood with new properly sized lines for just the basic needs, upgrade the well houses as needed, but forego the more expensive fire service and associated infrastructure.

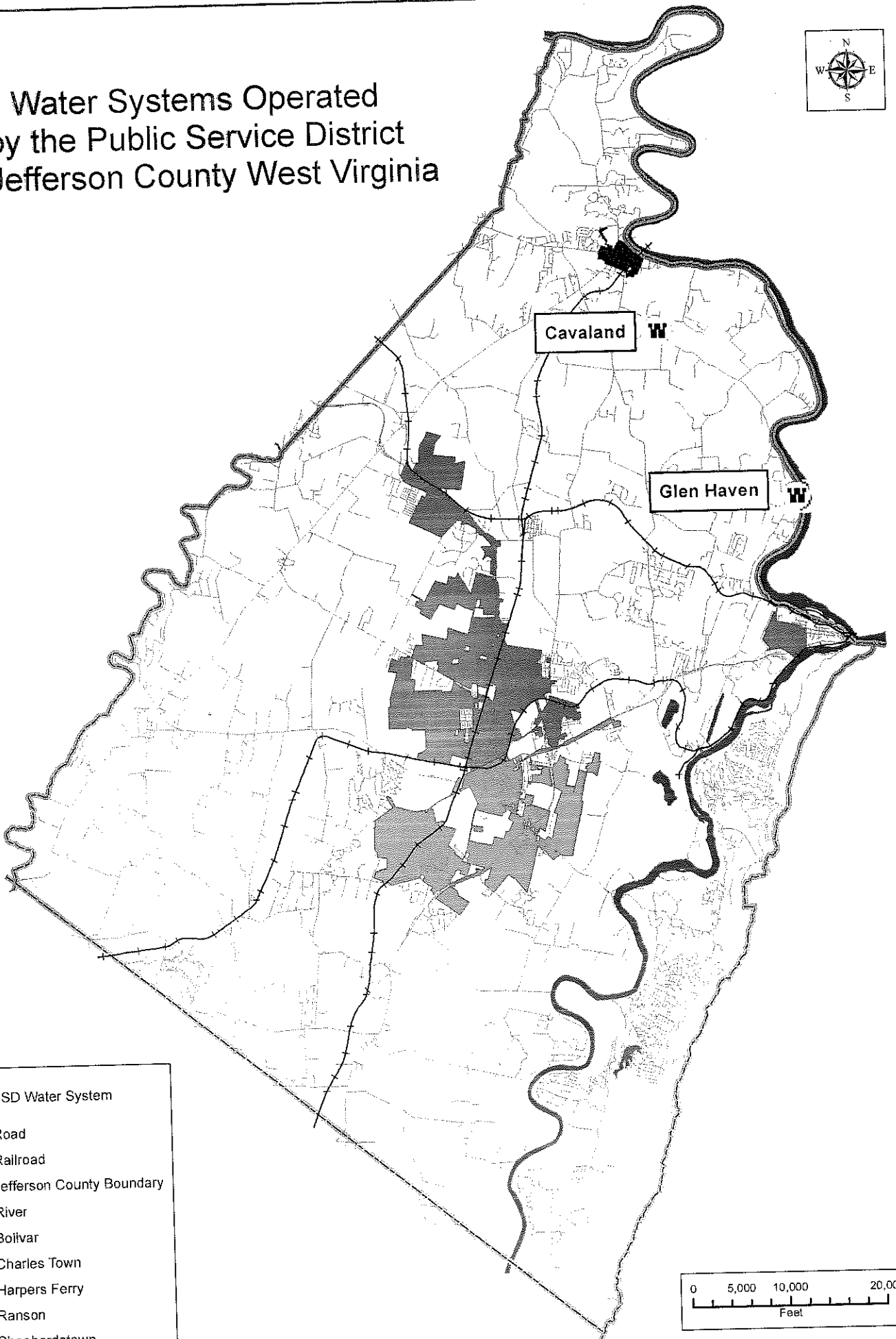
For both systems the cost of improvements will be about \$2,000,000. In order to keep the rates as low as possible, the District feels obligated to apply for any grants that may be available. We are currently working on submission of our application for the project to the West Virginia Infrastructure and Jobs Development Council (IJDC). The local office of the Eastern Panhandle Regional Planning & Development Council Region 9 is involved to assist the District in seeking a Small Cities Block Grant.

The first step which needs to be completed in order for the Small Cities Block Grant application to be advanced is for the County Commission to agree to sponsor the grant application. Following the Commission's approval, Region 9 will do an income survey. This survey will let us know if it is reasonable for us to consider an application. If it is, we will need the County Commission to hold two public meetings for the project with the second meeting occurring no later than March 23, 2012. There are additional procedural requirements that we will explore more if the County Commission accepts sponsorship of the application. The application for 2012 is due on March 26th.

Please keep in mind, you are not being asked to approve the projects, just the sponsorship of the Small Cities Block Grant to assist the customers in paying for the project. IJDC, Bureau of Public Health and West Virginia Public Service Commission will approve or decline moving forward with the project.

For the February 23, 2012 County Commission meeting, please include on the agenda the following item:
Consider sponsoring a Small Cities Block Grant application for the Jefferson County Public Service District's proposed upgrade to the Cavaland and Glen Haven water systems.

Water Systems Operated by the Public Service District in Jefferson County West Virginia



**JEFFERSON COUNTY
2012 AREA INCOME SURVEY FORM
SMALL CITIES BLOCK GRANT PROGRAM**

Ref # _____

We propose to submit an application for Small Cities Block Grant funding for the Cavaland and Glen Haven Project. In order to determine if this activity qualifies, we need your assistance, Jefferson County Public Service District/Jefferson Utilities customers, in filling in the following questionnaire:

1. What is the total number of persons living in this family? _____
2. Indicate below whether your total family income for Calendar Year 2011 is above or Below the income figure given for your family size.

1. CHECK FAMILY SIZE
2. CHECK IF ABOVE OR BELOW AMOUNT SHOWN (in the same box)

<input type="checkbox"/> 1 Person	Total Income is <input type="checkbox"/> Above <input type="checkbox"/> Below	\$44,450
<input type="checkbox"/> 2 Person	Total Income is <input type="checkbox"/> Above <input type="checkbox"/> Below	\$50,800
<input type="checkbox"/> 3 Person	Total Income is <input type="checkbox"/> Above <input type="checkbox"/> Below	\$57,150
<input type="checkbox"/> 4 Person	Total Income is <input type="checkbox"/> Above <input type="checkbox"/> Below	\$63,450
<input type="checkbox"/> 5 Person	Total Income is <input type="checkbox"/> Above <input type="checkbox"/> Below	\$68,550
<input type="checkbox"/> 6 Person	Total Income is <input type="checkbox"/> Above <input type="checkbox"/> Below	\$73,650
<input type="checkbox"/> 7 Person	Total Income is <input type="checkbox"/> Above <input type="checkbox"/> Below	\$78,700
<input type="checkbox"/> 8 Person	Total Income is <input type="checkbox"/> Above <input type="checkbox"/> Below	\$83,800



Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Roger Goodwin

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: February 23, 2012

Date Requested – 2nd Choice: _____

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

Subject: Bond reduction and/or release.

Please provide the County Commission with a description of your request or presentation, including any background information: Complete release of the Construction Bond security for Kanawha Scales Systems, Inc. - Summit Point Automotive Research Center, LLC/STaSIS (File #S10-08) – Letter of Credit #00228-52-0009237 Branch Banking And Trust of Greensboro, North Carolina.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize a complete release of the remaining \$60,875.00 construction bond amount for Kanawha Scales Systems, Inc. - Summit Point Automotive Research Center, LLC/STaSIS (File #S10-08).

- Attachments: Bond Release Letter
 Bond Release Request Report
 Site Map



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Patsy Noland

February 23, 2012

VICE PRESIDENT

Dale Manuel

Ms. Karen Gardner

Banking Officer

COMMISSIONER

Frances Morgan

Branch Banking And Trust Company

7823 National Service Road

COMMISSIONER

Walt Pellish

Greensboro, North Carolina 27409

COMMISSIONER:

Lyn Widmyer

Letter of Credit #00228-52-0009237 dated February 8, 2011, Construction Bond Surety for Kanawha Scales Systems, Inc. - Summit Point Automotive Research Center, LLC/STaSIS (File #S10-08).

Dear Ms. Gardner:

The Jefferson County Commission authorizes a complete release of the remaining \$60,876.00 from the construction bond for Kanawha Scales Systems, Inc. - Summit Point Automotive Research Center, LLC/STaSIS (File #S10-08). This project is located at the intersection of Summit Point Road (Route 13) and Motor Sports Park Circle. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount of the above referenced Letter of Credit #00228-52-0009237, originally issued in the amount of \$211,866.00.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Patricia A. Noland, President
Jefferson County Commission

PAN:rfb

cc: Mr. Robert W. Foy
Kanawha Scales And Systems, Inc. /STaSIS
P. O. Box 569
303 Jacobson Drive
Poca, WV 25159
Branch Banking And Trust Company
29 Keyes Ferry Road
Charles Town, WV 25414
Department of Engineering

COUNTY ADMINISTRATOR
Tim Bowdr

DEPUTY COUNTY ADMINISTRATOR
Sandy Shisher McDonald

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@jeffersoncountwv.org

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 11 / 10 / 2010

J.C.P.C. File No. 510 - 08

Consultant/Engineer/Firm Name: Kubic Construction

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Person: Pete Kubic Phone: _____

Project/Subdivision Name: Stasis

Section/Phase: _____ Lots: _____

Review Comments:

The bond release/reduction is Approved as Submitted. The bond release/reduction request is Denied.

____ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

____ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: _____

Approved for:
Full Bond Release \$0.00
BY [Signature] 02/09/2012
COUNTY ENGINEER DATE [Signature]

Original Bond Amt. \$ 184,231 + 15% Cont. \$ 27,635 = Total Original Bond Amt. \$ 211,866

Total Current Bond Amount \$ 60,876.00

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

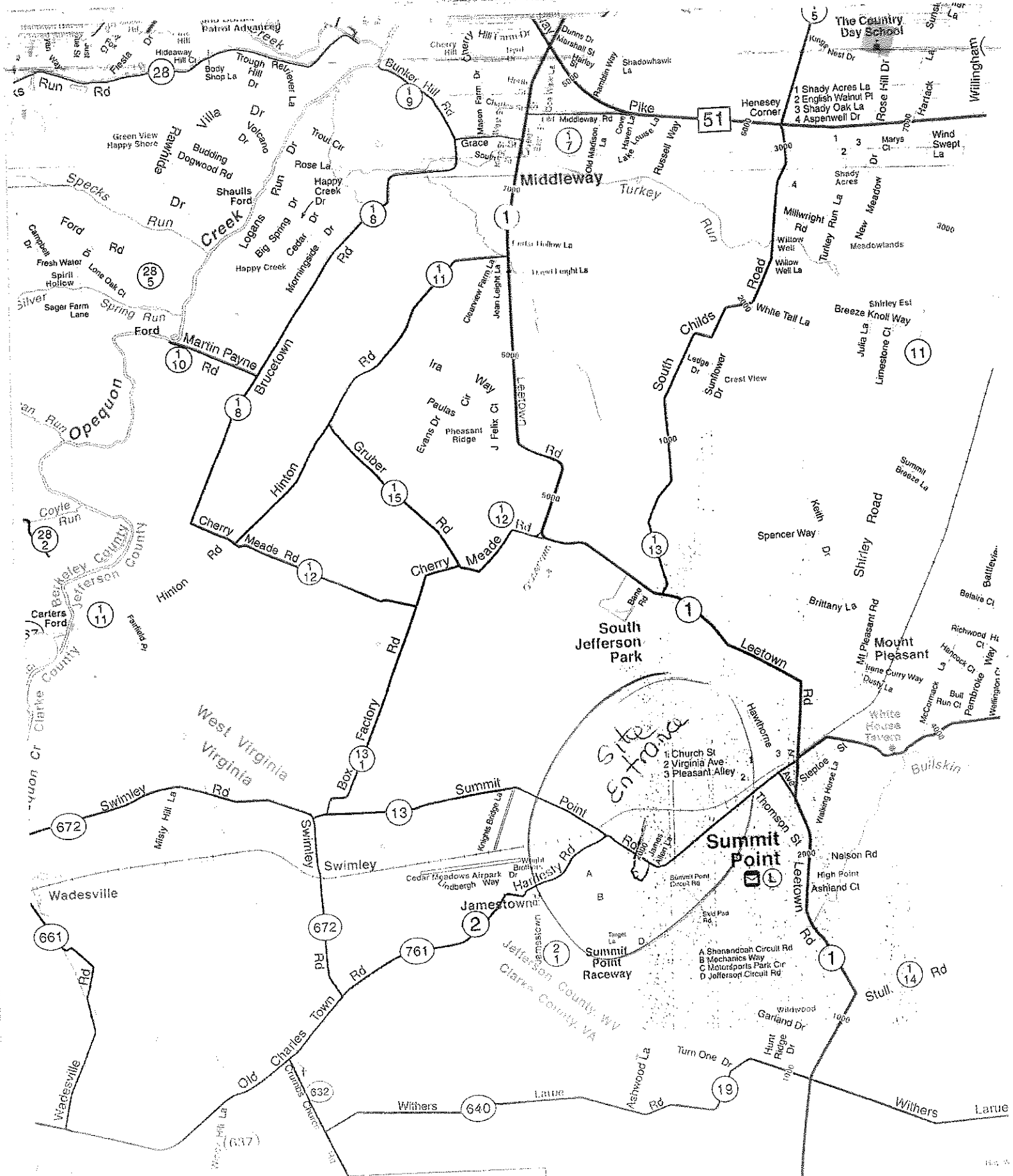
= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Jonathan Saunders, P.E.

Title: County Engineer

Signature: [Signature]

Date: 02 / 09 / 2012



A 10

LEGEND

12
 13
 14
 15
 16
 17
 18
 19
 20
 21
 22
 23
 24
 25
 26
 27
 28
 29
 30
 31
 32
 33
 34
 35
 36
 37
 38
 39
 40
 41
 42
 43
 44
 45
 46
 47
 48
 49
 50
 51
 52
 53
 54
 55
 56
 57
 58
 59
 60
 61
 62
 63
 64
 65
 66
 67
 68
 69
 70
 71
 72
 73
 74
 75
 76
 77
 78
 79
 80
 81
 82
 83
 84
 85
 86
 87
 88
 89
 90
 91
 92
 93
 94
 95
 96
 97
 98
 99
 100

7B

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

AGENDA REQUEST FORM

Name: Kirby and Linda Adams

Department or Entity: Department of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: February 23, 2012

Date Requested – 2nd Choice: _____

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

Subject: Refund of building permit fee for Permit #10-408.

Please provide the County Commission with a description of your request or presentation, including any background information: Kirby and Linda Adams applied for a building permit for a deck and have asked that their permit fees be refunded in the amount of \$84.56 since they are not able to meet the minimum distance from the septic tank.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): I authorize a refund of the building permit fees (Permit #10-408) paid by Kirby and Linda Adam in the amount of \$84.56 based on the memo provided by the Department of Engineering.

Attachments: 2/16/2012 Department of Engineering Memo

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

MEMORANDUM

TO: SANDRA SLUSHER MCDONALD, ACTING COUNTY ADMINISTRATOR
JEFFERSON COUNTY COMMISSION

FROM: REBECCA F. BURNS, OFFICE MANAGER *Rebecca*
DEPARTMENT OF ENGINEERING

DATE: FEBRUARY 16, 2012

SUBJECT: KIRBY F. AND LINDA R. ADAMS PERMIT FEE REFUND REQUEST
PERMIT #10-408

The Commission has authorized permit fees be refunded in the past when petitioned by the owner of the property based on recommendations from this office. Kirby and Linda Adams applied for a building permit for a deck and paid a permit fee of \$84.56. The fee was computed as follows: a base fee of \$50.00, plus \$34.56 square footage fee, for a total permit fee of \$84.56.

Mr. and Mrs. Adams applied for and received a building permit for the deck and provided all the information required of them to acquire a permit for the deck. This office reviewed the application and verified the deck was to be located the minimum distance from the septic reserve area based on the final plat of the Norwood Subdivision. Once the permit was issued and before the Adams began construction they became concerned they might be too close to the septic tank. This office does not have information pertaining to the location of septic tanks. We verified through the Jefferson County Health Department that all construction should be a minimum of 10 feet from the septic tank. Since the Adams cannot meet this requirement and they have asked that their fees are refunded since they cannot build the deck as proposed. Therefore, in this instance we recommend a full refund of the building permit fees for Permit #10-408 in the amount of \$84.56.

If you have any questions please give me a call.

8

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

AGENDA REQUEST FORM

Name: Stephanie Grove, Assistant Prosecuting Attorney

Department or Entity: Civil Division

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: _____

Date Requested – 2nd Choice: _____

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

Subject: **Legal Update**

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:

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

AGENDA REQUEST FORM

Name: _____

Department or Entity: **County Commission** _____

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: _____

Date Requested – 2nd 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:

Personalized Bill Tracking List

House Bills 2/10 - 2/14

HB 4482 (None)	Clarifying the authority of the West Virginia Consolidated Public Retirement Board to determine the participating public employer contribution rate	SA SB 150	02/10/12 - To House Pensions and Retirement	House Reference 1 - Pensions and Retirement House Reference 2 - Finance	
HB 4487 (None)	Conforming the code to federal requirements for the provision of Presidential office ballots to registered voters moving from the state	SA SB 494	02/10/12 - To House Judiciary	House Reference 1 - Judiciary	Secretary of State bill
HB 4488 (None)	Reforming, altering or modifying a county commission		02/10/12 - To House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary	
HB 4495 (None)	Relating to the disposition of forfeited or abandoned firearms	SA SB 149	02/10/12 - To House Judiciary	House Reference 1 - Judiciary	
HB 4499 (None)	Relating to severance taxes collected for privilege of producing oil or natural gas		02/13/12 - To House Finance	House Reference 1 - Finance	Money for infrastructure for producing counties
HB 4506 (None)	Relating to absentee ballot fraud		02/13/12 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 4515 (None)	Relating to procedures for writs of execution, suggestions and suggestee executions relating to child support and spousal support, and increasing the statute of limitations		02/14/12 - To House Judiciary	House Reference 1 - Judiciary	
HB 4517 (None)	Eliminating the ad valorem tax for barren coal properties		02/14/12 - To House Finance	House Reference 1 - Finance	

TO: ALL MEMBERS of the WEST VIRGINIA ASSOCIATION OF COUNTIES

FROM: PATTI HAMILTON



**THE COUNTY LEGISLATIVE LINE
Friday, February 17, 2012**

Capitol Quotes:

"Who would pay for the new software and hardware? Is there any financial responsibility for counties?" Del. Hamilton to a Secretary of State representative on HB 4408, who responded that the Secretary of State's office would pay for training (but never did say that there would not be any cost to counties)

"This (online registration) makes it incredibly susceptible to hacking." Del. Lane on HB 4408, pointing out after a quick Google search that in the past six months the computers of the FBI, CIA, Homeland Security, Target, Mastercard, etc. have been hacked

"We're trying to put a band-aid on a badly bleeding bill." Del. Ireland on the same bill, HB 4408, which was discussed for almost two hours by House Judiciary and passed out on a vote of 14-12.

"We call this Del. Doyle's going-away present." Del. Manchin on HB 4488, a bill sponsored by Del. Doyle to revise various permissive ways to re-form a County Commission

"We have to quit locking them up. You know what – nobody's cured." Sen. Chafin on Com Sub for SB 526 which will allow counties to add to transfer tax to fund jail costs and substance abuse treatment

"I trust counties to do what counties think are right. We're letting them make decisions." Sen. Miller on Com Sub for SB 526

"I have never seen anything like what's happening in our state right now with the explosion of drugs." Judge Moats of Barbour County, speaking of his 36 years of being a lawyer as part of his remarks at a Public Hearing on Substance Abuse

"I'd like to see us build a treatment facility that happens to be a prison." Another Judge speaking at the Public Hearing

I hope everyone had a Happy Valentine's Day. For those of you who attended the WVACo 2012 Annual Meeting, thanks for coming! We hope you had a great time. Due to the meeting, I'm a little behind so there will be a catch-up fax and email next week.

Monday, Feb. 20th marks my favorite day of the session - the last day to introduce bills! The flood of introduced bills stops and it's easier to get a handle on what we're dealing with. Bills can still be originated in committee.

*Lobbying for Compensation Increase for County Officials:
Keep it short & sweet! Even the negative editorials have acknowledged that it's been 6 years. We need county officials to make calls, send emails, and come to the Capitol. This is not going to happen without a full-court press! Please keep in mind that the judicial pay raise that passed last year was accomplished because members of the Judiciary were present every day!*

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 immediately to Chairman Tim Manchin and members of the House Political Subdivisions Committee for HB 4405, the County Officials Compensation Increase. The last day for him to run the bill in House Poli Sub is Wed., Feb. 22nd. The Legislature is merely providing the authority for county officials to accept their salary increase or not but they need to know they have support.

In other news, HB 4408, a Secretary of State's bill, was the subject of lengthy discussion in House Judiciary. County Clerks are opposed to the bill's online registration requirement for DMV because of potential hacking and because DMV's system is not ready to implement this for 24 to 36 months. The bill passed out of committee with a bipartisan 14-12 vote.

SB 460, a bill for Assessors to raise the minimum appraised value of driveable cars to \$700 has been turned into an antique car bill by Senate Transportation Committee. They will be taking up a bill that puts a \$1,000 assessed value on vehicles that fit the definition and are registered as antique vehicles.

House Constitutional Revision Committee sent to Finance Committee a constitutional amendment that will exempt vehicles for active duty military. The resolution needs revision because as written it applies to all family vehicles and it was intended for just one vehicle per person on active duty.

SB 685, one of our Legislative priorities, will give non-state entities a representative on the FEIA Finance Board. It passed out of Banking & Insurance on Thursday.

SB 526 was a bill similar to SB 347 which would allow counties to keep the portion of transfer tax currently sent to the State. The committee substitute taken up by Senate Finance changed it to a permissive imposition of an additional transfer tax at the

discretion of the county commission. The additional amount can be up to the current amount of \$1.10 per \$500 and is to be used for regional jails and substance abuse treatment programs.

Sheriffs have been working on HB 4034 which would limit prescriptions for controlled substances to no more than two within 72 hours. Sheriffs and prosecutors have been working on revisions to the lengthy Public Safety and Offender Accountability Act (sentencing reform). The over 100 page bill is almost half its original length now so they are making progress!

The WV Courthouse Facilities Improvement Authority's bill, SB 468, would authorize bonding authority for the ability to do larger courthouse projects. It passed Senate Finance on Thursday.

A public hearing on the Governor's Substance Abuse bill, SB 437 and HB 4036, was held Thursday afternoon and attracted a packed House Chamber. Everyone from circuit judges to recovering addicts said that more funding is needed for treatment. I spoke at the hearing, stating that I hear from both prosecutors and sheriffs that there's been enough talk and action is needed.

I have included with the fax (not the emailed version) a copy of "Together We're Stronger," a fact sheet on the county compensation bill.

Legislative Calendar:

Feb. 20th – last day to introduce bills

Feb. 26th – Bills due out of committee in house of origin to ensure 3 full days for readings

Feb. 29th – 60th day; "Crossover day" Bills must pass their house of origin

Keep up with the Legislature:

www.legis.state.wv.us and

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



together
WE'RE stronger

THE FACTS ABOUT THE COUNTY OFFICIALS' COMPENSATION LEGISLATION

The elected county officials of West Virginia are collectively united in their effort to seek a compensation increase during this legislative session. This effort was discussed at length by each of the member associations of the West Virginia Association of Counties: the Association of West Virginia Assessors, the West Virginia County Clerks' Association, the West Virginia Association of Circuit Clerks, the County Commissioners' Association of West Virginia, the West Virginia Prosecuting Attorneys' Association, and the West Virginia Sheriffs' Association. It is always a difficult process to take this issue to the Legislature, and not one that elected officials undertake lightly or frequently. The last compensation increase for county officials went into effect on July 1, 2006. If this initiative passes during the 2012 session and becomes effective on July 1, 2012, it will have been six years. Most likely, it will be another six years until the next effort.

Our across-the-board salary proposals are based on several considerations:


- the infrequency with which we seek a compensation increase
- the increased responsibilities, caseloads, and workloads of county offices
- the interests of the public in attracting and keeping qualified, capable and professional county officials
- the recognition that county officials in smaller counties have minimal staff but lower compensation so an across-the-board increase reflects that better than a percentage
- an agreement that County Clerks and Circuit Clerks have seen a disparity in their salaries as compared to Assessors and Sheriffs since the mid-1990's and deserve parity
- Consumer Price Index data shows that the cost of living has gone up, on average, 2.3% annually between 2006-2011; other than the effort to give parity to County and Circuit Clerks and our smaller counties, the proposal takes into consideration cost-of-living for the past six years and the length of time before there will be another salary initiative

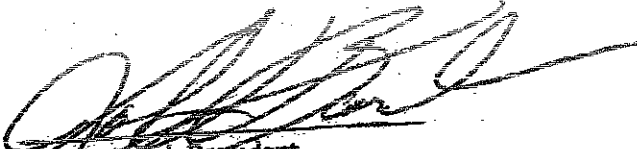
There are protections built into the statute for counties:

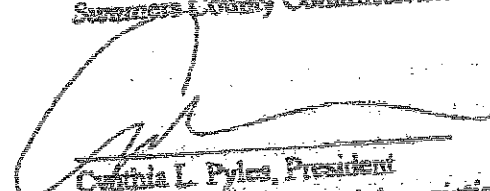
- (1) the State Auditor determines whether a county has sufficient revenue to implement the salary increases; and
- (2) County Officials must sign an agreement to accept the salary increase prior to its commencement. We are the *only* elected officials who must sign an affidavit in order to accept a salary increase. For example, if a County or Circuit Clerk decides not to accept the pay raise and does not sign the agreement, that salary prescribed by law will not go into effect until a new term of office starts for County and Circuit Clerks on January 1, 2017.

The West Virginia Constitution requires that the salaries of elected officials are to be prescribed by law so legislative action is our only recourse for compensation initiatives, even though the salaries are paid entirely from county revenue. Under the auspices of the West Virginia Association of Counties, a Compensation Committee has been studying this and related issues for two years. We accomplished a major "clean-up" of the entire article that governs compensation and other matters related to county officials and are currently studying how elected county officials are compensated in other states, how that compensation is determined, how counties are classified (as by assessed valuations in West Virginia or by population in several other states), and generally reviewing improved methods for compensation recommendations. For example, many states use a County Officials Compensation Commission that works similarly to West Virginia's Legislative Compensation Commission.


The West Virginia Association of Counties and our member associations support fair and equitable salaries for our elected county officials, statewide Constitutional officers, members of the Legislature, and public employees. It is in the best interest of the public to adequately compensate those who devote time and effort to public service.



 Jerry E. Berry, President
 West Virginia Association of Counties
 Summers County Commissioner

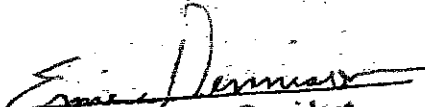

 John L. Bord, President
 WV Prosecuting Attorneys Association
 Taylor County Prosecuting Attorney


 Cynthia L. Pyles, President
 County Commissioners' Association of WV
 Mineral County Commissioner


 Diana Cronley, President
 WV County Clerks Association
 Mason County Clerk


 David "Bugs" Stover, President
 West Virginia Association of Circuit Clerks
 Wyoming County Circuit Clerk


 Michael S. White, President
 West Virginia Sheriffs' Association
 Hancock County Sheriff


 Ernie Dennison, President
 Association of WV Assessors
 Nicholas County Assessor

Legislative Lineup

County Commissioners' Legislative Update

Please Distribute To All Commissioners ASAP

Volume 15, Issue 5

February 16, 2012

Legislative Lineup Week 5...

Hi folks, **Day 37 of the Legislative Session..... Remember, Monday, 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. Wednesday, February 29, 2012: Last day to consider bill on third reading in house of origin. (Does not include budget or supplementary appropriation bills.) As always, if you have questions or concerns, just call (304) 345-4639 or cell (304) 415-1608.**

Now a few updates...

SB 347 - Transfer Tax Bill - This bill will allow counties to keep all transfer tax in the county where it is collected and to use the funds to pay regional jail costs. It is in Senate Finance and needs calls of support to Chairman Prezioso and all Senate Finance Committee Members!

SB 168 - County Officials Compensation Bill is still sitting in Senate Finance. Calls to Chairman Prezioso, and Finance committee members are needed. **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. It did not run on Wednesday, February 15th and time is growing short. Get on the Phones now and throughout the rest of the session!

HB 4449- 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. This bill is similar to HB 4446 introduced last week, but instead of HB 4446's double reference, this bill is single referenced to House Finance only.

HB 4365 - 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. I have sent e-mails to all members of the House Judiciary Committee, including Chairman Miley, asking for their consideration and support. Please make calls to the House Judiciary Committee.

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 the Senate and will go to the Governor.**

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 contributing 6% of payroll, while receiving reduced benefits. The bill passed out of Senate Pensions Committee, and is now in Senate Finance.

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 both House and Senate and has gone to the Governor to sign.

HB 4488 - Reforming County Commissions - Introduced by Delegates Doyle and Fleischauer. The purpose of this bill is to give counties an additional option in WV Code of electing additional commissioners (up to 9) to a county commission or to elect county council members by magisterial district by using the current method for reformation provided in the WV Constitution. Also, the "county administrator - county commission plan" option of county government is removed as duplicative of the "county manager" option. The bill goes to House Political Subdivision then Judiciary. It was on the Pol Sub Committee agenda, Wednesday, February 15th, but time ran out before the committee took any action.

The Constitutional Revision Committee originated a House Joint Resolution Wednesday and passed it out of committee to House Finance that will allow each county the option to increase the homestead exemption from \$20,000 to an amount not to exceed fifty percent of the average residential property value, subject to legislative review and approval, and subject to approval by a majority of the county's voters voting at an election and that will extend the homestead exemption to a surviving spouse who is under sixty-five years of age and not totally disabled under certain circumstances after the death of the qualifying spouse. No number on the Resolution yet, will let you know....HJR _____

As always, if you have questions or concerns, just call (304) 346-4630 or my cell (304) 415-1608.

Attached are bills of interest to County Commissions introduced Feb. 10-16, 2012...

Personalized Bill Tracking List

CCAWV 2012 Regular Session					
Bill	Title	SA (Same As/ SI (Similar To)	Last Action	Committee Reference	Notes
<u>SJR</u> <u>9</u>	Proposing constitutional amendment designated Boy Scouts Tax Exemption Support Amendment		02/09/12 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	narrowly defined
<u>SCR</u> <u>35</u>	Requesting Joint Committee on Government and Finance study municipal property tax distribution		02/14/12 - To Senate Finance	Senate Reference 1 - Finance Senate Reference 2 - Rules	Reasons listed for study: -The distribution of property taxes in West Virginia is antiquated, inequitable and penalizes municipal citizens; -Many municipal taxpayers are contributing a larger amount to the unincorporated areas of the state than to their own city
<u>SB</u> <u>566</u>	Relating to contracts with nonprofit and charitable entities for inmate work-release and transitional housing; court-ordered direct placement		02/10/12 - To Senate Judiciary	Senate Reference 1 - Judiciary	
<u>SB</u> <u>578</u>	Authorizing statewide modified mental hygiene procedures program	<u>SA HB</u> <u>4424</u>	02/13/12 - To Senate Judiciary	Senate Reference 1 - Judiciary	
<u>SB</u> <u>581</u>	Creating Provider Sponsored Network Act	<u>SA HB</u> <u>4438</u>	02/14/12 - To Senate Banking and Insurance	Senate Reference 1 - Banking and Insurance Senate Reference 2 - Judiciary	
<u>SB</u> <u>582</u>	Collecting unpaid magistrate court charges through income tax refund withholding		02/14/12 - To Senate Judiciary	Senate Reference 1 - Judiciary	

SB
587 Relating to disposition of a deceased person's body

SI HB
4118

02/14/12 - To Senate Government Organization

Senate Reference 1 - Government Organization
Senate Reference 2 - Judiciary

The purpose of this bill is to specifically include the surviving spouse and a designated individual previously chosen by the deceased as a person who may designate the manner of disposition of a deceased person's body. Does not involve County Commission.

SB
620 Permitting Harrison County Commission levy special district excise tax

02/16/12 - To House Government Organization then Finance

Senate Reference 1 - Government Organization
Senate Reference 2 - Finance

HB
4482 Clarifying the authority of the West Virginia Consolidated Public Retirement Board to determine the participating public employer contribution rate

SA SB
150

02/10/12 - To House House Pensions and Retirement

House Reference 1 - Pensions and Retirement
House Reference 2 - Finance

HB
4488 Reforming, altering or modifying a county commission

02/10/12 - To House House Political Subdivisions

House Reference 1 - Political Subdivisions
House Reference 2 - Judiciary

HB
4499 Relating to severance taxes collected for privilege of producing oil or natural gas

02/13/12 - To House House Finance

House Reference 1 - Finance

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. Similar to HB 4446

HB
4506

Relating to
absentee ballot
fraud

02/13/12 - To
House House
Judiciary

House
Reference 1 -
Judiciary
House
Reference 2 -
Finance

The purpose of this bill is to provide for a
new felony of absentee ballot fraud.

HB
4517

Eliminating the ad
valorem tax for
barren coal
properties

02/14/12 - To
House House
Finance

House
Reference 1 -
Finance

HB
4533

Allowing county fire
companies and
departments to
charge reasonable
reimbursement
fees

02/15/12 - To
House House
Political
Subdivisions

House
Reference 1 -
Political
Subdivisions
House
Reference 2 -
Finance

Amends 7-1-3d

HB
4534

Providing the West
Virginia
Courthouse
Facilities
Improvement
Authority with the
ability to issue
bonds to raise
funds for paying
the costs of
approved
modifications

02/15/12 - To
House House
Finance

House
Reference 1 -
Finance

HB
4537

Reducing the
original cost
requirement for a
capital
improvement, and
the amount of
required new
investment

02/15/12 - To
House House
Finance

House
Reference 1 -
Finance

WEST VIRGINIA CODE §11-6F-2.
Definitions.

HB
4547

Creating the West
Virginia Innovation
Free-Trade
Business
Technology
Property Valuation
Act and the West
Virginia Innovation
Free-Trade Tax
Credit Act

02/15/12 - To
House House
Energy,
Industry and
Labor,
Economic
Development
and Small
Business

House
Reference 1 -
Energy,
Industry and
Labor,
Economic
Development
and Small
Business
House
Reference 2 -
Finance

<u>HB</u> <u>4548</u>	Authorizing county commissions to designate a local funeral home or EMS to transport bodies for purposes of postmortem examinations	02/15/12 - To House House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Finance	§61-12-14. County coroners; appointment, oath, etc.; duties; fees.
<u>HB</u> <u>4555</u>	Exempting the first \$20,000 of state pensions and social security benefits from West Virginia personal income tax	02/16/12 - To House Pensions and Retirement then Finance	House Reference 1 - Pensions and Retirement House Reference 2 - Finance	
<u>HB</u> <u>4557</u>	Reducing state income tax liability for certain retired public employees	02/16/12 - To House Finance	House Reference 1 - Finance	
<u>HB</u> <u>4563</u>	Relating to the calculation of prevailing wages	02/16/12 - To House Judiciary then Finance	House Reference 1 - Judiciary House Reference 2 - Finance	
<u>HB</u> <u>4567</u>	Permitting the Harrison county commission to levy a special district tax	02/16/12 - To House Political Subdivisions then Finance	House Reference 1 - Political Subdivisions House Reference 2 - Finance	
<u>HB</u> <u>4568</u>	Providing rehabilitation treatment programs to inmates imprisoned in any jail	02/16/12 - To House Judiciary then Finance	House Reference 1 - Judiciary House Reference 2 - Finance	

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

AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: 2/23/*12

Date Requested – 2nd Choice: _____

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

Subject: **Review of the iPad 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:

Effective Date: February 9, 2012

Approved:

Revised:

Policy Number: 2012-1

Jefferson County

iPad Policy, Procedures, Information

TOPIC: iPad Procedures for County Commission and Staff

PURPOSE

This directive sets forth the comprehensive process for items pertaining to dissemination and usage of the iPad that will help catapult the Commission as it strives to implement green, environmentally friendly policies. The Policies and procedures in this document apply to all iPads used by Commissioners and staff.

POLICY

This policy is provided to makes all users aware of the responsibilities associated with efficient, ethical and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated and access may be denied.

RECEIVING YOUR IPAD

- iPads will be distributed from the County Commission Office.

RETURNING YOUR iPad

- iPads must be turned into the Commission office at the end of each individual term of office, upon resignation or termination.

TAKING CARE OF YOUR IPAD

1 General Precautions

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must never be left in unlocked cars or any unsupervised area.

1.1 Carrying iPads

The protective cases provide with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device.

- iPads should always be within the protective case when carried.

1.2 Screen care

The iPads can be damaged if subject to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the iPad against walls, car doors, floors ect as it will eventually break the screen.

USING YOUR iPad AND MANAGING YOUR FILES

- iPads must be brought to the Commission meeting with you as the staff will no longer make copies of the huge agenda packet. (small packets will still be available for the public)
- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures are unacceptable.
- Passwords are not to be used.
- Sound must be muted at all times.
- Data storage will be through apps on the iPad.
- Home internet access via wireless networks will be allowed.
- Email accounts may be set up on the iPad upon request.

SOFTWARE

- Additional software will not be allowed without preauthorization from the IT Specialist.

ACCEPTABLE USE

2 Counties Responsibilities

- Provide internet access.
- Provide internet blocking of inappropriate material as able.
- Provide network and data storage areas.
- The staff reserves the right to review, monitor and restrict information stored on or transmitted via County Commission owned equipment and to investigate inappropriate use of resources.
- Provide Commissioners guidance to aid them and help assure compliance of the acceptable use policy.

2.1 Users Responsibilities

- Use device in a responsible and ethical manner.
- Obey general rules concerning behavior and communication that apply to iPad use.
- Use technology resources in an appropriate manner so as to not damage equipment.
- Help staff protect our computer system/device by contacting staff about any security problems they may encounter.
- Monitor all activity on the account(s).
- Always turn off and secure the iPad after when finished working to protect the work and information.
- Return iPad cases/sleeves with only normal wear and no alterations to avoid paying an iPad case/sleeve replacement fee.
- Immediately report iPads that are lost or stolen- to staff and the Police Department.
- Charge iPad batteries so that it is always ready for use.

2.2 Protecting, Storing iPads, Repairing or Replacing iPads

- iPads will be labeled and identified by serial numbers to each individual.
- The Commission Executive Assistant will store and load the agenda for each week on the individual iPads.
- The iPads will be repaired/replaced at no cost for software issues.
- Users will be responsible for ALL damages to their iPad including, but not limited to: broken screens and cracked plastic pieces.
- All claims must be reported to the Commission Executive Assistant along with a copy of a police or fire report.
- Failure to -report the lost/stolen of the iPad will result in the User being responsible for replacement.
- Any lost sleeve or carrying case will be charged to the user at replacement cost.



State of West Virginia
Earl Ray Tomblin
Governor

Office of the Governor
State Capitol
1900 Kanawha Boulevard, East
Charleston, WV 25305

Telephone: (304) 558-2000
Toll Free: (888) 438-2731
Fax: (304) 342-7025
www.governor.wv.gov

February 8, 2012

The Honorable Patricia A. Noland
President
Jefferson County Commission
Post Office Box 250
100 East Washington Street
Charles Town, WV 25414-0250

Dear Commissioner Noland:

Thank you for contacting my office. I appreciate your thoughts and concerns, and particularly the time you took to send them to me.

Your correspondence has been forwarded to the appropriate division in my office for further review.

Please accept my most sincere best wishes for the future.

Sincerely,

A handwritten signature in cursive script that reads "Earl Ray Tomblin".

Earl Ray Tomblin
Governor

ERT:mrp

RECEIVED

FEB 13 2012

Jefferson County Commission

U.S. Department of Homeland Security
Region III
One Independence Mall, Sixth Floor
615 Chestnut Street
Philadelphia, PA 19106-4404



FEMA

FEB 8 2012

Mr. Timothy Keaton
State Hazard Mitigation Officer
West Virginia Division of Homeland Security and Emergency Management
State Capitol Building, Building 1, Room EB-80
1900 Kanawha Boulevard East
Charleston, West Virginia 25305-0360

Dear Mr. Keaton:


The Federal Emergency Management Agency (FEMA) has completed our review of the Brooke-Hancock Regional Planning and Development Council, West Virginia, Hazards Mitigation Plan, based on the standards contained in 44 CFR, Part 201, as authorized by the Disaster Mitigation Act of 2000 (DMA2K). These criteria address the planning process, hazard identification and risk assessment, mitigation strategy and plan maintenance requirements.

The plan received a "satisfactory" rating for all required criteria and is approvable. However prior to formal approval, each participating jurisdiction in the PDC is required to provide FEMA an adoption resolution.

We commend you for your dedication demonstrated in supporting the DMA2K and the PDC's commitment to reduce future disaster losses.

If you have questions, please contact Tess Grubb at (215) 931-5528.

Sincerely,


Eugene K. Gruber
Mitigation Division Director

RECEIVED

FEB 13 2012

Jefferson County Commission

cc: Marty Bartz, President of the Brooke County Commission
The Honorable Paul Phillips, Mayor of the Village of Beech Bottom
The Honorable Jay A. Eishenhauer, Mayor of the Town of Bethany
The Honorable Anthony Paesano, Mayor of the City of Follansbee
The Honorable George Kondik, Mayor of the City of Weirton
The Honorable Sue Simonetti, Mayor of the City of Wellsburg
The Honorable Stacy Hornick, Mayor of the Village of Windsor Heights
Jeff Davis, President of the Hancock County Commission
The Honorable Ken Morris, Mayor of the City of Chester
The Honorable James Bowersox, Mayor of the City of New Cumberland
The Honorable George Kondik, Mayor of the City of Weirton

— Patsy Noland, President of the Jefferson County Commission
The Honorable Robert Hardy, Mayor of the Town of Bolivar
The Honorable Peggy A. Smith, Mayor of the City of Charles Town
The Honorable Joe Anderson, Mayor of the Town of Harpers Ferry
The Honorable A. David Hamill, Mayor of the City of Ranson
The Honorable Jim Auxer, Mayor of the Town of Shepherdstown



United States Department of the Interior

NATIONAL PARK SERVICE
Harpers Ferry National Historical Park
P.O. Box 65
Harpers Ferry, West Virginia 25425

IN REPLY REFER TO:

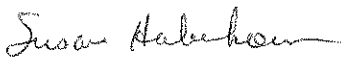
February 10, 2012

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

Ladies and Gentlemen:

Please distribute the enclosed information to each of the Commissioners.

Sincerely,



Susan Haberkorn
Secretary

Done

RECEIVED

FEB 13 2012

Jefferson County Commission

Shepherdstown Battlefield Special Resource Study

West Virginia and Maryland

National Park Service
U.S. Department of the Interior



February 2012



The men of the 118th Pennsylvania escape under fire of Federal batteries. From Frank Leslie's Illustrated Newspaper, Oct. 25, 1862

Dear Interested Party,

The National Park Service is beginning a special resource study of the Shepherdstown Battlefield, located near the town of Shepherdstown, West Virginia. In 2009, Congress passed legislation directing the National Park Service (NPS) to evaluate the national significance of the battlefield. The legislation also directs the NPS to study the suitability and feasibility of adding the battlefield to the national park system as an addition to either Harpers Ferry National Historical Park or Antietam National Battlefield. Additionally, the study may evaluate alternative strategies to National Park Service ownership and management. These alternatives may encourage partnerships and other efforts to protect important resources in ways that do not necessarily require direct NPS management.

Please join us for one of two public meetings to be held on February 23rd and 25th. At these meetings, Civil War historian Thomas McGrath, author of *Shepherdstown: Last Clash of the Antietam Campaign, September 19-20, 1862*, will present his research on the events that occurred during the two-day battle at Shepherdstown and the impact of the battle on U.S. history. The National Park Service study team will also explain the study process, answer your questions, and gather your ideas for the study.

This special resources study will take place over the next two years in coordination with Antietam National Battlefield, Harpers Ferry National Historical Park, and Chesapeake and Ohio Canal National Historical Park. During this time, the study will assess public interest and support by providing opportunities for your comment. Based on the Special Resource Study, the NPS will recommend to the Secretary of the Interior whether the battlefield meets the criteria for inclusion into the park system. The Secretary will forward the recommendation to Congress.

Thank you for taking the time to learn about and comment on this study effort. You may provide your thoughts at one of the public meetings or online at <http://parkplanning.nps.gov/SHBA>. We look forward to hearing from you!

Sincerely,

Steve Whitesell, Regional Director
National Capital Region, National Park Service

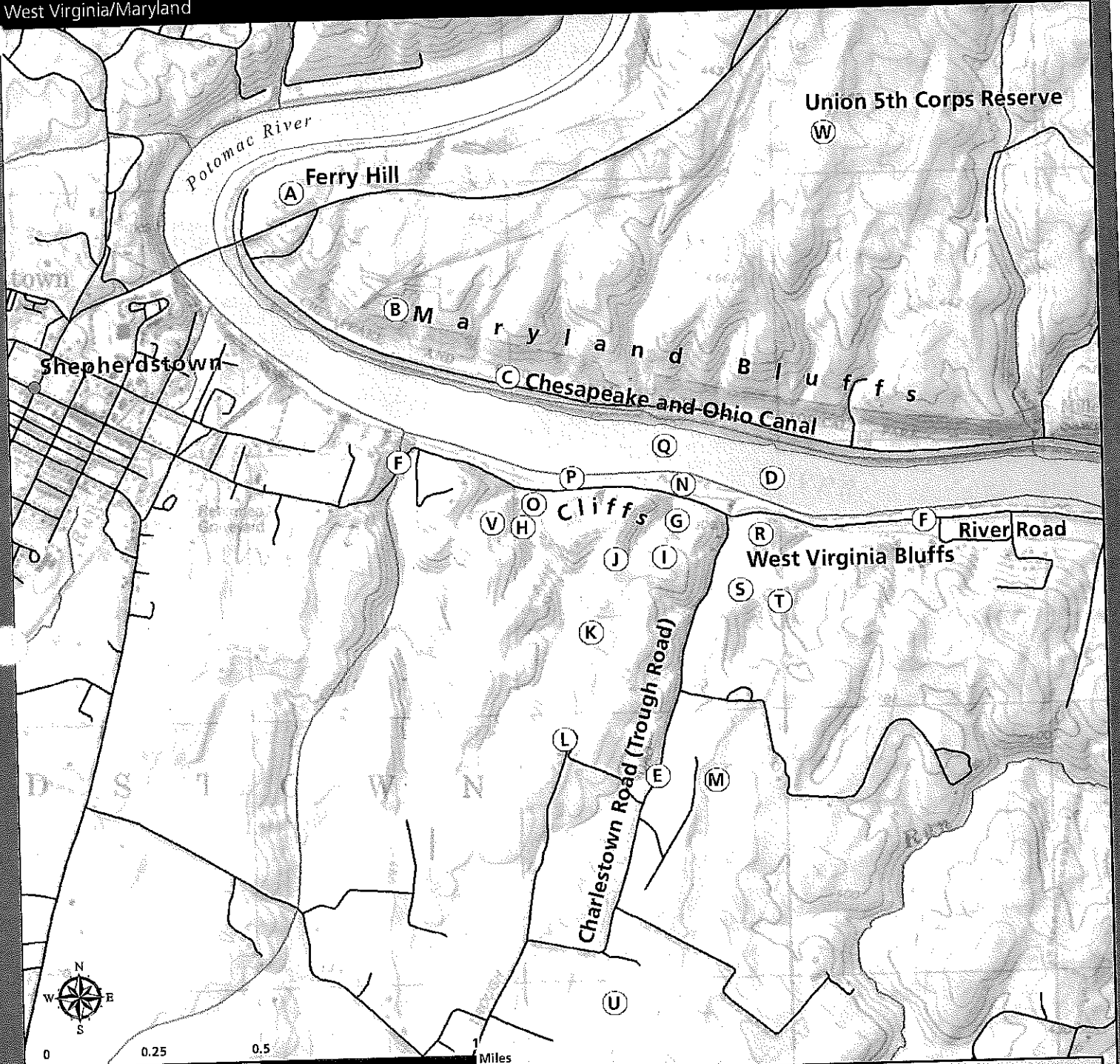


Shepherdstown Battlefield Special Resource Study

Battlefield Landscape

West Virginia/Maryland

National Park Service
U.S. Department of the Interior



0 0.25 0.5 1 Miles

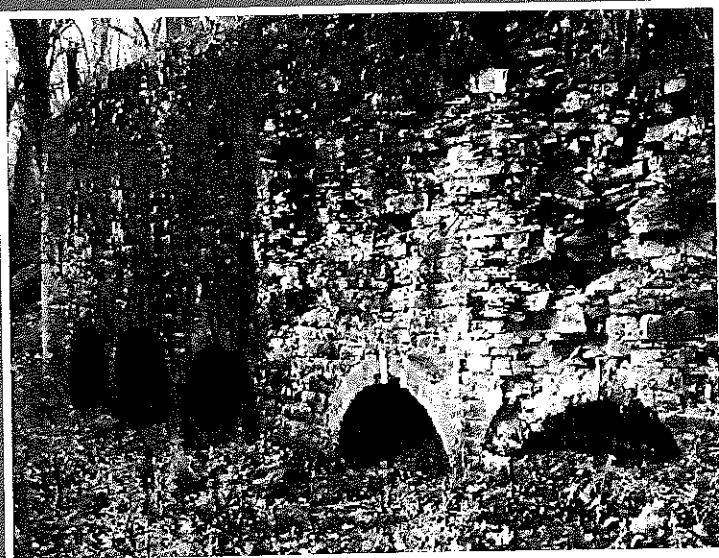
Features*			
(A) Ferry Hill	(G) Hollow	(M) Fields East of Trough Rd	(S) Knoll #3
(B) Maryland Bluffs	(H) Ravine	(N) Boteler's Cement Mill	(T) South Carolina Hollow
(C) C & O Canal	(I) Knoll #1	(O) Cliffs	(U) Confederate Staging Area
(D) Boteler's Ford	(J) Knoll #2	(P) Kilns	(V) Rim of Ravine
(E) Charlestown Road (Trough Road)	(K) Pender's Bowl	(Q) Dam	(W) Union 5th Corps Reserve
(F) River Road	(L) Osborn Farm	(R) West Virginia Bluffs	

*These features will be discussed in more detail during public meetings

INTRODUCTION

Shepherdstown Battlefield has been a focus of public interest for several years. In 2010, the American Battlefield Protection Program of the National Park Service, in their *Update to the Civil War Sites Advisory Commission Report on the Nation's Civil War Battlefields, State of West Virginia*, identified Shepherdstown Battlefield as a site needing additional protection. Also, nonprofit organizations (independent of the National Park Service) have been

working to preserve the lands associated with the battle for the last decade. In 2009, legislation championed by the late Senator Robert Byrd (Public Law 111-11, Title VII, Subtitle C, Section 7205) was passed by the U.S. Congress directing the Department of Interior to undertake this special resources study. This study will evaluate the importance of the battle to U.S. history in addition to the suitability and feasibility of adding the site to the national park system.



Kilns used to produce lime at Boteler's Cement Mill. (Courtesy of the McGrath Collection)



Historic image of the Boteler's Cement Mill building at the base of the cliffs on the south bank of the Potomac River. (Courtesy of the McGrath Collection)

HISTORICAL OVERVIEW OF THE BATTLE OF SHEPHERDSTOWN

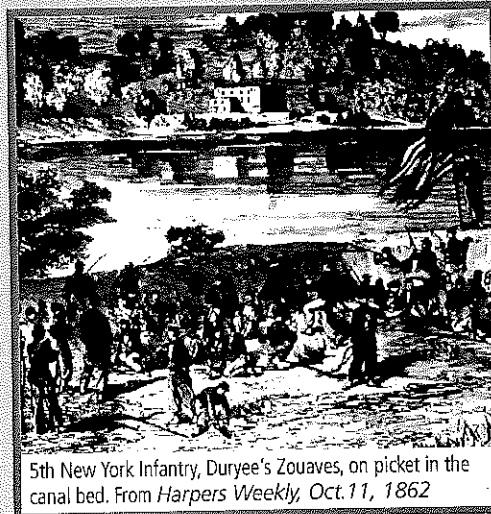
When shots rang out at Fort Sumter on April 12, 1861, sectional tensions boiled over, drawing America into civil war. As the battle lines were drawn between North and South, the border states witnessed some of the worst fighting of the war and saw significant loss of American lives. Confederate General Robert E. Lee's 1862 Maryland Campaign became a critical moment of the American Civil War and the history of the nation. Considered the bloodiest one-day battle of the Civil War, Antietam proved to be a tactical draw for both sides, yet a strategic victory for the Union. Following Antietam, Confederate forces began their withdrawal across the Potomac River back into Virginia. This withdrawal on September 18, 1862, would also in motion the final conflict of the Maryland Campaign, the Battle of Shepherdstown.

Roughly a mile and a half downstream of Shepherdstown, Boteler's Ford served as the primary crossing point on

the Potomac River for the Confederate Army of Northern Virginia. As Lee's forces moved back into Virginia, he appointed Brigadier General William Nelson Pendleton to protect this vital river crossing with 44 cannons placed in artillery positions on the bluffs above the southern side of the river. Federal forces set up significantly more artillery positions on the northern banks of the river on the Maryland bluffs and took advantage of the then drained C & O Canal to fortify their positions with sharpshooters. Both sides exchanged artillery volleys, but it was not until the movement of Federal soldiers into Virginia on September 19 and the capture of Confederate artillery that the skirmish erupted into a bloody battle.

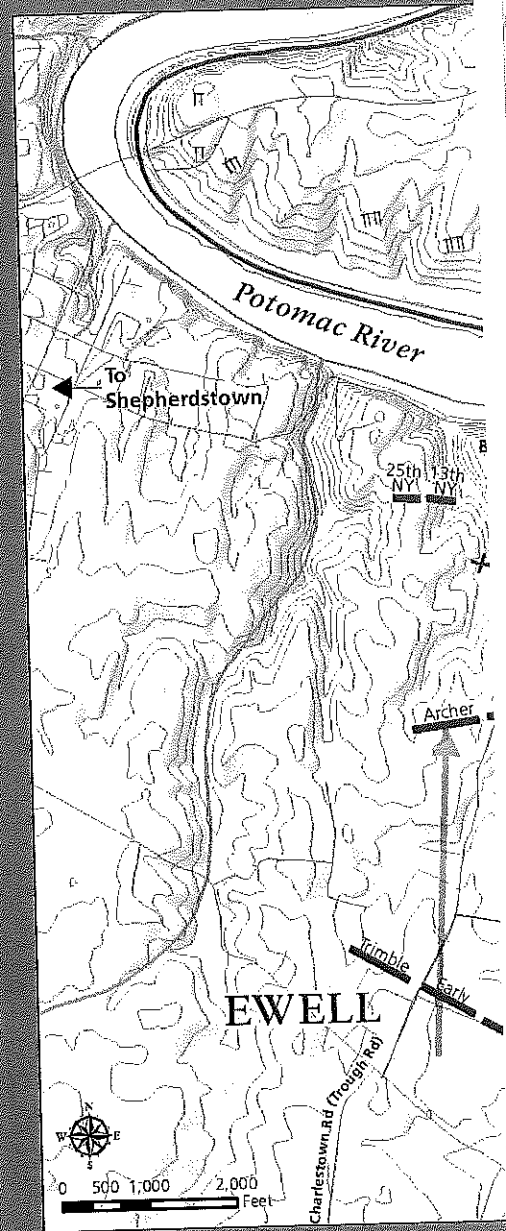
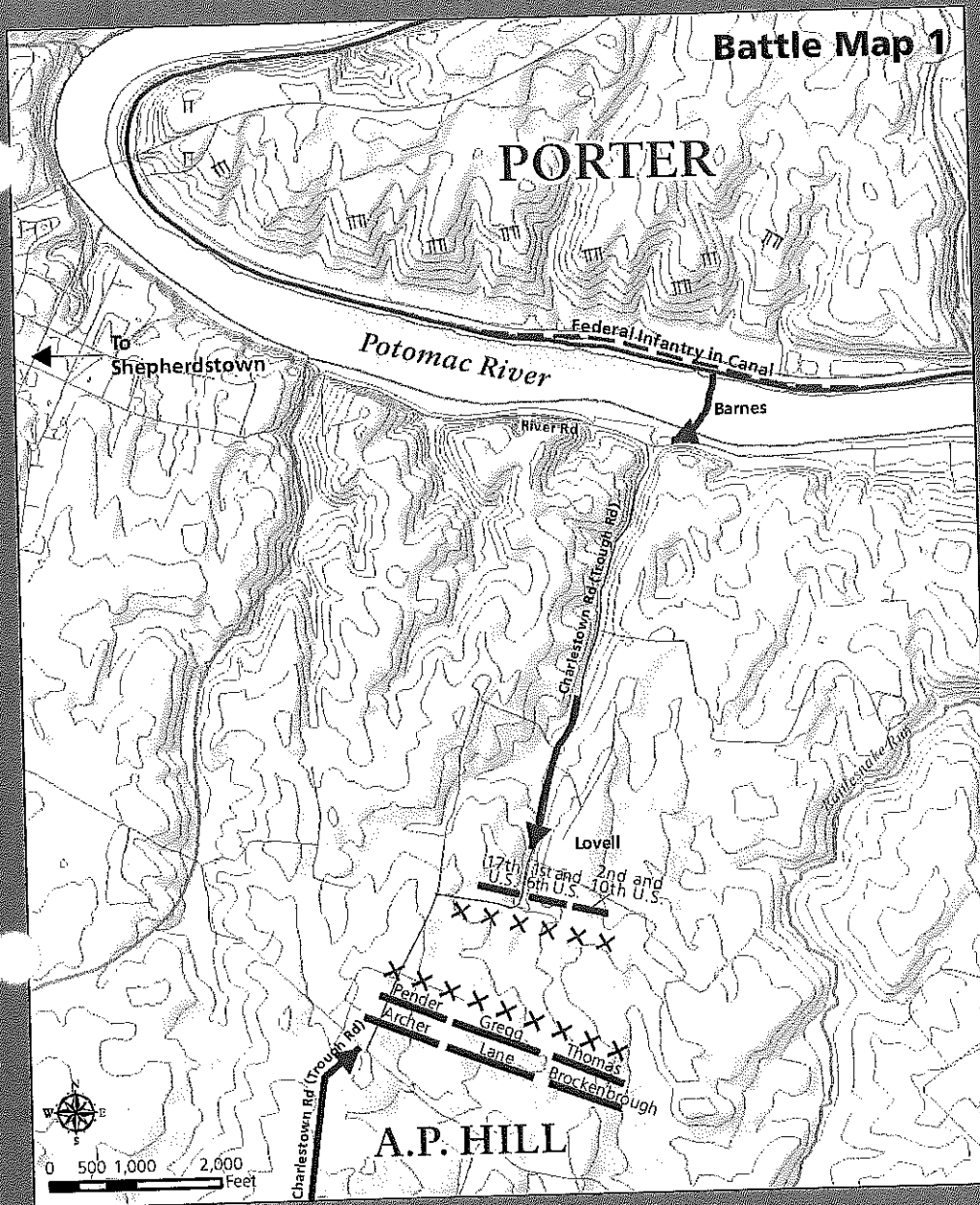
On the afternoon of September 19, a portion of Major General George B. McClellan's Army of the Potomac crossed the river at Boteler's Ford,

capturing four artillery pieces before returning to the northern banks of the Potomac at dusk. A panicked Pendleton fled the battlefield not having fully assessed



5th New York Infantry, Duryee's Zouaves, on picket in the canal bed. From *Harpers Weekly*, Oct. 11, 1862

Battle Map 1



HISTORICAL OVERVIEW OF THE BATTLE OF SHEPHERDSTOWN

the situation. Pendleton reported to Lee that his positions, along with all the Confederate artillery, had been taken and that Federal soldiers were flooding over the river crossing in pursuit of the Army of Northern Virginia.

Following this report, Lee quickly changed his plans and prepared for battle, sending Major General A.P. Hill's division, which included the brigades of Pender, Gregg, Thomas, Archer, Lane, and Brockenbrough, to counter the Federal movement into Virginia at Boteler's Ford, while withdrawing the remainder of his Confederate forces farther south into the Shenandoah Valley (see Battle Map # 1).

The early morning of September 20 saw Federal Army exploratory forces under the command of Major Charles Lovell taken by surprise to see a large contingency of Confederate troops taking positions on both sides of the Charlestown Road (Trough Road) and preparing to march north toward Boteler's Ford.

As Federal forces pulled back toward the river and Confederate troops advanced, skirmishes broke out as soldiers on both sides moved into positions readying for battle. As fighting erupted, Federal artillery on the northern side of the Potomac opened fire. The forces of Colonel James Barnes, which had spread out

along River Road on the south side of the river at Boteler's Ford (see Battle Map # 1).

The remainder of the day was spent in a series of skirmishes between the Federal and Confederate forces. The Confederates were severely outnumbered—a Pennsylvania Exchange Regiment was also present.

Due to miscommunication, the Federal forces fought in vain before finally pulling back across the river.

WHAT IS A SPECIAL RESOURCE STUDY?

The National Park Service was created to conserve unimpaired outstanding natural, cultural, and recreational resources. The treasures in this system have been set aside by the American people to protect, preserve, and share our nation's greatest stories. Usually a new unit of the national park system is established by an act of Congress. Before passing such legislation, Congress requires reliable information about the quality of resources in the

area under consideration and the potential for visitor enjoyment and efficient management. The National Park Service collects this information and provides a recommendation to the Department of the Interior who then provides a report of its findings to Congress through special resource studies. This process ensures that only those candidate sites that are most deserving of national designation are included within the national park system.

THIS SPECIAL RESOURCE STUDY IS ALSO A BOUNDARY STUDY

When Congress directed the Department of the Interior to undertake this study effort, the Department of the Interior asked the National Park Service to determine if the Shepherdstown Battlefield would be appropriate as an addition to existing park units, specifically Harpers Ferry National Historical Park or Antietam National Battlefield. Because the addition of Shepherdstown Battlefield to

either unit would have boundary adjustment implications, the study will also include a boundary adjustment study. To be clear, boundary adjustments can mean the inclusion of a distinct land area, not physically attached to an existing park, for management jurisdiction by that park. As listed below, there is some overlap between the criteria for special resource studies and boundary studies.

CRITERIA

Special Resource Study Criteria (NPS *Management Policies* 2006, Section 1.3)

For the Secretary of the Interior to recommend new parklands, an area must

- Contain nationally significant natural and/or cultural resources.
- Be a suitable new unit of the national park system that represents a natural or cultural theme or type of recreational resource that is not already adequately represented in the National Park System or is not comparably represented and protected for public enjoyment by another land-managing entity.
- Be a feasible new unit of the National Park System as determined by size and appropriate configuration to ensure long-term protection of the resources and to accommodate public use. It must have potential for efficient administration at a reasonable cost. Important feasibility factors include landownership, acquisition costs, life cycle maintenance costs, access, threats to the resource, and staff or development requirements.
- Require direct NPS management that cannot or will not be accomplished by another government entity or by the private sector.

Boundary Study Criteria (NPS *Management Policies* 2006, Section 3.5)

For the Secretary of the Interior to recommend Shepherdstown Battlefield and related sites as an addition to an existing park unit, an area must meet one of the following criteria:

- Protect significant resources and values or enhance opportunities for public enjoyment related to park purposes.
- Address operational and management issues, such as the need for access or the need for boundaries to correspond to logical boundary delineations such as topographic or other natural features or roads.
- Or otherwise protect park resources that are critical to fulfilling park purposes.

In addition, the area would also have to meet both of the following criteria:

- Be a feasible addition to the National Park System—the criteria is the same as the feasibility criteria for special resource studies listed above.
- Require direct NPS management that cannot or will not be accomplished by another government entity or by the private sector.

HOW TO PARTICIPATE IN THIS STUDY

The National Park Service places a high value on public participation and strives to encourage participation in all aspects of decision-making. As the study unfolds we will provide opportunities for you to learn more and send in comments.*

- **Project Website** – The project website (<http://parkplanning.nps.gov/SHBA>) will contain updates and other information about the special resource study. It will be open to receive public comments during the 30-day review period for this current public scoping period—February 13 to March 13, 2012.
- **Public Scoping Meetings** – Meetings to discuss this project are currently scheduled to take place in Harpers Ferry, WV on February 23rd and Shepherdstown, WV on February 25th. Presentations by Thomas McGrath and National Park Service staff will start promptly, followed by an open-house format where you can speak individually with NPS staff to learn more and

provide comments. This will enable a large number of people to comment within a fairly short time frame. Large maps will be on display for discussion. See public meeting information on the back page.

- **Letters to the National Park Service** – If you would like to mail postal letters to the National Park Service, please address them to the Regional Director, National Capital Region, attn: David Hayes, National Park Service, 1100 Ohio Drive, SW, Washington, DC 20242.
- **Public Review of Draft Study** – Once the draft study is ready, it will be made available on the project website. Please take some time to review the draft and provide comments directly on the project website. See schedule below.

**Note: To help us be able to contact members of the public about this project, please provide us your e-mail address as part of your comment on our project website during this public scoping comment period.*

WE WOULD LIKE TO HEAR YOUR THOUGHTS, IDEAS, AND CONCERNS ABOUT THE FOLLOWING:

1. Do you have any ideas or concerns about preserving and interpreting the battlefield? What are they?
2. What lands should or should not be included in the study area? Why?
3. What are your thoughts about possible management options for Shepherdstown Battlefield and related sites?
4. Do you have any other ideas or comments you would like to share with us?

Time Frame	Study Process	Key Steps and Outcomes
Winter 2012	Information Gathering and Public Scoping WE ARE HERE	<ul style="list-style-type: none"> • Contract Civil War historians to provide research on the battle at Shepherdstown. • National Historic Landmarks Program review of national significance. • Public scoping to gather public input.
Spring 2012 – Winter 2013	Prepare Draft Study	<p>The <i>Draft Shepherdstown Battlefield Special Resource Study</i> will include</p> <ul style="list-style-type: none"> • resource description and historical background; • evaluation of suitability and feasibility for inclusion in the national park system; • a range of management alternatives; and • an environmental assessment that will evaluate the impacts of each potential management alternative.
Spring 2013	Public Review of Draft	<ul style="list-style-type: none"> • Thirty day public review period to solicit feedback on the draft study.
Summer 2013	Finalize study and transmit to Congress	<ul style="list-style-type: none"> • Revise draft document following public review. • Prepare a final determination about whether the study area meets criteria. • Recommend action to Congress.

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
DENVER SERVICE CENTER - ANN VAN HUIZEN, PLANNING
12795 WEST ALAMEDA PARKWAY
PO Box 25287
DENVER CO 80225-0287

FIRST-CLASS MAIL
POSTAGE & FEES PAID
NATIONAL PARK SERVICE
PERMIT NO. G-83

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE \$300



Shepherdstown Battlefield Special Resource Study

West Virginia and Maryland

National Park Service
U.S. Department of the Interior



PUBLIC OPEN HOUSE SCHEDULE

Thursday, February 23, 2012

4:00 to 7:00 p.m.

Presentation will start at 4:00 p.m. Repeated at 6:00 p.m.

Stephen T. Mather Training Center

51 Mather Place

Harpers Ferry, WV 25425

304-535-6215

Located on Camp Hill on the former Storer College
Campus in Harpers Ferry, WV. Harpers Ferry is
located along Rt. 340. Directions can be found at:
<http://www.nps.gov/training/stma/location.htm>

Saturday, February 25, 2012

10:00 a.m. to 2:00 p.m.

Presentation will start at 10:00 a.m. Repeated at 12:00 p.m.

Clarion Hotel & Conference Center

233 Lowe Drive

Shepherdstown, WV 25443

304-876-7000

Located off of Kearneysville Pike/Rt. 480 in
Shepherdstown, WV. For directions, please call the
number above or visit www.clarionhotel.com.

Thank you for your interest in Shepherdstown Battlefield Special Resource Study!



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

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

February 9, 2012

To Whom It May Concern:

The Statewide Transportation Improvement Program (STIP) is a financially constrained document required to show planned Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) expenditures for federal fiscal years 2012-2017. One of the requirements to funding any projects with FHWA or FTA funds is that each proposed project undergo a public "review and comment period". Therefore, additions or deletions to the STIP and certain changes to projects currently in the STIP must meet this requirement before federal funds can be obtained. Accordingly, I am again requesting your assistance in making available (to anyone who wishes to review them) the attached listing of proposed amendment to the approved 2012-2017 STIP.

All written comments are to be received no later than February 25, 2012, and should be addressed to:

Mr. Robert L. Pennington, Director
Program Planning and Administration Division
West Virginia Division of Highways
Building 5, Room A-816
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0430

Should you need additional information, please call (304) 558-3113. Thank you for your assistance in this matter; your efforts are indeed appreciated.

Very truly yours,

for Robert L. Pennington, Director
Program Planning and Administration Division

RLP:Cb

Attachment

cc: Mr. Kevin Burgess, Federal Highway Administration – w/ attachment
Ms. Brigid Hynes-Cherin, Federal Transit Administration – w/ attachment
Ms. Kathleen Zubrzycki, Federal Transit Administration – w/ attachment
Ms. Susan O'Connell, Division of Public Transit – w/ attachment

RECEIVED

FEB 13 2012

Jefferson County Commission

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2012-2017
PROGRAM AMENDMENT FOR 2012**

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	TOTAL PHASE COST	FEDERAL DOLLAR COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
BRAXTON	2012	7		5/28/2012	NRT	CON	NA	ELK RIVER WATER TRAIL	DEV KIOSKS, WATER TR GUIDE, WEBSITE	U904 ELKRI 1 00	NRT2011102D	\$50,000	\$40,000	\$0
ADD NEW PROJECT														
FAYETTE	2012	9		5/28/2012	NRT	CON	NA	WVUJ TECH TRAIL RESTORATION	TRAIL MAINTENANCE	U310 WVUIT 1 00	NRT2011114D	\$24,000	\$20,000	\$0
ADD NEW PROJECT														
GREENBRIE	2012	9		5/28/2012	SRTS	CON	NA	ALDERSON ELEMENTARY SW(S)	CONST SW(S), CURB CUTS, TRUNCATED DOMES	U313 SAFE 2 02	SRTS2011098D	\$110,000	\$110,000	\$0
ADD NEW PROJECT														
GREENBRIE	2012	9		5/28/2012	NRT	CON	NA	HOWARDS CRK BIKE/HIKE TRL	CONST NEW TRAIL	U313 CREEK 1 00	NRT2011115D	\$100,000	\$80,000	\$0
ADD NEW PROJECT														
GREENBRIE	2012	9		5/28/2012	NRT	CON	NA	LEWISBURG L&R RAIL TRAIL	CONST TRAIL	U313 LEWIS 3 02	NRT2011116D	\$60,000	\$48,000	\$0
ADD NEW PROJECT														
GREENBRIE	2012	9		5/28/2012	NRT	CON	NA	RAINELLE RECREATION CORRIDOR	REC CORRIDOR	U313 RAINE 3 00	NRT2011117D	\$62,500	\$50,000	\$0
ADD NEW PROJECT														
GREENBRIE	2012	9		3/28/2012	DF	CON	CO014	SHERWOOD LAKE RD	RESURF, SHL, PYMT MK	S313 14 00084 00	FH0014142D	\$3,000,000	\$2,400,000	\$0
ADD NEW PROJECT														
HAMPshire	2012	5		5/28/2012	SRTS	CON	US050	ROMNEY SRTS PHASE II	CONST SW(S), CURB CUTS, TRUNCATED DOMES	U314 ROMME 3 02	SRTS2011129D	\$130,000	\$130,000	\$0
ADD NEW PROJECT														
HARDY	2012	5		10/28/2011	HSIP	ROW	US048	CORRIDOR HWY 55 CONN IWD CURVE, ADJUST SUPERELEV, ALIGN SHIFT		X316 H 11740 13	HSIP0048044D	\$10,000	\$8,000	\$0
CANCEL-PHASE NOT NEEDED														
HARRISON	2012	4		5/28/2012	SRTS	CON	NA	COMPREHENSIVE MODEL PHASE	CONST SW(S), MARKING BICYCLE LANE	U317 SRTS 1 02	SRTS2011099D	\$130,000	\$130,000	\$0
ADD NEW PROJECT														
JACKSON	2018	3	0	5/28/2018	BR	CON	WW331	COTTAGEVILLE T-BEAM BR	REPL (28X225) EX LOC	S318 331 00184 00	BR0331005D	\$2,621,000	\$2,086,800	\$736,800
MOVED PROJECT OUT OF PROGRAM TO FFY 2018														
JACKSON	2012	3		5/28/2012	SRTS	CON	NA	FAIRPLAINS ELEMENTARY SCHOOL	CONST SW(S), IMPR DRAINAGE, ADA RAMPS	U354 FAIRP 1 00	SRTS2011129D	\$112,000	\$112,000	\$0
ADD NEW PROJECT														
JACKSON	2012	3		5/28/2012	NRT	CON	NA	GILMORE ELEM SCHOOL	CONST TR, DEV ADA TR HEAD	U318 GILMO 1 00	NRT2011118D	\$50,000	\$40,000	\$0
ADD NEW PROJECT														

STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2012-2017
PROGRAM AMENDMENT FOR 2012

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	TOTAL PHASE COST	FEDERAL DOLLAR COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
JACKSON	2012	3		8/28/2012	HSIP	CON	CO021	SCHOOL ST SIG REN	REN EX TRAF SIG	S318 21 02133 00	HSIP0021406D	\$170,000	\$153,000	\$17,000
ADD NEW PROJECT														
LINCOLN	2012	2		12/28/2011	STP	CON	WW214	SOD-ALUM CR	RESURF (1.5")	S322 214 00614 00	STP0214019D	\$175,000	\$140,000	\$0
CANCEL PROJECT - BELOW REDLINE														
LOGAN	2012	2		12/28/2011	STP	CON	WW017	BLAIR MT LOOKOUT-BLAIR	RESURF (2" TYPE 4)	S323 17 00724 00	STP0017096D	\$150,000	\$120,000	\$0
CANCEL PROJECT - BELOW REDLINE														
MARION	2012	4		1/28/2012	STP	CON	US019	FAIRMONT ST SIGNAL	UPGR SIGNAL	U325 19 00889 00	STPG0019271D	\$90,000	\$90,000	\$0
CANCEL PROJECT-WORK TO BE ADDED TO STATE FUNDED S325-19-7.97														
MARION	2012	4		5/28/2012	NRT	CON	NA	NORWAY BR REPAIR	REDECKING BR SURFACE, REPR BR RAILING	U325 NORWA 1 00	NRT2011122D	\$75,000	\$60,000	\$0
ADD NEW PROJECT														
MASON	2012	1		3/28/2012	HSIP	CON	US035	SILVER MEMORIAL BRIDGE	SAFETY IMPROVEMENTS TO BRIDGE	S327 35 01794 00	HSIP0035777	\$500,000	\$450,000	\$0
ADD NEW PROJECT														
MERCER	2013	10		1/28/2013	BR	CON	CO001/60	MARTIN L KING JR MEM BR	REPL BR (28X147) EX LOC	S328 BLUE 1 00	BR0160002D	\$5,062,000	\$4,049,600	\$2,933,600
263% COST INCREASE PER DESIGN STUDY (->\$2M)														
MINERAL	2012	5		4/28/2012	HSIP	CON	WW028	WV 28WAY 956 I/S IMPROVEMENTS	ADD TN LNS, INST TRAF SIG	U329 28 77777	HSIP0028777	\$150,000	\$135,000	\$0
ADD NEW PROJECT														
MORGAN	2012	5		5/28/2012	NRT	CON	NA	MORGAN COUNTY WALKING TRAIL	CONST NEW TRAIL	U333 TRAIL 1 00	NRT2011107D	\$100,000	\$80,000	\$0
ADD NEW PROJECT														
POCAHONT	2012	8		5/28/2012	SRTS	CON	NA	HILLSBORO ELEMENTARY SW(S)	CONST SW(S), MARKING BICYCLE LANE	U338 HILLS 1 00	SRTS2011100D	\$115,000	\$115,000	\$0
ADD NEW PROJECT														
POCAHONT	2015	8		11/28/2014	BR	CON	WW038	MARLINGTON CITY BRIDGE LMC	LMC OVERLAY	S338 39 77777	BR0039777	\$870,000	\$696,000	\$0
CANCEL - PROJECT NOT NEEDED														
POCAHONT	2012	8		5/28/2012	NRT	CON	NA	RIGHT FORK/RED RUN CONN TRAIL REPR	REPAIR EXISTING TRAIL	U338 REDRU 1 00	NRT2011105D	\$40,000	\$32,000	\$0
ADD NEW PROJECT														
PRESTON	2012	4		5/28/2012	NRT	CON	NA	CRANESVILLE SWAMP TRL	INST TRL HEAD, SIGNS	U339 CRANE 1 00	NRT2011123D	\$10,702	\$8,425	\$0
ADD NEW PROJECT														

STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2012-2017
PROGRAM AMENDMENT FOR 2012

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	TOTAL PHASE COST	FEDERAL DOLLAR COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
PRESTON	2012	4		5/28/2012	SRTS	CON	NA	TERRA ALTA ON THE MOVE	CONST SW(S), INST LIGHTS	U339 TERRA 2 00	SRTS2011127D	\$130,000	\$130,000	\$0
ADD NEW PROJECT														
PUTNAM	2016	1	P	10/28/2015	STP	CON	US035	GARVEE PAYBACK	BOND REPAYMENT	A640GARVE??		\$13,749,407	\$13,749,407	\$0
GARVEE PAYBACK WILL BE COMPLETED IN FFY 2015 - PROJECT CANCELLED														
PUTNAM	2016	1	O	10/28/2015	NHS	CON	US035	GARVEE PAYBACK	BOND REPAYMENT	A640GARVE???		\$375,302	\$375,302	\$0
GARVEE PAYBACK WILL BE COMPLETED IN FFY 2015 - PROJECT CANCELLED														
PUTNAM	2012	1	P	6/28/2012	STP	CON	US035	GARVEE PAYBACK (OTHER)	BOND REPAYMENT	A640GARVE???		\$375,302	\$375,302	\$0
BONDS NOT SOLD - PROJECT CANCELLED														
PUTNAM	2012	1	O	6/28/2012	NHS	CON	US035	GARVEE PAYBACK (OTHER)	BOND REPAYMENT	A640GARVE???		\$1,930,125	\$1,930,125	\$0
BONDS NOT SOLD - PROJECT CANCELLED														
PUTNAM	2013	1	P	10/28/2012	STP	CON	US035	GARVEE PAYBACK (OTHER)	BOND REPAYMENT	A640GARVE???		\$1,930,125	\$1,930,125	\$0
BONDS NOT SOLD - PROJECT CANCELLED														
PUTNAM	2013	1	O	10/28/2012	NHS	CON	US035	GARVEE PAYBACK (OTHER)	BOND REPAYMENT	A640GARVE???		\$1,930,125	\$1,930,125	\$0
BONDS NOT SOLD - PROJECT CANCELLED														
PUTNAM	2014	1	P	10/28/2013	NHS	CON	US035	GARVEE PAYBACK (OTHER)	BOND REPAYMENT	A640GARVE???		\$1,930,125	\$1,930,125	\$0
BONDS NOT SOLD - PROJECT CANCELLED														
PUTNAM	2014	1	O	10/28/2013	STP	CON	US035	GARVEE PAYBACK (OTHER)	BOND REPAYMENT	A640GARVE???		\$1,930,125	\$1,930,125	\$0
BONDS NOT SOLD - PROJECT CANCELLED														
PUTNAM	2015	1	P	10/28/2014	STP	CON	US035	GARVEE PAYBACK (OTHER)	BOND REPAYMENT	A640GARVE???		\$1,930,125	\$1,930,125	\$0
BONDS NOT SOLD - PROJECT CANCELLED														
PUTNAM	2015	1	O	10/28/2014	NHS	CON	US035	GARVEE PAYBACK (OTHER)	BOND REPAYMENT	A640GARVE???		\$1,930,125	\$1,930,125	\$0
BONDS NOT SOLD - PROJECT CANCELLED														
PUTNAM	2016	1	P	10/28/2015	STP	CON	US035	GARVEE PAYBACK (OTHER)	BOND REPAYMENT	A640GARVE???		\$1,930,125	\$1,930,125	\$0
BONDS NOT SOLD - PROJECT CANCELLED														
PUTNAM	2016	1	O	10/28/2015	NHS	CON	US035	GARVEE PAYBACK (OTHER)	BOND REPAYMENT	A640GARVE???		\$1,930,125	\$1,930,125	\$0
BONDS NOT SOLD - PROJECT CANCELLED														

STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2012-2017
PROGRAM AMENDMENT FOR 2012

COUNTY	FEY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	TOTAL PHASE COST	FEDERAL DOLLAR COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
PUTNAM	2017	1	10	10/28/2016	STP	CON	US035	GARVEE PAYBACK (OTHER)	BOND REPAYMENT	A640GARVE????	NRT201109D	\$1,930,125	\$1,930,125	\$0
BONDS NOT SOLD - PROJECT CANCELLED														
PUTNAM	2017	1	10	10/28/2016	INHS	CON	US035	GARVEE PAYBACK (OTHER)	BOND REPAYMENT	A640GARVE????	NRT201109D	\$1,930,125	\$1,930,125	\$0
BONDS NOT SOLD - PROJECT CANCELLED														
RALEIGH	2012	10	5	5/28/2012	NRT	CON	NA	BURNING ROCK ATV PARK EXPAND, MAINTAIN, ENHANCE PK TRLS		U341 RTATV 1 00	NRT201109D	\$100,000	\$80,000	\$0
ADD NEW PROJECT														
RALEIGH	2012	10	1	1/28/2012	ONC	ROW	US019	STANAFORD RD - INDUSTRIAL DRIVE	RELOCATE TO 4 LANE HIGHWAY	U341 19 01447 05	EOAP0019368	\$10,000,000	\$8,000,000	\$0
PROJECT TO BE CANCELLED - PREVIOUS ROW PHASE (SEC 00) TO BE SUPPLEMENTED														
RITCHIE	2018	3	6	4/28/2018	BR	CON	CO028/06	BIG FONZO BRIDGE	REPL BR	S343 28/8 00001 00	BR2808003D	\$1,725,000	\$1,380,000	\$0
MOVED PROJECT OUT OF PROGRAM TO FFY 2018														
RITCHIE	2012	3	5	5/28/2012	NRT	CON	NA999	N BEND LAKE TRL PHASE IV	CONST NEW TRAIL	S343 NBSP 1 02	NRT2011124D	\$50,000	\$40,000	\$0
ADD NEW PROJECT														
ROANE	2012	3	5	5/28/2012	NRT	CON	NA	CHARLES FORK LAKE ATV TRL	DESIGN & CONST MOTOR TR SYS	U344 RTATV 1 00	NRT201110P	\$50,000	\$40,000	\$0
ADD NEW PROJECT														
ROANE	2018	3	6	10/28/2017	BR	CON	CO013	POCA RIVER BR	REPL	S344 13 00742 00	BR0013055D	\$1,100,000	\$880,000	\$0
MOVED PROJECT OUT OF PROGRAM TO FFY 2018														
SUMMERS	2013	9	6	10/28/2012	BR	CON	WW020	LILLY BR	REPL	S345 20 00807 00	BR0020166D	\$25,003,000	\$20,002,400	\$6,082,400
44% COST INCREASE (>\$2M)														
WIRT	2012	3	5	5/28/2012	NRT	CON	NA	SPORTSMAN PARK	MAINTENANCE EXISTING TRAIL	U353 SPORT 1 00	NRT2011126D	\$32,000	\$25,600	\$0
ADD NEW PROJECT														
STATEWIDE	2012	9	3	3/28/2012	HSIP	CON		D9 GUARDRAIL UPGRADE (SPLIT FUND)	UPGR GR	U399 ??????	HSIP???	\$130,000	\$117,000	\$0
ADD NEW PROJECT														
STATEWIDE	2012	9	3	3/28/2012	HSIP	CON		D9 GUARDRAIL UPGRADE (SPLIT FUND)	UPGR GR	U399 ??????	HSIP???	\$2,995,000	\$2,396,000	\$0
ADD NEW PROJECT														
STATEWIDE	2012	99	6	6/28/2012	HSIP	ENG	NA999	DYNAMIC MESSAGE SIGNING	INSTALL DYNAMIC MESSAGE SIGNING	T699 ??????	HSIP2012???	\$900,000	\$800,000	\$0
ADD NEW PROJECT														

STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FFY 2012-2017
PROGRAM AMENDMENT FOR 2012

COUNTY	FFY	DISTRICT	GROUP	FUNDING OBLIGATION DATE	FUND TYPE	PHASE	ROUTE	PROJECT NAME	TYPE OF WORK	STATE PROJ. NUMBER	FEDERAL PROJECT NUMBER	TOTAL PHASE COST	FEDERAL DOLLAR COST	FEDERAL COST CHANGE
PROJECT COMMENTS														
STATEWIDE	2012 99			2/28/2012	RR	CON	NA	EVALUATING RAILROAD CROSSINGS	PREPARE PSA FOR WORK ZONE SAFETY	S699 RRSUR 12 00	RHPD2012538D	\$50,000	\$50,000	\$0
ADD NEW PROJECT														
STATEWIDE	2012 99			5/28/2012	NRT	CON	NA	PIPESTEM RESORT SP	MAINTENANCE EXISTING TRAIL	U399 PIPES 1 00	NRT2011125D	\$42,239	\$33,791	\$0
ADD NEW PROJECT														
STATEWIDE	2012 99			10/28/2011	ONC	ENG	NA999	USFWS INTERAGENCY	USFWS INTERAGENCY POSITION	T699 USFWF 11 00	RCA2011069D	\$147,500	\$118,000	\$0
CANCEL PROJECT														
STATEWIDE	2012 99			5/28/2012	ENH	CON	NA	WW HIGHWAY HIST MARKERS 2011	CREATE & INSTALL HIST MARKERS	U399 WWHHM 2 02	TEA0122001D	\$110,000	\$88,000	\$0
ADD NEW PROJECT														
STATEWIDE	2012 99			10/28/2011	ONC	ENG	NA999	WVSHPO INTERAGENCY	WVSHPO INTERAGENCY POSITION	T699 WVSHP 11 00	RCA2011070D	\$140,000	\$112,000	\$0
CANCEL PROJECT														

Sandy McDonald

From: "John N Gordon" <jgordon626@frontiernet.net>
To: <dstellato@jeffersoncountywv.org>; <webmaster@jeffersoncountywv.org>;
<laura@jeffersoncountywv.org>; <sandy@jeffersoncountywv.org>; <nhosby@jeffersoncountywv.org>
Sent: Friday, February 10, 2012 11:35 AM
Subject: Potomac River Zoneing

Your submission:

Your Name: John N Gordon

Your Email Address: jgordon626@frontiernet.net

Subject: Potomac River Zoneing

Message: As a property owner in Jefferson County I want to voice my opposition to the new zoning categories. Allowing commercial river outfitters on the Potomac would change this area forever. We have only recently gotten the eagles back. I understand a pair of eagles have moved since the ziplines went in. There are plenty of access points on the Potomac. Only the outfitters need access, the local people have plenty of access to the Potomac. The so called tourist dollars are non-existent, the outfitters keep it all. Their clients live within a 2 hour drive, so no over night stay or restaurants. They go to the outfitter where they rent or buy equipment, buy food and drinks and suntan lotion and after an exhausting day go home.

Sandy McDonald

From: "Robin Boles" <njarboles@gmail.com>
To: <dstellato@jeffersoncountywv.org>; <webmaster@jeffersoncountywv.org>; <laura@jeffersoncountywv.org>; <sandy@jeffersoncountywv.org>; <nhosby@jeffersoncountywv.org>
Sent: Friday, February 10, 2012 12:46 PM
Subject: rezoning for commercial use

Your submission:

Your Name: Robin Boles

Your Email Address: njarboles@gmail.com

Subject: rezoning for commercial use

Message: The new zoning for commercial use on the Potomac! I have recently bought a home on the Potomac and love the fact that it is nice and peaceful, a place where me and my kids can play on the river. We want a safe quiet environment. By letting people put commercial properties on the Potomac you will kill or scare away all the wonderful wildlife we enjoy and our quiet neighborhoods. This will not bring more jobs into the area, it will just keep the same people going to another spot. We have too much traffic on that little road to the river we do not need more. There is more than enough room for river riders at their other locations do not go into the residential areas too. We do not want it or need it. Think about saving the environment and the animals.

Information:

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 1, 2012, or as soon thereafter as the Commission may decide:

Historic Landmarks Commission - (2) Three year terms expiring March 6, 2012

Jefferson County Planning Commission - (2) Three year terms expiring March 31, 2012

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

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

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

February 1, 8, 15 & 22, 2012

THANKS - JEFFERSON COUNTY COMMISSION

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

Week Ending Date	Week Ending
	February 11, 2012
To be Deposited on:	February 17, 2012
Amount Played	77,637,218.28
Amount Won	69,747,733.23
Amount Promo	195,153.00
MWAP Contribution	<u>5,784.96</u>
Adjusted Gross Terminal Revenue	<u>7,688,547.09</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	307,541.88
Net Terminal Revenue	<u>7,381,005.21</u>
Surcharge @ 10%	738,100.51
State Share Excess @ 58%	428,098.30
Track Share of Capital Reinvestment @ 42%	310,002.21
Track Share of Capital Reinvestment @ 42% - 96%	\$ 297,602.12
Track Share of Capital Reinvestment @ 42% - 4%	\$ 12,400.09
Adjusted Net Terminal Revenue	<u>6,642,904.70</u>
Racetrack @ 46.50% / 42%	2,790,019.97
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,723,590.95
Race Track Purses @ 7% / 14% / 8%	531,432.38
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	33,214.52
Greyhound Development @ .75%	49,821.79
Thoroughbred Development @ .75%	49,821.79
Racing Commission @ 1%	66,429.04
County/Municipality @ 2%	132,858.08
3% Funds:	
Tourism Promotion Fund @ 1.375%	91,339.94
Development Office Promotion Fund @ .375%	24,910.89
Research Challenge Fund @ .5%	33,214.52
Capitol Renovation and Improvement Fund @ .6875%	45,669.97
2004 Capitol Complex Parking Garage Fund @ .0625%	4,151.82
1% Funds:	
State Capitol Complex Parking Garage @ 1%	0.00
Cultural Facilities and Capitol Resources @ .5%	0.00
Capitol Dome and Capitol Improvements @ .5% / 1%	<u>66,429.04</u>
	<u>6,642,904.70</u>

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	\$ 1,900.55	\$ 29,509.37	\$ 11,530.54
09/10/11	\$ 169,691.60	\$ 84,845.80	\$ 84,845.80	\$ 6,948.87	\$ 34,956.47	\$ 1,900.55	\$ 23,215.17	\$ 9,071.14
09/17/11	\$ 133,497.24	\$ 66,748.62	\$ 66,748.62	\$ 5,466.71	\$ 27,500.43	\$ 1,495.17	\$ 23,973.78	\$ 9,367.56
09/24/11	\$ 137,859.60	\$ 68,929.80	\$ 68,929.80	\$ 5,645.35	\$ 28,399.08	\$ 1,544.03	\$ 23,953.55	\$ 9,359.66
10/01/11	\$ 137,743.28	\$ 68,871.64	\$ 68,871.64	\$ 5,640.59	\$ 28,375.12	\$ 1,542.72	\$ 23,973.78	\$ 9,367.56
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	\$ 5,831.26	\$ 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
02/11/12	\$ 132,858.08	\$ 66,429.04	\$ 66,429.04	\$ 5,440.54	\$ 27,368.76	\$ 1,488.01	\$ 23,104.02	\$ 9,027.71
Subtotal	\$ 4,509,968.88	\$ 2,711,016.16	\$ 1,798,952.72	\$ 147,334.23	\$ 741,188.50	\$ 40,296.55	\$ 625,675.76	\$ 244,477.68

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	2/11/2012	66,429.04
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		
TOTALS 4403564.04		4041141.56		4016541.01		2711016.16	

Table Game Revenue

Date	Amount
July/August, 2010	154,185.68
September, 2010	94,247.84
October, 2010	105,903.60
November, 2010	108,717.67
December, 2010	118,721.11
January, 2011	106,189.21
February, 2011	105,776.45
March, 2011	120,927.10
April, 2011	130,654.61
May, 2011	130,492.02
June, 2011	121,576.41
July, 2011	141,718.01
August, 2011	137,473.92
September, 2011	110,375.25
October, 2011	124,273.94
November, 2011	121,118.87
December, 2011	140,509.93
	2072861.62

Determination of Water Quantity and Quality
in Surface Waters of the Karst System of
Jefferson County, West Virginia

Submitted by Peter Vila, Dan DiLella, and Kristen Trevey

Shepherd University, Department of Environmental Studies, Shepherdstown, WV 25443-
3210

pvila@shepherd.edu

Summary

- 1) The purpose of this study was to assess: 1) Water quality, by measuring nutrients and other ions, and bacterial contamination, and 2) Water quantity, by measuring discharge at springs and mainstem sites in the county.
- 2) Six streams in six watersheds in the carbonate karst valley area of Jefferson County were sampled. Each stream was sampled at the mainstem prior to it flowing into the Potomac or Shenandoah Rivers and at an upstream spring site that flowed into the stream. In addition, six streams in the metamorphic Mountain area were sampled.
- 3) Seasonal means for mainstem nitrate ranged from 5 to 32mg NO₃/L and did not exceed the 10 mg/L NO₃-N water quality standard. There was little seasonal variation in nitrate concentrations within streams but there were significant differences in nitrate concentrations between sites.
- 4) Seasonal means for spring nitrate ranged from 6 to 32mg NO₃/L and did not exceed the 10 mg/l NO₃-N water quality standard. There were little seasonal differences in concentrations within each spring but there were significant differences between springs.
- 5) There was little difference between valley springs and valley mainstem concentrations. Valley spring ion levels appear to dominate mainstem baseflow concentration.
- 6) Mountain concentrations for ions were one-quarter to one-half valley ion concentrations.
- 7) Chloride valley mainstem concentrations were 15-68 mg Cl/L and higher than valley spring concentrations of 9-39 mg Cl/L indicating enrichment along the mainstem.
- 8) Load as NO₃-N for valley streams totaled 196 tons. Mountain stream load was much lower at 2 tons. 83% of the county load was from the Bullskin and Evitts Run.
- 9) Jefferson County load at baseflow was 975,502 lbs NO₃-N/yr. Jefferson County nitrogen load is approximately 43% of the total allotted estimated-on-site (EOS) from the Chesapeake Bay Model Phase I WIP. The Charlestown WWTP on Evitts Run nitrogen load is 1.4% of the total allotted EOS for the county.
- 10) Load can be significantly underestimated if stormflow is not measured. It is recommended that nutrient load be determined in wet and dry years and to sample during stormflow and baseflow conditions. In addition Total Nitrogen (TN) and Total Phosphorus (TP) should be analyzed.
- 11) Springs had low bacterial contamination indicating clean groundwater. However, valley mainstem sites exceeded the EPA 409 CFU/100ml 29-57% of the sampling dates. Mountain sites exceeded 4-21% of the sampling dates. A source determination study to determine the source of the bacterial contamination is recommended.
- 12) Values for physical parameters, temperature, oxygen, pH, and specific conductivity were typical for these streams and indicated a healthy system.
- 13) Turbidity ranged up to 55 NTU and measurements serves as background data for baseflow conditions. Nitrate concentrations for Evitts and Bullskin springs decreased significantly with higher discharge. It may be that nitrate concentrations are variable at low groundwater discharge due to variable mixing with surface or shallow subsurface waters. However, baseflow sampling after a significant discharge flushed any nitrate compounds and concentrations equal background groundwater nitrate levels (15-20 mg NO₃/L) at high discharge.

Introduction

The current and long term status of water quality and water quantity in Jefferson County directly impacts the 16,000 families in the county using wells and the 23 community water systems in Jefferson County that utilize groundwater. From 200 to 2010 the population of the county increased by 26.8% to 53,498; this increase with the concomitant required development will put further demands on the counties water and natural resources.

On a regional scale, the impact of increased population in the Chesapeake Bay Watershed has had significant impacts on the Chesapeake Bay. As a result, a TMDL on the Bay has resulted in the assignment of significant reductions of nutrients each state, and therefore, Jefferson County, can send to the Bay via the connecting waters. These nutrient caps (WV Phase II Draft Plan 2012) could have significant impacts on how we conduct business in the county; these impacts include changing practices on how we deal with septic system permits and upkeep, Waste Water Treatment Plants, agricultural practices, stormwater regulation, industrial facilities, and application of turf fertilizer.

The water resources in our county provide us with recreation, tourism, fishing, drinking water supplies, and wildlife habitat and thus are an invaluable asset to the county.

Due to the porous nature of the Karst geology found in much of Jefferson County, surface water can potentially connect directly to the groundwater system. Moreover, due to channels and fractures groundwater can move rapidly between wells and springs in the county, and water quality problems in one area of the county could rapidly spread and impact other areas.

The purpose of this study was to assess the water quality, by measuring nutrients and other ions, bacterial contamination, and quantity, by measuring discharge at springs and mainstem sites in the county.

Methods

The county was divided into two main areas based on geology: the karst valley area with six streams and six watersheds: Town Run, Rattlesnake, Elks Run, Evitts, Bullskin and Opequon, and the mountain area with six streams and three watersheds: Double Run, Forge Run, Mountain 5, Dry Lake Run, Furnace Run, and Hog Run (Fig. 1). Three watersheds were sampled in the mountain area: Hog (Hog Run site), Furnace (Dry Lake, Furnace Run, and Mountain 5 sites), Forge (Forge Run and Double Run sites). The geology in the karst area is underlain with folded and faulted carbonate rocks and the mountain area underlain with folded shale and metamorphic rocks (Kozar et al. 1991).

Each stream in the karst area was sampled at an upstream spring site and at a downstream mainstem site prior to flowing into the Potomac or Shenandoah Rivers. Streams in the mountain area were sampled in the mainstem prior to flowing into the Shenandoah River. Streams were sampled from February 2010 to April 2011.

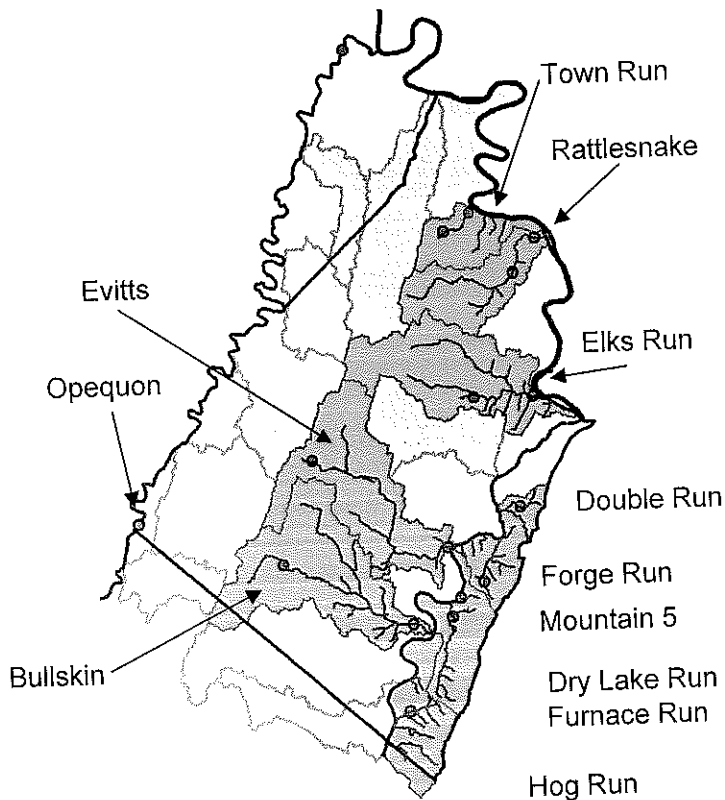


Figure 1. Locations of the six karst (valley) watersheds and three mountain watersheds. Circles indicate locations of sampling sites. Dry Lake and Furnace Run are situated close to each other and not differentiated at this scale.

Water Quality

Chemical parameters

Two water samples were taken at each site with the final concentration reported as the average of the two concentrations. In the laboratory, samples were filtered through a 0.45um syringe filter and concentrations of nitrate, nitrite, sulfate, phosphate, fluoride and chloride were determined with ion chromatography (Dionex).

Physical parameters

Turbidity, pH, specific conductivity, dissolved oxygen (mg/l and percent saturation) and temperature were determined using a Eureka multiparameter probe. Discharge was calculated from field velocity measurements utilizing a Marsh McBirney velocity probe and field determination of stream cross section area. Discharge for the Bullskin was determined from the USGS gauge.

Discharge

Discharge was calculated every time water samples for chemical analysis were taken. Velocity was determined with a Marsh McBirney velocity meter. Stream cross-section measurements for area calculations were taken at time of velocity measurement. Evitts Spring flowed into a wide, shallow, low velocity and braided wetland that prevented determination of water velocity directly downstream of the Spring. In this case, Evitts Spring discharge was determined by subtracting the discharge of the mainstem above the inflow of Evitts Spring from the discharge of mainstem Evitts Run determined downstream of the Spring.

Bacterial sampling

Escherichia coli (*E. coli*) samples were taken in the water column below the surface. Quantitative concentrations in CFU/100ml were determined utilizing the Idexx EPA approved methodology.

Frequency of sampling

Chemical and physical samples were taken monthly at all sites. Discharge was determined at the time of chemical sampling. Bacterial samples were taken monthly at the valley sites and weekly at the mountain sites.

SigmaPlot 11 was used for statistical analysis. Prior to tests of significance an equal variance test was applied. The Shapiro-Wilk test was used for test of normality. A t-test comparing means or an ANOVA utilizing Pairwise Multiple Comparison Procedures (Holm-Sidak method) was used if data were normal, or, if the equal variance test was not accepted, or, if the test for normality was not accepted, a Kruskal-Wallis One Way Analysis of Variance on Ranks (Dunn's method), or a Mann-Whitney Rank Sum Test was used to test for significance. Linear regression was used to detect significance between ion concentration and discharge.

Results and Discussion

Chemistry

Nitrite, phosphate, and fluoride concentrations were extremely low or at non-detectable levels over the sampling period and thus not discussed in this report.

Valley Mainstem Sites

Seasonal means for nitrate ranged from 5 to 32 mg NO₃/l (Fig. 2, top) and did not exceed the 10 mg/l NO₃-N water quality standard (WVDEP). There was a large variation of sulfate mean values of 14-67 mg SO₄/l (Fig 2. mid). West Virginia has no water quality standards for sulfate; a secondary maximum contamination level of 250 mg/L is established for taste and odor (EPA); however, high levels can cause diarrhea in some people. Chloride (Fig. 2, bot) ranged widely from 12 to 101 mg Cl/l but did not exceed the chronic West Virginia water quality standard of 230 mg Cl/l (WVDEP). Sample concentrations were similar to those found by Kozar et al. (1991).

Except for the Bullskin, there were no seasonal differences in nitrate concentrations. The Bullskin had significantly higher levels of nitrate in the winter than summer (mean of 32 and 26 mg/l, respectively). This would be expected as biological utilization of nitrate

would be decreased in winter due to reduced photosynthesis and bacterial uptake at lower temperatures.

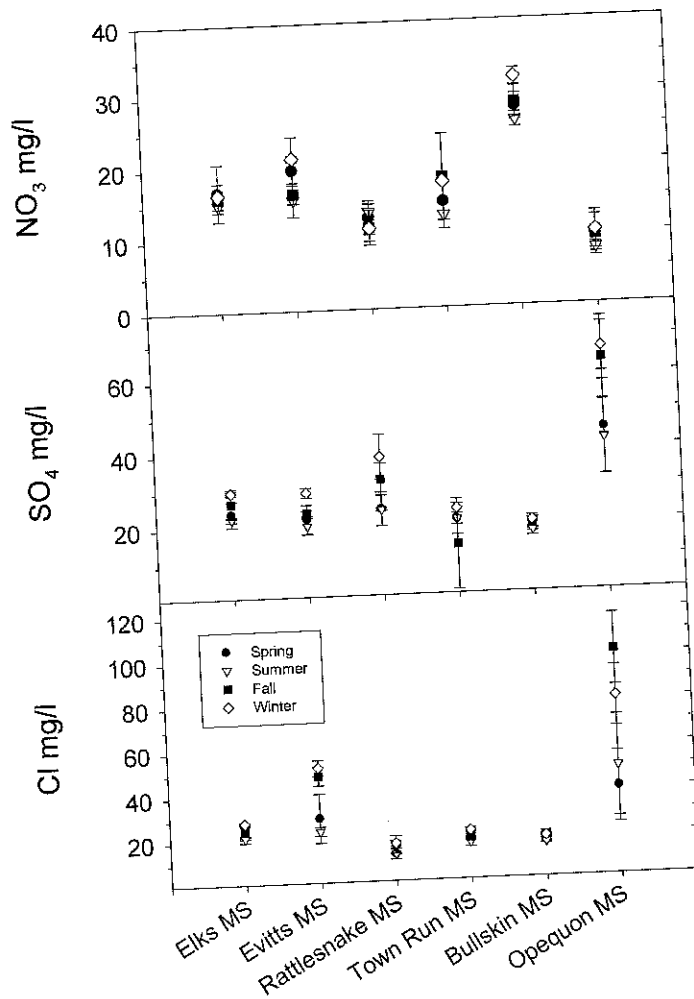


Figure 2. Seasonal means of valley mainstem chloride (Bot), sulfate (Mid), and nitrate (Top) concentrations. Mean \pm standard deviation. Spring = Feb, Mar, Apr; Summer = May, Jun, Jul; Fall = Aug, Sep, Oct; Winter = Nov, Dec, Jan.

There were significant differences in the nitrate concentrations between streams (Fig. 3) and streams can be grouped into three main groups based on nitrate concentrations. Group one consists of Bullskin Run whose nitrate levels were significantly higher than all streams sampled (mean of 28.4 mg NO₃/l); group two consists of Elks Run, Evitts, and Town Run (mean of 16.7 mg NO₃/l); and group three consists of Rattlesnake Run and Opequon Creek (mean of 10.7 mg NO₃/l).

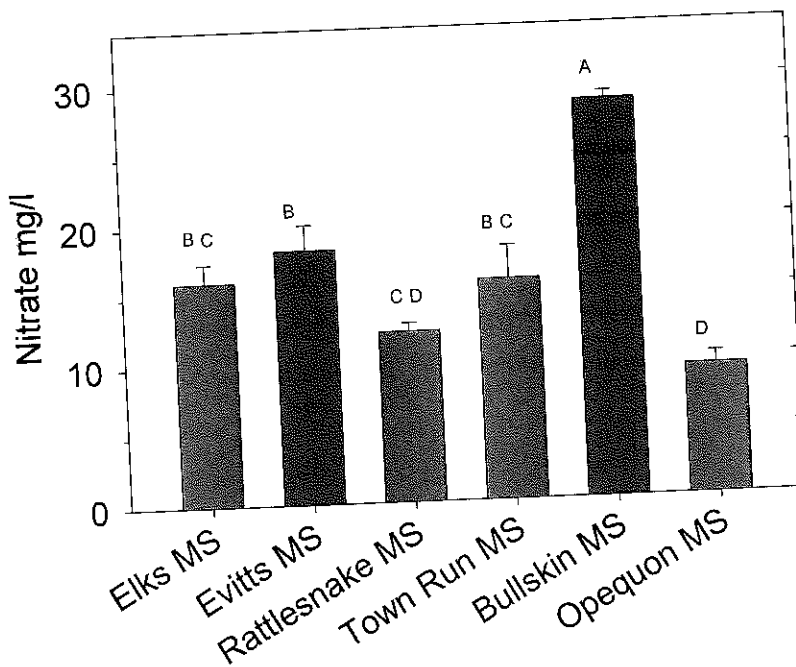


Figure 3. Mean annual mainstem nitrate concentrations for the six sampled streams. Bars with the same letters do not have significantly different nitrate concentrations. The Bullskin nitrate concentration was significantly different from all other stream nitrate concentrations. Elks, Evitts, and Town Run nitrate levels were significantly higher than Opequon nitrate levels; and Evitts was significantly higher than Rattlesnake Run. Mean \pm standard deviation.

Valley Spring Sites

Nitrate concentrations found in springs were similar to those in the mainstem; they ranged from 6 to 32 mg NO₃/l (Fig. 4 Top) and did not exceed the 10 mg/l NO₃-N water quality standard (WVDEP) (approximately 44 mg NO₃/L). These values were significantly higher than the highest value of 11.5 mg/L (Nitrate + nitrite) found in the groundwater of Morgan County, WV (Boughton 2006) but similar to those found by Kozar et al. (1991). However, sulfate spring levels were approximately one half concentrations in the mainstem and ranged from 2-27 mg SO₄/l (Fig 4 Mid). Chloride concentrations (Fig. 4 Bot) were also approximately one half the mainstem chloride concentrations and ranged from 7 to 52 mg Cl/l. Mainstem sites have potential ion input along their length from differing land use and thus would be expected to have higher concentrations of ions than groundwater.

Evitts Run spring was the only spring that had small but significant seasonal variation in nitrate concentration; nitrate concentration in winter (mean 19.7 mg NO₃/l) was higher

than summer (mean 15.2 mg NO₃/l) and spring (mean 16.2 mg NO₃/l). The difference is not likely due to temperature differences driving biological uptake as the yearly temperature varied by only 1.1 °C, but may be due to the complexities of groundwater flow in karst systems mixing shallow subsurface waters, perched water tables, or surface runoff.

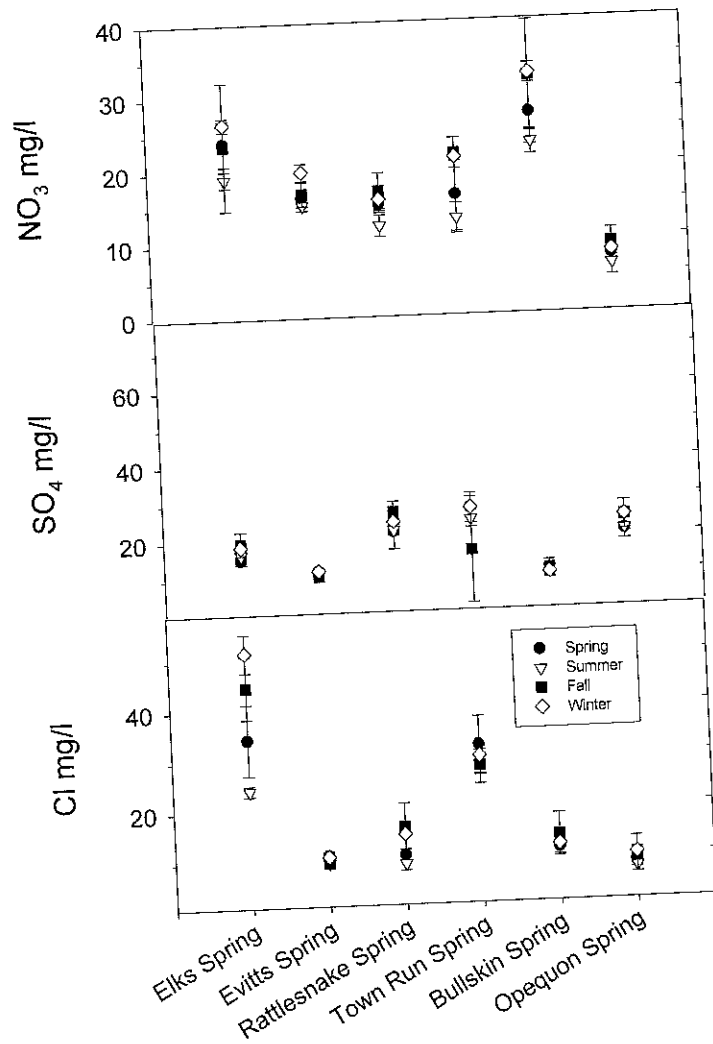


Figure 4. Seasonal means of valley spring chloride (Bot), sulfate (Mid), and nitrate (Top) concentrations. Mean \pm standard deviation. Spring = Feb, Mar, Apr; Summer = May, Jun, Jul; Fall = Aug, Sep, Oct; Winter = Nov, Dec, Jan.

There were significant differences in the nitrate concentrations between springs (Fig. 5) and springs were grouped by nitrate levels. Group one consisted of the Bullskin and

Elks springs with the highest nitrate concentrations (23.2 and 28.7 mg NO₃/l); group two consisted of the Evitts, Rattlesnake, and Town Run springs with intermediate nitrate concentrations of 14-18 mg NO₃/l; The Opequon spring made up the third group with the lowest spring nitrate concentrations (mean of 7.7 mg NO₃/l). Opequon spring nitrate levels were significantly lower than other sampled springs that suggests a separate groundwater source.

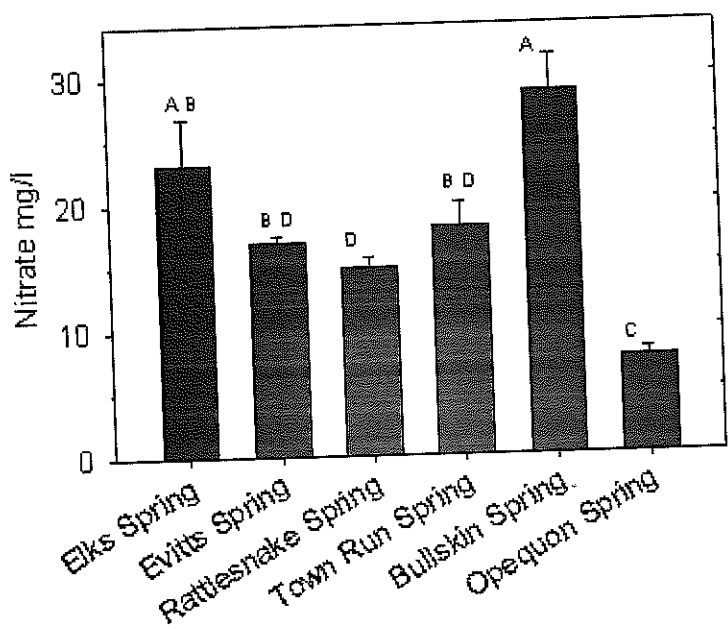


Figure 5. Mean annual spring nitrate concentrations. Bars with the same letters do not have significantly different nitrate concentrations. Mean \pm standard deviation.

Mountain Mainstem Sites

Mountain site nitrate concentrations were approximately one quarter valley mainstem values and means ranged from 0.1 to 8 mg NO₃/l (Fig. 6, top). With no development above the study site, Hog Run was used as a reference stream; nitrate concentrations were extremely low and ranged from 0.04-0.4 mg NO₃/l. Other streams with development in the watershed had higher and variable levels ranging to 8 mg NO₃/l (Fig. 6, top). There were significant seasonal nitrate differences in Hog run with summer concentration (mean 0.4 mg NO₃/l) higher than other seasons (0.04-0.1 mg NO₃/l). A closed canopy

during summer may inhibit photosynthetic activity and nutrient uptake relative to other months. Sulfate means ranged from 5 to 15 mg SO₄/l (Fig. 6, mid) and were approximately one quarter valley mainstem concentrations. Mean concentrations for chloride ranged from 1.5 to 39 mg Cl/l (Fig. 6, bot) and were approximately one half valley mainstem means.

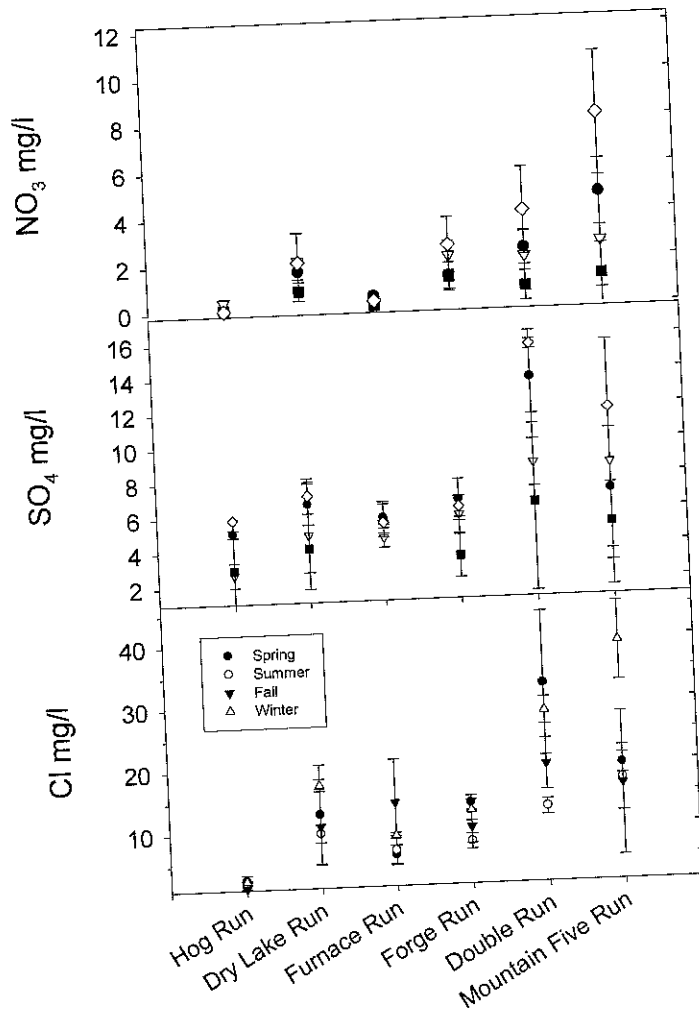


Figure 6. Seasonal means of mountain stream chloride (Bot), sulfate (Mid), and nitrate (Top) concentrations. Mean \pm standard deviation. Spring = Feb, Mar, Apr; Summer = May, Jun, Jul; Fall = Aug, Sep, Oct; Winter = Nov, Dec, Jan

Comparison between Spring and Mainstem Nitrate Concentrations

While there are significant differences in nitrate concentrations between streams (Fig. 5), spring and mainstem nitrate concentrations were essentially identical (Fig. 7 and 8). Spring waters and the receiving mainstem concentrations were expected to be similar as 80-90% of mainstem streamflow is due to groundwater discharge (Hobba 1981). The only significant seasonal differences between spring and mainstem nitrate values were during the Elks Run summer and Town Run spring seasons. This provides a strong indication that nitrate values are dominated by spring input; not unexpected as streams were sampled during baseflow in which primarily groundwater inputs sustain discharge. Only two streams, Elks Run and Rattlesnake Run, have significantly different higher nitrate concentrations in the springs (Fig. 8). An explanation could be higher nitrate utilization (*e.g.*, higher primary productivity) in the mainstem of these streams. Given the essentially non-detectable concentrations of orthophosphate, it is likely that phosphorus is colimiting in valley streams. Phosphorus inputs could be higher in Elks Run and Rattlesnake Run, reducing nitrate until phosphorus levels become limiting.

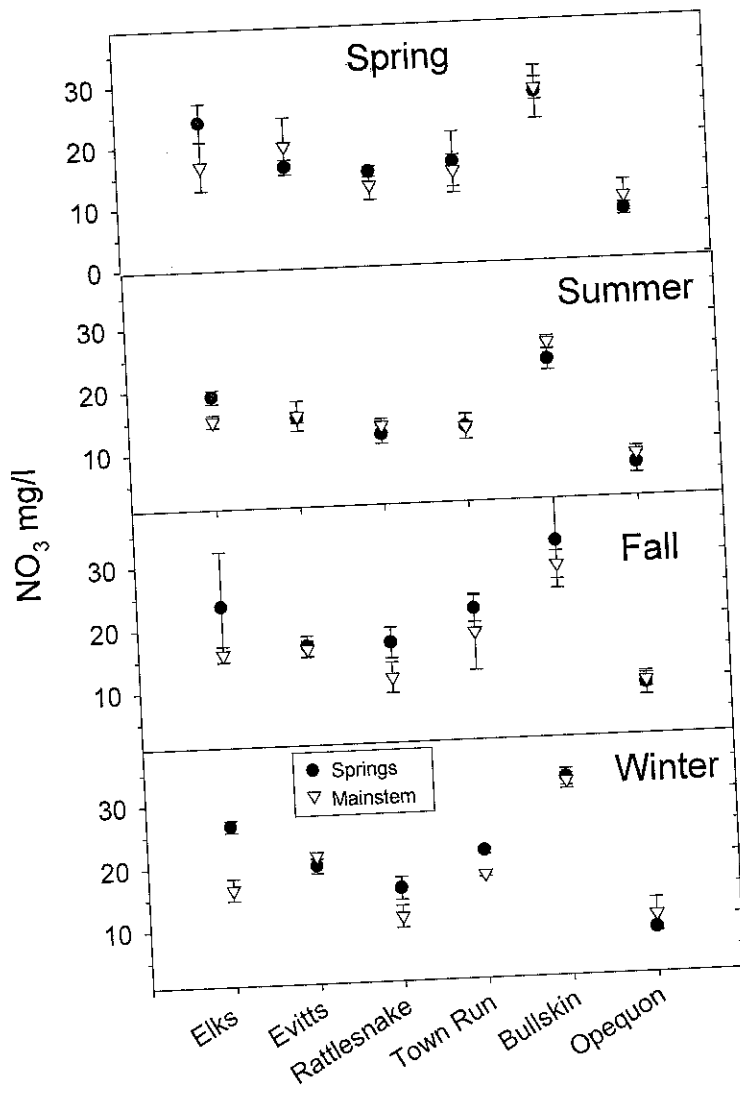


Figure 7. Comparisons of seasonal nitrate levels between mainstem and springs. Mean \pm standard deviation. Spring = Feb, Mar, Apr; Summer = May, Jun, Jul; Fall = Aug, Sep, Oct; Winter = Nov, Dec, Jan.

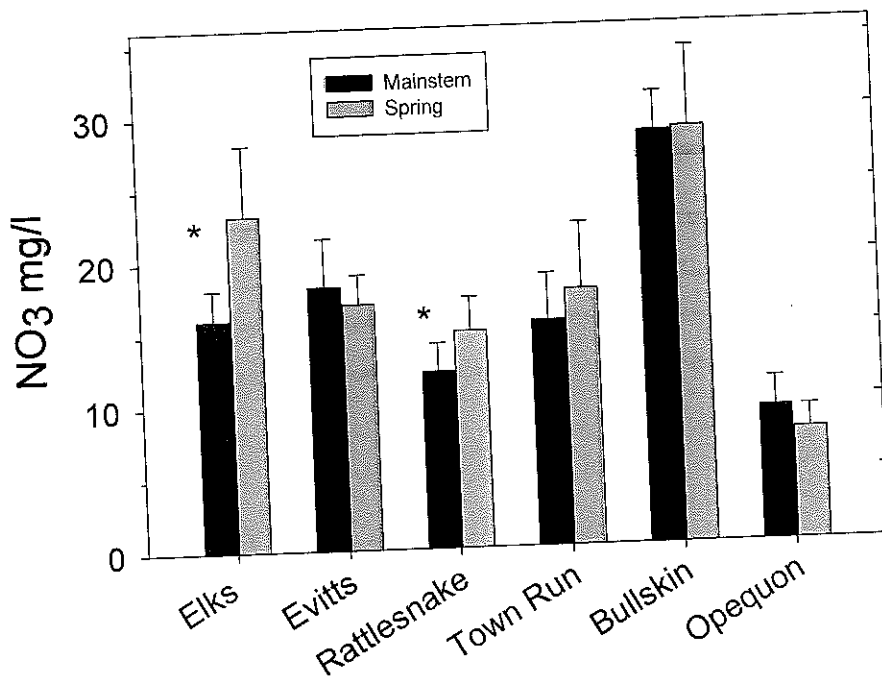


Figure 8. Comparisons of yearly average nitrate levels between mainstem and spring sites. A star indicates significantly different means. Mean \pm standard deviation.

Chloride

While chloride is an essential solute, it is commonly found in concentrations that exceed biological need and is treated as a conservative element (Triska et al. 1989). Downstream increase indicates additional inputs along the stream channel rather than differential biological uptake, storage, and release as seen for biologically active nutrients such as nitrate and phosphorus that are important for primary productivity.

Mainstem chloride concentrations ranged from 15 to 68 mg Cl/L (Figs. 9, 10), and were, in general, higher than the range of chloride concentrations in springs (9-39 mg Cl/L) (Figs. 9, 11). The highest levels occurred during fall and winter (Fig. 9) most likely due to input of road salt. Other inputs of chloride are septic and agricultural from organic applications (Hobba 1991). There were significant differences in chloride concentrations between mainstem sites and between spring sites, but the pattern was different. In the mainstem sites, Opequon, Elks and Evitts chloride levels were similar to each other and were significantly higher than chloride levels in other streams (Fig. 10). In the spring sites, Elks and Town Run were similar and significantly higher than other streams; the

spring Elks and Town Run spring chloride levels were also significantly higher than chloride levels found in their respective mainstem (Fig. 12), thus, other springs feeding these streams are likely lower in chloride diluting concentrations in the mainstem. Source groundwater for these streams may be different or higher chloride shallow subsurface waters (due to surface activities or septic input) may be mixing with the groundwater prior to surfacing. Streams with waste water treatment plants (WWTP), Evitts Run and Opequon Creek, had significantly higher chloride levels in the mainstem sites (Fig. 12). Bullskin mainstem chloride levels were also significantly higher than spring levels indicating surface input.

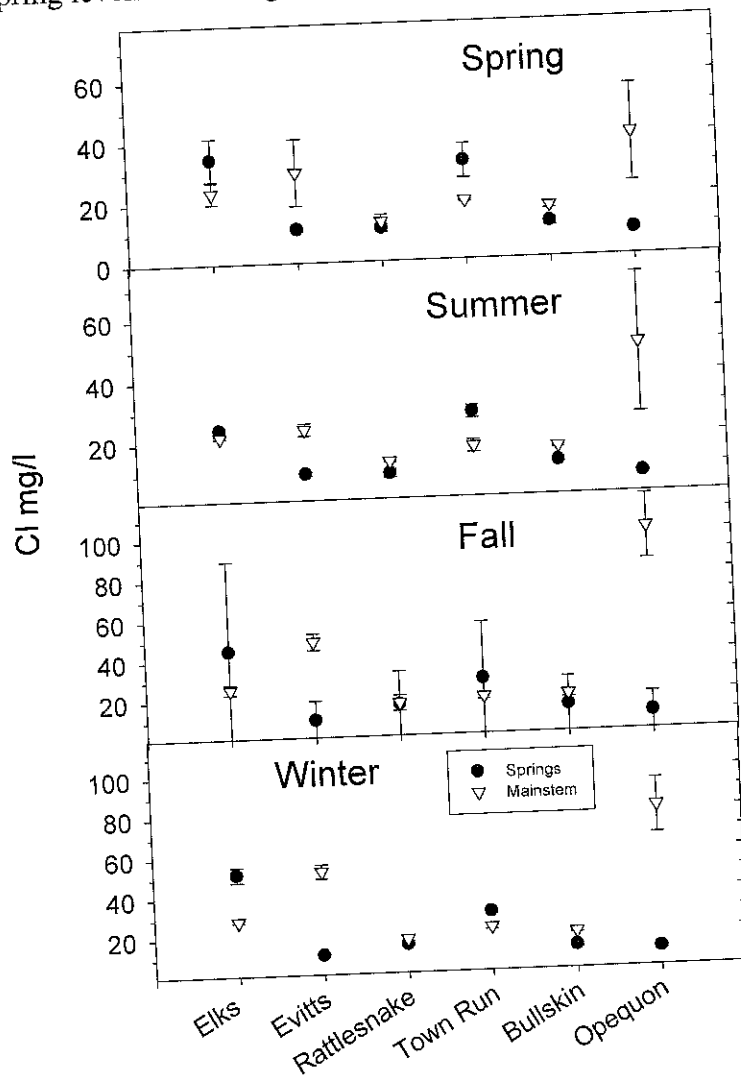


Figure 9. Seasonal means for valley mainstem and spring chloride concentrations. Mean \pm standard deviation. Note larger axis scale for Fall and Winter. Spring = Feb, Mar, Apr; Summer = May, Jun, Jul; Fall = Aug, Sep, Oct; Winter = Nov, Dec, Jan.

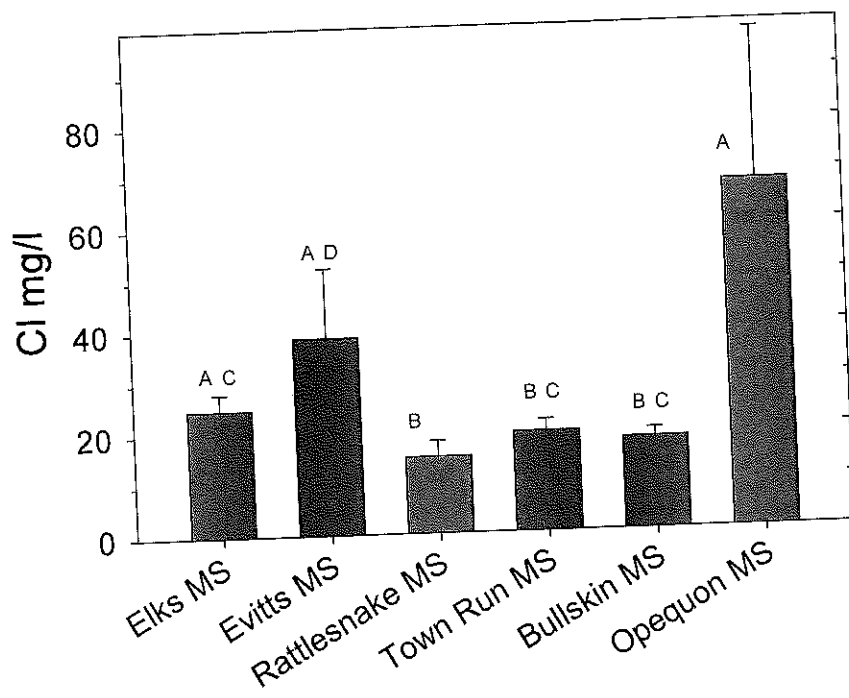


Figure 10. Mean annual mainstem chloride concentrations. Bars with the same letters do not have significantly different nitrate concentrations. Mean \pm standard deviation.

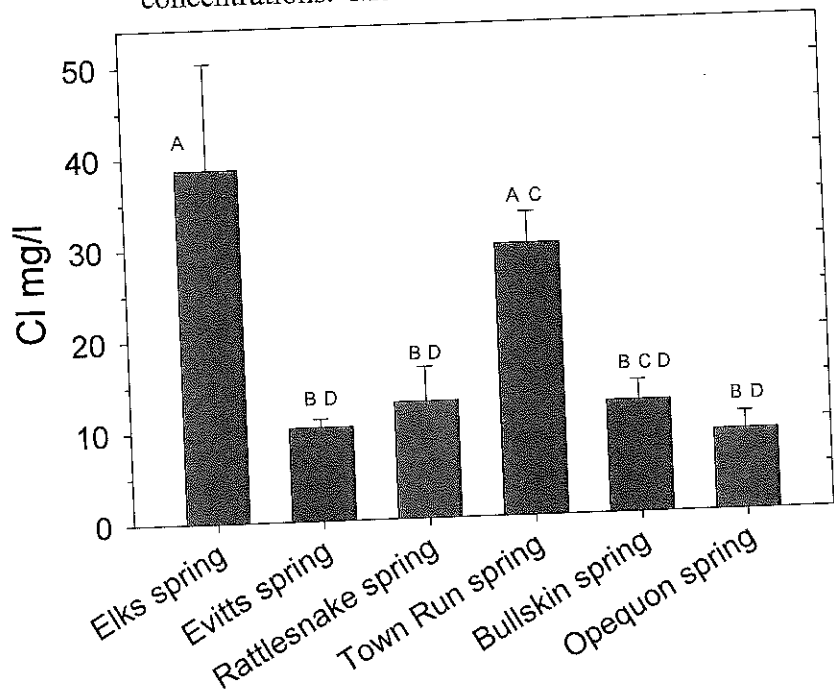


Figure 11. Mean annual spring chloride concentrations. Bars with the same letters do not have significantly different nitrate concentrations. Mean \pm standard deviation.

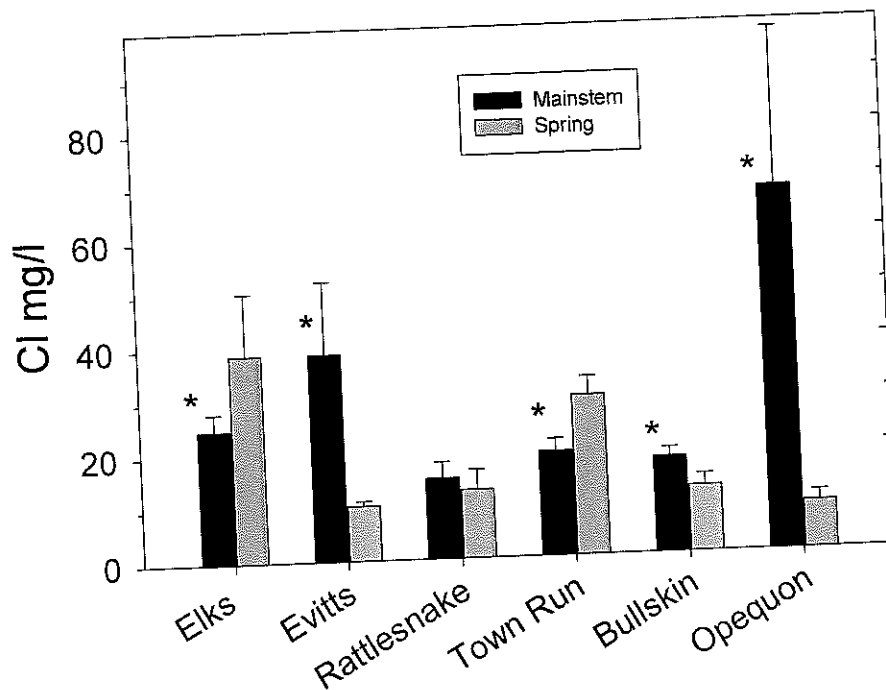


Figure 12. Year mean chloride levels between mainstem and spring sites. A star indicates significantly different means. Mean \pm standard deviation.

Nitrogen Load Estimates

Monthly load, or the quantity of material (e.g., lbs) carried in the stream per month, was calculated by applying the discharge and concentration values determined at each monthly sampling to the entire month. This will underestimate load as does not account for stormflow events (see below).

Total yearly nitrate ($\text{NO}_3\text{-N}$) load for the five valley streams was 196 tons (Fig. 13 Top) (Opequon Creek was not included in load calculations as it does not flow inside Jefferson County). Two streams, Bullskin and Evitts dominated the load (83%) with 66 and 97 $\text{NO}_3\text{-N}$ tons/year, respectively; the other three streams had much lower values ranging from 6 to 15 $\text{NO}_3\text{-N}$ tons/yr.

Total nitrate load for streams in the mountain area was much lower at 2 $\text{NO}_3\text{-N}$ tons/yr (Fig. 13 Bot). The reference stream Hog Run load was very low at 0.08 $\text{NO}_3\text{-N}$ tons/yr, approximately four times lower than other Mountain streams that had loads ranging from 0.3 to 0.5 $\text{NO}_3\text{-N}$ tons/yr.

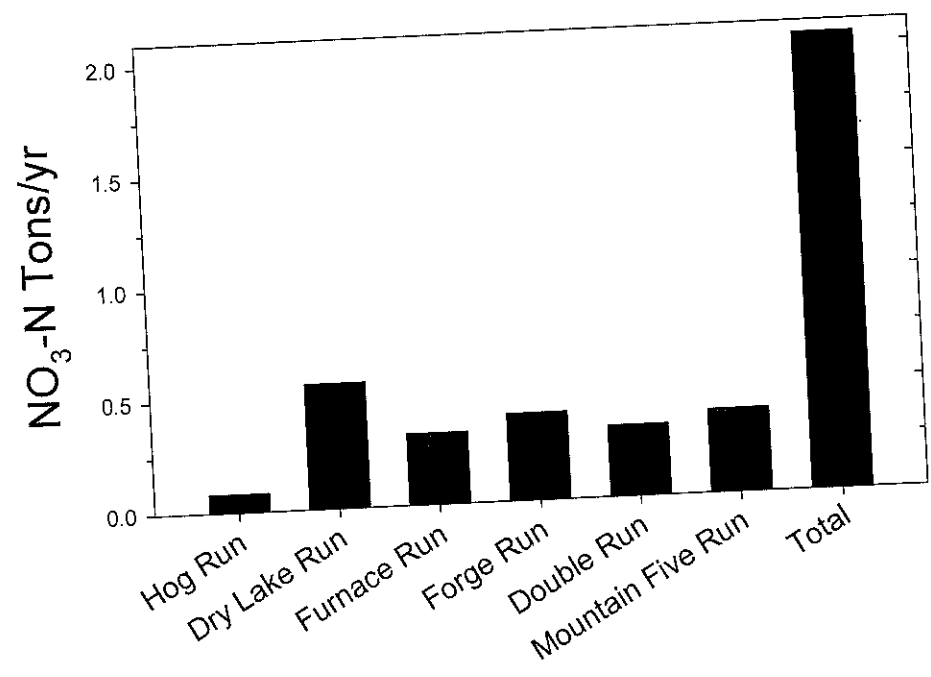
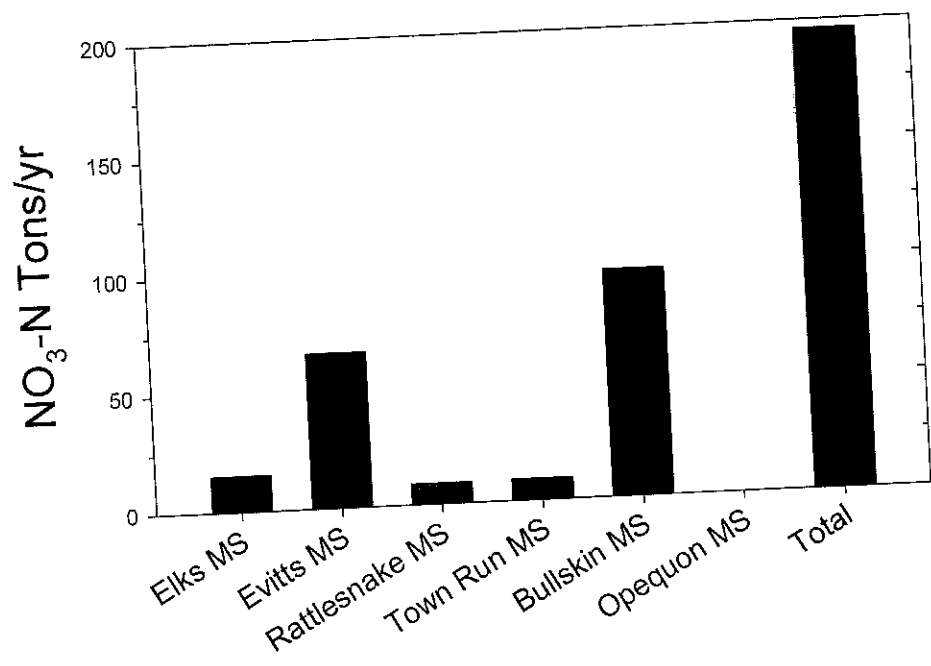


Figure 13. Individual and total nitrogen load for valley (Top) and mountain (Bot) streams.

The 14 tons of nitrogen contributed by the Charlestown WWTP is approximately 21% of the 66 tons contributed at baseflow by Evitts Run (Fig. 14) and approximately seven percent of the load in the five streams sampled. The total nitrogen reported by the

Charlestown WWTP includes organic nitrogen, ammonium, nitrate, and nitrite; in this study total nitrogen reported was determined from nitrate levels, thus, this study may have underestimated total nitrogen. However, nitrate is the dominant form of nitrogen in natural waters not impacted by sewage outflow.

While TN values from the Charlestown WWTP were low, monthly load exceeded Evitts Run total nitrogen load, especially during winter months when biological activity at the WWTP was low (Fig. 15). Changes in monthly TN load at the Charlestown WWTP were due to changes in concentration (Fig. 16) as discharge remained relatively constant at 0.9 to 1.5 Mgal/day (million gallons per day). Evitts Run maintained a relatively constant nitrate concentration, but varied widely in discharge (Fig. 17). Thus, the seasonal discharge curve (Fig. 17) is similar to the monthly TN load (Fig. 15).

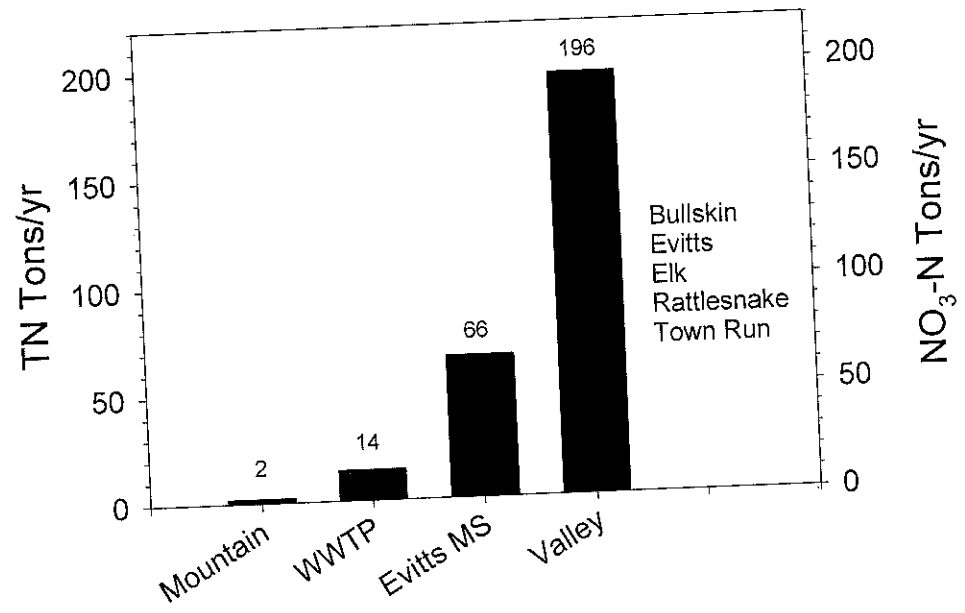


Figure 14. Total load for Mountain and Valley streams relative to load for Evitts Run and the Waste Water Treatment Plant on Evitts Run. WWTP load is expressed in TN as reported to the EPA; all other loads expressed as NO₃-N. Numbers above each bar indicate the total nitrogen load in tons.

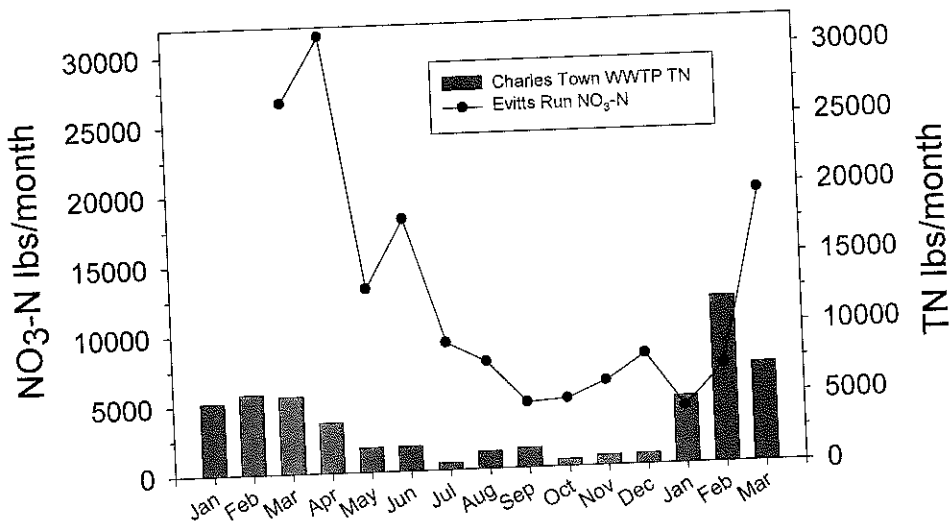


Figure 15. Evitts Run and Charlestown WWTP monthly total nitrogen values.

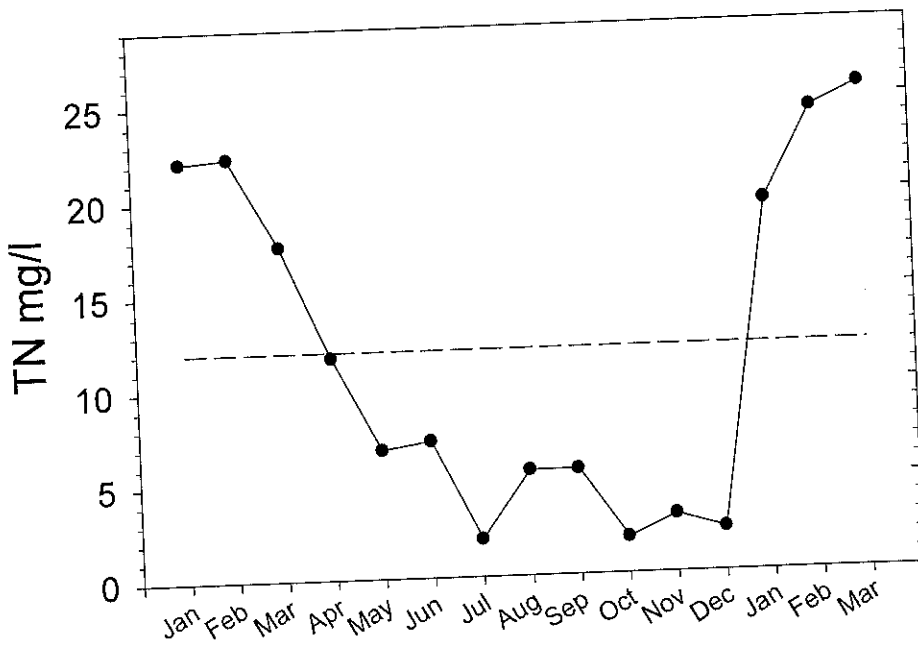


Figure 16. Charlestown WWTP monthly TN concentration. Dashed line marks the yearly average concentration.

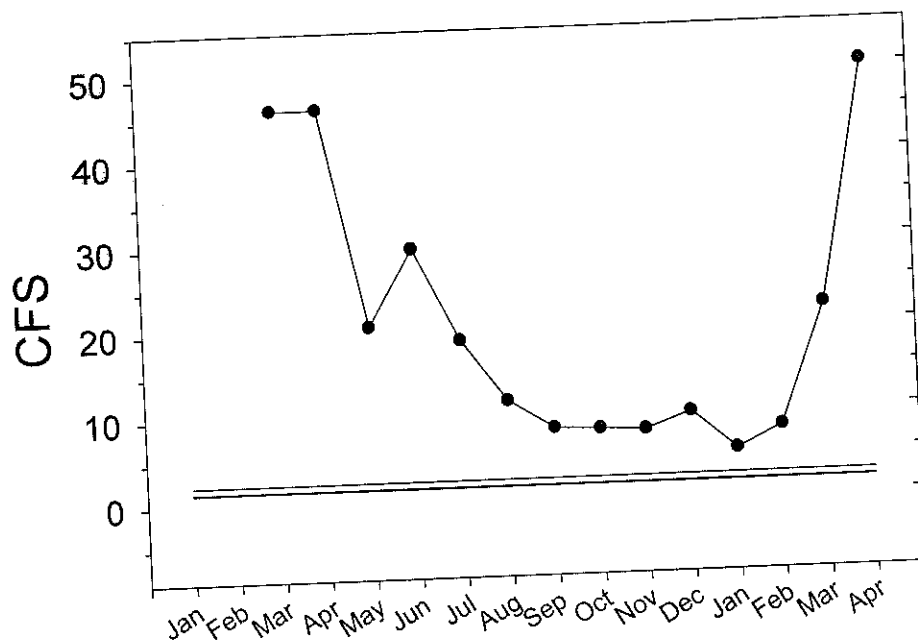


Figure 17. Evitts Run discharge over the sampling period. The two parallel straight lines below the plot of Evitts Run discharge indicate the limits of the WWTP variable discharge of 0.9 to 1.5 Mgal/day (approximately 1.4 to 2.3 CFS).

Total load for the county was determined by applying the average load per acre for the sampled valley watersheds (8.2 NO₃-N lbs/acre) and sampled mountain watersheds (0.3 NO₃-N lbs/acre) to their respective non-sampled areas and summing the total. Load for the karst valley area was estimated to be 970,688 lbs NO₃-N/yr and 4,814 lbs NO₃-N/yr for the mountain area, totaling 975,502 lbs NO₃-N/yr (Fig. 18). This results in an annual load of 7.2 lbs/acre per year for Jefferson County.

Jefferson County nitrogen load is approximately 43% of the total allotted estimated-on-site (EOS) from the Chesapeake Bay Model Phase I WIP (WVCA). Even though reducing the Charleston WWTP nitrogen concentrations to Chesapeake Bay target total nitrogen concentrations for WWTP's of 5 mg/l (average during this study was approximately 12 mg TN/l), reducing to these levels or even removing all nitrogen from the WWTP outflow would do little to reduce the Jefferson County nitrogen load as it comprises only 1.4% of the total allotted EOS for the county. Reductions of nutrient loads at WWTP's are only part of the solution to reduce total load.

The mean annual yield for the valley watersheds ranged from approximately 3-14 $\text{NO}_3\text{-N}$ lbs/yr/acre (Fig. 17a); yields of Evitts Run and Bullskin Run watersheds were approximately 2-3 times greater than those of other watersheds.

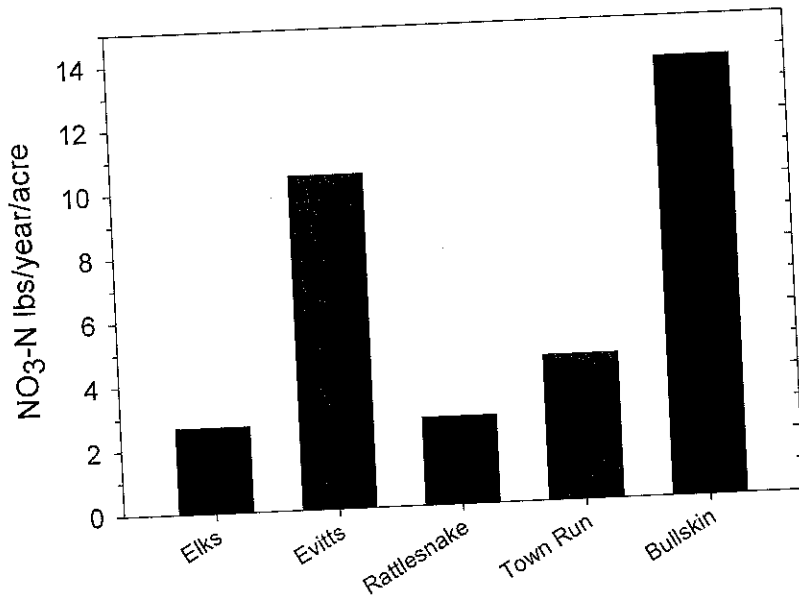


Figure 17a. Mean annual yield (mean annual load/watershed area) of $\text{NO}_3\text{-N}$ for valley watersheds.

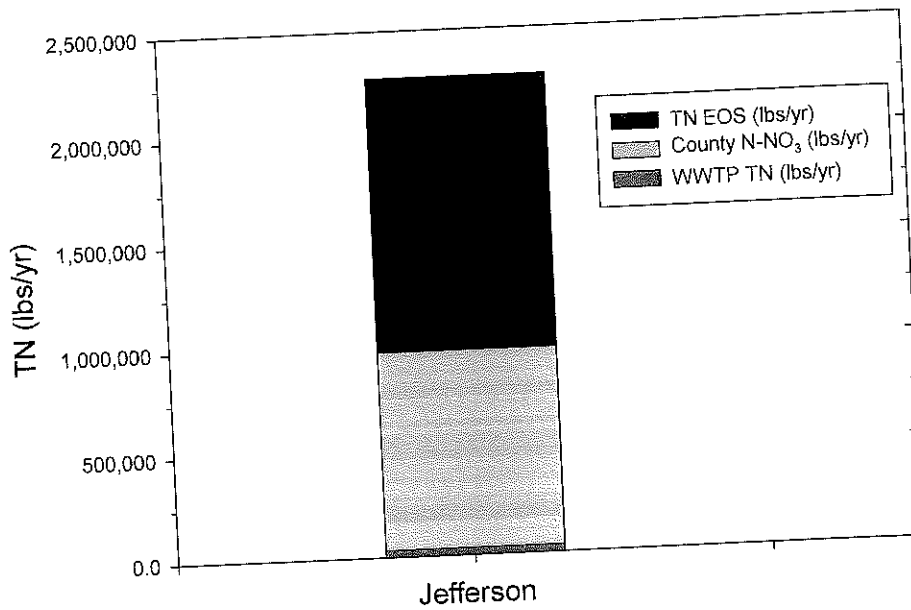


Figure 18. Total nitrogen load determined for Jefferson County. Also plotted is the Charlestown WWTP nitrogen load and the estimated-on-site (EOS) allotted to Jefferson County from the Phase I implementation WIP (Watershed Improvement Plan).

Stormflow

Stormflow is the water that enters a stream after a precipitation event that results in a relatively fast rise of the water in the stream channel. Overland flow, or the water that exceeds the infiltration rate at a site, is a major component to stormflow and is important to nutrient and other contaminant load as it entrains any material on the land surface and carries it directly into the stream channel. Shallow subsurface stormflow or saturation overland flow also contributes to the stormflow. Baseflow is the water in the stream channel that results from groundwater or from shallow subsurface flow that slowly moves to the stream channel; it is also called dry weather flow as it is the water that enters the stream channel during dry weather periods.

This study determined discharge and sampled nutrient concentrations during baseflow conditions and did not sample stormflow conditions. Specialized equipment that triggers on rising water in the channel and subsequently retrieves samples during the rise and fall of the hydrograph are needed for this type of work. However, load can be significantly underestimated if nutrients carried at stormflow are not evaluated. Much of the load carried by a stream is carried during periods of the rise of water in the channel, or during stormflow. For example, the percent of total baseflow yield to total flow nitrate yield for streams in the Chesapeake Basin can be as low as 14% (Bachman et al. 1998) (the range is up to approximately 80%) indicating that nitrate loads can be underestimated by up to 86%. Stormflow can also be important in forested catchments where 73% of the total nitrogen was carried by surface runoff during stormflow events (Bhat et al. 2006). Even a single or a few large storm events may account for substantial proportions of annual loads and can deliver up to 73% of annual load (McHale and Phillips 2002; Longabucco and Rafferty 1998).

Modeling approaches to estimate load (Bachman et al. 1998; Langland et al. 2004; Hirsch et al. 2010) may not produce accurate estimates for small scale watersheds such as those in Jefferson County. Local practices may have a dramatic impact on nutrient and sediment concentrations and these concentrations levels need to be determined not estimated. Moreover, it is determination at local levels that will serve as input to models and serve to refine model parameters. The assessment of whether a BMP (Best Management Practice) is having an affect in reducing loads can only be determined by

actual assessment. This study provides background levels in order to set targets for reduction. Load determination evaluates the quantity and while it may provide an indication, it does not provide the definitive answer for the specific sources and transport mechanisms to the stream. Moreover, BMP's and assessments to reduce load from watersheds may take years before results are observed as there may be lag periods in system response.

Bacteria

E. coli is a microorganism that lives in the gastrointestinal tract of almost all warm-blooded animals. *E. coli* can be found in all human waste and makes up about 90 to 100% of the coliform organisms in human and animal feces. Principal sources of *E. coli* (and other fecal coliform bacteria as well as pathogens) are wastewaters from sewage plants, septic systems, runoff from agricultural feedlots and fields, food processing plants, and stormwater runoff, which carries animal and bird (domestic and wildlife) fecal material.

The EPA standard for the maximum *E. coli* concentration in a single sample for a designated bathing beach is 235 cfu/100ml; 298 cfu/100ml for moderately used waters with full body contact; 409 cfu/100ml for lightly used waters with full body contact; and 575 cfu/100ml for infrequently used waters with full body contact. 409 cfu/100 ml was used as the criteria for this study.

Valley springs had very low bacterial contamination; the 409 CFU/100ml criteria was exceeded only once each in two springs (Fig. 19) over the sampling period. The sporadic contamination was likely due to mice or other rodents in the vicinity at the time of sampling.

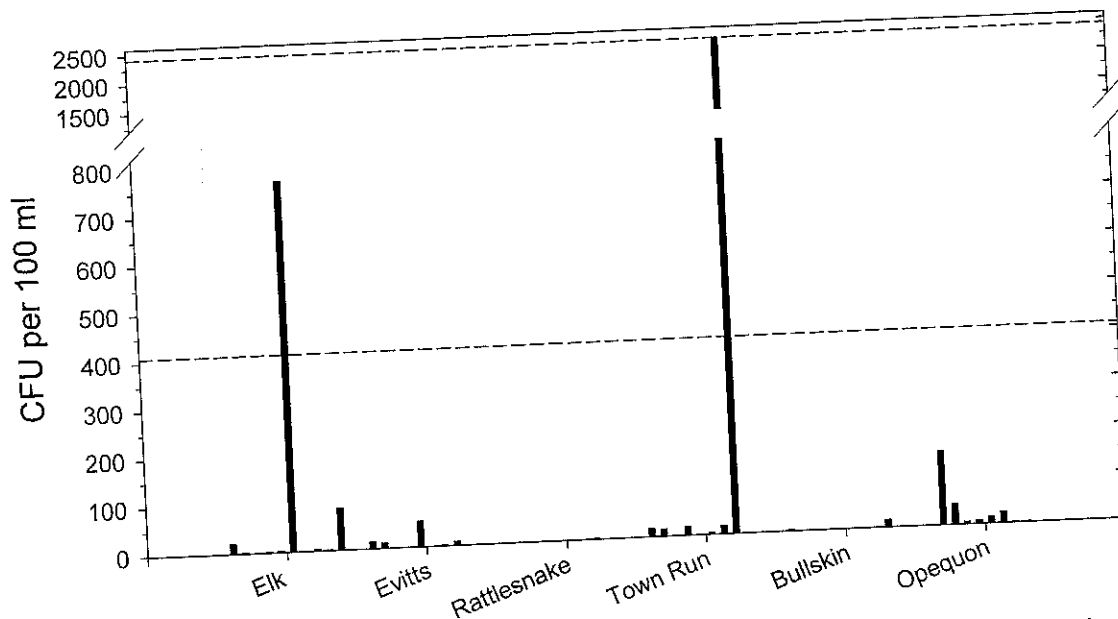


Figure 19. *E. coli* levels at Valley spring sites over the 14 sampling dates. The dashed line marks the EPA 409 CFU/100ml criteria for lightly used waters with full body contact. The upper dashed line marks the 2419 limit for the method; *E. coli* levels were likely to be higher but were not determined. Note the break in the axis.

Valley mainstem sites had much higher bacterial levels with 29-57% of the sampling dates exceeding the EPA 409 CFU/100ml (Fig. 20). This indicates widespread *E. coli* bacterial contamination of surface waters of Jefferson County. Since groundwater have relatively low bacterial contamination, it appears that surface water bacterial levels are due to input from shallow subsurface and overland flow. Other surface constituents would also be carried into the mainstem through this pathway and may be correlated with sources for bacterial contamination.

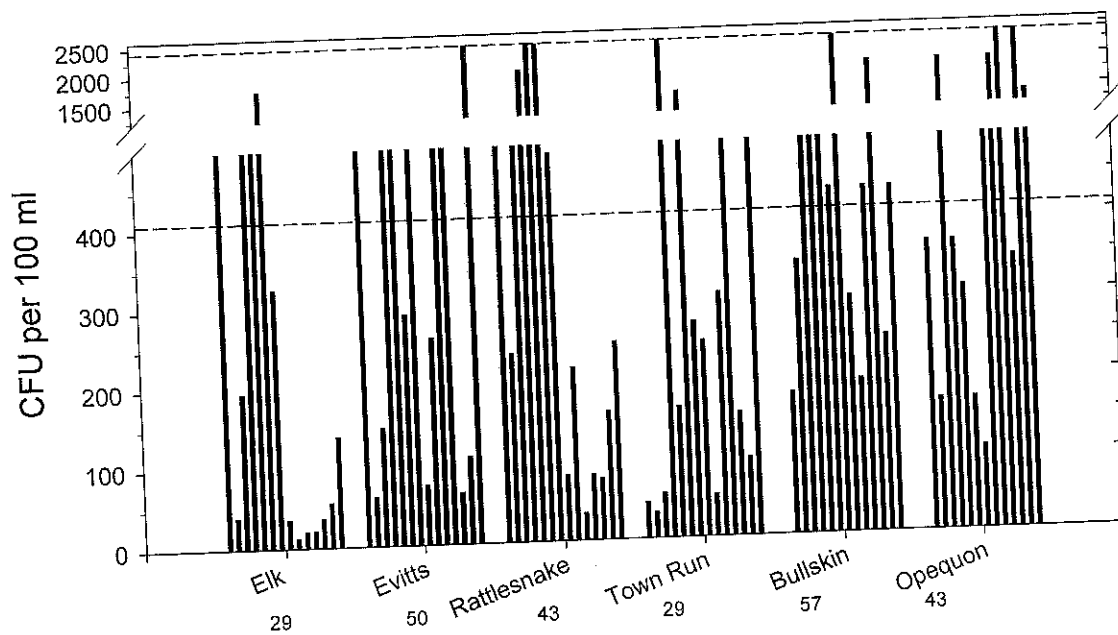


Figure 20. *E. coli* levels at Valley mainstem sites over the 14 sampling dates. The dashed line marks the EPA 409 CFU/100ml criteria for lightly used waters with full body contact. Numbers below the site name indicate the percentage of samples that exceeded the 409 CFU/100 ml criteria. The upper dashed line marks the 2419 limit for the method; *E. coli* levels were likely to be higher but were not determined. Note the break in the axis.

Bacterial levels at the mountain sites were lower than those at the Valley mainstem sites with only 4-21% of the 52 dates sampling exceeding the EPA 409 CFU/100 ml criteria (Fig. 21).

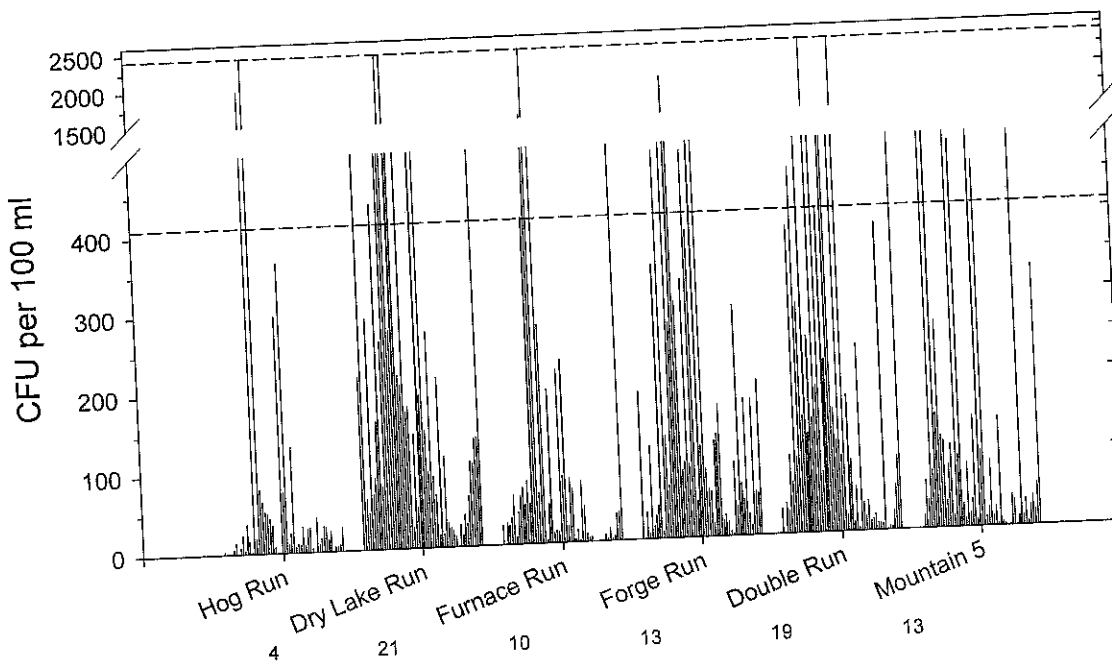


Figure 21. *E. coli* levels at mountain sites. The dashed line marks the EPA 409 CFU/100ml criteria for lightly used waters with full body contact. Numbers below the site name indicate the percentage of samples that exceeded the 409 CFU/100 ml criteria. The upper dashed line marks the 2419 limit for the method; *E. coli* levels were likely to be higher but were not determined. Note the break in the axis.

Three main sources for bacterial contamination are septic, agricultural runoff, and concentrated populations of wildlife. A source determination study is needed in order to determine the origin of the bacterial contamination. In a first step towards restoring Jefferson County surface water quality, we suggest to monitor bacterial contamination and to identify potential sources for bacterial contamination in two highly contaminated streams in Jefferson County: Bullskin Run and Evitt's Run. The Bullskin is a largely rural stream and Evitt's Run is a more urban stream that passes through the Charles Town municipality. Effective management of non-point source inputs requires a better understanding of the sources in order to make effective recommendations. Once non-point sources of contamination are determined we would be able to communicate and recommend specific reduction BMP's (Best Management Practices); for example, riparian fencing for agricultural inputs and septic pumping or upgrades for human bacterial sources.

Physical Parameters

Temperature

Temperature (Fig. 22) for all streams ranged from approximately 0-27 °C. There was little variation (approximately 3 °C) between streams in mountain streams with a higher variation (approximately 6 °C) between valley mainstem streams. Temperature in springs over the sampling period (Fig. 22 Mid) varied a maximum of 3.5 °C in Elks Run and a minimum of 0.1 °C and 0.6 °C in the Bullskin and Opequon; other springs varied 1.3-2.2 °C.

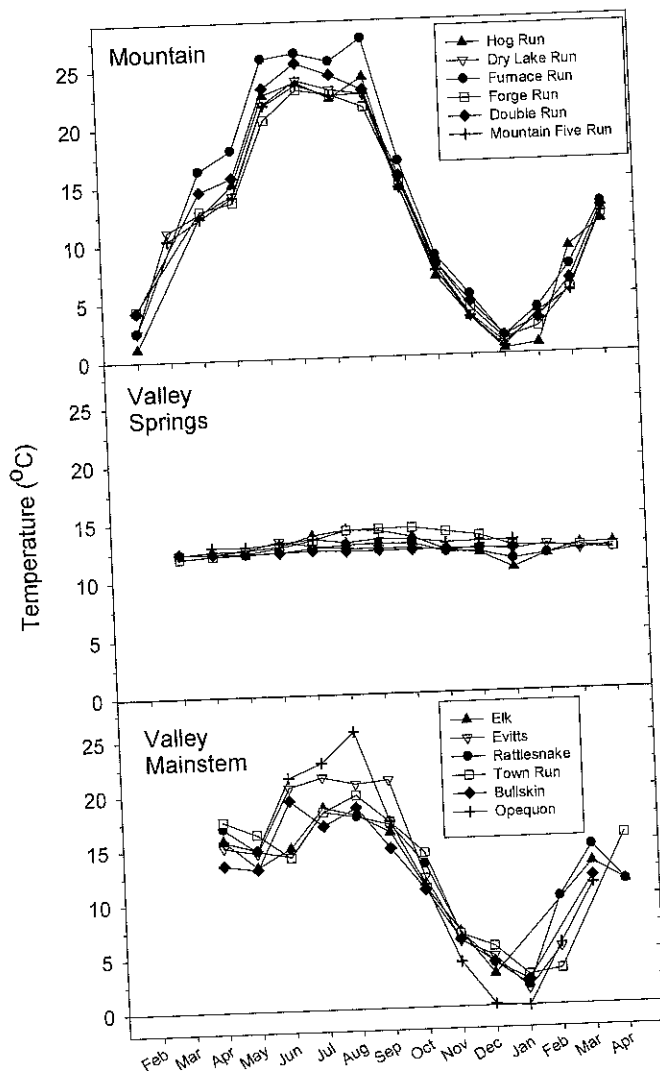


Figure 22. Temperature for valley streams (Bot) valley springs (Mid) and Mountain streams (Top).

Oxygen

Oxygen levels in all streams and springs (Fig. 23) were sufficient for aquatic life. Oxygen concentrations in mountain streams ranged from 3.5-14.7 mg/L and appeared to be controlled more by physical factors than biological photosynthetic input. Mountain oxygen levels are inversely correlated with temperature (Fig. 22 Top). Temperature and gas solubility are inversely related; colder water can hold higher concentrations of a gas than warmer water. Mountain streams have low discharge (see Fig. 28), thus, low thermal inertia, and flow will respond faster to hot summer ambient air temperature fluctuations. Valley mainstem streams with higher discharge and thermal inertia do not respond as quickly to and lag behind ambient air temperature. Moreover, the valley mainstem streams have an open canopy in many areas and the increased sunlight results in increased photosynthetic output and high oxygen levels (approximately 6-18 mg/L).

Spring oxygen levels (Fig. 23 Mid) are much lower and range from 4-9 mg/L. Springs typically have low oxygen concentrations due to groundwater bacterial respiration.

Percent oxygen saturation is the percent of oxygen in the water compared to the maximum that could be dissolved in the water at that temperature. Values for valley mainstem sites and Mountain sites range from approximately 45-150 percent saturation (Fig. 24 Bot and Top) with most values 90-100. Supersaturation, or values above 100%, usually indicates photosynthetic activity. Spring sites are lower at 36-95 percent saturation, and reflect the reduced levels of oxygen due to respiration.

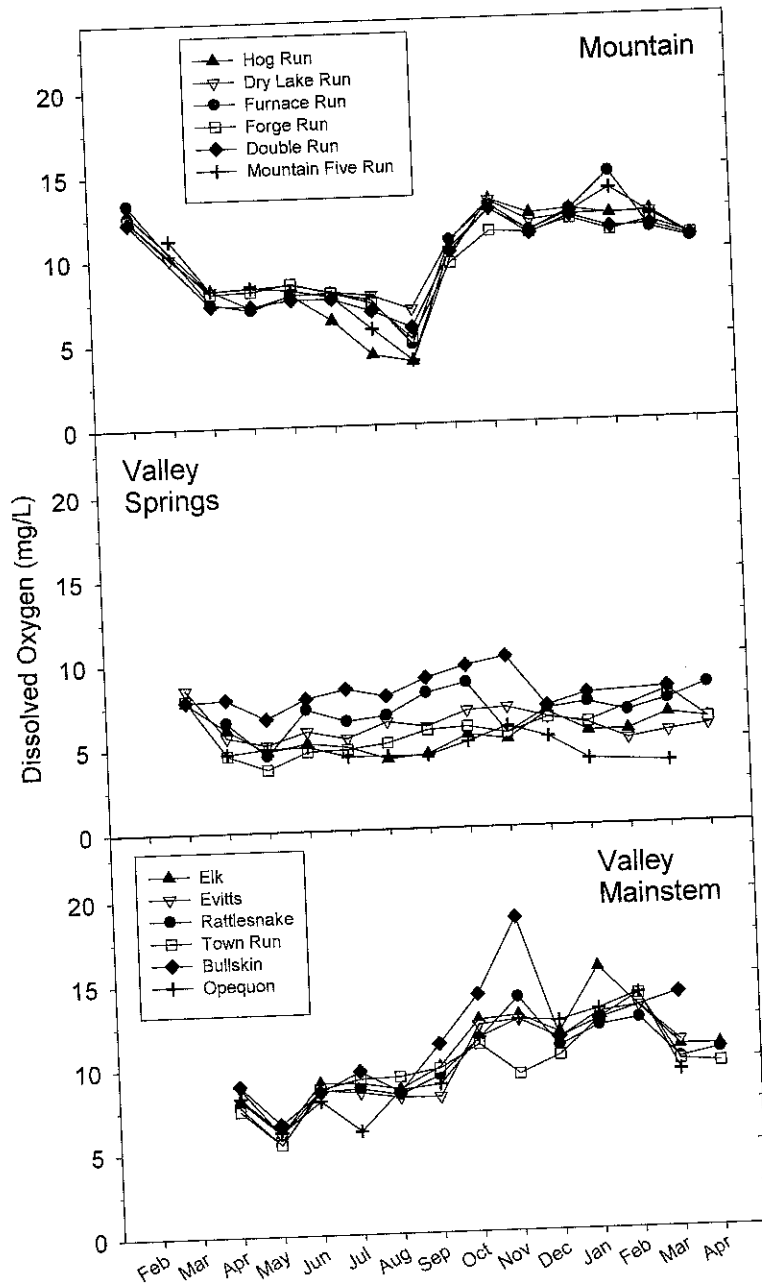


Figure 23. Oxygen levels in valley mainstem streams (Bot), valley springs (Mid) and Mountain streams (Top).

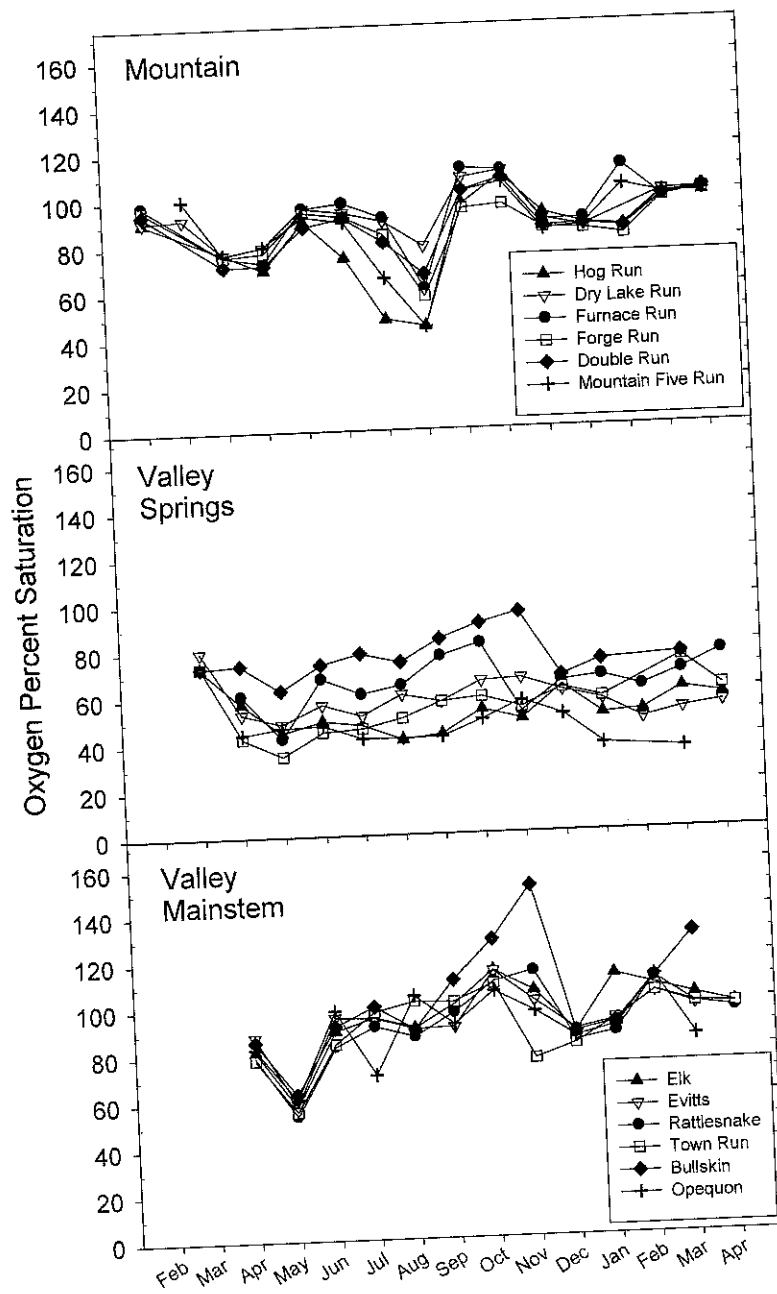


Figure 24. Percent oxygen saturation in valley mainstem streams (Bot), valley springs (Mid) and Mountain streams (Top).

Specific Conductivity

Specific conductance measures the ability of the water to conduct electricity and is related to the concentration of ions; the higher the concentration of dissolved substances in the water, the higher the specific conductance. Karst streams are typically dominated by bicarbonate ions due to the underlying calcium carbonate bedrock. Specific conductivity can decrease after dilution from rain typically very low in ionic concentration or it can increase by concentrating ions from evaporation, or an input from surface runoff, such as road salt.

Specific conductance values for valley mainstem sites (Fig. 25 Bot) were approximately equal to those at spring sites (Fig. 25 Mid). Within the valley mainstem streams, specific conductance was approximately equal for all sites (approximately 500 μS) at the start of sampling, increased to approximately 650 μS by December as discharge decreased, most likely due to concentration by evaporation at low flow drought conditions and high temperature, and remained at that level as discharge increased in January. Levels at the Opequon site were higher, most likely due to input from the upstream Martinsburg WWTP. Evitts mainstem specific conductivity was also higher and variable than other streams, most likely due to input from the upstream Charlestown WWTP.

Although there was some variability, each spring site maintained a slight but distinct trajectory over the sampling period. This could indicate a different water groundwater source.

Mountain stream specific conductance was approximately one half those at valley sites (Fig. 25 Top). Values for reference Hog Run are very low and range from 6 to 90 μS . This is typical given the metamorphosed rocks underlying the area (McCoy et al. 2005). Other sites maintain relatively distinct but higher trajectories (up to 360 μS) over the sampling period. Nitrate, sulfate, and chloride concentrations increase in all these developed watersheds (Fig. 6) indicating a likely shallow subsurface input from anthropogenic sources.

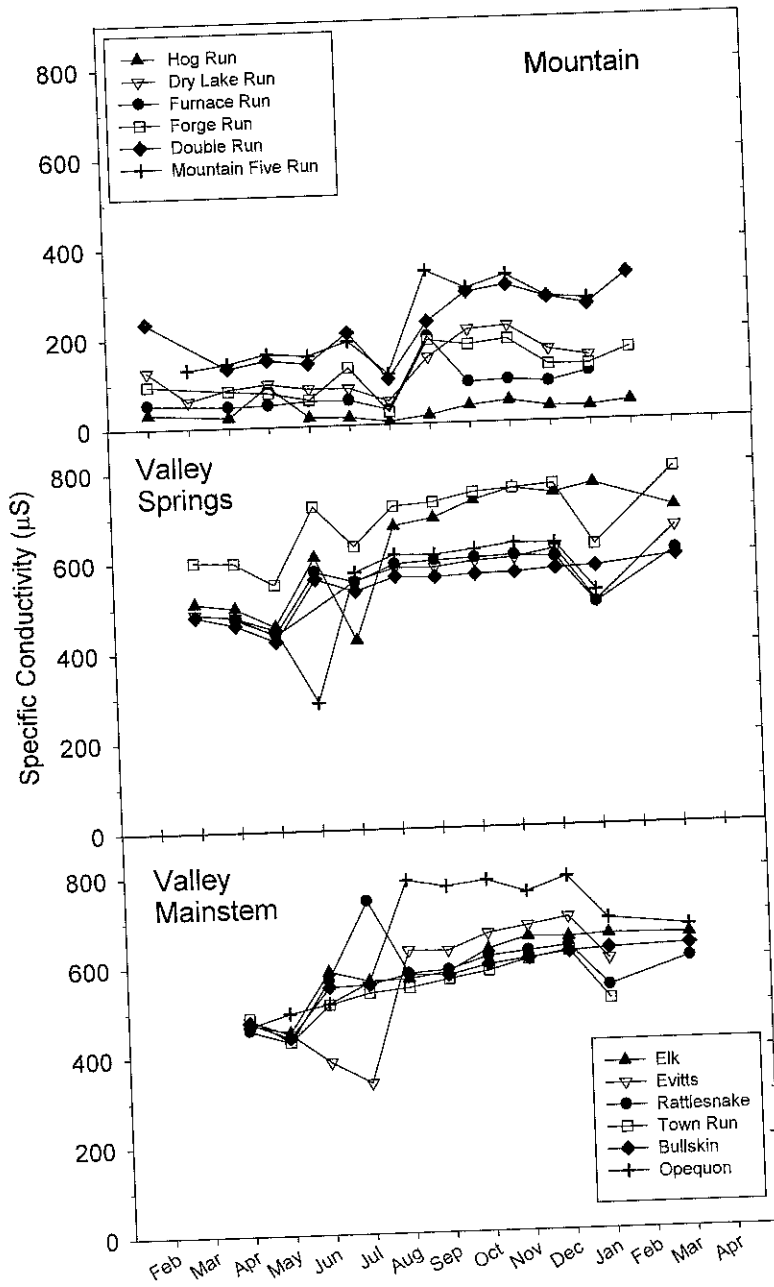


Figure 25. Specific conductivity for valley mainstem streams (Bot), valley springs (Mid), and Mountain streams (Top).

pH

pH for valley and Mountain streams (Fig. 26 Top and Bot) ranged from 7.5-8 and were typical of values in streams underlying carbonate bedrock (for valley streams). pH for Hog Run is lower and reflects the low buffering capacity as indicated by the low specific conductance values. Spring pH values (Fig. 26 Mid) are slightly lower and typically circumneutral and reflect the decrease from respiration in groundwater.

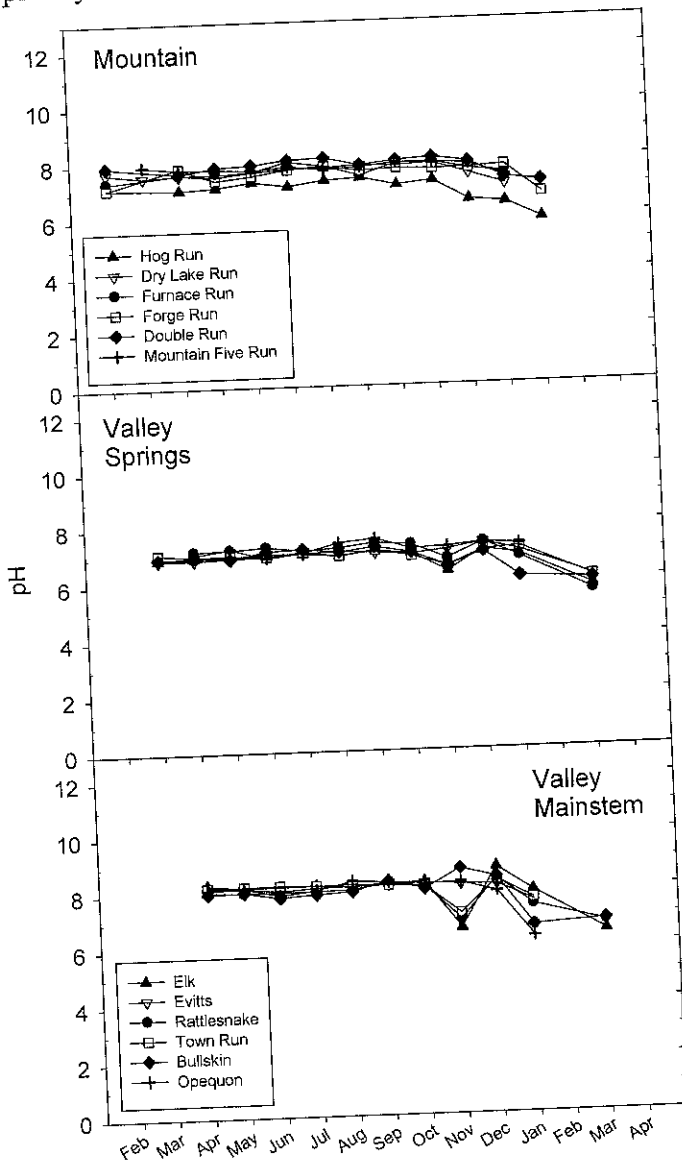


Figure 26. pH at valley mainstem (Top), valley springs (Mid) and Mountain streams.

Turbidity

Turbidity is the amount of suspended particles in water and is measured in Nephelometric Turbidity Units (NTU). Typical standards for drinking water are 0-5 NTU (EPA National Primary Drinking Water Standards); water around 10 NTU is slightly cloudy and waters with approximately 40 NTU are noticeably cloudy. In West Virginia the standard stipulates that activities cannot increase the background NTU by 10 NTU's when the background is 50 NTU or less, or, if the background is more than 50 NTU, increase turbidity by more than 10% (plus 10 NTU minimum).

Values for turbidity determined in this study serve as background level turbidity levels for surface streams at baseflow conditions. While not measured in this study, observations at high waters due to overland flow result in high amounts of suspended material and should be measured. Turbidity in valley streams (Fig. 27 Bot) was variable and ranged to 55 NTU. Turbidity in valley springs (Fig. 27 Mid) ranged up to 25 NTU; those high values are likely due to localized disturbance as low NTU values in springs indicate very clear waters. Likewise, streams in the Mountain at baseflow conditions are clear with NTU values ranging up to 35 NTU (Fig. 27 Top). Low NTU values for Hog Run (0-4 NTU) indicate the importance of a riparian zone to reduce sediment and other materials from entering the stream.

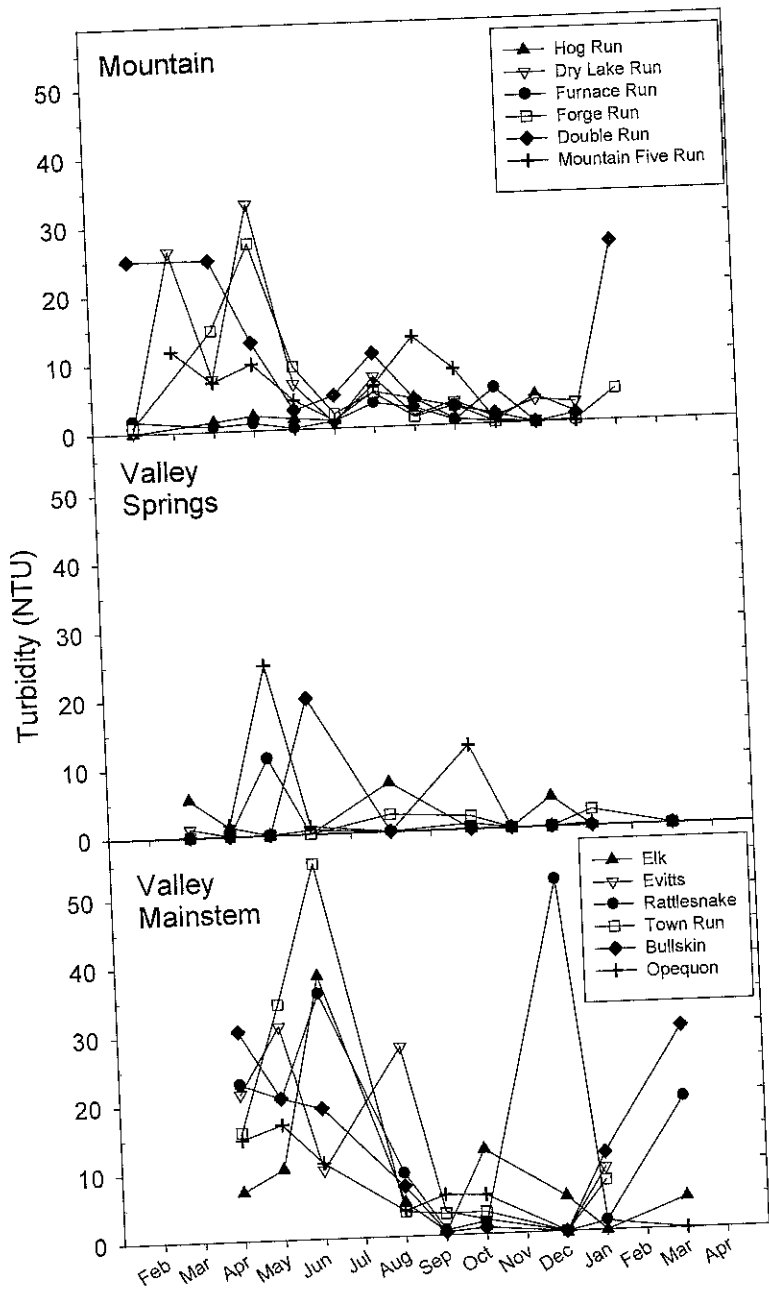


Figure 27. Turbidity at valley mainstem (Top), valley springs (Mid) and Mountain streams.

Discharge

The study period included a dry period in which discharge for streams decreased from initial high flows at the start of the study in Feb 2010 to low flows during Jul to Feb with an increase after February. In Valley streams (Fig. 28 Bot), discharge for all streams decreased from 10-50 CFS to 0.2-9 CFS during the low flow period and then increased to 6-22 by early 2011. Discharge at Mountain streams (Fig. 28 Top) also followed this pattern (although with much lower discharge overall) with initial levels of 0.5-6 CFS at the start of the study, decreasing to 0.1-0.5 CFS during the low flow period, with an increase to 3.5-25 CFS at the end of the study. The relatively April high flow at Hog run is likely due to a localized rainfall; this rainfall exceeded the capacity of the culvert and water flooded the road. Groundwater discharge also declined during the low flow period at the valley springs (Fig. 28 Mid).

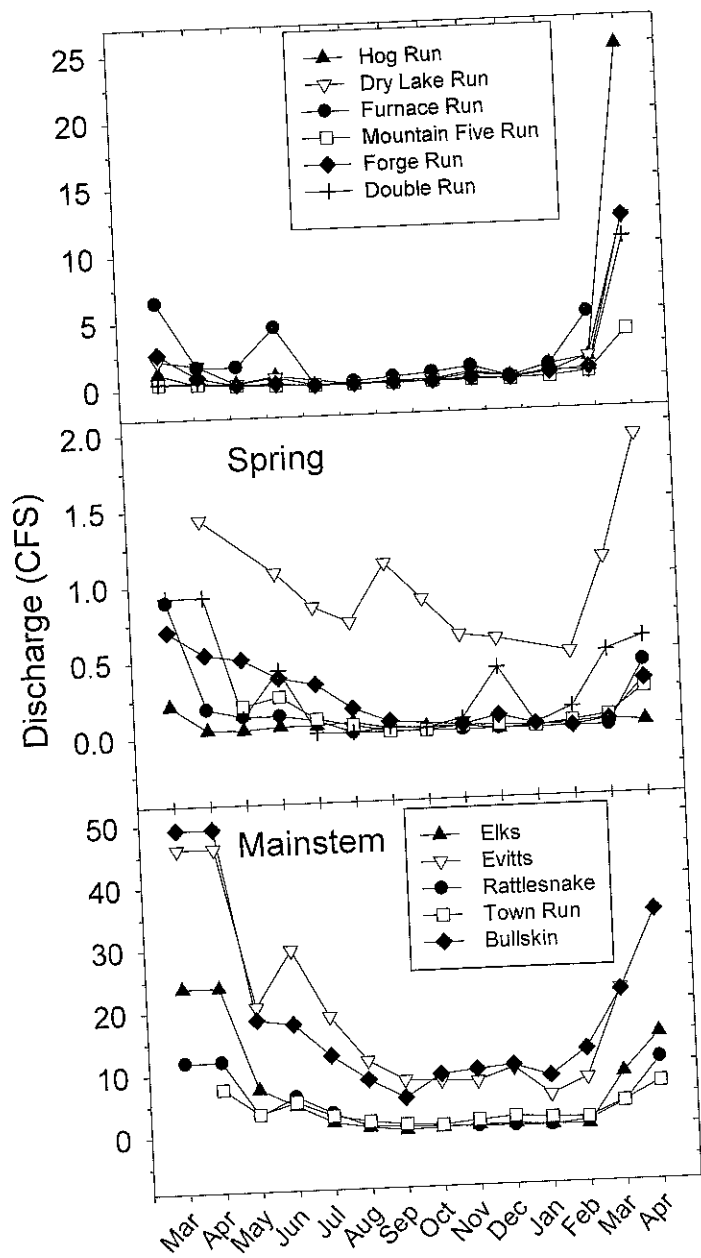


Figure. 28. Discharge for sampled streams over the sampling period; Mountain streams (top), Valley springs (mid), and Valley mainstem streams.

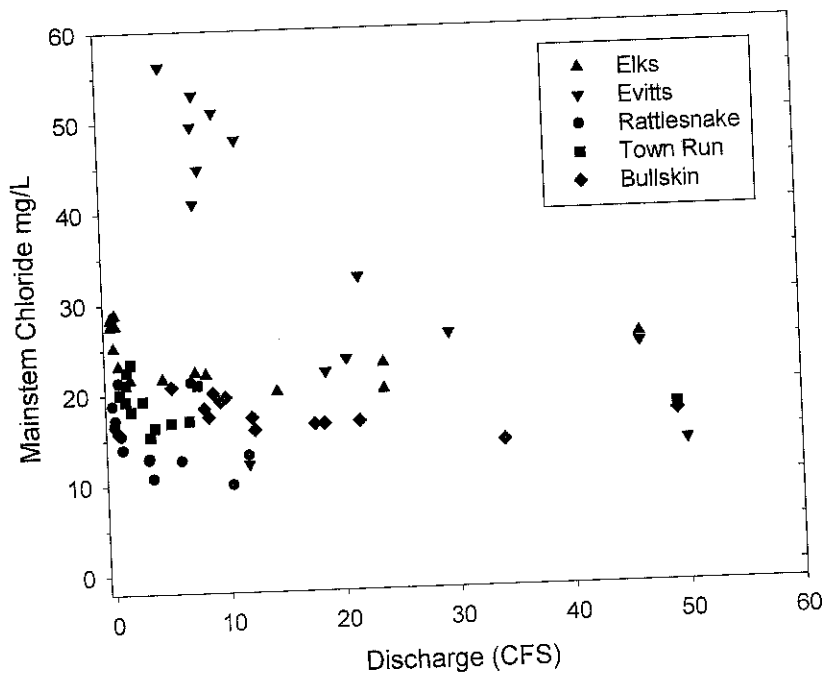


Figure 30. Relationship between valley mainstem chloride concentrations to discharge.

There was a significant decrease of specific conductivity as discharge increased for valley spring sites (Fig. 31) and for valley mainstem sites (Fig. 32). This indicates a dilution of ions at higher flows and was probably due to sampling at baseflow conditions after flushing of compounds from surface and subsurface features.

There were no correlations of nitrate with discharge for all valley spring samples (Fig. 33) or for all valley mainstem samples (Fig. 34). However, nitrate concentrations for Evitts (Fig. 35) and Bullskin (Fig. 36) springs decreased significantly with higher discharge. It may be that nitrate concentrations are variable at low groundwater discharge due to variable mixing with surface or shallow subsurface waters. However, baseflow sampling after a significant discharge flushed any nitrate compounds and concentrations equal background groundwater nitrate levels (15-20 mg NO₃/L) at high discharge.

In contrast to Evitts and Bullskin springs, nitrate concentrations for valley mainstem Evitts and mainstem Bullskin did not vary with discharge; this is most likely due to the stream constantly receiving nitrate input from different sources along its length and thus increasing the probability of variable nitrate input at high and at low discharge.

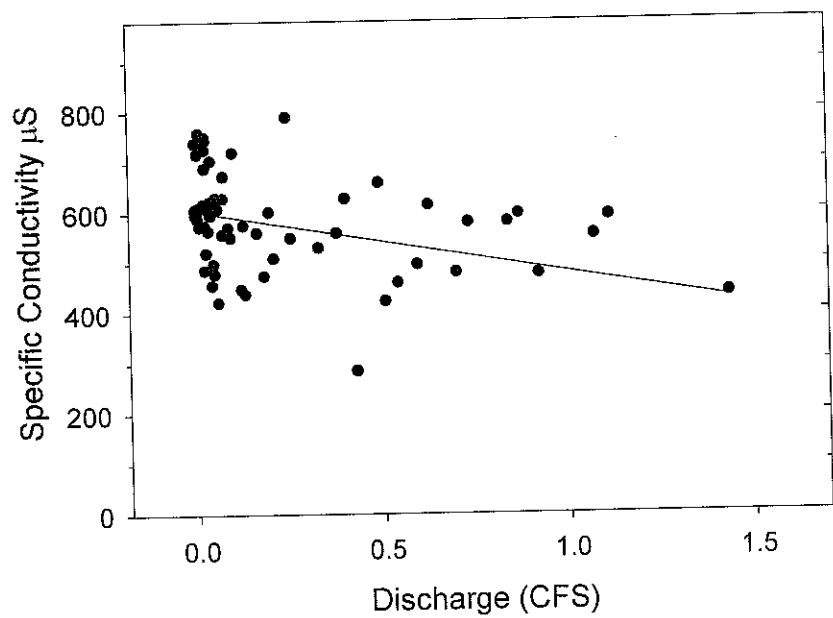


Figure 31. Relationship between specific conductivity and discharge for valley spring sites.

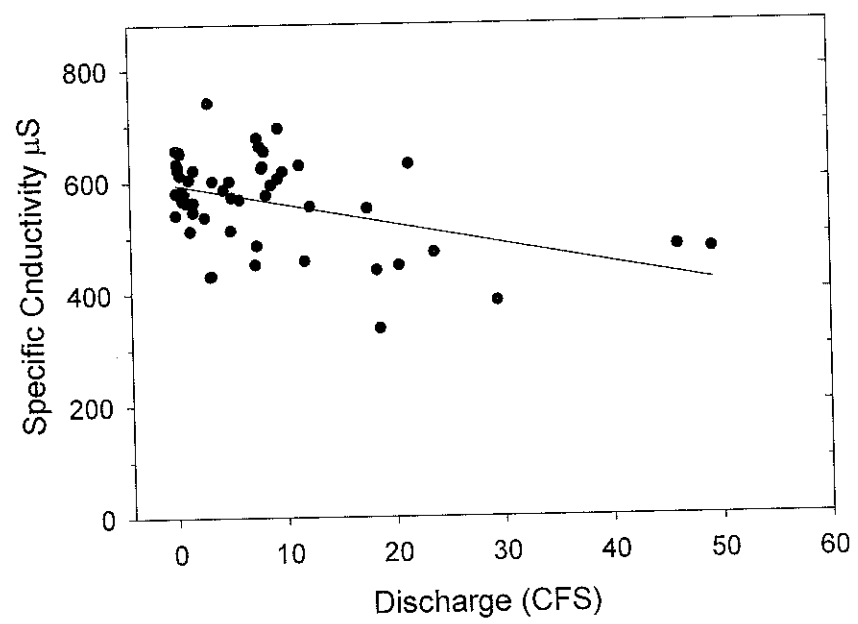


Figure 32. Relationship between specific conductivity and discharge for valley mainstem sites.

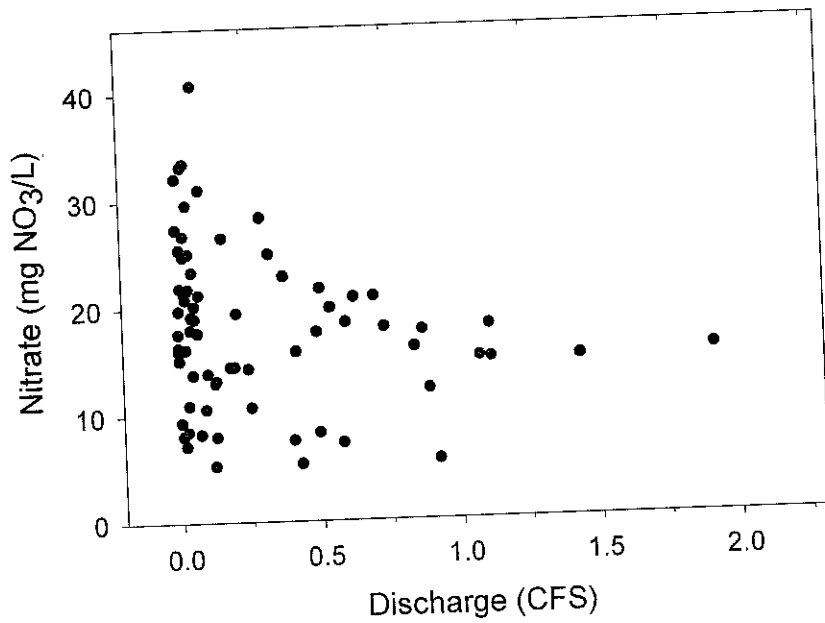


Figure 33. Relationship between nitrate and discharge for valley spring sites. The relationship was not significant.

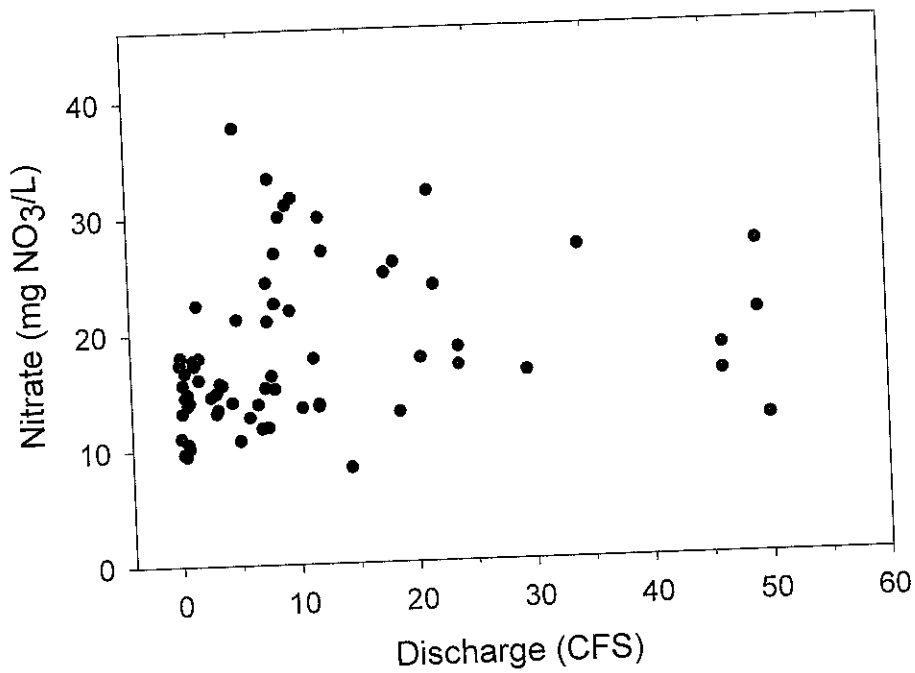


Figure 34. Relationship between nitrate and discharge for valley mainstem sites. The relationship was not significant.

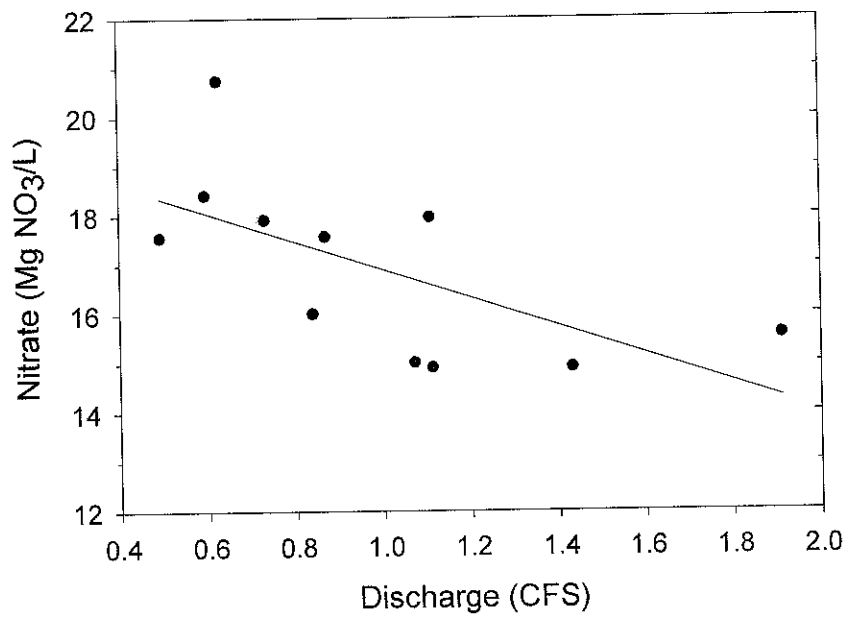


Figure 35. Relationship between nitrate and discharge for valley Evitts spring site.

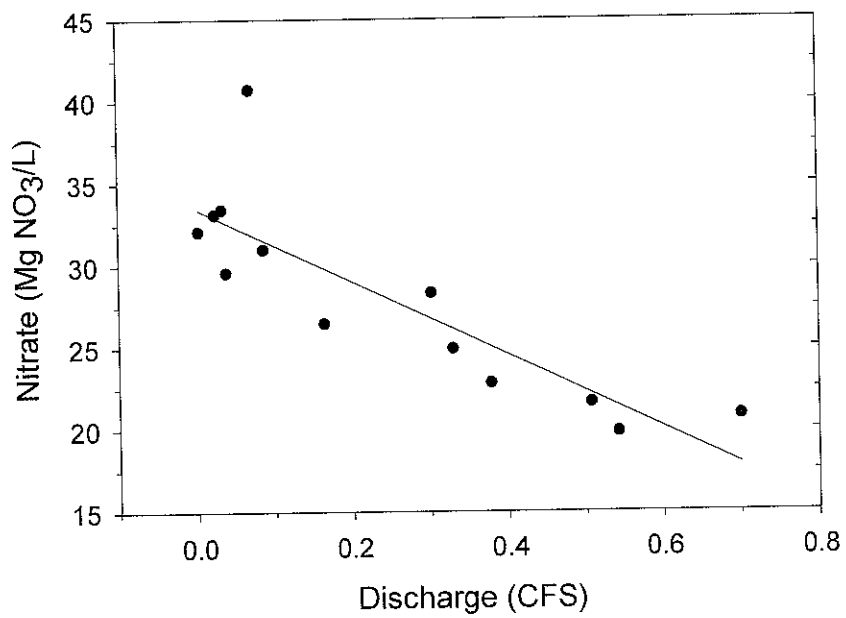


Figure 36. Relationship between nitrate and discharge for valley Bullskin spring site.

Monitoring

Monitoring the surface and groundwater provides the data necessary to make rational decisions for our present and future water needs. The Chesapeake Bay TMDL has set caps on nutrient export. Monitoring provides us with important information and benefits.

- 1) It provides knowledge of the baseline data for water quantity, nutrient concentrations and load. Given the large extent of the Bay watershed, models were used to allocate target loads. The county should know actual not predicted loads and any decision on how to reduce loads should be based on actual, not modeled data.
- 2) Monitoring provides the means to evaluate and assess any implemented BMP to reduce local nutrient load. Faced with potentially costly nutrient allocation, we should implement only those BMP's that are effective. The prescription to solving problems at a small watershed scale will be site specific, locally implemented and locally assessed.
- 3) Data collected on a small watershed scale can be used to refine general model predictions.
- 4) Participation in a regional effort to reduce nutrient loads acknowledges our shared commitment with other communities, especially those near the Bay and those who depend upon the Bay economically. This acknowledges the economic catastrophe that a polluted bay causes for Chesapeake Bay local communities and that we have a role in the solution. Jefferson County desires clean and healthy aquatic systems precisely for the same reasons. Clean water is an attraction for development and business in addition to providing for recreation, tourism, fishing, drinking water supplies, and wildlife habitat.
- 5) By monitoring we provide opportunities to bring in grant resources and cooperation and advisement with other entities – state, federal, or private.
- 6) Monitoring provides us with the local knowledge to create solutions, innovations and business opportunities for nutrient reduction and resource management. These include application of waste processing techniques that reduce impact of septic systems or septic pumping.

Acknowledgments

We gratefully acknowledge funding from the West Virginia Department of Human and Health services that funded the chemical and bacterial analysis for Valley streams and Valley springs and for two Mountain streams. This grant was awarded to Jefferson County by the West Virginia Human and Health Services as a result of the efforts of the Jefferson County Watershed Advisory Committee.

We gratefully acknowledge the Jefferson County Commission for funding of weekly bacterial sampling in the Mountain streams at four stream sites.

We also gratefully acknowledge the volunteer services of Dr. Peter Vila and Dr. Dan DiLella for their time and effort in planning the study, collecting samples, analyzing laboratory data, presenting results, and writing the report. In addition, the authors provided additional field work and chemical sampling for four streams in the Mountain region; this was an unfunded volunteer contribution.

We thank the School of Natural Sciences and Mathematics at Shepherd University for providing laboratory space and support.

We gratefully acknowledge the assistance of many field hands, in particular, Kyle Crapster, Cara Schildtknecht, and Joe Freeman. These hard working individuals labored through hot and cold conditions with a cheery disposition and keen interest in environmental stewardship.

References

- Bachman, L. J., B. Lindsey, J. Brakebill, and D. S. Powars. 1998. Ground-Water Discharge and Base-Flow Nitrate Loads of Nontidal Streams, and Their Relation to a Hydrogeomorphic Classification of the Chesapeake Bay Watershed, Middle Atlantic Coast. Water-Resources Investigations Report 98-4059.
- Bhat, S. K. Hatfield, J. M. Jacobs, R. Lowrance and R. Williams. 2007. Surface runoff contribution of nitrogen during storm events in a forested watershed. *Biogeochemistry* 85:253-262.
- Boughton, C.J., and McCoy, K.J., 2006, Hydrogeology, aquifer geochemistry, and ground-water quality in Morgan County, West Virginia: U.S. Geological Survey Scientific Investigations Report 2006-5198, 56 p.
- Charles J. Patton and Jennifer R. Kryskalla. 2003. Methods of Analysis by the U.S. Geological Survey National Water Quality Laboratory—Evaluation of Alkaline Persulfate Digestion as an Alternative to Kjeldahl Digestion for Determination of Total and Dissolved Nitrogen and Phosphorus in Water. U.S. Geological Survey Water-Resources Investigations Report 03-4174.
- EPA. National Drinking Water Standards.
<http://water.epa.gov/drink/contaminants/index.cfm>
- EPA. National Secondary Drinking Water Regulations.
<http://water.epa.gov/drink/contaminants/index.cfm#SecondaryList>.
- Hirsch, Robert M., Douglas L. Moyer, and Stacey A. Archfield, 2010. Weighted Regressions on Time, Discharge, and Season (WRTDS), With an Application to Chesapeake Bay River Inputs. *Journal of the American Water Resources Association* (JAWRA) 46(5):857-880.
- Hobba, W.A., Jr., 1981, Ground-water hydrology of Jefferson County, West Virginia: West Virginia Geological Survey Environmental Geology Bulletin 16, 21 p.
- Langland, M.J., Phillips, S.W., Raffensperger, J.P., and Moyer, D.L., 2004, Changes in streamflow and water quality in selected nontidal sites in the Chesapeake Bay Basin, 1985-2003: U.S. Geological Survey Scientific Investigations Report 2004-5259, 50 p.
- Longabucco, Patricia and Rafferty, M.R., 1998, Analysis of material loading to Cannonsville Reservoir—advantages of event-based sampling: *Journal of Lake and Reservoir Management*, v. 14, p.197-212.

- McCoy, J.K., M.H. Podwysocki, E.A. Crider, and D.J. Weary. 2005. Fracture Trace Map and Single-Well Aquifer Test Results in a Carbonate Aquifer in Jefferson County, West Virginia. U.S. Geological Survey Open-File Report 2005-1407. Online Only - Version 1.0.
- McHale, M. R. and Patrick J. Phillips. 2002. Stream-Water Chemistry, Nutrients, and Pesticides in Town Brook, a Headwater Stream of the Cannonsville Reservoir Watershed, Delaware County, New York, 1999. U.S. Geological Survey Water-Resources Investigations Report 01-4050
- Kozar, M. D. W. A. Hobba, Jr. and J. A. Macy. 1991. Geohydrogeology, water availability, and water quality of Jefferson County, with emphasis on the carbonate area. U.S. Geological Survey Water-Resources Investigations Report 90-4118
- Schill, W.B. and M.V. Mathes. 2008. Real-time PCR detection and quantification of nine potential sources of fecal contamination by analysis of mitochondrial cytochrome b targets. *Environ. Sci. Technol.* 42:5229-5234
- Triska, F.J., V.C Kennedy, R.J. Avanzino, G.W. Zellweger, and K.E. Bencala. 1989. Retention and transport of nutrients in a third-order stream in northwestern California: Hyporheic processes. *Ecology* 70:1893-1905.
- WV Phase II Draft Plan. 2012.
[http://www.wvca.us/bay/files/bay_tmdl_documents/67 WV WIP Draft Phase II for Public Comment 01172012.pdf](http://www.wvca.us/bay/files/bay_tmdl_documents/67_WV_WIP_Draft_Phase_II_for_Public_Comment_01172012.pdf)
- WVCA. 2012. <http://www.wvca.us/bay/index.cfm>.