

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, MARCH 7, 2013
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

- February 19, BORE Minutes
- February 20, 2013 Budget Workshop Minutes
- February 21, 2013 Regular Meeting Minutes
- February 21, 2013 Special Session Meeting - Envision 2035 Comprehensive Plan Steering Committee/County Commission
- February 22, 2013 Budget Workshop Minutes

APPROVAL OF PURCHASE ORDERS

- March 7, 2013

APPROVAL OF ACCOUNTS PAYABLE

- February 28, 2013
- March 7, 2013

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Presentation of Resolution, Quentein Lavallee
- Resolution in recognition for receiving rank of Eagle Scout
- Discussion/Action
Presentation of Resolution, Scott Allen Bolger
- Resolution in recognition for receiving rank of Eagle Scout
- Discussion/Action
2. 10:00 a.m. Trina Bartlett
- West Virginia University School of Nursing - Final Results & Recommendations for Community Assessment - Discussion/Action
3. 10:15 a.m. Tom Trumble, Health Department Board Member
- Introduction of new Health Department Administrator, George Bernardino
- Discussion

4. 10:30 a.m. Chief Corey Parker & Pattie Turner, Loudoun County - Chris Cross, Jefferson County Representative
- Overview of Jefferson County Services & CAD - Discussion/Action
5. 10:45 a.m. BREAK
6. 11:00 a.m. Lynn Fields, Probate Clerk
- Petition for Probate in Solemn Form the Last Will and Testament of John T. Geary, deceased - Discussion/Action
7. 11:15 a.m. Jason Castillo, Director Day Report Center
- Request approval of the Berkeley/Jefferson Day Report Center Grant and Cash Match in the amount of \$106,290 - Discussion/Action
8. 11:25 a.m. Jesse Jones, Acting Manager, Sheriff's Department
- Approve the appointment of the Clinton Blevins, Jan Didawick, Keith Faulconer, Joshua Foster, James Hoffman, Austin Hovermale, Charles Houser, Robert Juarez, Michael Lagana, Benjamin Seibert, Adina White-Trammel and Robert Young to the County Deputy Reserve Program
- Discussion/Action
9. 11:35 a.m. Roger Goodwin, Chief Engineer
- Presentation of FY 2014 Office of Impact Fees Capital Improvement Plan
- Discussion/Action
10. 11:45 a.m. Boards - Interviews and Appointments
- Jefferson County Farmland Protection Board for unexpired term ending September 7, 2016 - Discussion/Action
- Jefferson County Historic Landmarks Commission - Two (2), three (3) year terms ending March 6, 2016 - Discussion/Action

UNFINISHED BUSINESS:

11. Discussion and Possible Action regarding the landowner-initiated petition to amend the County Zoning Map (Rezoning) for property designated as Tax District: Harpers Ferry, Map: 7, Parcel: 18. This property is located on the south side of US Route 340 on Campground Road approximately a half mile east of its intersection with Old Taylor Lane3 and is a total of 3.94 acres. This property is currently zoned Residential Growth and a request has been made by the owners, the Aitcheson Family Trust and Federica Adkinson, to change the zoning to Residential/light Industrial/Commercial. (Public Hearing was held January 31, 2013)
12. Possible appointment of Sheriff position - Discussion/Action (*Possible Executive Session*)

NEW BUSINESS:

13. Legislative Updates - Discussion/Action
14. Jeff Polczynski, ENP Director
- Appointment request to hire Leah Daffron Full-Time as Public Safety Dispatcher II to fill vacancy in 911 Center - Discussion/Action

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Maintenance Department - Quarterly Report, 4th Quarter 2012
- Jefferson County Development Authority - Financial Statements, Six months ending December 31, 2012

FINANCIAL DIRECTOR REPORTS

- Budget Analysis January 31, 2013 - Discussion/Action
- Capitol Outlay Review - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Space Needs - Discussion/Action (*Possible Executive Session*)

COUNTY COMMISSION REPORTS

15. Break for Lunch

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

16. 1:30 p.m. Budget Discussion - Discussion/Action
17. ADJOURN

CORRESPONDENCE:

Invitation - Shepherdstown Volunteer Fire Department annual Recognition & Awards Dinner and Dance, Saturday March 16, 2013, 5:30 p.m.

Ethics and Roberts Rules of Order Work Session - April 11, 2013.

William Kelly Baty - letter of resignation from Jefferson County Planning Commission as of March 31, 2013.

Jeffrey C. Bannon - letter of interest and resume for position on the Jefferson County Planning

Commission.

Curtis Mason - letter of interest and resume for position on the Jefferson County Landmarks Commission.

Jefferson County Board of Zoning Appeals, Press Release for Vacancies to be filled.

Loudoun County, Virginia - second and final legal notice regarding Loudoun County Planning Commission's Public Hearing on a Comprehensive Plan Amendment.

Letter from Shepherdstown Public Library, First Books For Babies - request for donation.

Letter from South Jefferson Public Library, requesting additional \$10,000 in funding for the Fiscal Year 2013-2014.

West Virginia Association of Counties - The County Legislative Line - Friday, February 15, 2013.

West Virginia Association of Counties - The County Legislative Line - Wednesday, February 20, 2013.

West Virginia Association of Counties - The County Legislative Line - Friday, February 22, 2013.

West Virginia Association of Counties - The County Legislative Line - Friday, March 1, 2013.

County Commissioners' Association of West Virginia - Legislative Update, Volume 16, Issue 2, February 20, 2013.

County Commissioners' Association of West Virginia - Legislative Update, Volume 16, Issue 3, February 27, 2013.

West Virginia Ethics Reporter, February, 2013.

The Property Connection Newsletter, Winter 2013, Volume 29, Issue 1.

West Virginia Lottery Weekly Settlement - week ending February 9, 2013.

West Virginia Lottery Weekly Settlement - week ending February 16, 2013.

West Virginia Lottery Weekly Settlement - week ending February 23, 2013.

At all times the County Commission reserves the right to rearrange agenda times because of 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 Board of Review and Equalization, continued and held at the Courthouse thereof on Tuesday, February 19, 2013, beginning at 1:31 p.m.

PRESENT: Dale Manuel, Commission President
Jane Tabb, Commissioner
Lyn Widmyer, Commissioner

STAFF: Angela Banks, County Assessor
June Bowers, Sr. Appraiser
Stephanie Grove, Prosecuting Attorney
Cynthia Schott, Recording Clerk

President Manuel opened the session of the Board of Review and Equalization at 1:31 p.m. Mr. Manuel inquired if there were any additional appeals to be heard today from anyone who had met the deadline. Ms. Bowers indicated there were not.

Ms. Banks informed the Board a settlement had been reached with NPEC, Inc., who has the old 3M building, an industrial building which has been sitting empty for the last ten (10) years. This property is on Map: 22, Parcel: 9 in the Middleway District. Ms. Banks stated the assessed value has been lowered from eight million to four million, twenty-five thousand five hundred. Ms. Banks stated they had been in talks for some time and she is very comfortable with the settlement.

There being no further business, motion by Widmyer, second by Tabb to adjourn as a Board of Review and Equalization Sine Die. Motion carried.

DALE MANUEL, COMMISSION PRESIDENT

SPECIAL SESSION:

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

At a Special Session of the County Commission of said County and State continued and held at the Courthouse on Friday, February 20, 2013, beginning at 10:30 a.m.

PRESENT: Dale Manuel President
Walter Pellish, Vice President
Patsy Noland, Commissioner
Jane Tabb, Commissioner
Lyn Widmyer, Commissioner
Debbie Keyser, County Administrator
Paul Shroyer, Director of Financial Management
Cynthia Schott, Administrative Assistant

In re: FY 2013-14 BUDGET WORKSHOP

Commissioner Manuel opened the session at 10:31 a.m.

The Pledge of Allegiance was led by Commissioner Noland.

Paul Shroyer, Financial Director, presented each Department Manager and Elected Official a budget worksheet to fill out to aid them in projecting their budgets. All Department Managers and Elected Officials provided each Commissioner with a detailed, line by line budget for their departments.

The following appeared before the Commission presenting their budgets, goals for coming year and justifications for requests:

Todd Fagan, Director - GIS/Addressing
Sandy Slusher McDonald, County Deputy - County Commission
Barbara Miller, Director - Homeland Security & Emergency Management

The Commission broke for lunch at 12:11 p.m.

The Commission reconvened at 1:06 p.m.

Bill Polk, Director of Maintenance
Mr. Ralph Lorenzetti, Prosecuting Attorney – Prosecutor's Office
Tom Hanson, Jesse Jones – Sheriff's Department
Judy Matlick, Extension Agent - Extension Office
Jeff Polczynski, Director – Communications 911

- **Motion by Mr. Pellish to enter into Executive Session in accordance to §6-9A-4-(2) (A) Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting. Motion seconded**

- by Ms. Widmyer and unanimously approved.
- Motion by Mr. Pellsih to come out of Executive Session. Motion seconded by Ms. Widmyer and unanimously approved.

There being no further business, motion by Mr. Pellish to adjourn the Budget Work Session. Motion seconded by Ms. Widmyer and unanimously approved. Upon rising, the Commission adjourned this work session until Thursday, February 21st at 9:30 a.m. as a regular session.

DALE MANUEL, COMMISSION PRESIDENT

Minutes
Jefferson County Commission
Thursday, February 21, 2013

A meeting of the Jefferson County Commission was held on Thursday, February 21, 2013 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Patricia Noland, Dale Manuel, Lyn Widmyer, Jane Tabb and Walt Pellish. Also present were Debbie Keyser, County Administrator, Cynthia Schott, Administrative Assistant and Jimmy Eddie, Bailiff. (An audio tape of the February 21, 2013 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the BORE Minutes of February 5, 2013. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Ms. Tabb to approve the Special Session Minutes of February 6, 2013 with noted correction. Motion seconded by Mr. Pellish unanimously approved.

Motion by Ms. Noland to approve the Regular Minutes of February 7, 2013. Motion seconded by Mr. Manuel and unanimously approved.

Motion by Ms. Noland to approve the BORE Minutes of February 7, 2013. Motion seconded by Ms. Widmyer and unanimously approved.

Motion by Mr. Manuel to approve the BORE Minutes of February 12, 2013. Motion seconded by Ms. Tabb and unanimously approved.

Motion by Ms. Noland to approve the Working Minutes of February 14, 2013. Motion seconded by Ms. Tabb and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve Purchase Orders in the amount of \$122,858.90 being P.O. NOs, 49861, 49862, 49863, 50409, 51215, 51216, 51217, 49673, 50406, 50408, 50865, 50404, 50410, 50317. Motion seconded by Mr. Pellish and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

069293	425	COMCAST		\$ -	\$ 349.95	\$ 349.95
069294	700	AUTOZONE		\$ -	\$ 382.10	\$ 382.10
069294	717	AUTOZONE		\$ -	\$ 14.99	\$ 14.99
069295	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,428.62	\$ 1,428.62
069296	700	APPLE TIME, INC.	50131	\$ 27.50	\$ -	\$ 527.50
069297	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
069298	405	MARCIA L. CHANDLER, RPR	50380	\$ 154.00	\$ -	\$ 154.00
069299	405	CIVIC RESEARCH INSTITUTE	50379	\$ 179.95	\$ -	\$ 179.95
069300	412	CAMPBELL BUSINESS MACHIN	53144	\$ 98.00	\$ -	\$ 98.00
069301	425	DODSON'S SEPTIC	50401	\$ 260.00	\$ -	\$ 260.00
069302	424	84 LUMBER	51289	\$ 13.79	\$ -	\$ 13.79
069302	425	84 LUMBER	51289	\$ 1,324.74	\$ -	\$ 1,324.74
069303	700	FEDEX		\$ -	\$ 121.96	\$ 121.96
069304	717	FISHER AUTO PARTS	51369	\$ 493.82	\$ -	\$ 493.82
069305	700	FTTS LLC	50120	\$ 1,600.00	\$ -	\$ 1,600.00
069306	700	GALLS,AN ARAMARK CO	50135	\$ 922.00	\$ -	\$ 922.00
069307	711	GUEST SERVICES		\$ -	\$ 125.20	\$ 125.20
069308	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,428.62	\$ 1,428.62
069309	403	JEFFERSON PUBLISH CO INC	49902	\$ 135.00	\$ -	\$ 135.00
069309	451	JEFFERSON PUBLISH CO INC	49961	\$ 138.28	\$ -	\$ 138.28
069310	425	JEFFERSON COUNTY SOLID	53045	\$ 13.43	\$ -	\$ 13.43
069311	717	J & K PRECISION AUTO CAR	50407	\$ 54.95	\$ -	\$ 54.95
069312	700	PHEOBE LEBER		\$ -	\$ 184.00	\$ 184.00
069313	712	PRIORITY DISPATCH	49821	\$ 99.00	\$ -	\$ 99.00
069314	405	STRAFFORD PUBLICATIONS	50378	\$ 531.50	\$ -	\$ 531.50
069315	712	NORFOLK SOUTHERN CORP	49871	\$ 12.00	\$ -	\$ 12.00
069316	700	NO RULES LETTERING 2013	50133	\$ 1,275.00	\$ -	\$ 1,275.00
069317	ALLOC	JEFF CO PARKS &		\$ -	\$ 15,000.51	\$ 15,000.51
069318	425	POTOMAC EDISON/OH		\$ -	\$ 402.14	\$ 402.14
069319	701	PMI PROGRESSIVE MEDICAL	50130	\$ 610.54	\$ -	\$ 610.54
069319	716	PMI PROGRESSIVE MEDICAL	50130	\$ 107.00	\$ -	\$ 107.00
069320	716	REVIVAL ANIMAL HEALTH	50348	\$ 430.36	\$ -	\$ 430.36
069321	425	RCS SECURITY		\$ -	\$ 444.00	\$ 444.00
069322	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
069322	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
069322	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
069322	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
069322	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
069322	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10

069322	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
069322	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
069322	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
069322	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
069323	404	SOFTWARE SYSTEMS, INC	52095	\$ 35.84	\$ -	\$ 35.84
069324	405	SPECIALTY BUS SUPPLIES	50376	\$ 1,092.15	\$ -	\$ 1,092.15
069325	405	STAPLES CREDIT PLAN	50377	\$ 266.93	\$ -	\$ 266.93
069326	405	BRANDON C.H. SIMS		\$ -	\$ 355.00	\$ 355.00
069327	MISC	SHERIFF OF JEFFERSON CO		\$ -	\$ 8,276.31	\$ 8,276.31
069328	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 17,857.75	\$ 17,857.75
069329	716	VALLEY PET CEMETERY	50351	\$ 309.44	\$ -	\$ 309.44
069330	405	WEST PAYMENT CENTER	49635	\$ 2,043.88	\$ -	\$ 2,043.88
069331	717	WILLIAMS MOTOR PARTS, IN	51285	\$ 262.68	\$ -	\$ 262.68
069332	716	WV BOARD VETERINARY MED	50349	\$ 750.00	\$ -	\$ 750.00
069333	412	WPS,INC	52130	\$ 548.30	\$ -	\$ 548.30

Motion by Ms. Widmyer to approve the accounts payable for February 21, 2013 in the amount of \$63,259.14. Motion seconded by Mr. Manuel and unanimously approved.

PUBLIC COMMENT:

Stephanie Mathias, Regional Representative for Governor Tomblin – Ms. Mathias came before the County Commission to introduce herself as the new Regional Representative for Governor Tomblin’s office.

David Tabb, resident – presented the Commission with a letter requesting the Commission either condemn or condone the derogative comments in the Spirit of Jefferson regarding his character in an article about his running for the Sheriff position.

PRESENTATIONS:

1. Angela Banks, Assessor, presented the following exonerations for approval:

NOTICE OF EXONERTION:

Angela Banks, County Assessor, requested exonerations for Darrell E. & Ruth A. Carr, in the amount of \$46.22

NAME	DISTRICT	TYPE	TICKET NO.	AMOUNT
Darrell E. & Ann A. Carr	Charles Town	Personal Property	301014	\$46.22

- **Motion by Ms. Noland to approve exoneration for Darrell E. & Ann A. Carr in the amounts of \$46.22 being Ticket Nos. 301014. Motion seconded by Ms. Widmyer and unanimously approved.**

3. Lois Turco, Arts and Humanities Alliance of Jefferson County – Annual Report for AHA
Ms. Turco presented a Power Point presentation as AHA’s Annual Report to the Commission highlighting accomplishments, financials and future goals.
4. Debra Young, Jefferson County Victim Assistance Program
Ms. Young requested approval and signatures on the VOCA Grant Application for the Jefferson County Victim Assistance Program in the Jefferson County Prosecuting Attorney’s Office. The grant deadline is March 1, 2013.
 - **Motion by Ms. Noland to approve the VOCA Grant Application and signature of the President. Motion seconded by Mr. Manuel and unanimously approved.**

Ms. Young invited the Commission to come on any day and see the program and how many services they render.

5. **The Commission took a break at 10:42**
The Commission reconvened at 10:52

6. Jeffrey Polczynski, ENP Director – request to hire Mr. Rob Amick, Part-time Public Safety Dispatcher
 - **Motion by Mr. Manuel to approve the hiring of Mr. Rob Amick as a part-time Public Safety Dispatcher as presented. Motion seconded by Ms. Tabb and unanimously approved.**
7. Jennifer Brockman, Director of Planning & Zoning – requesting approval of Job-Offer for vacant Project Manager/Office manager Position.
 - **Motion by Mr. Pellish to approve the new hire for the Project Manager/Office Manager position as presented. Motion seconded by Ms. Widmyer.**
 - **Motion by Ms. Noland to amend motion to approve hire based upon step E up to \$40,000 with a step up after six (6) months. Amended motion seconded by Mr. Pellish and unanimously approved.**
 - **Original motion with amendment unanimously approved.**

NEW BUSINESS

Governor’s Community participation Grant Program Approval

8. Approval of Resolution and Contract for the Governor’s Community Participation Grant Program for the Eastern Panhandle Trailblazers in the amount of \$2,000.00.

RESOLUTION

The County Commission of Jefferson County met on February 21st, 2013 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Eastern Panhandle Trailblazers to purchase signage for the Route 9 bike and pedestrian trail with funds made available through the Governor’s Community Participation Grant program in the amount of \$2,000.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes the President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office and to receive and administer grant funds pursuant to provision of the Governor’s Community Participation Grant Program.

- **Motion by Ms. Widmyer to approve the Resolution and contract for the Governor’s Community Participation Grant Program for the Eastern Panhandle Trailblazers in the amount of \$2,000 and to authorize the President of the Commission to affix his signatures to the appropriate documents. Motion seconded by Mr. Pellish and unanimously approved.**
9. Approval of Resolution and Contract for the Governor’s Community Participation Grant Program for the Jefferson County Black History Preservation Society in the amount of \$3,000.

RESOLUTION

The County Commission of Jefferson County met on February 21st, 2013 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Jefferson County Black History Preservation Society to renovate the Webb Blessing House with funds made available through the Governor’s Community Participation Grant program in the amount of \$3,000.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes the President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office and to receive and administer grant funds pursuant to provision of the Governor’s Community Participation Grant Program.

- **Motion by Mr. Pellish to approve the Resolution and contract for the Governor’s Community participation Grant Program for the Jefferson County Black History Preservation Society in the amount of \$3,000 and to authorize the President of the Commission to affix his signatures to the appropriated documents. Motion seconded by Ms. Noland and unanimously approved.**
10. Approval of Resolution and Contract for the Governor’s Community participation Grant Program for the Jefferson County Parks and Recreation in the amount of \$20,000.

RESOLUTION

The County Commission of Jefferson County met on February 21st, 2013 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Jefferson County Parks and Recreation to build an addition onto the Jefferson County Community Center with funds made available through the Governor’s Community Participation Grant program in the amount of \$20,000.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes the President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office and to receive and administer grant funds pursuant to provision of the Governor’s Community Participation Grant Program.

- **Motion by Ms. Tabb to approve the Resolution and contract for the Governor’s Community Participation Grant Program for the Jefferson County Parks & Recreation in the amount of \$20,000 and to authorize the President of the Commission to affix his signatures to the appropriated documents. Motion seconded by Ms. Noland and unanimously approved.**
11. Approval of Resolution and Contract for the Governor’s Community Participation Grant Program for the Citizens

Fire Company in the amount of \$10,000.

RESOLUTION

The County Commission of Jefferson County met on February 21st, 2013 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Citizens Fire Company to purchase equipment with funds made available through the Governor's Community Participation Grant program in the amount of \$10,000.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes the President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office and to receive and administer grant funds pursuant to provision of the Governor's Community Participation Grant Program.

- **Motion by Ms. Noland to approve the Resolution and contract for the Governor's Community Participation Grant Program for the Citizens Fire Company in the amount of \$10,000 and to authorize the President of the Commission to affix his signatures to the appropriated documents. Motion seconded by Ms. Widmyer and unanimously approved.**

12. Approval of Resolution and Contract for the Governor's Community Participation Grant Program for the Jefferson County Commission in the amount of \$2,000.

RESOLUTION

The County Commission of Jefferson County met on February 21st, 2013 with a quorum present and passed the following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Jefferson County Commission to renovate and repair the Historic Jefferson County Courthouse with funds made available through the Governor's Community Participation Grant program in the amount of \$2,000.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes the President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office and to receive and administer grant funds pursuant to provision of the Governor's Community Participation Grant Program.

- **Motion by Ms. Noland to approve the Resolution and contract for the Governor's Community Participation Grant Program for the Jefferson County Commission in the amount of \$2,000 and to authorize the President of the Commission to affix his signatures to the appropriated documents. Motion seconded by Ms. Tabb and unanimously approved.**

13. Approval of Resolution and Contract for the Governor's Community Participation Grant Program for the Jefferson County Animal Welfare Society in the amount of \$15,000.

RESOLUTION

The County Commission of Jefferson County met on February 21st, 2013 with a quorum present and passed the

following Resolution:

WHEREAS, The Jefferson County Commission has agreed to assist the Jefferson County Animal Welfare Society to construct additions at the Jefferson County Animal Welfare Society facility with funds made available through the Governor's Community Participation Grant program in the amount of \$15,000.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission hereby authorizes the President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office and to receive and administer grant funds pursuant to provision of the Governor's Community Participation Grant Program.

- **Motion by Mr. Manuel to approve the Resolution and contract for the Governor's Community participation Grant Program for the Jefferson County Animal Welfare Society in the amount of \$15,000 and to authorize the President of the Commission to affix his signatures to the appropriated documents. Motion seconded by Mr. Pellish and unanimously approved.**

FINANCIAL DIRECTOR REPORTS

Paul Shroyer - closing of inactive bank account, #0820525510 with United Bank.
This particular account was started for Emergency Services Outlay and has not been used since June, 2008.

- **Motion by Ms. Tabb to approve the closing of bank account #0820525510 with United Bank and transferring the balance to the General Fund. Motion seconded by Ms. Widmyer and unanimously approved.**

COUNTY COMMISSION REPORTS:

Commissioner Manuel:

- ❖ Attended the Budget Workshop.
- ❖ Attended the closing of the BORE Session.
- ❖ Attended the Citizens Fire Company Pancake Dinner.
- ❖ Viewed the State of the State Address.
- ❖ Participated in the Legislature Conference Call.
- ❖ Attended the Animal Welfare Dinner.
- ❖ Meet with Members of the Water Advisory Committee.

Commissioner Noland:

- ❖ Attended the Animal Welfare Dinner.
- ❖ Attended the Budget Workshop.
- ❖ Attended the Convention and Visitor's Bureau Personnel Committee Meeting.

Commissioner Pellish:

- ❖ Attended the Animal Welfare Dinner.
- ❖ Attended the Budget Workshop.

Commissioner Tabb:

- ❖ Attended the Budget Workshop.
- ❖ Catered a Valentine's Day Dinner.
- ❖ Attended the closing of the BORE Session.

Commissioner Widmyer:

- ❖ Attended the Animal Welfare Dinner.
- ❖ Attended the Budget Workshop.
- ❖ Attended the closing of the BORE Session.
- ❖ Attended the Eastern Panhandle Legislatures Mental Health Forum.
- ❖ Announced the Board of Health hired and Administrator.

COUNTY ADMINISTRATORS REPORT

- ❖ Ms. Keyser reminded the Commissioners February 28th is the “Meet Your Commissioner’s” get together at Black Dog Coffee.
- ❖ Ms. Keyser stated she had spoken with Jeff Polczynski regarding our role in answering calls for after hour’s water/sewer issues for Charles Town. He explained we are the conduit for contacting someone during water/sewer emergencies after hours. Ms. Keyser will research further before removing our number.
- ❖ Ms. Keyser stated WV Corp has followed up on our request to appoint an attorney as requested.
- ❖ Ms. Widmyer stated, during the budget workshops, the Jacob Study has been referred to. Ms. Widmyer request clarification as she did not believe the Commission approved the “Jacob Study” only the compensation table. The approved classification schedule was referred to as the Jefferson County Commission Approved Pay Schedule and Compensation Plan. Ms. Widmyer requested the Commission no longer use the terminology “Jacob Study” and refer to our wage scale as the Jefferson County Salary Scale.

14. **Commission recessed at: 11:15 a.m.**

Commission reconvened at: 11:25 a.m.

15. Bill Polk, Maintenance Director and Tom Reilly, VoIP Consultant.

Mr. Reilly went over the timeline of the project;

February 1st – Pre-bid meeting.

February 28th – Vendor walkthrough of building.

March 10th – Vendors formal questions due.

March 18th – Jefferson County answers to Vendors due.

March 26th – Final addendum to the RFP.

April 10th – Proposal deadline at 3pm.

Vendor demos will come in sometime in mid-April.

Mr. Polk reported we are in the process of getting the infrastructure in place replacing switches, testing cable and adding cable so it is upgraded and ready to handle the phone service. This is a premise based solution as opposed to a host solution. A host solution keeps equipment offsite and uses high speed internet to make the connection. Our equipment will be housed on our campus and operated by our IT Department. The circuit process will use our network services to get to the controller. If we lose internet, we will still have phone service. Once the vendor is selected the VOiP could be up and ready sometime in mid-June.

COUNTY ADMINISTRATOR REOPORT (continued)

Briel/Liberty Building & Employee Compensation

Motion by Ms. Noland to enter into Executive Session to discuss property acquisition in accordance with WV Code §6-9A-4(9), to consider matters involving or affecting the purchase, sale or lease of property, in regard to 201 N. George Street, Charles Town,. Motion seconded by Mr. Pellish and unanimously approved.

Motion by Ms. Noland to conclude the Executive Session and reconvene the regular meeting of the County Commission Motion seconded by Mr. Pellish and unanimously approved.

16. **The Commission recessed for lunch at 12:30 p.m.**

The Commission reconvened at 1:32 p.m.

17. John Reisenweber, Director of Jefferson County Development Authority

- a) Introduction of Jane Jones, the new Administrative Assistant who replaced Lane Donely.
- b) Requested the Commission consider instituting a Pilot Project for twenty four (24) months to reduce Commercial Impact Fees to a nominal fee, preferably to one (1) dollar. The Development Authority believes this would make the County more competitive in the region attracting business to the area. Jefferson County competes in the labor shed in a fifty (50) mile radius. The surrounding Counties: Loudoun County, VA, Washington County, MD, Frederick County, VA, Clark County, VA, Frederick County, VA and Berkeley County, WV. Aside from Washington County, MD, we are the only County which charges Commercial Impact Fees. Virginia does charge proffers, but only on land development. The purpose is to help level the playing field and make us more attractive in attracting Commercial Development by reducing project costs. The amount of money collected from Commercial Impact Fees does not compensate for the amount of business development which we have lost. Commercial Impact Fees (not including residential Impact Fees) have averaged, since the inception, an average of \$41,000 per year with \$37,000 going to EMS and \$4,100 to Law Enforcement. Commercial development contributes to the community on many different levels which outweighs the nominal income from Impact Fees in the terms of taxes, jobs, spending in the community and volunteering to name a few. Stephanie Grove, Legal Counsel, stated legally the Commission must look at Impact Fees once a year but is not prevented from looking at Impact Fees more than once during the year. It is permissible to create a fee schedule as long as there is a rational relationship in what you are trying to do.

Mr. Manuel requested unanimous consent from the Commissioners to allow representatives of the Emergency Services to make a statement.

-Mr. Pittinger from the Jefferson County Emergency Services stated Mr. Reisenweber appeared before the Fire and Rescue Association and requested they take a stand pro or con – the Fire and Rescue Associations went on record not to take a stand at this time. Mr. Pittinger stated he did not believe JCESA Board has had any formal discussion.

-Mr. Jones with the Sheriff's Department stated he was aware equipment and vehicles have been purchased with Impact Fees which has been very beneficial to the department.

- **Motion by Mr. Pellish to adopt the Jefferson County Development Authority proposal to reduce impact fees to a nominal level of \$1 for a two year period effective July 1, 2013. Motion seconded by Ms. Tabb and approved on a vote of 4-1 with Ms. Widmyer opposing.**

18. Employee "Years of Service" Awards

Jefferson County Commission celebrated its first recognition of employee years of service. Employees were recognized for service to the County for 5, 10, 15 and 20 years of service as of December 2012. As this was the first year to acknowledge years of service, any employee over 20 years of service was recognized. Ms. Debra Pittinger was recognized for the longest service to the County at 32 years. Employees were presented with a certificate and pictures were taken with their Department Managers and the Commissioners.

With there being no further business, the meeting adjourned at the conclusion of the award presentations.

DALE MANUEL, PRESIDENT

SPECIAL SESSION:

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

At a Special Session of the County Commission of said County and State continued and held at the Old Charles Town Library ground floor meeting room on Thursday, February 21, 2013, beginning at 7:00 p.m.

PRESENT: Dale Manuel President
Walter Pellish, Vice President
Patsy Noland, Commissioner
Jane Tabb, Commissioner
Lyn Widmyer, Commissioner
Jennifer Brockman, Director of Planning
Seth Rivard, County Planner
Steve Barney, Zoning Administrator
Christopher Whittaker, Comprehensive Plan Planner
Cynthia Schott, Administrative Assistant

Comprehensive Plan Steering Committee Members- Envision 2035

In re: Joint Meeting of Jefferson County Commission and Envision 2035, Comprehensive Plan Steering Committee

Commissioner Manuel opened the session at 7:00 p.m.

Ms. Brockman began the session with an overview of the timeline to date for the Comprehensive Plan.

Ms. Brockman stated:

1. A Technical Advisory Committee was formed.
2. The Steering Committee was formed with appointed citizens representing the districts in the County.
3. To date there have been 3 public workshops – held throughout the County and facilitated by staff and Steering Committee members.
4. They have researched and compiled a draft of Existing Conditions- Data Collection of Mapping and Trends Analysis.
5. Have conducted seven (7) Lunch & Learn Sessions – bringing in organizations specializing in Parks, Recreation and Trails, Transportation, Housing, Arts & Humanities, Schools, Public Utilities, Natural Resources, Historic Resources and Economic Development.
6. Envision 2035 Steering Committee developed and signed a Charter regarding how they are going to work individually and as a group.

Mr. Seth Rivard presented a power point presentation highlighting the Data Collection –statistics regarding population density, median age, and employment figures.

Members of the Steering Committee shared their perceptions of what they have learned from the staff and community to this point in the process.

Pam Parziale –

- Staff has developed guidelines to be respectful of each other's opinions.
- Staff has been responsive to the committee's requests.
- Lunch and Learns have been extremely insightful.
- Questioned the commitment by the County Commission for financing the wish list of the residents.
- Believes committee is moving forward steadily.

Jim Gibson –

- Felt the power point was reflective of what they have heard.
- Is appreciative for this meeting. Mr. Gibson shared he was part of the last Comprehensive Plan and the State did not have the guidelines in place they have now.
- Inquired as to Land planning – there are existing land maps and every property owner has some type of vested rights since zoning. Is the Commission in favor of down zoning and what are their thoughts on land owner's rights?
 - Commissioners stated this group was a visionary group and would not be dealing with re-zoning issues.

Peter Fricke –

- Believes the tenor of discussions he has heard from citizens comes down to quality of life, sustainability. How do we make the County sustainable in areas of employment, education and health?

Ellen May –

- Ability to age in this County is not an option.

Bill Mcleod –

- Believes the Commission needs to do a better job of promoting the Comprehensive Plan, invite people to be involved.
- Need to have an emphasis on building jobs with what we have here.

Suzanne Malesic –

- Shared the Community expressed doubts of the County Commissions commitment (support) to this process.
- Citizens believe no matter how lofty the goal, interest groups and business out-trump everything else.
- Citizens expect all factors to be balanced – they want quality of life with all the components balanced.
- Transportation issues.

Janis Schlitz –

- Believes more people will become involved as we get further along in the process and deal with controversial issues.

Kathy Knight –

- Has heard citizens' concerns as to the commitment of the County Commission to this process.
- Does believe there is interest in the Comprehensive Plan and a lot of "eyes & ears" are watching what the committee is doing and where they are going.

Mark Dyck –

- Stated he did not believe we should plan further out then five (5) years as no one has a crystal ball as to what can develop in ten (10) years down the road.
- Believes it is easier to develop where we want development to happen and how "we" want it to happen.
- The County Commission doesn't fund infrastructure such as roads, water and sewer and should focus on that which the County funds.
- Believes people voluntary invest their money in Jefferson County. We have to embrace companies which support that.

Peter Fricke –

- We don't have multiple use land, should we focus on planning land use where there is infrastructure?
- Believes this is a good opportunity to work with the Public Service District and find out where they are going with infrastructure.
- We need to look at infrastructure as an investment – we need to change our philosophy.

Pam Parziale –

- Agrees with Mr. Dyck – we need to create more jobs in the area.

The Commissioners expressed their appreciation for the time and effort the Committee is investing in this project.

Both the Commissioners and the Steering Committee members felt this meeting was very beneficial and expressed a desire to continue to meet together during the Comprehensive Plan process.

DALE MANUEL, COMMISSION PRESIDENT

SPECIAL SESSION:

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

At a Special Session of the County Commission of said County and State continued and held at the Old Charles Town Library ground floor meeting room on Friday, February 22, 2013, beginning at 10:30 a.m.

PRESENT: Dale Manuel President
Walter Pellish, Vice President
Patsy Noland, Commissioner
Jane Tabb, Commissioner
Lyn Widmyer, Commissioner
Debbie Keyser, County Administrator
Paul Shroyer, Director of Financial Management
Cynthia Schott, Administrative Assistant

In re: FY 2013-14 BUDGET WORKSHOP

Commissioner Manuel opened the session at 10:35 a.m.

The Pledge of Allegiance was led by Commissioner Pellish.

Paul Shroyer, Financial Director, presented each Department Manager and Elected Official a budget worksheet to fill out to aid them in projecting their budgets. All Department Managers and Elected Officials provided each Commissioner with a detailed, line by line budget for their departments.

The following appeared before the Commission presenting their budgets, goals for coming year and justifications for requests:

Roger Goodwin, Chief County Engineer – Engineering Department
John Reisenweber, Director – Jefferson County Development Authority
Paul Shroyer, Director of Finance/Debbie Keyser, County Administrator – IT

The Commission recessed at 11:10 a.m.

The Commission reconvened at 11:20 a.m.

Angela Banks, Assessor – Assessor's Office
Teresa Hendricks, Chief Tax Deputy – Sheriff's Tax Office

The Commission broke for lunch at 12:11 p.m.

The Commission reconvened at 1:06 p.m.

Jennifer Maghan, County Clerk – County Clerk’s Office

Paul Shroyer, Director of Finance – presented Circuit Court on behalf of Laura Storm who was unavailable

Jennifer Myers, Park & Recreation – along with her Board of Directors

Discussion regarding process for appointing Sheriff

It was the consensus of the Commission each Commissioner would send their top three choices for Sheriff Candidates to be interviewed to Ms. Keyser. Should one of the Commissioners NOT pick one of the top three to be interview, the Commission will interview that Commissioner’s number one (1) pick.

Ms. Keyser will compile the top candidates, those with the most votes, and contact them to set up an interview for March 5, 2013.

Ms. Keyser will provide the Commissioners with a list of benefits for Sheriff in case the question arises from any interviewees.

Ms. Keyser will send each Commissioner a list of interview questions they can use if they would like to.

Mr. Shroyer passed out two packets of the current budget. One packet details revenue and one packet details expenditures, as was requested by the Commissioners. Mr. Shroyer explained the packets to the Commissioners.

There being no further business, motion by Ms. Noland to adjourn the Budget Work Session. Motion seconded by Mr. Manuel and unanimously approved. Upon rising, the Commission adjourned this work session until Thursday, March 7th at 9:30 a.m. as a regular session.

DALE MANUEL, COMMISSION PRESIDENT

PURCHASE ORDERS TO BE APPROVED

March 7,

2013

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
ANIMAL CONTROL	50350	\$ 317.00	BK Office Supply	Desk
	50353	\$ 1,275.94	Software Systems, Inc	Computer
ASSESSOR	49864	\$ 702.22	Global Science & Technology	Dell Printer
CENTRAL GARAGE	50411	\$ 321.37	Guy's Buick GMC Truck	Engine Mount - various auto
COMMUNICATIONS	49823	\$ 630.00	IAED	Navigator Confrence
	51214	\$ 816.00	CDW Government	SYG SEP BND LIC GOV BA ESS 1 YR
	51219	\$ 429.00	Priority Dispatch	Maintenance Agreement
COUNTY CLERK	50272	\$ 353.08	The Spirit	Public Notices
	50273	\$ 111.96	Lexis Nexis	WV Advance Legislative Services
OTHER BUILDINGS	51316	\$ 1,486.72	Precision Power	Batteries & Installation - 911 Center
	51317	\$ 1,440.00	Alliance Electric	Electircal Work - Parks & Rec
	51318	\$ 2,139.46	Daycon	Cleaning Supplies
	51324	\$ 383.00	Fidelity Power Systems	engine starting battery on generator se
	51326	\$ 2,640.00	Reeses Landscape Nursery	Plant Bed Maintenance
	51327	\$ 315.00	Alliance Electric	Labor -
	51328	\$ 515.25	BK Office Supply	Copy Paper
PLANNING & ZONING	50318	\$ 187.64	BK Office Supply, Inc	Office Supplies
PROSECUTOR'S OFFICE	50381	\$ 669.90	Tracy P. Price RPR	Court Reporter

Sheriff - LAW	48570	\$ 642.00	Vance Outdoors	(Jag Grant) Protection Equip.
	50136	\$ 433.74	Galls	Uniforms
	51293	\$ 4,355.00	West Virginia Signal & Light, Inc	SUV Vechile - New Accessories
	51294	\$ 840.00	Jefferson City, DSA	2013 Membership Dues
	51296	\$ 156.00	West Virginia Uniforms	Uniforms
SHERIFF - TAX OFFICE	52094	\$ 141.75	Spirit of Jefferson	Notice of 2nd half taxes due
GRAND TOTAL		\$ 21,302.03		

9:45

AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County Commission

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

Date Requested – 1st Choice: March 7, 2013

Date Requested – 2nd Choice: _____

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

Subject: **Presentation of two Resolutions for Eagle Scout Quentein Lavallee of Troop 82 and Scott Allen Bolger of Troop 1760**

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

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **move to approve the Resolutions for Eagle Scout's Quentein Lavallee, Troop 82 and Scott Allen Bolger, Troop 1760.**

Are documents attached? **Yes**

If not, please explain:

Is a projector needed? **No**

Contact information:

Email Address:

Phone number:

RESOLUTION IN RECOGNITION OF QUENTIN LAVALLEE FOR RECEIVING
THE RANK OF EAGLE SCOUT

WHEREAS, the Jefferson County Commission would like to commend Quentin Lavallee for his dedication and perseverance in obtaining his rank of Eagle Scout;

WHEREAS, Quentin Lavallee continues to be a valuable Scout to Troop 82 in Charles Town, WV;

WHEREAS, Quentin Lavallee has earned a significant honor in achieving the rank of Eagle Scout;

WHEREAS, the Jefferson County Commission recognizes that other Scout's of Jefferson County will benefit from the knowledge and example shown by Quentin Lavallee as the result of his involvement, dedication and loyalty to Troop 82;

THEREFORE, the Jefferson County Commission hereby recognizes Quentin Lavallee for his service as a loyal and dedicated member to Troop 82 and in appreciation for his service to make the world a better place for the citizens of Jefferson County, West Virginia.

By ORDER of the Jefferson County Commission:

Patricia Noland, Commissioner

Dale Manuel, Commissioner

Jane Tabb, Commissioner

Lyn Widmyer, Commissioner

Walt Pellish, Commissioner

DATED THIS 7th DAY OF MARCH, 2013

RESOLUTION IN RECOGNITION OF SCOTT ALLEN BOLGER FOR
RECEIVING THE RANK OF EAGLE SCOUT

WHEREAS, the Jefferson County Commission would like to commend Scott Allen Bolger for his dedication and perseverance in obtaining his rank of Eagle Scout;

WHEREAS, Scott Allen Bolger continues to be a valuable Scout to Troop 1760 in Charles Town, WV;

WHEREAS, Scott Allen Bolger has earned a significant honor in achieving the rank of Eagle Scout;

WHEREAS, the Jefferson County Commission recognizes that other Scout's of Jefferson County will benefit from the knowledge and example shown by Scott Allen Bolger as the result of his involvement, dedication and loyalty to Troop 1760;

THEREFORE, the Jefferson County Commission hereby recognizes Scott Allen Bolger for his service as a loyal and dedicated member to Troop 1760 and in appreciation for his service planning, organizing the repairing and painting of benches and barrels and also for improving the historic vegetable garden for the citizens of Harpers Ferry, WV in Jefferson County, West Virginia.

By ORDER of the Jefferson County Commission:

Patricia Noland, Commissioner

Dale Manuel, Commissioner

Jane Tabb, Commissioner

Lyn Widmyer, Commissioner

Walt Pellish, Commissioner

DATED THIS 7th DAY OF MARCH, 2013

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Trina Bartlett

Department or Organization: West Virginia School of Nursing

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: 03/07/2013

Date Requested – 2nd Choice: _____

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

Subject(Wording to be placed on agenda): _____

Please provide the County Commission with a description of your request or presentation, including any background information: Final Results and Recommendations for County Assessment

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

Are documents attachments? Yes No _____

If not, explain: _____

Is a projector needed? Yes _____ No

Contact information:

Email address: _____

Phone number: _____

MAPP (MOBILIZING FOR ACTION THROUGH PLANNING AND PARTNERSHIPS) COMMUNITY HEALTH STATUS ASSESSMENT BRIEF FOR JEFFERSON COUNTY, WV

February, 2013

Bridges to Healthy Transitions: Serving the Eastern Panhandle and the State of West Virginia

West Virginia University School of Nursing, Eastern Division

<http://www.hsc.wvu.edu/eastern/SON/Bridges/>

Demographics

Issues to Consider:

The greatest population growth was among persons ages 50 -64.

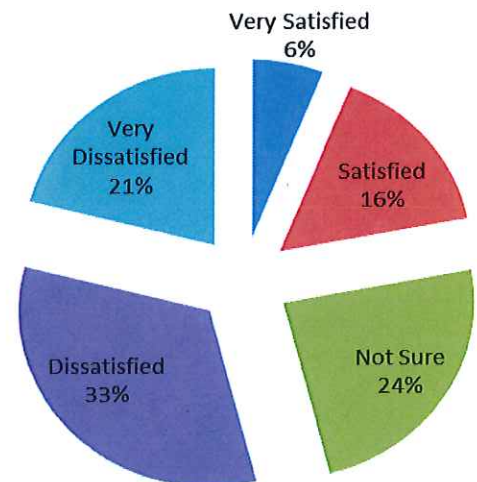
There are significant health disparities, including rates of obesity and chronic illness among the African American and Hispanic populations.

The percentage of children living in poverty is increasing.

Jefferson County Population 2000 -2010							
Age	2000 ¹	2010 ²	% Change	Race/Ethnicity	2000 ³	2010 ⁴	% Change
<5	2,642	3,777	42.96%	White	38,919	48,142	23.70%
5 – 14	5,661	7,354	30.0%	Black or African American	2,813	4,228	50.30%
15-29	8,429	10,171	17.1%	American Indian or Alaska Native	329	502	52.58%
30-49	13,483	15,398	14.20%	Asian	359	920	156.27%
50-64	7,251	10,984	51.48%	Hispanic or Latino	734	2,489	239.10%
65+	4,724	6,314	33.66%	Native Hawaiian or Pacific Islander	37	89	140.54%
				Other	355	1,117	214.65%
Total	42,190	53,498	26.80%		42,190	53,498	26.80%

Socioeconomic and Educational Attainment Jefferson County, WV		
	2000	2010
Unemployed	3.4% ⁵	6.4% ⁶
	Source for information below unless otherwise referenced ⁷	Source for information below unless otherwise referenced ⁸
Median Household Income	\$ 44,374	\$62,425
Children living below the poverty level	11.4%	14.7%
Families living below the poverty level	7.2%	5.7%
Female head of household, no husband present with own children under 18 years	5.8% ⁹	5.3% ¹⁰
Families with female householder, no husband present, with related children under 18 years living below the poverty	28.7%	29.7%
Total people living below poverty level	10.3%	10.4%
Population age 25 and older that graduated from high school	79.0%	86.7% ¹¹
Population age 25 and older with a Bachelor's Degree or higher	21.6%	29.0% ¹²

"How satisfied are you with jobs and career growth in our county?"



521 Jefferson County responses to the 2011 MAPP Community Strengths and Themes Survey - 58% had an income of less than \$20,000; 10% had an income less than \$40,000. Only 13% had an income over \$100,000.

¹ <http://factfinder2.census.gov> Jefferson County, WV; Profile of General Demographic Characteristics: 2000; Census 2000 Summary File 1 (SF 1) 100-Percent Data

² <http://factfinder2.census.gov> Jefferson County, WV; DP-1 Profile of General Population and Housing Characteristics: 2010; 2010 Demographic Profile Data

³ <http://factfinder2.census.gov> Jefferson County, WV; Profile of General Demographic Characteristics: 2000; Census 2000 Summary File 1 (SF 1) 100-Percent Data

⁴ <http://factfinder2.census.gov> Jefferson County, WV; DP-1 Profile of General Population and Housing Characteristics: 2010; 2010 Demographic Profile Data;

⁵ <http://www.bls.gov/lau/#tables>; Labor Force Data by County, 2000 Annual Averages;

⁶ <http://www.bls.gov/lau/#tables>; Labor Force Data by County, 2010 Annual Averages;

⁷ <http://www.census.gov/prod/cen2000/phc-2-50.pdf>

⁸ <http://factfinder2.census.gov> Jefferson County, WV; DP03; Selected Economic Characteristics: 2008-2010 American Community Survey 3-Year Estimates

⁹ <http://factfinder2.census.gov> Jefferson County, WV; DP-1; Profile of General Demographic Characteristics: 2000; Census 2000 Summary File 1 (SF 1) 100-Percent Data

¹⁰ <http://factfinder2.census.gov> Jefferson County, WV; DP-1; Profile of General Population and Housing Characteristics, 2010; 2010 Population Profile Data

¹¹ <http://factfinder2.census.gov> Jefferson County, WV; DP03; Selected Social Characteristics: 2008-2010 American Community Survey 3-Year Estimates

¹² <http://factfinder2.census.gov> Jefferson County, WV; DP03; Selected Social Characteristics: 2008-2010 American Community Survey 3-Year Estimates

Health Indicators

The Robert Wood Johnson Foundation County Health Rankings & Roadmaps program ranks counties in each state by 1) health outcomes and 2) health factors.. Health outcomes represent how healthy county residents are based on premature death, poor physical health days, poor mental health days and low birth weight. Health factors represent influences on health, such as health behavior, clinical care, social and economic factors and the physical environment. Of the 55 West Virginia counties, Jefferson County has ranked among the top 10 (best) for three years.

Jefferson County Health Rankings ¹³					
Health Outcomes			Health Factors		
2010	2011	2012	2010	2011	2012
2	6	5	6	3	3

Diabetes

In 2011, 22.5% of Jefferson Memorial Hospital Ambulatory Care Sensitive (ACS) discharges were among persons with diabetes. Fifty percent of these diabetes-related discharges were due to uncontrolled diabetes and 33.3% due to long-term complications of the disease.

Age Adjusted Percent of Jefferson County Adults Who Have Been Diagnosed with Diabetes ¹⁴	
2005	2009
9.0%	10.6%

Maternal and Child Health

Jefferson County Teen Birth Rates Per 1,000 Population			
	1999 - 2003 ¹⁵	2002 - 2006 ¹⁶	2009 ¹⁷
Ages 15 – 19	44.6	38.0	40.3
Ages 15 – 17	24.5	22.4	18.8
Ages 18 - 19	68.1	56.3	65.1

Jefferson County Infant Mortality Rates Per 1,000 population		
2000	2005	2009
3.4 ¹⁸	4.6 ¹⁹	9.6 ²⁰

The Eastern Panhandle MAPP was generously supported by a grant from the Claude B. Worthington Benedum Foundation with the West Virginia University School of Nursing serving as its administrative home. The full MAPP report is available online at <http://www.hsc.wvu.edu/eastern/SON/Bridges/Forms/Mapp-Form.aspx>. For more information, contact Trina Bartlett at tcbartlett@hsc.wvu.edu or (304) 596-6349.

Environmental Factors

Radon is the second leading cause of lung cancer in the United States and the number one cause of lung cancer among non-smokers. The average indoor radon level is estimated to be about 1.3 pCi/L (picocuries per liter), and the U.S. Environmental Protection Agency (EPA) has established that the "action level" for deciding when you need to "do something" about radon is 4 pCi/L.¹

Average Indoor Radon Level Jefferson County ²¹	
Average Indoor Radon Level	8.1 pCi/L
Results under 2pCi/L	27%
Results between 2 and 3.9 pCi/L	18%
Results 4 pCi/L and higher	56%

Substance Abuse

Jefferson County Drug Overdose Deaths per 100,000 ²²					
2001	2003	2005	2007	2009	2011
4.6	15.2	12.3	27.3	26.4	18.6

Jefferson County Drug Overdose With at Least One Possible Prescription Drug Involved Rate per 100,000 ²³					
2001	2003	2005	2007	2009	2011
4.6	15.2	10.3	23.4	20.7	16.8

2011 MAPP Survey Highlights – Jefferson County

	Very Satisfied	Satisfied	Not Sure	Dissatisfied	Very Dissatisfied
Quality of schools	13%	40%	24%	17%	6%
Transportation services	8%	33%	33%	22%	16%
Programs that support senior citizens	10%	25%	43%	16%	6%
Job training programs	6%	16%	44%	22%	12%
Availability of affordable housing	7%	21%	29%	28%	15%
Indoor air quality	14%	47%	25%	11%	4%
Public water supply	8%	29%	31%	21%	11%

Which are the three most critical health and safety issues facing our county?

What are the three most important attitudes or behaviors that cause health problems in our county?

¹³ <http://www.countyhealthrankings.org/app/west-virginia/2012/rankings/outcomes/overall>
¹⁴ http://apps.nccd.cdc.gov/DDT_STR52/CountyPrevalenceData.aspx?StatId=54&mode=DBT
¹⁵ http://www.wvdhhr.org/bph/oehp/vital03/vs_12.htm
¹⁶ http://www.wvdhhr.org/bph/hsc/pubs/vital/2006/vs_12.htm
¹⁷ Report from the WV Health Statistics Center, August 2012.
¹⁸ www.wvdhhr.org/bph/oehp/vital00/vs_39.htm
¹⁹ http://www.cdc.gov/nchs/data/nvsr/nvsr57/nvsr57_02.pdf Page 4, Table C
²⁰ http://www.cdc.gov/nchs/data/nvsr/nvsr60/nvsr60_03.pdf Page 11, Table D

²¹ <http://county-radon.info/WV/Jefferson.html>
²² WV Drug Overdose Deaths 2001 – 2011 Report provided by the WV Health Statistics Center
²³ WV Drug Overdose Deaths 2001 – 2011 Report provided by the WV Health Statistics Center

Substance abuse	37%	Illegal drug use	50%
Obesity	35%	Alcohol use	48%
Child abuse and Neglect	29%	Poor eating habits	38%

Newsletter Title

AGENDA REQUEST FORM

Name: Tom Trumble /Bill Zaleski

Department or Entity: Health Department

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

Date Requested – 1st Choice: March 7, 2013

Date Requested – 2nd Choice: _____

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

Subject: Introducing the new Administrator for the Jefferson County Health Department
George Bernardino

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):

Are documents attached?

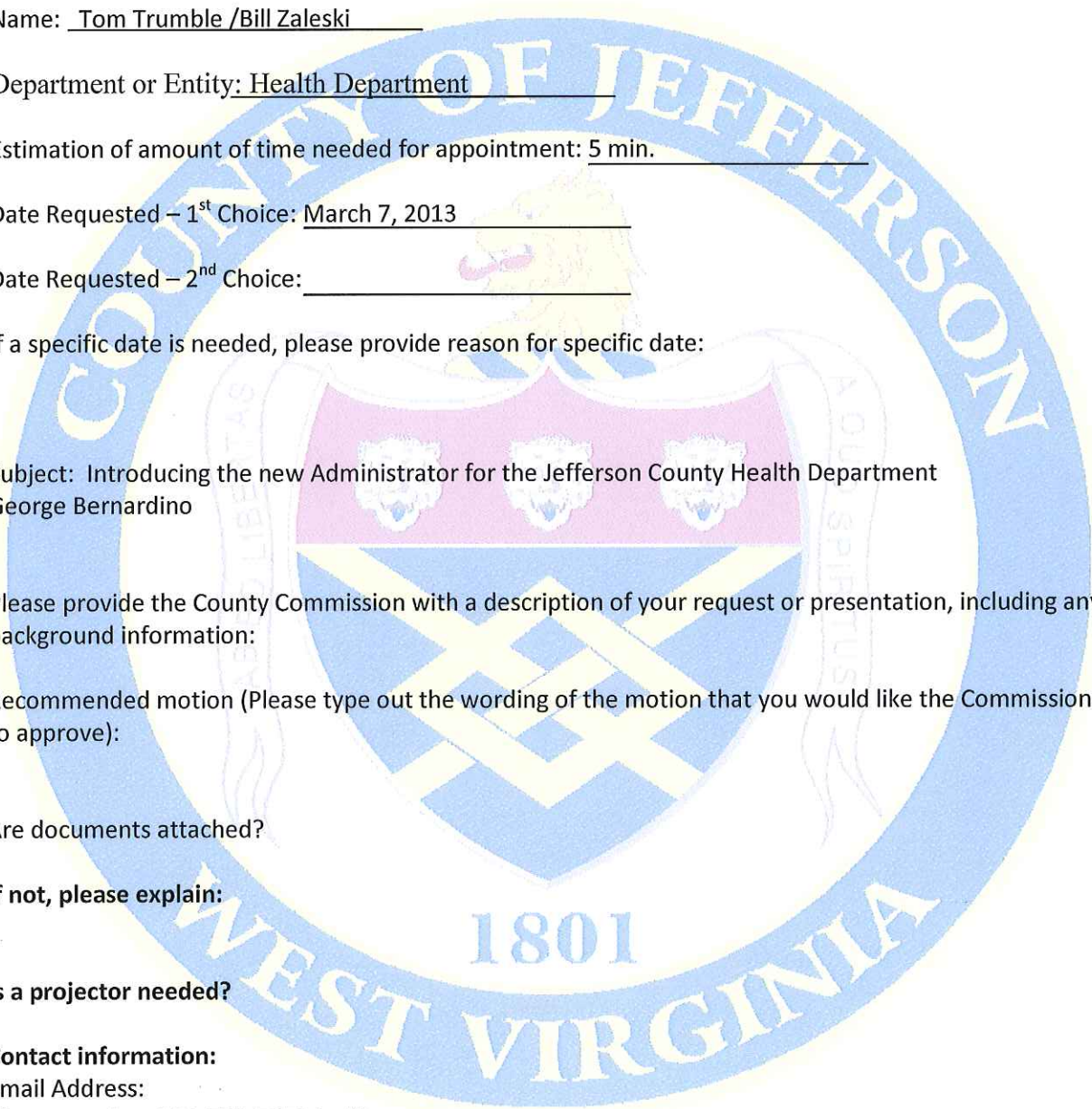
If not, please explain:

Is a projector needed?

Contact information:

Email Address:

Phone number: 304-725-5075 (cell)



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Chief Corey Parker, Pattie Turner & Chris Cross

Department or Organization: Loudoun County & Jefferson County

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: 03/07/2013

Date Requested – 2nd Choice: _____

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

Subject(Wording to be placed on agenda): _____

Please provide the County Commission with a description of your request or presentation, including any background information: Overview of Jefferson County 911 Services and the CAD System

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

Are documents attachments? Yes No _____

If not, explain: _____

Is a projector needed? Yes _____ No

Contact information:

Email address: _____

Phone number: _____

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Lynn Fields

Department or Organization: Probate Office

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: March 7th, 2013

Date Requested – 2nd Choice: March 21st, 2013

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

Subject (Wording to be placed on agenda): Petition for Probate in Solemn Form the Last Will and Testament of John T. Geary, deceased.

Please provide the County Commission with a description of your request or presentation, including any background information: There are two wills for John T. Geary. The first one is an original and is dated March 5th, 1997. The second and more recent will is a COPY of the original and is dated November 7th, 2007. An original has not been located. The probate office has signed affidavits from the witnesses of the 2007 will.

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

We would defer to the commission for a decision on whether or not to accept the copy of the 2007 will and admit to probate. However, we do not see any reason to rule against admitting the will to probate.

Are documents attachments? Yes No

If not, explain:

Is a projector needed? Yes No

Contact information:

Email address: lfields@jeffersoncountywv.org

Phone number: 304-728-3210

IN THE COURT OF THE COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF JOHN T. GEARY

PETITION FOR PROBATE IN SOLEMN FORM

NOW COMES, Petitioner, Timothy Wilmer, by counsel, David A. Camilletti pursuant to West Virginia Code Section 41-5-5 and files his Petition to proceed with probate in solemn form for the Estate of John T. Geary.

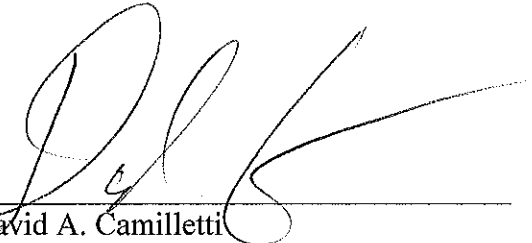
1. John Thomas Geary died on September 16, 2012 in Baltimore, Maryland.
2. The Decedent was a resident of Shepherdstown, Jefferson County, West Virginia at the time of his death.
3. Decedent executed a Last Will and Testament on November 7, 2007 that was witnessed by Susan Presley of Charles Town, West Virginia and David A. Camilletti of Shepherdstown, West Virginia.
4. The Petitioner is unable to locate the original of that Last Will and Testament.
5. On November 1st, 2012, witness, David A. Camilletti, completed an Affidavit of Witness to Last Will and Testament and filed the same with the Clerk of the County Court.
6. On November 26, 2012, witness, Susan Presley, completed an Affidavit of Witness to Last Will and Testament and filed the same with the Clerk of the County Court.
7. The Decedent's Estate consists of real property with improvements and various personal property.
8. The Petitioner is the nephew of John Thomas Geary, the named Executor of the Last Will and Testament as well as the sole heir of the Estate.

9. The Petitioner resides in Manassas, Virginia.
10. The Decedent has no surviving spouse and no children.
11. There are no other beneficiaries of the Last Will and Testament.

WHEREFORE, Petitioner, Timothy W. Wilmer, prays for the following relief:

- a. That this Court order this Petition filed and set this matter for a hearing;
- b. That this Court grant the Petitioner permission to proceed with the probate of the Last Will and Testament in solemn form pursuant to West Virginia Code Section 41-5-5; and
- c. For such other relief as the Court deem just and proper.

Timothy W. Wilmer, Petitioner
By counsel

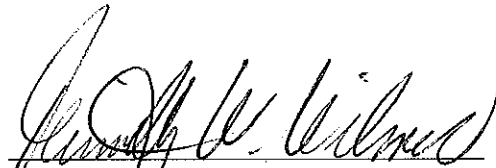


David A. Camilletti
WV State Bar Id No. 599
103 W. Liberty Street
Charles Town, WV 25414
304-725-0937
304-725-1039 / facsimile

VERIFICATION

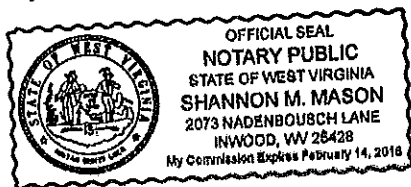
STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON, to-wit:

I, Timothy W. Wilmer, named in the foregoing, being first duly sworn, depose and say that the facts and allegations herein contained are true and correct, except insofar as they are herein stated to be upon information and belief, and insofar as they are herein stated to be upon information and belief, and insofar as that are stated to be upon information and belief, I believe them to be true.



Timothy W. Wilmer

Taken, subscribed and sworn to before the undersigned authority this day 16 of
January, 2013.





NOTARY PUBLIC

My Commission expires: 2/14/2016

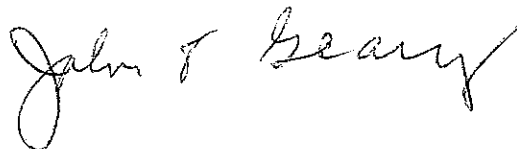
**LAST WILL AND TESTAMENT
OF
JOHN T. GEARY**

I, **JOHN T. GEARY**, a resident of and domiciled in Jefferson County, West Virginia, do hereby make, published and declare this to be my Last Will and Testament, hereby revoking all previous wills and testamentary dispositions made by me.

ARTICLE I.

I direct that all my just debts, funeral expenses and expenses of administration of my estate and all death duties that may be imposed by any taxing authority, State or Federal, or other upon my estate, or any part thereof, arising directly or indirectly by reason of my death, upon any property which passes to my beneficiaries hereunder, or to any persons as beneficiaries of life insurance policies of my life, or by survivorship, or otherwise by reason of my death, be paid as soon as practicable by my Executor hereinafter named, from my gross estate, generally, without need for proration or reimbursement from or charging any person with any part of the taxes or charges so paid. I direct my Executor to pay all my lawful debts and to expend such sums for my funeral, burial and for the erection of a suitable stone or marker at my grave, (as he in his discretion may deem proper), without being subject to any limitation which may be imposed by law.

Provided, however that any debt payable in future installments or at a future date, secured by a lien or liens upon real estate owned by me at the time of my death, shall not be paid by my Executor from my estate, but such real estate shall pass to the devisee thereof, subject to any such secured indebtedness, and the lien securing the same shall be paid by such devisee in installments or otherwise as such devisee may choose. I direct that any expenses incurred in obtaining possessions, appraising, safeguarding, delivering, or selling such property be paid from my estate as an administration expense.



ARTICLE II.

I am widowed. I have no children.

ARTICLE III.

I hereby give, devise and bequeath all the rest, residue and remainder of my estate, both real and personal, of whatever kind and wheresoever situate, to which I or my estate at my death or thereafter may be in anyway entitled, including any property over which I may have power of appointment exercisable by Will to, Timothy Wilmer of Manassas, Virginia.

ARTICLE IV.

(a) I hereby appoint Timothy Wilmer as Executor of this, my Last Will and Testament. If he is unable or unwilling to serve as Executor, then I appoint Bank of Charles Town. I direct that my Executor serve without bond.

(b) The Executor shall have complete discretion and authority to sell, transfer, mortgage, lease and convey at public or private sale, for cash or credit, all of my property and estate of every kind and description upon such terms and conditions as may be deemed advisable, to make distribution to the beneficiaries hereunder in cash or in kind, or in undivided interest in the property owned by me, and to execute all necessary instruments and do all other things required for the convenient and expeditious administration of my estate. Any mortgage or lease made by my Executor may extend beyond the term of my estate.

(c) The Executor shall pay out of the assets which would otherwise become a part of the residue of my estate, all estate and inheritance taxes which may be assessed by reason of my death, with any interest or penalties thereon, and make deposits on account of such taxes. The Executor shall waive any right of reimbursement for such taxes except as to property over which I may have a general power of appointment.

(d) The Executor shall elect to claim expenses of the administration of my estate as income tax deduction to the extent that such election, in the judgment of the Executor, will result in overall reduction of the aggregate income and death taxes.

(e) I direct that my Executor shall exercise his powers without prior application to or subsequent ratification by any Court.

In addition to the common law and statutory powers granted to Executors by the laws of the State of West Virginia, in accordance with the provision of West Virginia Code §44-5A-1, *et*

John T. Geary

seq., as amended, I hereby authorize and empower my Executor, and his successors, to exercise the powers, or any portion thereof, enumerated in section three [Code §44-5A-3] of said article which are hereby incorporated herein by reference as if set forth verbatim in this Will.

ARTICLE V.

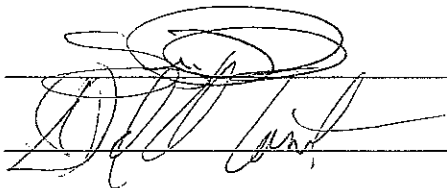
I hereby require the attesting witnesses hereto to make and subscribe affidavits to be attached hereto in accordance with the provisions of Chapter 41, Article 5, Section 15 of the Code of West Virginia, for the purpose of proving this Will when the same is offered for probate.

IN WITNESS WHEREOF, I hereunto subscribe my name and affix my seal to this, my Last Will and Testament, which is written without any interlineations on three (3) pages on this 7 day of November, 2007.



JOHN T. GEARY

This instrument, consisting of three (4) typewritten pages, was signed, published and declared by the Testator to be his Last Will and Testament, in the presence of us, who in his presence and in the presence of each other, have hereunto subscribed our names as witnesses and made an affidavit for proof of this Will.

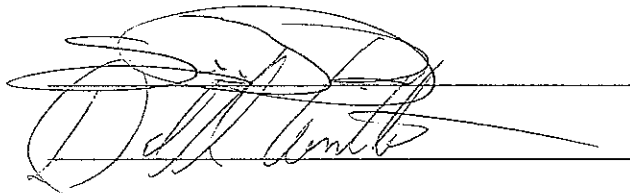
 _____ OF Charlestown, WV
_____ OF Shepherdstown, WV

STATE OF WEST VIRGINIA,
COUNTY OF JEFFERSON, to-wit:

This day personally appeared before the undersigned authority, Susan Presley and David A. Camilleth who, being first duly sworn, depose and say that they were witnesses to the Last Will and Testament of **JOHN T. GEARY**, which appears above; that they were, on

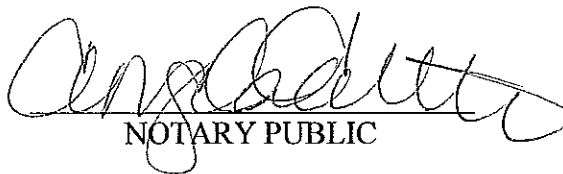
the date set forth above, of lawful age; that they were not beneficiaries under said Will; that the said testator, **JOHN T. GEARY**, signed and declared the same to be his Last Will and Testament, and they, in the presence of the said testator, and in the presence of each other, affixed their signatures and seals thereto as witnesses; that the said witnesses further state under their oath that at the time of the signing of said Will the said **JOHN T. GEARY** was, in their opinion, of sound, mind and above the age of twenty-one (21) years, and fully competent to make a will.

Further affiants saith not.

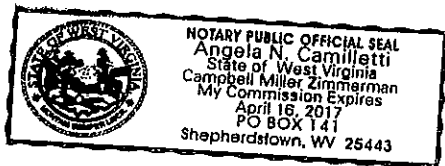


All of the above signatures were taken, subscribed and sworn to before me in said County and State, this 7th day of November, 2007.

My Commission Expires: April 16, 2017



NOTARY PUBLIC



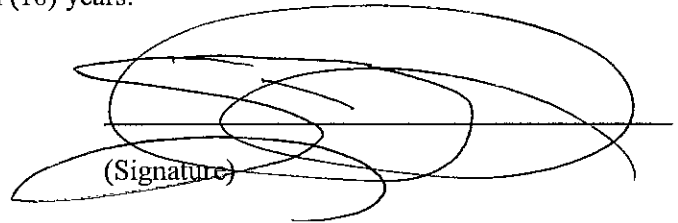
This Instrument prepared by:
David A. Camilletti
111 West Washington Street, Suite 5
Charles Town, WV 25414
(304) 725-0937



Affidavit of Witness to Last Will and Testament

On the 26th day of November, 2012, before the undersigned Notary Public came SUSAN PRESLEY to me personally known, who being by me first duly sworn, upon oath states:

I, SUSAN PRESLEY, was a witness to the writing hereto attached bearing the date of the 5th day of March, 1997; that I was present at the execution of the said writing and saw the testator/rix, JOHN T GEARY, sign his name thereto; that the said testator/rix signed and acknowledged the said writing as and for his Last Will and Testament in my presence and in the presence of the other witness; that I signed the said writing as a witness thereto; and that at the time of signing the said writing, the said JOHN T GEARY was of sound mind and memory and was over the age of eighteen (18) years.


(Signature)

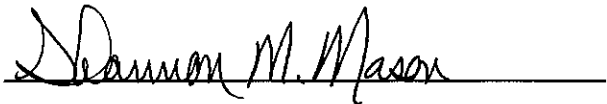
STATE OF West Virginia

COUNTY OF Jefferson

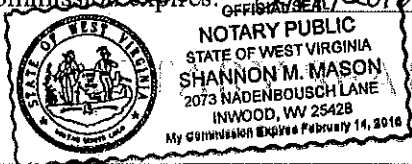
The foregoing instrument was acknowledged before me this 26th day of November, 2012

by Susan Presley

My Commission expires 2/14/2016



Notary Public





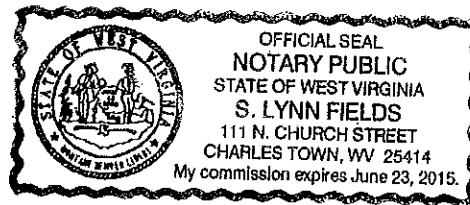
Affidavit of Witness to Last Will and Testament

On the 1st day of November, 2012, before the undersigned Notary Public came DAVID A CAMILLETTI to me personally known, who being by me first duly sworn, upon oath states:

I, DAVID A CAMILLETTI, was a witness to the writing hereto attached bearing the date of the 5th day of March, 1997; that I was present at the execution of the said writing and saw the testator/rix, JOHN T GEARY, sign his name thereto; that the said testator/rix signed and acknowledged the said writing as and for his Last Will and Testament in my presence and in the presence of the other witness; that I signed the said writing as a witness thereto; and that at the time of signing the said writing, the said JOHN T GEARY was of sound mind and memory and was over the age of eighteen (18) years.

[Signature]
(Signature)

STATE OF West Virginia
COUNTY OF Jefferson



The foregoing instrument was acknowledged before me this 1st day of November, 2012 by David Camilletti.

My Commission expires: 6/23/2015. [Signature]
Notary Public

NOTARY SEAL

11:15

17

AGENDA REQUEST FORM

Name: Jason Castillo

Department or Entity: County Commission

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

Date Requested – 1st Choice: March 7, 2013

Date Requested – 2nd Choice: _____

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

Subject: Request for approval of the Berkeley/Jefferson Day Report Center Grant and the Cash Match amount

Please provide the County Commission with a description of your request or presentation, including any background information: Currently there are 3 – three year terms ending March 31, 2016 open for appointment.

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

Are documents attached? **Yes**

If not, please explain:

Is a projector needed? **No**

Contact information:

Email Address:

Phone number:

Appendix B

FY 2014 West Virginia Community Corrections Grant Program Application Forms



**West Virginia Community Corrections
Grant Program Application**

**General Administrative Information
Page 1**

<u>Applicant Agency:</u> Berkeley County Council Address: 400 West Stephen Street Martinsburg, West Virginia, 25401 Phone: 304-264-1923 Fax Number: 304-267-5049	<u>Type of Agency:</u> <input type="checkbox"/> State <input checked="" type="checkbox"/> County <u>Type of Application:</u> <input checked="" type="checkbox"/> For State Funds <input type="checkbox"/> No State Funds
--	---

<u>Project Director:</u> Jason Castillo PD Title: Executive Director Address: 406 S. Raleigh Street Martinsburg, WV 25401 Phone: 304-267-5000 ext. 3960 Fax: 304-596-2047 Email: jcastillo@berkeleywv.org	<u>Fiscal Officer:</u> Deborah Hammond FO Title: County Administrator Address: 400 West Stephen Street Martinsburg, WV 25401 Phone: 304-264-1923 Fax: 304-267-5049 Email: dhammond@berkeleywv.org
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State Funds Requested: **\$196,213** Amount Awarded:
Local Funds Utilized: **\$212,581**
Project Period: **July 1, 2013 – June 30, 2014**

(for DJCS use only)

Number of years previously funded: 5 Estimated Number to be Served: 70
Geographic Area(s) Served: Berkeley, Jefferson & Morgan County
Total Population: 177,510 (2011 US Census)
Project Title: **Berkeley Jefferson Day Report Center (BJDRC)**

Project Description: The BJDRC is an alternative sentencing program that combines control with intensive delivery of services to offenders sentenced or referred by various courts, prosecuting attorneys and/or probation officers.

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.

<u>Authorized Official:</u> Anthony Petrucci Address: 400 West Stephen Street Martinsburg, West Virginia 25401	<u>AO Title:</u> President, Berkeley County Council Phone: 304-254-1923 Fax: 304-267-5049 E-Mail: apetrucci@berkeleywv.org
Signature:	Date:

West Virginia Community Corrections Grant Program Application	Budget Summary Page 2
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Applicant: Berkeley County Council	FEIN Number: 55-6000296
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Budget Category	WV Community Corrections Requested Funds (A)	Local (Match) Funds (B)	Total Budget (A + B)
Personnel/Contractual	156,858	188,946	345,804
Travel/Training	4,872	2,088	6,960
Equipment	550	283	833
Other	33,933	21,263	55,196
Totals	\$196,213	\$212,580	\$408,793

**All funds must be rounded to the nearest whole dollar amount*

Funding Strategy

Funding Source(s)	Amount	Status
Berkeley County Council	106,290	A
Jefferson County Commission	106,290	A
State Of West Virginia	196,213	A
Total	\$408,793	

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

**West Virginia Community Corrections
Grant Program Application**

**Budget Detail
Page 3**

Detailed Project Cost by Budget Category	Requested Community Corrections Funds	Local Funds Utilized	Grant Funds Approved
<u>Personnel / Contractual:</u>			(DJCS Use Only)
DRC Director-J Castillo Salary: \$57,000, FICA: \$4,360, Insurance: \$7,800	42,952	26,208	
DRC Officer-J Hudspith Salary: \$35,000, FICA: \$2,677, Insurance: \$7,800	26,374	19,103	
DRC Officer-B Hardt Salary: \$35,000, FICA: \$2,677, Insurance: \$7,800	26,374	19,103	
Admin Secretary-B Tucker Salary: \$31,500, FICA: \$2,410 Insurance: \$7,800	24,264	17,446	
Community Service Co-G Gross Salary: \$23,410 (Cash Match)	0	23,410	
Community Service Co-J LeMaster Salary: \$21,000 (Cash Match)	0	21,000	
P/T Drug Testing Officer-J Williams Salary: \$5,200 (Cash Match)	0	5,200	
P/T Drug Testing Officer-Vacant Salary: \$5,200 (Cash Match)	0	5,200	
P/T Admin Secretary-Vacant Salary: \$10,000 (Cash Match)	0	10,000	
<u>Contractual:</u>			
Comm Alt to Violence (BIPPS) \$910/mo x 52 wks	7,644	3,276	
Counselors-Martinsburg 30hr/wk @ \$35 per hour x 50 wks	23,250	29,250	
Counselors Charlestown/Berkeley Spr 9hr/wk @ \$35 per hour x 50 wks	6,000	9,750	
<u>Travel / Training:</u>			
3-5 Day Trips			
3xlodging+M&IE+mileage/trip: (3x475+220+247)	1,372	588	
Fuel/Maintenance	1,750	750	
	1,750	750	
<u>Equipment (\$1,000/unit):</u>			
Metal Detection Wand-Berkeley	50	32	
Metal Detection Wand-Jefferson	50	32	

**West Virginia Community Corrections
Grant Program Application**

**Budget Detail
Page 3**

Day Report Center Officer Badges X 5	250	130	
Paper Shredder-Berkeley	200	89	
Other:			
Drug Screen Supplies: \$26,000 Berkeley/Jefferson \$500 per/wk x 52 wks per year	18,000	8,000	
Insurance-Brick Street Berkeley-\$2,006-Jefferson-\$1,800 BRIM-WVBrd of Risk & Ins Mgmt Berkeley-\$3,010-Jefferson-\$1,800	1,903	1,903	
WV Unemployment/Wkrs Comp Berkeley-\$2,000-Jefferson-\$2,000	2,405	2,405	
Office Supplies Berkeley-\$2,800-Jefferson-\$2,500	2,000	2,000	
LS/CMI Inventory: Berkeley-\$2,500 Jefferson-\$1,200	2,650	2,650	
Printing & Postage: Berkeley-\$550, Jefferson-\$400	2,100	1,600	
Fees & Taxes:			
WV State Tax Dept-\$60	0	60	
Service Contract on Printers @ \$750 x 2	750	750	
WV CC Assoc Dues/3 Employees	0	70	
Utilities-Electric, Water, Sewer Berkeley-\$2,900 Jefferson-\$2,100	625	325	
	3,500	1,500	
Total Requested WVCC Funds	\$196,213		
Total Local Matching Funds		\$212,580	
Total Funds APPROVED for Project			(For DJCS Only)

Provide specific information that explains each proposed expense for the project. State clearly and in concise detail the breakdown and justification of need for each item requested for funding in the Budget Detail pages. Also, provide an identified breakdown of matching funds. Be sure to label the breakdown of matching funds as such. Attach additional pages if necessary.

PERSONNEL:

Berkeley & Jefferson County: Salaries + FICA + Health Insurance are requested for Jason R. Castillo, Day Report Center Director (\$57,000 + \$4,360 + \$7,800), Jessica Hudspith, DRC Officer (\$35,000 + \$2,677 + \$7,800), Britney Hardt, DRC Officer (\$35,000 + \$2,677 + \$7,800), Brook Tucker, Administrative Assistant (\$31,500 + \$2,410 + \$7,800). Community Service Coordinators Gene Gross and Jesica LeMaster, for both Berkeley & Jefferson County are paid via Cash Match (at a Salary of \$23,410 & \$21,000 per year). Part time Drug Testing Officer, Jimmie Williams (\$5,200) + Part time Drug Testing Officer (Vacant \$5,200) is to be paid via Cash Match. Part time Administrative Assistant for Jefferson County DRC (to be hired at a Salary of \$10,000 by July, 2013) is to be paid via Cash Match. Part time Drug Testing Officer for Berkeley County DRC (to be hired at a Salary of \$5,200 by July 1, 2013) is to be paid via Cash Match. For Personnel, \$146,670 is committed and \$119,964 is requested from CC funds.

CONTRACTUAL SERVICES:

A variety of counseling services for defendants will be provided through contractual arrangements with various local agencies. Community Alternatives to Violence (BIPPS) will provide services at \$910 per month, amounting to \$10,920 per year. In addition, counselors will be hired at \$35 per hour in both Martinsburg and Charles Town. In Martinsburg we have planned for 15 group sessions per week -- each group session requiring 2 hours (one in the group, one administrative); in Charles Town we have planned for 5 group session per week. The costs for these services for 50 weeks per year are estimated at \$52,500 in Martinsburg and \$15,750 in Charles Town and Berkeley Springs. For Contractual Services, \$42,276 in local funds is committed, with \$36,894 requested in CC funds.

For the Personnel & Contractual category, \$188,946 in local funds are committed and \$156,858 are requested in CC funds for a total of \$345,804.

TRAVEL AND TRAINING:

The DRC Director will be required to attend administrative meetings in Charleston three times over the course of the project period. These trips will each require one overnight stay and one travel day at an estimated total cost of \$1,960. Staff training will be done locally and the costs absorbed by the program. The DRC program has one van which will require fuel and periodic maintenance. The estimated costs for Berkeley County is \$2,500. (Insurance for the Berkeley County van is paid through the Berkeley County Council). Total costs for this category are \$6,960; local match is \$2,088 and \$4,872 is requested from CC funds.

EQUIPMENT:

The bulk of the equipment requested is for both the DRC office in Martinsburg and Charles Town. These costs consist of two Metal Detection Wands, estimated cost is \$84 per unit for a total costs of \$168. Five Day Report Center Badges are needed in order to

provide Officer identification, safety and awareness when in the community/court, estimated costs of the badges are \$75 per badge for a total cost of \$375. A paper shredder is needed for the Berkeley County DRC, estimated costs is \$289. The total cost of equipment is \$833 with local match amounting to \$283 and \$550 requested from CC funds.

OTHER EXPENSES:

An essential part of the program is the drug testing for defendants. This requires disposable mouth pieces for the Portable Breath Tester, Drug Screen Kits, drug testing services, and other related supplies. The cost of these supplies has escalated substantially over the past year. For the planned number of defendants in the program and the expected frequency of testing the cost of supplies will amount to \$500 per week for Berkeley/Jefferson County for an estimated total of \$26,000 per year. The local match amounts to \$8,000 and \$18,000 is requested from CC funds.

The annual insurance cost for Brickstreet, WV BRIM and WV Unemployment/Workman's Com are estimated at \$12,616.

Office supplies, including stationery, copy paper, and toner for both offices are estimated at \$4,600. The proprietary Level of Service/Case Management Inventory (LS/CMI) used in intake screening will cost \$2,000 in Berkeley and \$1,200 in Jefferson. Cleaning supplies for the Berkeley County facility amount to \$1,800. Printing and postage will cost \$950 per year.

Service contracts for the two printers are \$720 each per year. Cost for membership in the WV Community Corrections Association amounts to \$35 each for the Director of the DRC and two case managers.

Finally, utilities, including electricity, water and sewer, will cost \$2,200 in Berkeley County and \$1,800 in Jefferson County.

The Other Expenses category amounts to a total of \$55,196. The local match is \$21,263 and \$33,933 is requested in CC funds.

Please provide information that describes the proposed project. State clearly and in concise detail the purpose and direction of the project, including all components described in the project narrative section of the application instructions. All components must be addressed in the order listed in the instructions. Attach additional pages if necessary and label additional pages as 5a, 5b, 5c, etc.

PROBLEM STATEMENT:

Currently, according to the most recent U.S. Census figures, Berkeley and Jefferson Counties represent the highest population growth areas in West Virginia. Specifically, Berkeley County's population growth of 37% from 2000 to 2010 was by far the highest in the State during that period; Jefferson County's population increased by 26.8% during that same period. Morgan County also experienced relative substantial growth (17.4%) during this time. Berkeley County is currently the second most populous county in West Virginia with a population of 105,750 as of the most recent census conducted in 2011. This is second only to Kanawha, which experienced a decline in population from 2000 to 2010. Overall, the combined three easternmost counties of the Eastern Panhandle (Berkeley, Jefferson, and Morgan) grew by 29.4% from 2000 to 2010 (from 133,038 to 172,208). This increase in population has adversely impacted the local jail population, as crime rates have increased commensurately with the area's growth. The counties, as a result, have faced crippling jail bills totaling millions of dollars. Berkeley County Council estimates that the total annual jail bill for 2013 will be close to \$3 million dollars. The introduction of the Day Report Center has not only helped to lessen these numbers, but has also provided offenders the opportunity to address their needs by offering treatment. Typically, jails (as opposed to prisons) offer little if any rehabilitation programming. The Day Report Center, however, specifically targets offenders' needs by offering such contractual treatment as batterer's intervention, anger management, life skills and substance abuse counseling. Such programming not only reduces jail costs, but offers offenders treatment and education, which will eventually lower recidivism rates and reduce jail costs.

The Berkeley/Jefferson Day Report Center in Martinsburg and Charles Town receives referrals from each of the counties Magistrates and Circuit Courts including Berkeley Springs, located in Morgan County. Many of these referrals are pre-trial diversions, bond supervision, conditions of probation and sentencing. The client base in the Berkeley and Jefferson County reflects a high level of crimes perpetrated to support drug addiction and alcohol related crimes. The target male population reflects a 28 year old individual, who is unemployed and supports criminal offenses directly related to a drug and or alcohol offense. These include charges for DUI, Battery, Destruction of Property, Domestic Battery and Shoplifting. The targeted female population reflects a 29-year-old individual with a confirmed drug and/or alcohol dependency and charged with offenses for Cruelty to Animals, False Pretense, Possession of Controlled Substance, Prescription Fraud, Shoplifting and Forgery. These defendants are referred to the program for eligibility screening and placement into programs to address their primary and secondary treatment needs. The need for these services reflect the high cost being paid in jail detention and the need by the courts to better address defendants needs to alleviate re-arrest and permanent incarceration. Both Day Report Centers are working with the Courts, Prosecutors, Public Defenders Offices, and Probation to address the treatment needs of defendants in both counties.

PROGRAM DESCRIPTION:

The Berkeley/Jefferson Day Report Center support a staff inclusive of the Executive Director, an Administrative Assistant/Secretary, two contractual licensed professional counselors, a facilitator for the Batterer's Intervention Prevention Program, two full time DRC officers and two Community Service Supervisors. The Community Service Coordinators are funded from the counties cash match. The Day Report Center has an offender base of eighty three (83) individuals supervised. Of those, 46 are active clients, eighteen (18) bond supervision cases and 19 offenders who are made of up of clients and bond individuals who are pending revocation. These offenders may be revoked and re-incarcerated. While pending court, offenders are required to continue with the conditions of DRC. At times, offenders may not be revoked due to coming into compliance prior to their court appearance. 90% of the revocations filed are due to relapse with drug & alcohol use. 10% of the revocations filed are due to new crimes committed while under DRC supervision. Discretion of revocation is left to the DRC Director and the Prosecuting Attorney. The DRC supports the clients by providing Drug and Alcohol Management, Life Skills, BIPPS, Anger Management, GED education, individual counseling and drug/alcohol testing. These numbers have increased significantly since the last budget submission. This increase also reflects an increased number of defendants from Morgan County.

Funding for FY 2013-2014 is crucial to provide continued program growth. It is our goal to fully fill all positions in the Charles Town Office to handle the future growth of offenders referred to the Day Report Center. At the present, two full time staff members are assigned to the Jefferson County DRC office. An additional goal of the DRC, is to increase enforcement of offender supervision fee collections. This is detrimental in providing future sustainability for the DRC as funding in the future becomes limited. In 2012, an increase in revocations occurred due to substance abuse relapse. Previously, all DRC offenders were supervised the same regardless of their intake assessment needs. The DRC will utilize the LSCMI in order to better supervise our offender population by implementing levels of supervision (Intensive, Close, Regular and Minimal) based on the LSCMI Intake Assessment Tool. By implementing levels of supervision, the DRC should be able to better supervise its offenders, reduce revocations and reduce relapse and recidivism.

The referrals being received from these two counties as well as Morgan County reflects a general population that has a very high drug/alcohol related crimes and those behavioral problems associated with that type of abuse. Also, entwined with this type of profile includes those related crimes such as DUI's, destruction of property, public intoxication, breaking and entering, petty larceny, uttering and forgery. Those defendants who criminal violations are of a non-violent nature can be channeled in to a DRC, receive appropriate treatment, maintain present employment or obtain employment, support their family with minimum impact and provide assistance in reducing the per-diem regional jail cost.

In the past year, clients who have completed the program have successfully reintegrated back into the community using the resources learned while attending this program. Support efforts in the community such as NA and AA, programs offered through the County Health Departments and DHHR have proven successful in assisting those individuals who completed the Day Report Center. The impact this Center has had on the target population has also created a support system that these individuals can use to maintain their sobriety and lead a more productive life.

PLAN OF SUSTAINABILITY:

The Berkeley/Jefferson Day Center has been operational since October, 2009 and still depends primarily on funding from the West Virginia Community Corrections grant program and the matching funds from the two participating counties. The Director of the Berkeley/Jefferson Day Report Center completed a Drug & Alcohol Testing Provider Agreement to administer drug and alcohol screening to the West Virginia Department of Health & Human Resources Bureau for Children & Families for Berkeley County. This endeavor has been in effect since November 2011 and has been expanded to include Jefferson County residents being tested at the Charles Town site.

The first plan is to enhance future sustainability is to increase enforcement of offender supervision fee collections. This is detrimental in providing future sustainability for the DRC as funding in the future becomes limited. The DRC started imposing mandated collections for urinalysis testing and offender supervision fees on a weekly and monthly basis in November of 2012. This has increased revenue substantially and will continue to do so in the future.

The second plan is to enhance future sustainability is to continue with the growth in Jefferson County. Currently, the DRC in Charles Town is open full time. However, only one DRC Officer is there 5 days a week. A Community Service Coordinator is working there 3 days a week and 2 days in the Berkeley County DRC in Martinsburg as Drug Testing Officer. Jefferson County Court has requested that the DRC in Charles Town be more committed to their court. Therefore, the goal would be to have a full staff for the Charles Town office. Thus, Jefferson County DRC will be able to supervise a larger offender base population upon receiving more referrals. This would also offer DRC Staff more of an opportunity to conduct outreach with the courts and community.

The third plan is to renew the MOU (memorandum of understanding) with the Morgan County Commission that would enable that jurisdiction to place potential defendants into the Day Report Center at a charge of \$100.00 per client month. The agreement has been beneficial to Morgan County and the DRC, and has continued to grow both in terms of clients and bond supervision.

The forth plan is to utilize the LSCMI on establishing stronger supervision levels for active offenders. By implementing stronger supervision and enforcement, it will reduce recidivism, the lack of offender participation and reduce revocation proceedings, all of which has a negative impact on the Day Report Center's overall statistics. 90% of DRC offenders that are revoked from the program for violating conditions of the DRC is for relapse with drug and alcohol abuse. Additional testing is needed for offenders who are at high risk.

GRADUATED SANCTIONS, INCENTIVES AND CLIENT FEEDBACK:

Graduated Sanctions:

During the 2014 Fiscal Year, the Day Report Center will be implementing a new levels of supervision model. This model will be utilized to determine how frequently an offender will need to report for testing. This model will be implemented due to a significant increase in drug usage among the DRC offender population. This model will be incorporated within the current sanctions utilized by the DRC. All DRC Offenders drug test at a minimum of one time per week. Treatment and Education is determined by the LSCMI. If an individual violates conditions of the DRC during supervision, the DRC imposes new sanctions. If an individual tests positive for drugs and alcohol one time and was not recommended for D&A counseling, the defendant will be required to attend treatment. If an individual has completed D&A treatment and relapses after treatment, the defendant is required to attend relapse prevention until successful completion. Currently DRC Offenders report for testing weekly, bi-weekly and monthly, all of which depends on the defendant's overall performance. In the future, DRC Offenders who test weekly and violate conditions of the DRC, they will then be required to report 3 to 5 times per week. If an offender is bi-weekly and violates, they will then be required to report weekly, if an offender violates and they are on monthly supervision, they will be required to report weekly. As the DRC notices positive change with offender drug testing, the offender may be transitioned to bi-weekly or to monthly supervision again. If offenders fail to comply with treatment recommendations, they will be required to report on an intensive level which would consist of daily reporting 3 to 5 times a week. As the offender starts to comply with treatment recommendations, again the defendant will be able to transition back to regular supervision which would consist of 1 time per week, to bi-weekly or monthly report-ins. After 3 positive urinalysis tests the offender is recommended to attend a detox facility and possible inpatient treatment. If the defendant refuses, the defendant is immediately filed on for revocation and incarceration is probable. If the defendant violates after successful completion of detox or inpatient treatment, revocation proceeding will commence. If the defendant fails to report in for monthly meetings with DRC Case Managers, or fails to report for treatment class and drug testing, the defendant is filed on for revocation immediately. All offenders are given 3 absences with valid excuses. All offenders are notified of the rules and sanctions of the Day Report Center during their initial intake assessments. They are aware that if they fail to comply, they could face revocation and incarceration.

Incentives:

The Day Report Center currently utilizes incentives, all of which are based on the defendant's behavior, performance and overall successful achievements. All defendants are required to attend one time per week for drug testing initially. As the defendant progresses successfully and is consistently negative for a period of 3 months, the defendant will be transitioned to bi-weekly testing. If the defendant maintains sobriety for a period of 1.5 months after being transitioned to bi-weekly, the defendant will be transitioned to monthly report-ins for drug testing until successful discharge from the DRC. All DRC offenders are recommended to complete a period of supervision ranging from 3 months to 24 months of supervision. The majority of offenders are supervised for a minimum of 12 months. DRC defendants are notified during their initial assessment and intake that if they complete all recommended treatment, provide all negative drug tests, complete community service and pay all associated costs of the program, the defendant will be discharged successfully immediately and earlier than previously recommended. The defendant's are notified that early discharge will be solely based on their

productive and successful completion of the DRC. Due to economic difficulties, defendants may not be able to pay costs of program completely. The DRC has implemented a payment plan to assist those that suffer financial hardship. If the defendant is able to make an effort and pay a percentage on a monthly payment plan consistently, they could be discharged early which could eliminate future costs accrued with additional months of supervision.

Client Feedback:

All DRC offenders are given the opportunity to provide feedback during their exit interviews at the time of successful discharge. DRC offenders are asked what their dominant learning's were, what their likes and dislikes of the program were. They are also given the opportunity to provide any additional feedback they would like or any program recommendations.

- 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.
- 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. How will data be collected, analyzed, and results shared.
- 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 Number:	<u>Goal 1:</u> To increase Day Report Center Revenue in order to establish future stability.
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Objective Number:	<u>1-1:</u> To enforce and monitor the collection of Offender Supervision Fees and Drug Testing Fees.
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Outcome Measure:	<u>1-1:</u> By enforcing the collection of monthly supervision and drug testing fees, the Day Report Center will be able to increase revenue substantially. This will provide the Day Report Center with future financial stability as funding becomes limited in the future.
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Activities to meet objective:

1. Notify all DRC Court ordered sentenced offenders in writing and verbally that a monthly \$100 fee will be assessed and must be paid. If an offender is unable to pay the entire amount, a payment plan will be used to determine an on-going monthly payment.

2. All DRC Clients will be notified in writing and verbally that each person must pay \$10 per drug test at the time drug testing is initiated. If a sample is positive and the defendant denies the usage, the sample will be sent to Scientific Laboratories for confirmation. If the sample is positive, the defendant will be required to pay the amount owed to STL. This will reduce the amount of billing the DRC pays to STL.

Timeline for each activity:

1. July 1, 2013 all defendants will be notified by their Case Manager or Director at the time of intake that a \$100 a month supervision fee must be paid by the end of each and every month of supervision. A payment plan will be established in writing at the time of intake. Defendant will be held accountable and could face revocation proceedings if payments are not made.

2. July 1, 2013 all defendants will be notified verbally and in writing at the time of intake, or those that have been previously referred to DRC will be reminded that everyone will be required to pay \$10 per drug test at the time drug testing is initiated. If a defendant is unable to pay the amount at the time of testing, the amount owed will be added to their billable account.

3. Audit all past due defendant's fees (this includes current offenders supervised and discharged offenders). Audits will occur every 3 months. Letters of past due amounts owed will be sent to all defendant's requesting collections of the entire amount. If the defendants are unable to pay the total amount owed, defendant will be given the opportunity to set up a new payment plan in writing.

4. Each month, the Administrative Assistant who is responsible for collections will provide all defendants with an invoice of total balances owed.

3. August 1, 2013 a 2nd Audit will commence in order to collect all past due fees owed by current and previous defendants. Notices will be mailed out by August 30, 2013.

4. Starting July 1, 2013 Administrative Assistant will process all defendant's accounts. Defendants will be provided a monthly statement no later than the 30th of every month.

Goal Number:	<u>Goal 2:</u> Increase offender population case load supervised in the Jefferson County Day Report Center.
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Objective Number:	<u>2-1:</u>	To hire additional staff for the Day Report Center in Jefferson County in order to obtain additional referrals for the program.
Outcome Measure:	<u>2-1:</u>	By hiring additional staff for the DRC, Jefferson County Case manager will be able to supervise a larger offender base population upon receiving more referrals in the future. This would also offer DRC Staff more of an opportunity to conduct outreach with the courts and community in Jefferson County as is done in Berkeley County. This will demonstrate the commitment the DRC has with Jefferson County, which will increase referrals.

Activities to meet objective:

1. Hire a part time Administrative Assistant for the Jefferson County DRC.
2. Hire a part time Drug Testing Officer for Berkeley County DRC. This will provide current Jefferson County Community Service Coordinator the opportunity to work in Jefferson County DRC 5 days a week in lieu of 3 days a week currently.
3. Notify Jefferson County Court Officials in writing of newly hired employees with the DRC

Timeline for each activity:

1. Hire a part time Administrative Secretary by July 12, 2013. The position will be 5 days per week/4 hours per day.
2. Hire a part time Drug Testing Officer by July 12, 2013. The position will be 2 days a week/5 hours per day.
3. Mail letters to all Magistrates and Circuit Court Judges by July 30, 2013 notifying them that the DRC in Jefferson County is fully staffed. Included will be all DRC contact information.

Goal Number:	<u>Goal 3:</u> Renew Memorandum of Understanding with Morgan County Commission.
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Objective Number:	<u>3-1:</u> To continue providing services to Morgan County referrals provided by the Court.
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Outcome Measure:	<u>3-1:</u> By providing services to Morgan County, the DRC will offer treatment and supervision to criminal offenders which will reduce recidivism. This will generate revenue in the amount of \$100 per offender supervised per month. This will also provide the Day Report Center with future sustainability.
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Activities to meet objective:

1. DRC Director will meet with Morgan County Commission in order to renew Memorandum of Understand.

Timeline for each activity:

1. Meet with Morgan County Commission by June 30, 2013. MOU time period will be renewed from July 1, 2013 to June 30, 2014.

Goal Number: Goal 4: Reduce offender recidivism, relapse and revocation.

Objective Number: 4-1: Implement a new Levels of Supervision Model by utilizing the LSCMI Risk Needs Assessment.

Outcome Measure: 4-1: By utilizing the LSCMI and Risk Needs Assessment tools, the DRC can establish and implement stronger supervision levels for active offenders in need of intensive/close supervision and treatment. This will reduce recidivism, the lack of offender participation and reduce revocation proceedings, all of which has negative impact on the Day Report Center's overall statistics.

Activities to meet objective:

1. Develop a Level of Supervision Model for Case Managers to utilize after assessment has been completed. The LSCMI/RISK NEEDS will determine how often an offender will be required to report in for drug testing.
2. Offenders who are classified as High Risk will be required to report to the DRC 3 to 5 times a week for drug and alcohol testing. Stronger enforcement will be a necessity for reducing recidivism. Medium to Low Risk will be required to report 1 to 3 times per week for drug & alcohol testing.
3. DRC Case Managers will be required to attend trainings on reducing recidivism

Timeline for each activity:

1. Develop a level of Supervision Model by August 1, 2013.
2. Reporting Requirement changes based on Risk Needs will occur on or before August 1, 2013. Currently all DRC offenders are required to report once a week for drug and alcohol testing.
3. DRC Case Managers will be required to attend Reducing Recidivism trainings throughout the 2013-2014 year.

Provide a membership list of the LCCJB, including name, title, agency affiliation, mailing address, telephone number, fax number, email address, and amount of time on the board for each member. *Letters of commitment or MOU's from each board member, reflecting their understanding of the requirements of the Board will be required for Attachment C of this grant application.*

See Attached Document

Berkeley/Jefferson Community Criminal Justice Board
Updated 3/12/10

Statu	Term	Position	Name	Organization	Phone		Email
	Began				Fax		
V	2008	President	Games-Neely, Pame	Berkeley County Prosecutor 380 W. South St. Suite 1100 Martinsburg, WV 25401	304-264-1971 304-263-6092		gneely@berkeleycountycomm
V	2012	Vice-President	Tom Delaney	Public Defender 313 Monroe St. Martinsburg, WV 25404	304-263-8909 304-267-0418		tedelaney53@hotmail.com
V	2008	Secretary	Zdziera, Carolyn	BIPPS Community Alternatives to Violence 891 Auto Parts Place Box 136 Martinsburg, WV 25403	304-262-4424/540-327-7849 866-332-2906		czdziera@msn.com
V	2008	Treasurer	LeMaster, Kenneth	Berkeley County Sheriff 802 Emmett Rousch Dr. Suite C Martinsburg, WV 25401	304-267-7000, 676-9723© (304) 267-7806		bcs0802@earthlink.net
V	2012	Member	Jennifer Lawrence	United Way of the Eastern Panha 218 W. King St. Martinsburg, WV 25401	304-263-0603/676-5038 304-263-0614		
NV	2008	Member	Hofe, C Mark	Director Berkeley County Probation Depart 380 W. South St. Martinsburg, WV 25401	304-264-1969 (304) 267-3710		mark.hofe@courtsww.gov
V	2008	Member	Hoff, Sheri L	Jefferson County Schools 110 Mordington Ave. Charles Town, WV 25414	304-728-9221, 540-247-9878 304-728-4574		shoff@access.k12.wv.us
NV	2012	Member	Stacy Dugan	Morgan County Commission 77 Fairfax St. Room 101 Berkeley Springs, WV 25411	304-258-8540 304-258-7305		sdugan@morgancountywv.go
V	2008	Member	Lorenzetti, Ralph	Jefferson County Prosecuting Attc	304-724-6279/728-3243		rlorenzetti@jeffersoncountyw

**Berkeley/Jefferson Community Criminal Justice Board
Updated 3/12/10**

				P. O. Box 729 Charles Town, WV 25414	304-728-3293	
V	2008	Member	McLaughlin, Debra	Morgan County Prosecutor 77 Fairfax St. Suite 2A Berkeley Springs, WV 25411	304-258-8621 (304) 258-8638	debramh@aol.com
V	2008	Member	McQuade, Ruth	Law Offices of Ruth A. McQuade P.O. Box 1774 Shepherdstown, WV 25443	304-876/6619 (304) 876-9147	ramcquade@comcast.net
V	2008	Member	Stephens, Ron	Director, Pupil Services Berkeley County Schools 401 S. Queen St. Martinsburg, WV 25401	304-267-3500/676-4840 304-263-3633	restephe@access.k12.wv.us
NV		Member	Vacant	Jefferson County Commission 124 E. Washington St. P. O. Box 250 Charles Town, WV 25414	304-728-3284 304-725-7916	
NV	2008	Member	Rissler, Mary Paul	Jefferson County Magistrate Judicial Center 110 N. George St. Charles Town, WV 25414	304-728-3274 304-728-3235	mprissler@frontiernet.net
NV	2012	Member	Castillo, Jason	Day Report Center 406 S. Raleigh St. Martinsburg, WV 25401	304-267-5000 EXT.3960 304-596-2047	jcastillo@berkeleywv.org
NV	2008	Member	Sanders, David	Circuit Court Judge Jefferson County Courthouse 100 E. Washington St. Charles Town, WV 25414	304-728-3231 304-728-3398	sanded@mail.wvnet.edu
V	2013	Member	Jones, Jesse	Jefferson County Sheriff's Department 112 Industrial Blvd. Kearneysville, WV 25430	304-728-3205 304-728-3299	jjones@icsdvw.com
V	2008	Member	Slaughter, Harold	Psychological Consulting, Inc.	304-263-9095	wvpsycon@aol.com

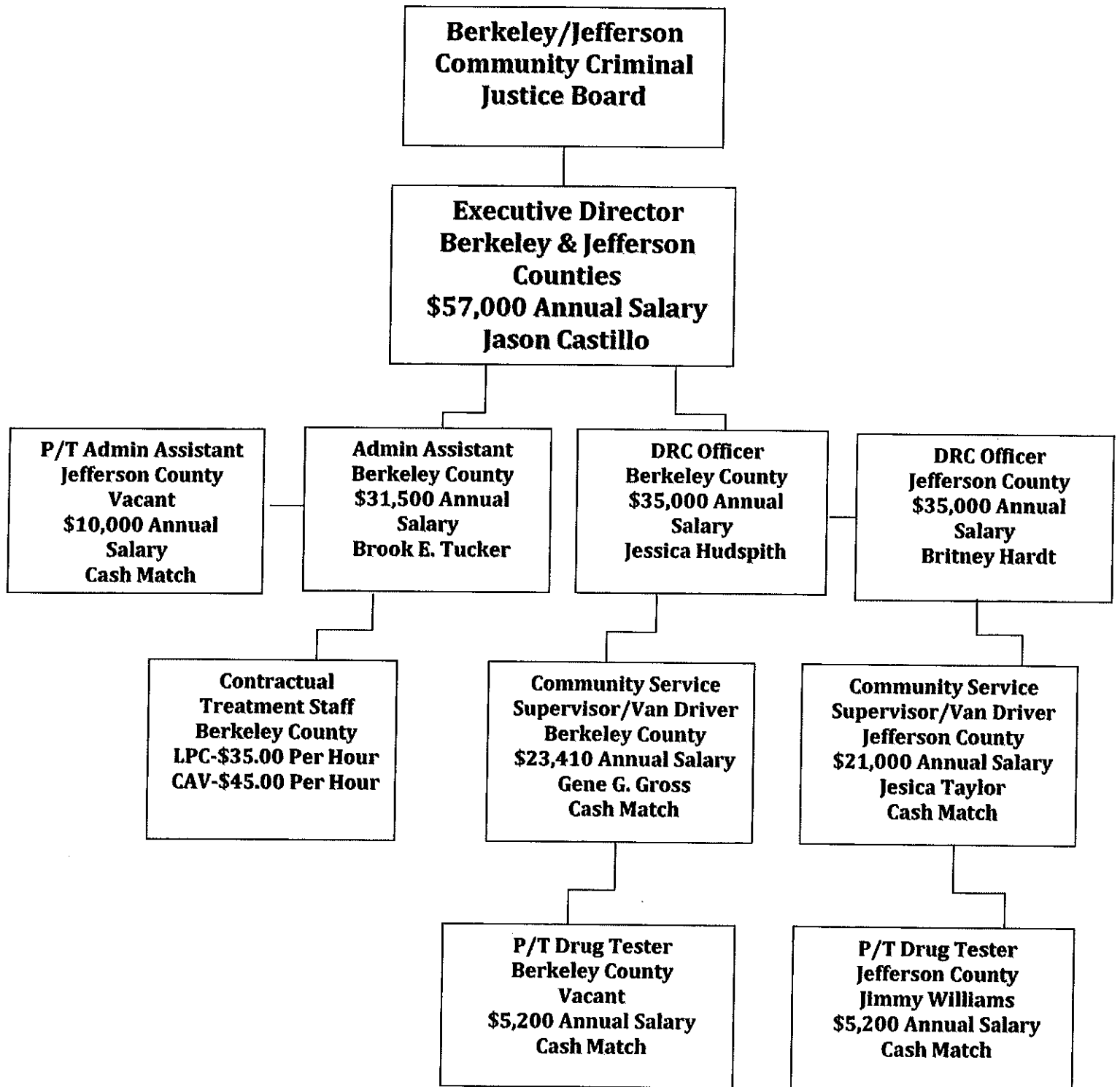
**Berkeley/Jefferson Community Criminal Justice Board
Updated 3/12/10**

				431 S. Raleigh St. Martinsburg, WV 25401			
V	2008	Member	Smith, Ann	Shenandoah Women's Center 236 W. Martin St. Martinsburg, WV 25401	304-263-8522 304-263-8559		aksmith@swcinc.org
V	2008	Member	Soltis, Marty	Jefferson County Schools 110 Mordington Ave. Charles Town, WV 25414	304-728-9248 304-724-5311		msoltis@access.k12.wv.us
NV	2013	Member	Petrucci, Anthony	Berkeley County Council President 400 West Stephen Street Martinsburg, WV 25401	304-267-5000		apetrucci@berkeleywv.org
NV	2011	Member	Mauck, Elaine	Berkeley County Council 400 West Stephen Street Martinsburg, WV 25401	304-267-5000		emauck@berkeleywv.org
NV	2008	Member	Hammond, Deborah	Berkeley County Council County Administrator 400 West Stephen Street Martinsburg, WV 25401	304-267-5000		dhammond@berkeleywv.org
V	2010	Member	Wright, Nathaniel	Pastor Lilly of The Valley Evangelical Church			pastorwright4@frontier.com

Please use this page to provide (or attach a copy of) the program's organizational chart which includes the proposed funded positions for this project. Please list all staff members, position titles, salaries, and funding source for salaries.

See Attached Document

Berkeley/Jefferson Day Report Centers



Provide a brief statement outlining the program 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 the grant. If position(s) are currently filled, then include a resume for each position filled.

See Attached Documents

Provide a brief statement outlining the program 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 the grant. If position(s) are currently filled, then include a resume for each position filled.

HIRING PROCEDURES FOR THE BERKELEY/JEFFERSON DAY REPORT CENTER

The Director who wishes to fill a vacant position will complete and submit a Personnel Request Form to the Board for authorization and discuss any changes to the job description.

Whenever possible and practical, current Center employees will be given first consideration for open positions in they are qualified. The Director, or the Assistant Director or Board Secretary in the absence of a Director, will assure that all job announcements are posted internally at the Center and the Administrator of both Berkeley and Jefferson County Commissions for posting internally (via email and on bulletin boards, if available), and externally (newspaper advertisement) for a period of not less than ten (10) calendar days. Any employee interested in applying for a position shall forward a resume to the Center Director or Assistant Director or Board Secretary in the absence of a Director, prior to the deadline established in the job announcement, in order to be considered a candidate for the open position.

Consideration for employment will be based solely on an applicant's qualifications for the position. The Director, Assistant Director, Board or Board Committee in the absence of a Director, will review the most qualified applicants, conduct employment related reference checks and inform the Board of his/her choice to fill the vacancy. The Director will further make a recommendation as to compensation. The final recommendation will be made to the Berkeley/Jefferson Community Criminal Justice Board who has full authority for matters relating to employment and compensation.

Upon the Board's approval, a conditional offer of employment will be made to the successful applicants. All offers of employment will be contingent on successful completion of a background investigation and possibly a physical and drug screen.

All rules subject to exceptions by law, which may otherwise apply.

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Berkeley/Jefferson County Day Report Center

406 South Raleigh St.
Martinsburg WV 25401
Jason R. Castillo, Director
304-267-5000 ext. 3960

Contractual Agreement



This contractual agreement is entered into between Community Alternatives to Violence (hereafter Contractor) and the Berkeley/Jefferson County Day Report Center (hereafter "DRC").

It is agreed that Contractor will conduct individual counseling sessions, group counseling and supervision services on-site at the DRC for DRC clients as scheduled by the Administrative Assistant/Secretary or the Director of the Berkeley/Jefferson County Day Report Center.

This agreement is for a twelve month period beginning on October 1st 2012 and ending on October 1st 2013. A fee of \$ 45.00 per hour will be paid for group and individual counseling as requested and scheduled.

Furthermore, it is agreed that either the Contractor or the Director of the DRC can terminate this contract, with or without cause, by providing at least two weeks written notice of the date the contract is to be terminated.

I, Larry Schultz, for Community Alternatives to Violence, the Contractor specified in the contractual agreement, do hereby agree to the terms and conditions outlined in the contract. I acknowledge that I have previously been given a copy of the Rules of Conduct for Contract employees and the Berkeley/Jefferson County Day Report Center. As a contractual employee, I agree to govern myself according to the DRC's Rules of Conduct and Confidentiality Policy.

	55-0751906	2/19/13
Name	FEIN	Date
		2-19-13
Jason R. Castillo, Executive Director		Date

Berkeley/Jefferson County Day Report Center

406 South Raleigh St.
Martinsburg WV 25401
Jason Castillo, Director
304-267-5000 ext. 3960

Contractual Agreement

This contractual agreement is entered into between **Jessie L. Rayl** (hereafter Contractor) and the **Berkeley/Jefferson County Day Report Center** (hereafter "DRC").

It is agreed that Contractor will conduct individual counseling sessions, group counseling and supervision services on-site at the DRC for DRC clients as scheduled by the Administrative Assistant/Secretary or the Director of the Berkeley/Jefferson County Day Report Center.

This agreement is for a twelve month period beginning on **02/14/2013** and ending on **02/14/2014**. A fee of \$ 35.00 per hour will be paid for group and individual counseling as requested and scheduled.

Furthermore, it is agreed that either the Contractor or the Director of the DRC can terminate this contract, with or without cause, by providing at least two weeks written notice of the date the contract is to be terminated.

I, Jessie Rayl, the Contractor specified in the contractual agreement, do hereby agree to the terms and conditions outlined in the contract. I acknowledge that I have previously been given a copy of the Rules of Conduct for Contract employees and the Berkeley/Jefferson County Day Report Center. As a contractual employee, I agree to govern myself according the DRC's Rules of Conduct and Confidentiality Policy.

Jessie Rayl

2-15-13

Name

SS Number

Date

Jason Castillo, Director

Date

Jason Castillo

2/14/2013

JOB DESCRIPTION

Regional Director

Work Hours: 40 hrs a week
Position: Full-Time

Definition of Work

Be able to perform managerial work in directing the operations of multi-county Day Report Centers.

Distinguishing features of this position

An employee in this position performs professional and administrative work directing the day-to-day operations of several Day Reporting Centers. Work is characterized by the performance and operation of specialized court ordered, county, state, and federal contracts and programs for adults. Be able to manage and supervise several counties under one board. Work is performed with a wide degree of independence and latitude. Supervision is exercised over professional program directors and/or assistant directors and office support personnel. Work is performed under the general supervision of the Community Criminal Justice Board and County Commission with guidance on policy matters.

Examples of Work performed

- Initiates annual federal, state and county grants for all multi-county programs and Drug Treatment Labs. Also be responsible for actively seeking out additional funding from other grants available.
- Plans and prepares annual budget, grant applications, and manages program expenditures including coordination of monthly, quarterly and annual financial reports for all multi-county Day Report Centers.
- Attends local and state meetings and serves as program liaison to referring institutions, various boards, commissions, advisory panels, and judicial system.
- Interviews participants and coordinates client's referrals and screens pre-trial referrals.
- Assists in the development of state, federal and county contracts with Program Director/Assistant Director.
- Monitors reporting and contracting requirements.
- Initiates contact with various community resources and agencies.
- Supervises and evaluates Assistant Directors and Program Directors in Day Report Centers.
- Coordinates staff meetings and staff development activities with multi-county Program Directors.
- Performs related duties as required.

Knowledge, Skills and Abilities

- Thorough knowledge of the criminal justice system.
- Thorough knowledge of adult criminal justice system, laws, programs and activities.
- Considerable knowledge of related community resources and agencies.

- Skills in the use of modern office equipment, computers and common word processing, spreadsheet and file maintenance software.
- Ability to develop and administer program standard and objectives.
- Ability to direct and supervise personnel.
- Ability to interact with program participants with firmness, tact and impartiality.
- Ability to establish and maintain effective working relationships with advisory board personnel, subordinates, the general public, and court and school officials.

Minimum Education and experience

Qualifications: Graduation with a master's degree in a relevant field of study (i.e., counseling, corrections, criminal justice and social work) from an accredited college or university.

Experience: Five years of progressively responsible positions in working with the target population. Five years experience in management and supervision.

Acceptance:

I hereby accept this as an accurate job description as community service supervisor and I will abide by the standards set forward in it.

Employee Name (Print) Date

Employee Signature Date

**JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT/SECRETARY**

Nature of Work

This is a multi-functional administrative position, which involves responsibility for closely monitoring and tracking Day Report Center grants and budget.

Examples of Work Performed

- 1. Closely Tracks all expenses related to the Day Report Center budget:
 - a) Performs weekly calculation of all expenses for submission to county commission office in order to expenses to be paid.**
 - b) Prepares and tracks monthly grant reports for submission to the Community Corrections Office, WV Division of Criminal Justice Services – includes calculation of all expenses and organizing expenses into proper categories in order to receive monthly reimbursement checks.**
 - c) Tracks home incarceration collections and expenses.****
- 2. Attends bi-monthly meetings of the Eastern Panhandle Community Criminal Justice Board and prepares meeting minutes.**
- 3. Tracks payroll and benefits for all staff.**
- 4. Tracks vacation, sick leave, and comp time for all full-time staff members.**
- 5. Organize quarterly report sent to all circuit court judges, magistrates, prosecuting attorneys and county commissions in four-county catchment area.**
- 6. Maintains day/evening master and individual schedules for clients.**
- 7. Prepares absentee and community service forms for clients.**
- 8. Attends monthly day and evening treatment team meetings and prepares reports of the meetings.**
- 9. Conducts random drug testing.**

10. Performs general office duties that include organization of files, answering phones, use of fax machine and copy machine, typing, sending mailings.
11. Performs client billing on a monthly basis.
12. Tracks payments from clients and agencies.
13. Performs other related duties as required by the director.

Minimum Qualifications

Training:

Minimum of Associate's degree in Business Administration, Bachelor's preferred.

Experience:

One year experience as an administrative assistant to include fiscal responsibilities.

Desirable Knowledge, Skills and Abilities

1. Knowledge of standard and legal English, proper spelling, and punctuation.
2. Ability to perform mathematical applications.
3. Excellent organizational skills.
4. Ability to communicate professionally through oral and written methods.
5. Ability to handle multiple tasks with efficiency.
6. General knowledge of basic office procedures including use of office equipment.
7. Ability to work as a team member.
8. Knowledge of proper etiquette relating to office practices and procedures.

- 9. Ability to understand and follow complex oral and written instructions.**
- 10. Skill in the use of a computer and various associated software i.e. Microsoft Office (Word, Access, Excel, and Powerpoint).**

JOB DESCRIPTION DRC OFFICER

Salary Range: ^{32,000} ~~\$22,500-30,500~~
Work Hours: 40 hrs a week
Position: Full-Time

Definition of Work

The DRC Officer positions will provide services mainly through assessment and referral. When brokered, these services will be monitored and evaluated in concert with the treatment plan. Periodically DRC Officers will provide directly the following. Travel is only on as needed basis.

Examples of Work Performed

- Provides ongoing supervision and rehabilitative services to an assigned caseload. Duties include, but are not limited to, intake assessments, drug screening, community supervision, as well as in-home visits.
- Maintains contact with community resources in order to arrange referrals and services as necessary.
- Interviews clients, their families and interested individuals as necessary to determine the nature of the problems to be encountered.
- Prepares reports, correspondences, and documents as necessary, maintains records of contacts with clients.
- Performs related work as required.

Desirable knowledge, abilities, and skill

- Knowledge of principles of DRC Officers, court system, criminal justice, counseling, therapy, adult education and vocational education, as well as probation, parole and corrections work.
- Knowledge of state laws, rules, and cases affection probation, parole, and corrections.
- Knowledge of state laws, rules, and cases affection probation, parole, and corrections.
- Ability to collect and analyze court documents, mental health summaries, educational material and diagnosis.
- Knowledge of local community structure and resources.
- Ability to work within the community and to use available resources.
- Ability to maintain records and make oral and written reports and assessment to the courts and local resources.

Required Education

Qualifications: Licensed at the baccalaureate level, knowledge of provider systems within the region and entry level clinical skills.

Acceptance:

I hereby accept this as an accurate job description as community service supervisor and I will abide by the standards set forward in it.

Employee Name (Print)

Date

Employee Signature

Date

Part-time Drug Tester Job Description

Summary:

The part-time drug tester is responsible for monitoring female urine submissions at the Berkeley/Jefferson Day Report Center (DRC) for the Department of Health and Human Resources (DHHR).

Essential Duties and Responsibilities include but are not limited to the following:

- Observe the donor.
 - Are their eyes bloodshot?
 - Are their eyes glazed over?
 - How is their speech (i.e. slurring words)?
 - How are they moving (i.e. stumbling, unbalanced, etc.)?
 - How do they smell (i.e. alcohol)?
 - If the individual smells of alcohol, perform a breathalyzer test on the individual. This can be found in the director's office. Take the white tube and place it on the breathalyzer machine. Turn on the machine and wait for the screen to show "blo". Have the individual blow on the tube until you hear a click. The machine will show results in less than 1 minute.
- Fill out the Urine Initial Drug Screen result form.
 - **Collection site/Company name:** Berkeley/Jefferson Day Report Center
 - **Address:** 406 S. Raleigh St. Martinsburg, WV 25401
 - **Donor SSN:** Ask the testee for this information.
 - **Collector Name:** Print your name
 - **Donor Name:** Fill in the Donor's last name, then first name. Place an X in the box labeled photo ID.
 - **Reason for test:** Place an X in the random box. Next place an X in the other box and write DHHR in the line provided.
 - In this first section there is a place that states: Read specimen temperature within (4) minutes. **Do not fill this section out until the sample has been collected.**
 - The area labeled **Completed by Collector-Initial Test Results. This area cannot be filled out until after the sample is collected.**
 - On the bottom of the page there is a section that is labeled **Collector Certification.** Fill out this area.
 - Have the donor complete the area labeled **Completed by Donor.**
- Fill out the Alere Toxicology Services, Inc. form
 - In the area labeled **Donor**, fill out the full name of the donor and the social security number of the donor. Place an X in the box labeled photo ID.
 - **Do not fill out the section labeled tests until after the sample is collected.**

- **Reason for testing:** Place an X in the random box. Next place an X in the other box and write DHHR in the line provided.
- **Temperature of the specimen: Do not fill this section out until the sample has been collected.**
- **Agent name/Number:** Fill out this section.
- **In the comments section:** Include the time the sample was collected.
- **Collector Certification:** Fill out this section.
- At the bottom of the page there is a **specimen bottle seal**. Fill out the donor's social security number and the date.
- **Donor Consent/Certification:** Have the donor fill out this section. After they have completed this section, have them initial the **specimen bottle seal**.
- In the testing room there is a binder labeled DHHR. Find the individual's name in this binder. There should be a sheet to record the date, the observer's initials, place of test, results of test, and a section to record that the sample was sent to the lab. Fill out as much of this paper as possible prior to the testing. Once testing is complete fill in the section labeled results.
- Observe the donor provide the sample.
 - Have the donor empty their pockets, shake out clothing, and leave purses on the counter.
 - Provide the donor with an iCUP to deposit their sample in.
 - The female should provide the sample by facing forward. They should not be turned away from the observer.
 - Once the donor has provided the sample, remove the sticker covering the test strip on the front of the iCUP.
 - Read the black temperature strip on the back of the iCUP. Check the appropriate box in the first section that is labeled, read specimen temperature within (4) minutes on the urine initial Drug Screen result form. Check the appropriate box on the Alere Toxicology Services, Inc. form under the section labeled **temperature of the specimen**.
 - Read the test results. Record the results on the Urine Initial Drug Screen result form under the section labeled **Completed by collector-Initial test results**.
 - Draw a line through the negative section if the person is negative, if they are presumptive positive place an X in the box that coordinates with the presumptive positive drug.
 - Record the results on the Alere Toxicology Services, Inc. form in the **Tests** section.
 - If the person is negative: place an X in the first box labeled 1. Urine 9 Panel. If DHHR requires the person to be tested for alcohol then write ethanol on this line. If the person tests presumptive positive to buprenorphine place an X in the box labeled 3. Buprenorphine. If the

individual tests presumptive positive for any other drug, place an X in the box labeled 2. Urine confirm. Then place an X in the box labeled 5 and write then name of the drug on the blank line. If the person tests positive for more than one drug, each drug will be written on a separate line. For example, if the person tests positive for opiates and THC then the box labeled 5. and the box labeled 6. should have an X in the boxes. Then opiates will be written in the blank for box 5 and THC will be written on the line labeled 6.

- Prepare the sample to send to the lab.
 - Transfer the sample from the iCUP to an Alere sample cup. Ensure that the lid is tightly secure (i.e. not leaking if the cup is tilted).
 - Have the donor, remove the **Specimen bottle seal**. Next have the donor place the seal over the lid of the Alere sample cup. The donor is now free to leave the testing room.
 - Make a copy of the Urine Initial Drug Screen Result Form. Take the copy and place in a folder (this will later be faxed to the DHHR).
 - Separate the yellow carbon copy from the white sheet of the Urine Initial Drug Screen Result Form. Place the white sticker (the one **WITHOUT** the barcode) that is on the lower right hand corner of the Alere Toxicology Services, Inc. form on the upper right hand corner of the yellow carbon copy.
 - Remove the perforated sides from the Alere Toxicology Services, Inc. form.
 - The top copy of both forms are to be stacked and folded together. Fold them in half (hamburger style) and in half again (hamburger style). Then fold the papers in half (hotdog style).
 - Staple the carbon copy of both forms together. Place these in a folder.
 - Take out an Alere plastic bag to mail the sample. This bag has two pouches in it. The first pouch is for the sample. The second pouch is for the top copies of both forms. After placing the sample and the paperwork in the bag remove the wax paper from the seal. Fold the bag in half and seal the bag closed.
 - Place the sealed sample in a box to be mailed out at the end of the day.

JOB DESCRIPTION SUBSTANCE ABUSE COUNSELOR

Nature of Work

Conduct substance abuse assessments and provide group and individual substance abuse counseling to a diversity of clients referred by the circuit courts, magistrate courts, family court, prosecuting attorneys, defense attorneys, probation officers or department of health and human resources.

Examples of Work Performed

1. **Assess new clients**
 - a. **Biopsychosocial History**
 - b. **Chemical History**
 - c. **Score SASSI**
 - d. **Complete Summary of Substance Abuse Assessment**
 - e. **Provide client information concerning presenting problem and any other ancillary problems identified through the SASSI assessment to the person in charge of the client data base.**
 - f. **Prepare assessment report and mail to court or agency making referral**

2. **Facilitate substance abuse groups**
 - a. **Process Group**
 - b. **Relapse Prevention Group**
 - c. **Problem Solving Group**
 - d. **Big Book Study Group**
 - e. **Basic Text Study Group**

3. **Provide individual substance abuse counseling.**

4. **Write daily progress notes on each client seen in group and individual counseling.**

5. **File progress reports and keep files in order.**

6. **Pick up extra groups as needed to cover vacation/sick days.**

7. **Prepare contracts to be signed by client, set up appointment for the signing and review and sign contract with client.**

8. **Help to prepare client's daily and master schedules.**

9. **Work with director, substance abuse coordinator, and other counselors to re-vamp substance abuse component of program as needed.**

10. Upon request from the courts, conduct pre-dispositional assessments and make recommendations to the court on the appropriateness of the program to fit the needs of the defendant.
11. Provide progress reports as requested by the courts/referring agency.
12. Conduct random drug testing of clients.
13. Perform other related duties as required by the Director or Coordinator of Counseling Services.

Minimum Qualifications

Training:

1. Minimum of a Bachelor's degree in counseling, social work or a related field such as psychology. Master's degree highly preferred.
2. An addictions certification (C.A.C., C.A.C.-S., or C.C.A.C.) preferred. A professional license (T.L.S.W., L.S.W., or L.P.C.) recommended, but not required. Both certification and license preferred. If not certified, must be willing to obtain certification.

Experience:

At least one year of experience providing group and / or individual substance abuse counseling. Experience in both preferred.

Desirable Knowledge, Skills and Abilities

1. Good working knowledge of the disease concept of addictions.
2. Good working knowledge of 12 Step Groups (AA, NA, Al Anon, etc.).
3. Strong counseling ethics.
4. Knowledge of cognitive therapy (RET, RBT, RCT, etc.) as they apply to addictions would be helpful, but not required.
5. Experience working with resistant clients preferred.
6. Criminal justice or similar experience helpful, but not required.
7. Good oral and written communications skills.
8. Knowledge of group and individual counseling techniques.
9. Ability to establish and maintain effective working relationships with other employees, judges, attorneys, probation staff, court officials, and the general public.
10. Ability to work well as part of a team.

Jimmie Williams

567 Horizon Way

Martinsburg WV. 25403

304-263-6867 (Home)

304-279-4027 (Cell)

Email: jimtiger567@frontier.com

Personal Attributes

- **Organizational ability**
- **Mature judgment**
- **Adaptable to new ideas to achieve objectives**
- **Assume responsibility and accept direction**
- **Capable of setting priorities**
- **Analytical ability**
- **Leadership qualities**
- **Self-motivated and conscientious**
- **Team worker**
- **Initiative and dedication**
- **Versatility**
- **Proven ability to work well with all age groups and people from various walks of life**
- **Poised under pressure**

Work Experience

Berkeley County Investigator, Prosecuting Attorney Office

380 South Street, Martinsburg WV. 25401

Employed: 2/2006-Present

Hours per week: 19

Supervisor: Pam Games-Neely

Berkeley County Investigator, Office of Prosecuting Attorney Office Locate, investigate and provide information on persons of interest to the court system of Berkeley County. Deliver court subpoena notices and report findings to the Berkeley County Prosecutor.

Department of Homeland Security, United States Coast Guard

408 Coast Guard Drive, Kearneysville, WV. 25430

Employed: 9/1988-Retired

Project Officer/Computer Specialist Responsible for coordinating the day to day operation of assigned compute system(s) and coordinating the activities of various contractor staff tasked to work on assigned systems. Specific duties include:

- Attend all necessary meetings/functions to effectively manage projects
- Provide weekly updates of work/product status to higher management
- Have knowledge of assigned system(s) to include skills in scheduling and tracking tasks, tracking contractor cost, facilitating the completion of task, delegating tasks, reviewing and approving effective project plans and interfacing with customer and vendors to achieve goals
- Developing independent government cost estimates tracking expenditure throughout the budget life cycle
- Track all obligations, purchase orders and vouchers insuring expenditures are documented
- Function as a delegated representative of the Contracting Officer
- Oversee activities of the Systems' configuration control board
- Maintain the budget and staffing models for each system of ownership
- Manage staffing levels with each Program Manager
- Submit Funding request and track all labor expenditures
- Maintain accurate inventory and audit of property
- Continually looking for ways to improve processes and business practices

Britney Hardt

415 Virginia Avenue
Martinsburg, WV 25401
(301) 357-0126
BritneyHardt@hotmail.com

Objective

My desire is to obtain employment in the criminal justice field. I would like to apply my current knowledge and skills, while diversifying my career experience.

Summary of Qualifications

- I have had the opportunity to hone my customer service skills through my five years of experience. One of my greatest strengths is my ability to communicate effectively. I am proficient with Microsoft programs, internet usage and email programs such as outlook and Novell. I am a critical thinker and have the confidence to make decisions and work independently.

Education

Shepherd University

December 2011

- Regents Bachelor of Arts: Concentration Social Sciences- Psychology, Criminal Justice

Experience

First United Bank & Trust

Customer Service Representative

March 2012 -- Present

As a teller I serve the primary needs of our customers. I handle their deposit transactions, account information, and recommend products based on customer needs. I provide excellent customer service to make each patrons banking experience a success.

Enterprise Rent-A-Car

Management Trainee

January 2012 -- March 2012

I was responsible for providing excellent customer service, underwriting contracts, and complying with company policies and sales goals.

United Bank Inc.

Sales Associate

June 2006 -- June 2011

As a sales associate I performed teller transactions for customers. I was responsible for providing exemplary customer service to patrons of the bank. I developed knowledge of our customer base and aided in increasing our deposit account growth through marketing techniques. I was also responsible for basic office tasks including: answering phones, delivering mail, data entry, and filing. I complied with federal regulations while balancing my cash drawer and helping to balance the vault.

Volunteer/ Extracurricular

Relay for Life: Shepherd University- Team Captain
Adopt- A Highway: 4-H & Delta Zeta -Litter Clean up
Berkeley County Youth Fair: United Bank- Volunteer Gate
Shep-Or- Treat: Shepherd Panhellenic
Delta Zeta: Shepherd University: Vice President of Recruitment 2010

References

References will be provided upon request.

Jessica Hudspith
335 Avondale Road
Martinsburg, WV 25404
(304)260-9117-home
(304)433-2625-cell

Objective

- Position assisting/educating/counseling persons and their families

Work Experience

***EastRidge Health Systems
Step-Down Unit Supervisor
(August 2009- present)***

- Function as a member of the clinical team not only with ERHS, but also with William R. Sharpe, Jr. Hospital and Gateway at City Hospital, and other referring hospital psych units
- Facilitate client admissions to the Unit
- Supervise staff and staff assignments
- Responsible for completion of :
 - hiring/training staff, menus and grocery lists
 - staff schedules
 - ordering house and office supplies
 - general maintenance of the house
- Provide case management/clinical services (to adults ages 18 and older) when necessary
- Crisis Intervention
- Oversee all aspects of the Step-Down Unit and Public Inebriate Shelter(day-to-day operations)

***Martinsburg Institute
Addiction Counselor***

(September 2006- August 2009)

- Functioned as a member of the clinical team
- Provided case management when necessary
- Facilitator of weekly Program Orientation Group for new clients
- Conducted group counseling sessions on a weekly basis
- Conducted individual counseling sessions on a daily basis
- Responsible for completion of:
 - Intake assessments/psychq-socials; interpretative summaries
 - Progress notes
 - Treatment planning
 - Patient Advocacy
 - Monthly Drug Screens
- Client confidentiality

***EastRidge Health Systems
Clinician I- Admissions- Substance Abuse/Mental Health
(June 2005-September 2006)***

- Functioned as a member of the clinical team
- Responsible for providing Targeted Case Management
- Conducted Supportive Group Counseling at inpatient SA facility

- Responsible for completion of:
 - Assessments and Addiction Severity Indexes
 - Progress Notes
 - Treatment planning
 - Patient Advocacy
 - Crisis Intervention
- Client confidentiality

Hub Distributing, Inc. (Levi's Outlet)
Assistant Store Manager
(June 1999-May 2005)

- Good customer service and communication skills
- Promote sales; stock/organize clothing; competence of computer system
- Responsible for:
 - completion of damaged clothing
 - supervising employee job assignments
 - product knowledge
 - building and maintaining customer rapport
 - theft control and security of store

Education

Bachelor of Arts Degree
West Virginia University

- Major: Psychology
- Minor: Communications
- Date of Graduation: May 2005

High School Diploma
Hedgesville High School

- Date of Graduation: June 1996

Skills

- Fluent in Microsoft Word and Excel
- Effective verbal, interpersonal, and written communication
- Work competently under stressful conditions and varying workloads

References

- Vicki Wise-Smith: co-worker at Martinsburg Institute: 540-535-6196
- Angie Parkinson: co-worker at Martinsburg Institute: 301-331-8665
- Jen Hoyt: co-worker at Levi's Outlet/friend: 301-606-6581

Glenn Eugene Gross
16 Swallow Court Falling Waters, WV 25419
304-274-0168

SUMMARY OF QUALIFICATIONS

I worked for 15 years for the Maryland State Police during which time I was assigned a state vehicle and performed the daily duties as required by that position. I worked with inmates at my position at the Roxbury Correctional Institute for 17 years. I most recently worked in the court system of Berkeley Co.

WORK EXPERIENCE

Penn Central Railroad 1966-1972
Maryland State Police 1972-1988
Roxbury Correctional Institute 1988-2005
Berkeley County Sheriff Dept. 2007-2010

EDUCATION

Williamsport High School -
Graduated 1966
Maryland State Police Academy
Pikesville, MD
Jan - June 1972
Correctional Academy
May 1988
Court Security Training Seminar
Nov 2009

BROOK E. TUCKER

102 North Kentucky Ave., Martinsburg WV 25401 (304) 279-4239

EMPLOYMENT HISTORY

Berkeley/Jefferson Day Report Center

07/27/09 - present

Martinsburg, WV

- Administrative Assistant/Finance Officer
- Multi-task position including but not limited to assisting the Executive Director as well as working closely with prosecutor's offices. Performing onsite drug testing and maintaining client records, and schedules, drug testing schedules, as well as billing. Created online schedule for the Day Report Center open to the public on the Berkeley County Commission website. Prepare and fax criminal background checks to Berkeley and Jefferson County Central Dispatch. Communicate and coordinate with contracted staff with budgeting, client schedules, and placement in groups. Bookkeeping, prepare monthly budget, tracking grant monies, as well as maintaining center purchase orders and billing. Certified in routine drug testing to female clients. Official Notary Public by the State of West Virginia onsite for the Day Report Center.

Region 9

02/17/09-04/03/09

Martinsburg, WV

- Administrative Assistant
- Assisted the Executive Director and Fiscal Agent. Duties included receptionist, filing, typing, copying, maintaining office supplies, inventory, preparing correspondence and proofreading. Attended monthly board meetings as well as scheduled in house meetings for guest organizations and transcribing meeting minutes. Prepared conference areas for meetings and maintained reception area. Worked closely with state and local agencies, City Council and County Commission.

Bars and Booths, Inc.

10/12/08-012/08/09

Charles Town, WV

Office Assistant

- Worked for a online retail outlet in the home office assisting the sales and shipping departments. Daily duties included maintaining online website working closely with content of website as well as contact with customers and vendors. Proofreading, uploading photographs, and description of product. Maintained office area with filing, copying, mailing, running errands and other services as needed. Cleaned and maintained appearance of 4, 000 square foot

showroom.

Colonial Farm Nursery

01/09/05 – 04/07/07

Martinsburg, WV

Greenhouse sales/cashier

- Full time year round position working as a cashier, salesperson, and greenhouse worker. General greenhouse duties including planting, trimming, and setting up plants for display and sale. Loading and unloading plant material. Cleaning and care of nursery and greenhouse stock. Customer service as a horticulture expert. Assisting the landscape department. Creative aspects of creating and arranging potted material, seasonal displays and customer requests.

Personal

Gardener

4/16/2004 – 11/25/2004

Martinsburg, WV

Landscaper/Garden Design

- Owned a full time landscape business creating garden beds and design for area clients in the Eastern Panhandle. Maintaining existing gardens on a weekly or bi-weekly basis. Mulching, planting, weeding, watering, trimming, and general clean up. Participated in the Homes and Garden tour of Spring 2004 at a historical home and was a full time gardener for an estate outside of Martinsburg.

Potomac Farms Nursery

02/14/2002 – 4/12/2004

Shepherdstown, WV

Head Cashier/Assistant Manager

- Full time Head Cashier managing the garden center area in inventory, stock, training new cashiers, accounting, daily bank deposits, maintaining appearance of garden center showroom area as well as maintaining the front of the nursery. Assisted nursery owner, nursery manager and greenhouse manager on a daily basis. Duties included, answering and transferring phone calls to appropriate departments, tracking customer requests and keeping track of inventory.

Making and tagging nursery stock and making signs for the greenhouse department. Assisted the landscape department managers. Scheduling employees, scheduling deliveries, and ordering supplies. In the winter months, worked in the greenhouse planting seasonal greenhouse stock and preparing for the Spring. Customer service skills, receptionist, horticulture expert to customers.

EDUCATION

- Martinsburg High School 1991
- Shepherd University 1998
- WVU Extension Service – Master Gardener Course 2004
-

Jason R. Castillo
210 Edenderry Way
Enola, PA 17025
icastillo1633@yahoo.com
(717) 805-8977

OBJECTIVE

To obtain a challenging position that will utilize my leadership and communication abilities to better serve an organization within the field of criminal justice.

EDUCATION

Bachelor of Arts, Spanish
Minor, Anthropology
Shippensburg University, 1999

EXPERIENCE

Pennsylvania's Justice Network JNET Analyst, 2011

- Assist law enforcement, government users and court personnel with investigative technical support and resolution methods upon inquiries being made to the call center with connectivity issues with JNET applications.
- Record and document all user inquiries into the tracking system.
- Download and resolve certificate issues.
- Develop and document troubleshooting information regarding JNET applications.
- Develop and document knowledge transfer documentation for problematic issues.
- Update JNET's secure and public sites when the JNET Portal Manager is unavailable.
- Monitor system status tools for outages and initiate corrective actions.

Adams County Department of Probation Services Director of DUI/Pre-dispositional Services, DUI Unit Supervisor/DUI Coordinator, 2007 to 2011

- Assisted the Executive Director with management, operations and unit supervision.
- Supervised the operation of the DUI Unit by assisting in the development and implementation of policies and the coordination of scheduled tasks.
- Supervised, reviewed and evaluated day to day activities of subordinate Probation Officers of the DUI Unit, and monitored their performance.
- Assisted in training Officers assigned to the DUI Unit to ensure proper work performance.
- Reviewed staff reports, revocation reports and assisted Officers with recommendations to the court.
- Directed and coordinated the scheduling of the DUI Unit with regards to field operations, office duties and the DUI Highway Safety Education Class.
- DUI Instructor: Instructed DUI Education to 1st and multiple offense DUI offenders.
- Conducted CRN Evaluations to determine drug and alcohol treatment prior to sentencing.
- Supervised Spanish speaking offenders sentenced to probation to ensure public safety and compliance with all court orders.
- Assisted the County of Adams with the interview process for the hiring of new employees.
- Translated for Spanish speaking individuals during court proceedings and assisted other departments within the County when needed.
- Assisted local law enforcement including Immigration & Customs Enforcement Officials during investigations regarding Spanish speaking offenders or witnesses.

0935

**Adams County Department of Probation Services
Adult Probation/Parole Officer, DUI Unit, 2003-2007**

- Supervised court ordered offenders to ensure public safety, non-recidivism and the completion of any requirements that may be ordered by the court.
- Maintained contact with offenders through regular office appointments, random home visits, family members, other concerned persons and victims.
- Conducted arrests on offenders for violations of their probation or parole after the completion of thorough investigative reports.
- Prepared violation reports and provided recommendations for revocation proceedings.
- Testified in court during revocation hearings and translated in other court proceedings for Spanish speaking individuals or offenders.
- Conducted urinalysis testing or breathalyzer testing to determine drug and alcohol usage.
- Conducted Intake Assessments during initial contact with offenders to determine levels of supervision as well as treatment needs.
- DUI Instructor: Instructed DUI education to 1st and multiple offense DUI offenders.
- Conducted CRN Evaluations to determine the need for D&A treatment prior to sentencing.
- Maintained contact with Immigration Customs Enforcement Officers to ensure deportation of illegal offenders who were under the jurisdiction of the court.
- Assisted in the training of newly hired probation officers to ensure proper work performance.

**Dauphin County Pretrial Services
Bail Enforcement Officer, 2002-2003**

- Supervised court ordered offenders to ensure public safety, non-recidivism and the completion of any requirements that may be ordered by the court.
- Maintained contact with offenders through regular office appointments, random home visits, family members, other concerned persons and victims.
- Conducted arrests on offenders for violations of their probation or parole after the completion of thorough investigative reports.
- Prepared violation reports and provided recommendations for revocation proceedings.

**US Investigation Services, Inc.
Field Investigator I, 2001**

- Conducted background investigations for applicants who apply for positions of trust and national security for the United States Federal Government.
- Executed investigations of applicants through detailed interviews and background analysis.
- Researched criminal history checks through local police departments and courts, to include court proceedings and final dispositions on any type of case.
- Created written reports regarding the applicant based on information and data gathered.

Community Action Commission

Out Reach Coordinator/Family Educator, 2000-2001

- Coordinated services for inner-city youth through programs designated to improve the community and meet the needs of families within the community.
- Developed after school programs designated to educate and support youth through extra curricular learning and sporting activities.
- Supervised youth groups designated to clean the local community areas.
- Provided in-home support services and education for children.
- Implemented the Fatherhood Workshop for individuals incarcerated who were eligible for parole.

SKILLS

- Bilingual in the language of Spanish: speaking, reading & writing.
- Knowledgeable with Microsoft Office, Microsoft Word, Excel, Access, JNET, PROBATE.

CERTIFICATIONS/TRAININGS

- County Commissioners Association of Pennsylvania Keys to Managing and Improving Performance
- Budgeting for Management
- Penn State Continuing Education-Conducting Effective Performance Appraisal
- Motivational Interviewing
- Critical Incident Report Writing
- Graduate of the Pennsylvania Board of Probation and Parole Academy, Class #82.
- Commissions Basic & Advanced Firearm Training.
- Alcohol Highway Safety Program (Certified Instructor)
- CRN Evaluator (Certified Evaluator)
- Underage Alcohol & Other Drugs (Certified Instructor)
- Addictions 101
- Deadly Force Response and Decision Making
- Pennsylvania Sentencing Guidelines
- Pennsylvania Department of Health "Gangs"

Memberships

- Pennsylvania DUI Association.

REFERENCES

District Attorney, Shawn Wagner ✓
Adams County District Attorney's Office
117 Baltimore Street
Gettysburg, PA 17325
717-337-9840, ext. 291

County Investigator, Frank Donnelley ✓
Adams County District Attorney's Office
117 Baltimore Street
Gettysburg, PA 17325
717-752-0032

Chief Probation & Parole Officer, R. Christopher Boyd (Retired) ✓
Adams County Probation & Parole Department
121 Wheaton Drive
Littlestown, PA 17340
717-476-6116

Chief Public Defender, Kristen Rice ✓
Adams County Public Defender's Office
117 Baltimore Street
Gettysburg, PA 17325
717-334-6781, ext. 376

Probation Officer, Terrance Williams ✓
Department of Probation Services
117 Baltimore Street
Gettysburg, PA 17325
717-420-0178

Bail Enforcement Officer, Karla Snyder ✓
Dauphin County Pretrial Services
651 Wineberry Circle
Lewisberry, PA 17339
717-439-1917

Jesica LeMaster

214 Colonel Myers Drive • Martinsburg, WV 25404 • (304) 995-5166 • Jesica.Kay.LeMaster@gmail.com

Personal Profile

- Completed a Master of Science degree in Forensic Psychology at Walden University and graduated with a 3.90 accumulative G.P.A.
- Completed a Bachelor of Science degree in Forensic Investigation at Mountain State University and graduated with a 3.96 accumulative G.P.A.
- Excellent computer and administrative skills including use of Microsoft Office Suite

Education

Master of Science in Forensic Psychology-December 2012
Walden University, Minneapolis, MN

Bachelor of Science in Forensic Investigation-May 2010
Mountain State University-Beckley, WV

Associates Degree Criminal Justice-May 2010
Mountain State University-Beckley, WV

Experience

Internship

Berkeley/Jefferson Day Report Center, July 2012-November 2012

- Observed case managers perform assessments of clients
- Administered assessments of clients
- Observed magistrate court hearings

Internship

Maryland State Police Crime Lab, June 2010-July 2010 Completed 120 hours

- Observed forensic scientist perform tests on suspected drugs
- Produced chemical reagents for use in forensic lab

Internship

United States Marshals Service, May 2010-June 2010

- Observed Deputy Marshals investigation of cases
- Observed federal court hearings

Professional Experience

Berkeley/Jefferson Day Report Center, November 2012-Present

Administered drug tests to clients

Evaluated presumptive drug test results

Prepared sample to send to lab

Professional Experience

Christmas Tree Shop, October 2011-Present

- Managed a drawer of up to \$3,000
- Customer Service

Accomplishments

- President's List- Fall 2008, Spring 2009, Summer 2009, Fall 2009, Spring 2010
- Daughter's of the American Revolution Good Citizenship Award-2007
- National Honor Society-2006-2007

References

- Sara Barz- Personal, Home phone: 304.876.8687
- Brain Grady-Professional, Work phone 301-582-0018
- Charles Miller IV-Professional, Cell phone: 484. 886-7796

RESUME

Jessie L. Rayl
305 S. Maple Avenue
Martinsburg, WV 25401
(304) 263-1364 (Home)
(304) 262-8020 (work)
(304) 671-9780 (cell)
(304) 262-8099 (fax)
eaglewings@wvdsi.net

I am a licensed professional counselor who provides mental health / substance abuse assessments, diagnostics, and counseling to clients from age seven and above. I work independently as an individual practitioner.

EDUCATION:

West Virginia University, Morgantown, West Virginia; (August 1992 -- May 1995),
Masters degree in Community Mental Health Counseling

Fairmont State University, Fairmont WV; (January 1986 -- December 1988)
Bachelors Degree in Community Psychology

Allegheny Community College, Cumberland Maryland (August 1983 -- May 1985)
Associate Degree in Secretarial Science, Medical option

EMPLOYMENT:

November 2003 to present: Self-employed, Jessie Rayl DBA Pathways Counseling
Services, Mental Health / Substance Abuse Counselor

September 1993 - October 2003: EastRidge Health Systems, Triage Case Manager,
Crisis Worker, Mental Health Counselor

1990 -- 1993: Medical Transcriber for various facilities including Gaitherburg
private office and City Hospital, Inc, Martinsburg WV

1988 -- 1990: West Virginia Advocates, Advocate for Developmentally Disabled

1986-- 1988: Fairmont State Bookstore, Receptionist

1982 -- 1985: Medical transcriber for Jeffery S. Life, MD, Romney WV

1984 -- 1986: Potomac Center, Romney WV; Aid for developmentally Disabled

AFFILIATIONS:

American Mental Health Counselors Association: 2003

American Council of the Blind: 2003

Mountain State Council of the Blind: 2003

(Established new state affiliate in 2003, President for past six years; President of local chapter for past six years, continue to be involved with ACB and MSCB in advocacy roles and on the national Advocacy level)

WV Connect Program and Services.

The Affordable Care Act was passed in 2010 has extended health care coverage to many Americans who have been unable to get insurance. At this time this is a three year program for West Virginia. This is a statewide program specifically designed for working West Virginians without health insurance. The grant program is administered by the office of Office of Community and Rural Health of the West Virginia Bureau of Public Health. As a member of the WV Connect program, the patients will receive free primary health care services (such as routine office visits, physicals and wellness exams, chronic disease management, and preventive care services) at any of the eight participating medical clinic. And, as part of this patient-centered medical home, the patients will have an established primary care provider and support team which offer comprehensive and coordinated health care services.

The participating medical clinics includes: Family Care (900 slots) 757-6999; Cabin Creek Health Systems (1500 slots) 734-2040 ext 119 has clinics in Sissonville, Clendenin, Belle and Dawes; Lincoln Primary Care (800 slots) includes Lincoln 824-5806, Logan 583-8585 and Mingo 664-6270; Pendleton (400 slots) 358-7230; Primary Care System (1500 slots) 587-2541 includes Clay and Braxton; Tri-County Health System (3000 slots) 924-6262 includes Upshur, Webster, Braxton, Lewis, Pocahontas and Randolph; Rainelle Medical Center (400 slots) 438-6188 in Fayette; Valley Health System (1500 slots) includes Upper Kanawha 595-1770, Putnam 525-0572, Cabell 697-2014, Wayne 272-5136, and Lincoln 855-4595.

In order to qualify for WV Connect, one must be a resident of West Virginia, between the ages of 19-64; applicants must be working; must have been uninsured for at least the previous six-months; must not have participated in the Preventive and Primary Care Pilot Program in the last six months; and must provide proof of eligibility, such as an income tax return or current paycheck stub.

The income guidelines are: household income under 200-percent of the Federal Poverty Level (FPL) are exempt from the \$30.00 annual fee. Those over the 200 per cent to 400 percent will pay an annual \$30.00 annual enrollment fee. An individual can make up to \$43,320, \$58,280 for family of two, \$73,240 for family of three and \$88,200 for family of four. The program is based on one person working full or part time and other members of their household are eligible if over the age of 19.

An example: at Cabin Creek Health System WV Connect patients have free primary care visits, basic laboratory services are covered; prescriptions are discounted and the patient's first dental visit is free with cleaning then other dental services are half off.

Patients under the 200 percent guideline will also be given a CAP card that provides access to CAMC ER and out-patient services (not all costs are covered). Each medical clinic has their own specific services they are providing and one must ask when calling for an enrollment package.

There are limited numbers of slots are available on a first-come, first-served basis, please call the clinic you are interested in and ask for an enrollment application.

West Virginia Board of Examiners in Counseling

Advises all who shall read this document, that reposing special trust and confidence in the knowledge,
dedication and competence of

Jessie Leona Rayl
License Number 1375

And in recognition of which, the Board has determined by the authority vested in it,
to title the above named as a

Licensed Professional Counselor (LPC)
Approved Licensed Professional Supervisor (ALPS)

For practice in the field of Counseling as such upon enrollment thereof as provided in the West Virginia Code 30-31-5



License Issued
3/26/1998

Current Renewal Date

WVBEC

Valid Until

June 30, 2011

John J. Charonko

John J. Charonko, Chair

John H. Niles

John H. Niles, Secretary

RESUME

JAMES H KEEFER

February 16, 2011
604 Wilson Street
Martinsburg, West Virginia 25401
304-262-8020 Day
Phone: (304) 671-4618 Evening
301-678-6566 Home
Home Address: 13931 White Oak Ridge
Hancock, Maryland 21750

Country of citizenship – US citizenship
SS: 217-42-8879

OBJECTIVE: Provision of counseling and mental health services to children, adolescents and adults.

QUALIFICATIONS:

I am a Master's level clinician with Master of Science degree in Counseling Psychology from Frostburg State University in 1991. Following graduation I have had 20 years of mental health treatment of adults, adolescents, and children, with a great variety of mental health issues. Work experience in a community based mental health center, providing access and consultation with psychiatrists, psychologists, social workers, case managers, and with direct residential para-professionals. Have also worked as a drug/alcohol counselor in a residential program for developmentally impaired individuals. I have worked with clients individually, in groups, couples, and families. I have worked closely with a variety of professionals from a varied background. Over time, I have always been eager to learn from these individuals, whether working as a peer or as a supervisee. Later, I worked on a crisis team, and participated with a local team of *critical incident* responders. I lead the crisis debriefing team in more than 20 debriefings in the state of West Virginia. Each of those debriefings involved circumstances of suffering and death. At 66, I am a youthful, energetic, male, with has a variety of life experiences, which contribute to my ability to connect with people in many different ways. I am comfortable and able to adapt to quickly changing situations. I have always strived to stay current with new therapy techniques, theory, and development in the field of psychology and have participated in many excellent workshops, seminars, and certification training programs. Some of these trainings include training in trauma/PTSD, Eye Movement and Desensitization and Reprocessing (EMDR), hypnosis, and

forensic evaluation with the American Board of Forensic Psychologists. Some of the training has been in Baltimore, Washington DC, Toronto, and New Orleans, as well as many local workshops. These workshops have been by nationally known presenters including, Albert Ellis, Francine Shapiro, Cloc Madanes, Michael Yapko, Donald Michenbaum and others. Since completing graduate school, I have taken college classes in other areas in order to broaden my general knowledge.

EDUCATION:

1983 Hagerstown Junior College AA Degree
Hagerstown, Maryland

1983 – 1986 Shepherd College RBA Degree
Shepherdstown, West Virginia

1986 – 1991 Frostburg State University MS Counseling Psychology
Frostburg, Maryland

1990 – 1991 Internship at the Thomas B Finan Center, Cumberland, Maryland.
Psychiatric State Hospital. Adults, adolescents and geriatric patients.

EMPLOYMENT:

1962 – 1988 worked as Engineering Technician with the Maryland State Highway Administration. Laboratory setting, testing building materials used in highway construction. Work week was 35 hours. Supervisor was Mr. Larry Michael. Phone 301-678-6134.

1987 – 1988 Roxbury

Drug and alcohol counselor in an inpatient setting. Clients were *adults*. Job Title: Counselor. Phone 800-648-4673. 40 hours per week.

1988 – 1989 Community Living Inc.

Group Home Supervisor for developmentally impaired. Supervised staff for two homes with adult residents. Job Title: Group Home Supervisor. Supervisor = Sue Holten. Phone number unknown. 40 hours per week.

1991 – 2003 EastRidge Health Systems

Clinician III (Retired effective Oct. 13, 2003)

Worked primarily with adults in an outpatient setting providing individual, group, couples, and family therapy. Provided mental health counseling/psychotherapy for psychiatric disorders, groups also included parenting and anger groups. Conducted CISM interventions

with Fire and Rescue First Responders. Supervisor Robert Forestandi
Ed.D. Phone 304-263-8954. 40 hours per week.

2004 To Present Pathways Counseling Services. Licensed
Professional Counselor

Began Pathways Counseling Services in Martinsburg during February 2004, along with
Jessie Rayl MA. Clients range from age of 7 to 70 +. See variety of clients including, but
not limited to, psychiatric, drug/alcohol, gambling, sexual offenders, couples and family
therapy. Therapeutic approach is eclectic and individualized to client's needs, primarily
working from a cognitive behavioral model with occasional interventions drawing upon
psychoanalytic insight oriented therapy, Gestalt Therapy, Reality Therapy, use of
hypnosis, psychodrama, and Eye Movement and Desensitization and Reprocessing.

April 2004 To May 12, 2006 Employed on a contractual basis with the Veterans
Administration Medical Center in Martinsburg, West Virginia. Duties included
neuropsychological evaluation (three days per week) individual therapy and two group
therapy sessions per week. Also worked in vocational rehabilitation section of VA
Center for six months. Number 304-263-0811. Additional counseling experience with
the VA satellite offices at the Stephens City, Virginia and Hagerstown out patient clinics.

Have four years counseling parolees for state of West Virginia on a contractual basis.
Parolees were sexual offenders and/or substance abusers. Therapy was in Individual and
group format. 2004 - 2009. Performed formal assessments in addition to therapy.

AFFILIATIONS

American Counseling Association
National Association of Alcohol and Drug Addiction Counselors
American Mental Health Counselors Association
National Council on Problem Gambling

West Virginia Board of Examiners in Counseling

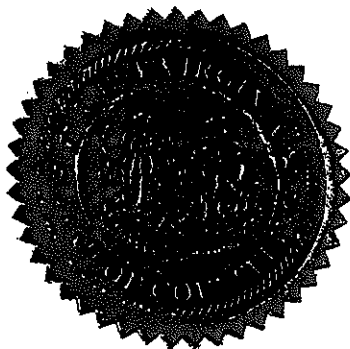
Advises all who shall read this document, that reposing special trust and confidence in the knowledge,
dedication and competence of

James H. Keefer
License Number 1054

And in recognition of which, the Board has determined by the authority vested in it,
to title the above named as a

Licensed Professional Counselor (LPC)

For practice in the field of Counseling as such upon enrollment thereof as provided in the West Virginia Code 30-31-5



License Issued
4/25/1994

Current Renewal Date
6/15/2005

WVBE
Valid Until
June 30, 2011

John J. Charonko

John J. Charonko, Chair

John H. Niles

John H. Niles, Secretary

Carolyn Zdziera

Objective To obtain a challenging position in a friendly, dynamic work environment

Summary of qualifications A seasoned professional finance and human services manager with solid experience in the business and non-profit communities.

Work Experience

April, 2005 to Present Community Alternatives to Violence,
Martinsburg, West Virginia

Executive Director

- Redirect 10-year program for male and female perpetrators of domestic violence throughout the Eastern Panhandle
- Develop and implement strategies for fundraising and board development
- Train and supervise 8 group facilitators

April, 2005 to April 2009 National Conservation Training Center,
Children's Tree House, Shepherdstown, West Virginia

Accountant

- Assume operational responsibility for accounting function from contracted CPA
- Train Executive Director in Quickbooks Pro
- Analyze and resolve significant accounts receivables issues

February, 2005 to June, 2005 Boys & Girls Club of Northern
Shenandoah Valley Winchester, Virginia

Interim Executive Director

- Managed organizational transition from local after-school program to area Boys & Girls Club
- In concert with Board of Directors, wrote funding grants and completed annual reports
- Administered program & fiscal operations

June, 2003 to May, 2005 Frederick County Department of Social
Services Winchester, Virginia

Frederick/Winchester/Clarke Revenue Maximization Coordinator

- Set up systems to monitor eligibility for seven public and private agencies dealing with at-risk youth

- Tracked claims and reimbursements from agencies for federal match grants.
- Marketed program to prospective agencies to increase funding for new and expanded programs

**1992-2003 Washington Suburban Press Network Reston, Virginia
Business Manager**

- Developed & executed management/financial systems, policies and procedures, as the first employee of startup advertising network
- Selected, installed, and managed accounting & order entry software
- Coordinating with President/CEO, played major role in growing the company from \$1M to \$8M business entity

Education

2005 Certification: Trainer & Facilitator

Duluth Domestic Violence Curriculum

2003 Certification: Parenting Your Out Of Control Teenager

2001 Liberty University Lynchburg, VA

MS Counseling Credits

1990 American University Washington, DC

One Year toward MBA

1966-1972 Towson University Towson, Maryland

BS/BA Sociology/English

Proficient in: Microsoft Office, including Excel, Word, Access, & Power Point. Quickbooks software. NT administration

Developing & writing needs assessments & requirements for various accounting & order entry systems.

Community

Activities

Community Corrections Board of the Eastern Panhandle, September 2008-Present

Patrick Henry Estates Homeowners Association, President, 2006-

Domestic Violence Task Force of the Panhandle, 2006-Present

United Way Health & Human Service Collaborative, Families & Children Task Force, 2007 to Present

United Way Martin Luther King Day Coordinator, 2004

Young Life of Northern Shenandoah Valley, Committee Member, 2004

Boys & Girls Clubs of Northern Shenandoah Valley, Special Projects Volunteer, 2003-2004

Lay Counselling to singles & marrieds through churches

LICENSE

STATE OF WEST VIRGINIA
FAMILY PROTECTION SERVICES BOARD
CHARLESTON, WEST VIRGINIA

This Certifies that a license is granted to

**The Batterer Intervention and Prevention Program of
Community Alternatives to Violence**

In Martinsburg, Berkeley County, West Virginia

To operate a Domestic Violence Batterer Intervention and Prevention Program under the provisions of the West Virginia Code, Chapter 48, subject to the licensure standards set forth in Title 191, Series 3 of the Legislative Rule for Operation of the Family Protection Services Board. This License shall be in effect until the date of expiration hereinafter set forth unless revoked for due cause by the Family Protection Services Board, State of West Virginia, as provided in the Chapter.

**SITES INCLUDED UNDER THIS LICENSE
BERKELEY SPRINGS, CHARLES TOWN AND MARTINSBURG**

Date of Issuance: July 1, 2010
Date of Expiration: June 30, 2011

Judy Kong Smith
Chair, Family Protection Services Board

**West Virginia Community Corrections
Grant Program Application**

**Commitment Letters/MOU
Local Board Members
Attachment B**

Attach the operational budget for the local community corrections program along with a brief 3-year strategic financial and programmatic plan of operation. An operational budget must be submitted for each county with a physical program site; however, only one 3-year plan is required as long as all counties included in the application is sufficiently covered in the plan.

OPERATIONAL BUDGET:

The Berkeley/Jefferson Day Report Center has its primary site located in Martinsburg, Berkeley County and has opened a second location in Charles Town, Jefferson County full time. Financial support for the Day Report Center is still the WV Community Corrections Grant Program and the 30% match from the Berkeley County Council and the Jefferson county Commission. Minor program expenses are also defrayed by clients fees of \$100.00 per client/month and the \$10.00 charge per drug screen for clients and those strictly on bond supervision. Application has also been made to the WV Department of Health & Human Resources, Bureau for Children and Families to provide drug screening to their clients for Berkeley and Jefferson counties. A financial agreement has been established and initiated between DHHR and the Day Report Center to be compensated for each test administered. A second avenue of income involves Morgan County's DRC participation. Presently Morgan County does refer defendants to the DRC. The Director has met with Morgan County Commissioners and the Prosecutors Office regarding their involvement. Due to the distinct differences in demographics between Berkeley and Jefferson County to that of Morgan an agreement has been reached enabling Morgan to pay a monthly per diem rate of \$100.00 for each client referred. At this time, Morgan County is committed to working with the Day Report Center and plans on doing so in 2013-2014. These two sources of revenue will greatly enhance the growth of both DRC sites.

THREE YEAR PLAN:

FY 2014:

Provided the funding being requested is approved, a concentrated effort to fully staff the Day Report Center in Charles Town; Jefferson County will be a primary goal. This includes the hiring of part time drug tester for Berkeley County and a part time administrative secretary for Jefferson County. This will allow the full time Community Service Coordinator to be placed at the Jefferson County Office permanently. By doing so, the Jefferson County DRC will continue to grow. Also an important aspect of this is to work with the Magistrate Court and the Prosecutors and Public Defenders Offices to emphasize the importance of their support to maximize client/defendant growth in the program. This center can easily support 50 to 60 clients.

FY 2014/2015:

By increasing enforcement of offender supervision fee collections, the DRC will be able to sustain financial stability in the present and towards the future. The DRC started imposing mandated collections for urinalysis testing and offender supervision fees on a weekly and monthly basis in November of 2012. This has increased revenue substantially and will continue to do so in the future. Policies on collections of fees will be monitored very closely and enforced. Payment plans for offenders will be established and offenders will be held

accountable. Collection of supervision fees and drug testing fees is detrimental for DRC survival as funding becomes limited in the future.

LONG TERM SUPPORT:

Long term support is multifaceted beginning with the level of counties financial support. This not only includes Berkeley and Jefferson but also having Morgan on board with their full participation. Additionally by conducting all drug screens for the Bureau of Children and Families for not only Berkeley and Jefferson, but possibly in the future with the Morgan County DHHR office will continue to be financially beneficial as well.

**West Virginia Community Corrections
Grant Program Application**

**Commitment Letters/MOU
Local Board Members
Attachment B**

Please attach in this section commitment letters received from all members of the Local Community Corrections Board which indicates their willingness and understanding of serving on the local board. A Memorandum of Understanding (MOU) that details member expectations and responsibilities signed by each board member will suffice for individual commitment letters.

See Attached Commitment Letters and MOU.

OFFICE OF



JEFFERSON COUNTY

MAGISTRATE COURT

P.O. BOX 607
CHARLES TOWN, WEST VIRGINIA 25414

TELEPHONE: 304-728-3233
FAX: 304-728-3235

February 26, 2013

Jason Castillo, Director
Berkeley/Jefferson Day Report Center
406 South Raleigh Street
Martinsburg, WV 25401

Dear Mr. Castillo:

This letter is written in support of the Day Report Center.

The DRC continues to meet the needs of the individuals we send for enrollment into the programs, as well as providing monitoring of Bail Agreement conditions (drug testing)

It provides counseling and life-skills education to those who appear to be stuck in an otherwise unproductive life. I truly believe that for some these programs may be the step forward that keeps them from repeating their unlawful lifestyle. It is an effective, cost-saving alternative to jail.

I look forward to working with you in the future.

A handwritten signature in cursive script, appearing to read "M.P. Rissler".

Mary Paul Rissler
Magistrate, Jefferson County

PUBLIC DEFENDER CORPORATION

FOR THE 23RD JUDICIAL CIRCUIT



295 MONROE STREET MARTINSBURG, WV 25404

(304) 263-8909 Fax (304) 267-0418 pubdefend@comcast.net

February 15, 2013

Jason Castillo
Director, Day Report Center
406 South Raleigh Street
Martinsburg, WV 25401

RE: BERKELEY/JEFFERSON DAY REPORT CENTER

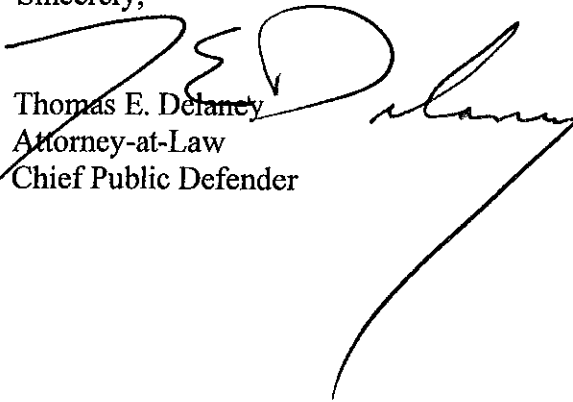
Dear Mr. Castillo:

I am currently the Vice President of the Day Report Center Board of Directors, a position I hold by virtue of my position as Chief Public Defender in the 23rd Judicial Circuit. The Day Report Centers in both Berkeley and Jefferson counties are now fully operational and the respective staffs have done an outstanding job in serving the needs of our clients, the various Courts, and the citizens and residents of West Virginia's Eastern Panhandle.

I anticipate that the DRC's efforts and valuable services on behalf of the Public Defender Office's clientele will continue to expand and prove very effective and worthwhile in the future. The Public Defender Office remains fully committed to supporting the work of the DRC in any appropriate manner.

Should you have any questions or concerns regarding this matter, please do not hesitate to contact me at your earliest convenience.

Sincerely,


Thomas E. Delancy
Attorney-at-Law
Chief Public Defender




Berkeley County Sheriff's Office

Law Enforcement

802 Emmett Rousch Drive, Suite C Martinsburg, WV 25401

Phone: (304) 267-7000
Sheriff Kenneth Lemaster

Fax: (304) 267-7118
sheriff@berkeleycountycomm.org



February 14, 2013

To whom it may concern:

This is a letter of intent that the Berkeley County Sheriff's Department will support through mutual cooperation, the Berkeley County Day Report Center. This is in conjunction with the grant application.

Respectfully,



Kenneth M. Lemaster, Jr.
Sheriff of Berkeley County

RALPH A. LORENZETTI JR.
PROSECUTING ATTORNEY



LAURENCE R. CROFFORD
ASSISTANT PROSECUTING ATTORNEY

CHARLES B. HOWARD
ASSISTANT PROSECUTING ATTORNEY

HASSAN RASHEED
ASSISTANT PROSECUTING ATTORNEY

BRANDON C. H. SIMS
ASSISTANT PROSECUTING ATTORNEY

OFFICE of THE
PROSECUTING ATTORNEY
of
JEFFERSON COUNTY, WEST VIRGINIA

CIVIL DIVISION

(304) 728-3318

fax: (304) 728-3353

JAMES CASIMIRO III
ASSISTANT PROSECUTING ATTORNEY

STEPHANIE F. GROVE
ASSISTANT PROSECUTING ATTORNEY

KIMBERLEY D. CROCKETT
ASSISTANT PROSECUTING ATTORNEY

P. O. Box 729
201 N George St., 2nd Floor
Charles Town, WV 25414
(304) 728-3243

fax (304) 728-3293
paoffice@jeffersoncountywv.org
www.jeffersoncountywv.org/pa

STEPHEN V. GROH
ASSISTANT PROSECUTING ATTORNEY

February 14, 2013

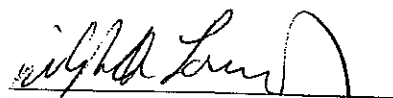
Jason Castillo
Executive Director
Berkeley/Jefferson Community Corrections
406 South Raleigh Street
Martinsburg, West Virginia 25401

Re: Commitment Letter

Dear Mr. Castillo

As the Prosecuting Attorney for Jefferson County, my role on the Board is two fold. One, I wish to have additional options to protect the citizens of my County by having a facility that addresses some of the underlying problem leading persons to commit crimes, such as education, job skills, anger, and drug/alcohol abuse. Two, I wish to have options that save the citizen's for the high cost of housing minor criminals. The Day Report Center addresses both these goals, therefore, I intend to continue to be a part of the Corrections Board.

Sincerely,


Ralph A. Lorenzetti
Prosecuting Attorney

RAL/msb

Psychological Consulting, Inc.
Harold D. Slaughter, Jr., M.S.
Psychologist
431 South Raleigh Street
Martinsburg, West Virginia 25401
(304) 263-9095

February 14, 2013

To Whom it May Concern:

Subject: Berkeley/Jefferson County Day Report Center

I am currently serving on the Board of Directors because of my years of expertise in providing both assessment and mental health services to the community at large, as well as to the corrections community.

I bring to the Board the mental health/treatment perspective. With the increased number of individuals with emotional problems being incarcerated, it is increasingly important to address their special needs. Understanding of emotional and addiction issues is extremely important in establishing programs which offer alternatives to incarceration. I am available to the other Board members, and to the staff, of the Day Report Center for both consultation and education.

It is my hope to continue as a member of the Board of Directors, because I strongly support community-based corrections programs and, specifically support the efforts of the Berkeley/Jefferson County Day Report Center.

Sincerely,



Harold D. Slaughter, Jr. M.S.
Licensed Psychologist (WV 202)

HDS:gs



891 Auto Parts Place Box 136
Martinsburg, WV 25403
p/304-262-4424
f/866-332-2906

www.commav.org

ending violence...one home at a time

February 8, 2013

Mr. Jason Castillo
Executive Director
Berkeley/Jefferson Day Report Center
406 S. Raleigh St.
Martinsburg, WV 25401

Dear Mr. Castillo:

Once again, I am delighted to submit a letter of support and commitment for the Berkeley/Jefferson Day Report Center. As a Board member, I have been privileged to be involved in the governance of the Day Report Center since its inception, and I continue to admire the Board's professionalism and their concern that the Center be successful in reducing jail costs and ultimately, recidivism. As the new Executive Director, I would also like to comment on your fine performance in the position, particularly the fact that your addictions treatment experience has raised the bar at the Center on the monitoring of drug and alcohol use among clients.

However, as a Board member and provider of BIPPS classes for the Center, I have a concern about the lack of referrals made to the center since September, 2012 and the fact that there have been no BIPPS referrals from DRC since that date. If numbers are to increase in the Center as a whole, regular Magistrate meetings in all counties need to be held, as well as a concerted effort by the Board to ensure sustainability through increased client referrals from a variety of sources. Further, because of the monitoring and provision of services which the Center provides, the completion rate with BIPPS is close to 100%. This fact has an impact on crime prevention, recidivism, and jail costs, so increased referrals are critical.

The Berkeley/Jefferson Day Report Center must thrive and continue to have an impact on reducing the jail population. Funding for the center on both state and local levels must increase in the future.

Sincerely,

Carolyn Zdziera

Carolyn Zdziera
Executive Director

A copy of the following information must be submitted with this attachment in order for the application to be complete. Please refer to page xvii of the application instructions for more details:

1. **Approved Program Mission**
2. **Brief Description of each Service provided by the program**
3. **Schedule of Services offered through the program**
4. **Approved By-laws of local Board**
5. **Certification Letter regarding Program Policy/Procedure Manual**

AGENDA REQUEST FORM

Name: Chief Jones

Department or Entity: Sheriff's Office

Estimation of amount of time needed for appointment: 10 min

Date Requested – 1st Choice: March 7, 2013

Date Requested – 2nd Choice: _____

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

Subject: Approve to appoint Deputy Reserve Applicants

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

Approve the appointment of the following to the Deputy Reserve Program:
Clinton Blevins, Jan Didawick, Keith Faulconer, Joshua Foster, James Hoffman, Austin Hovermale, Charles Houser, Robert Juarez, Michael Lagana, Benjamin Seibert, Adina White-Trammel and Robert Young.

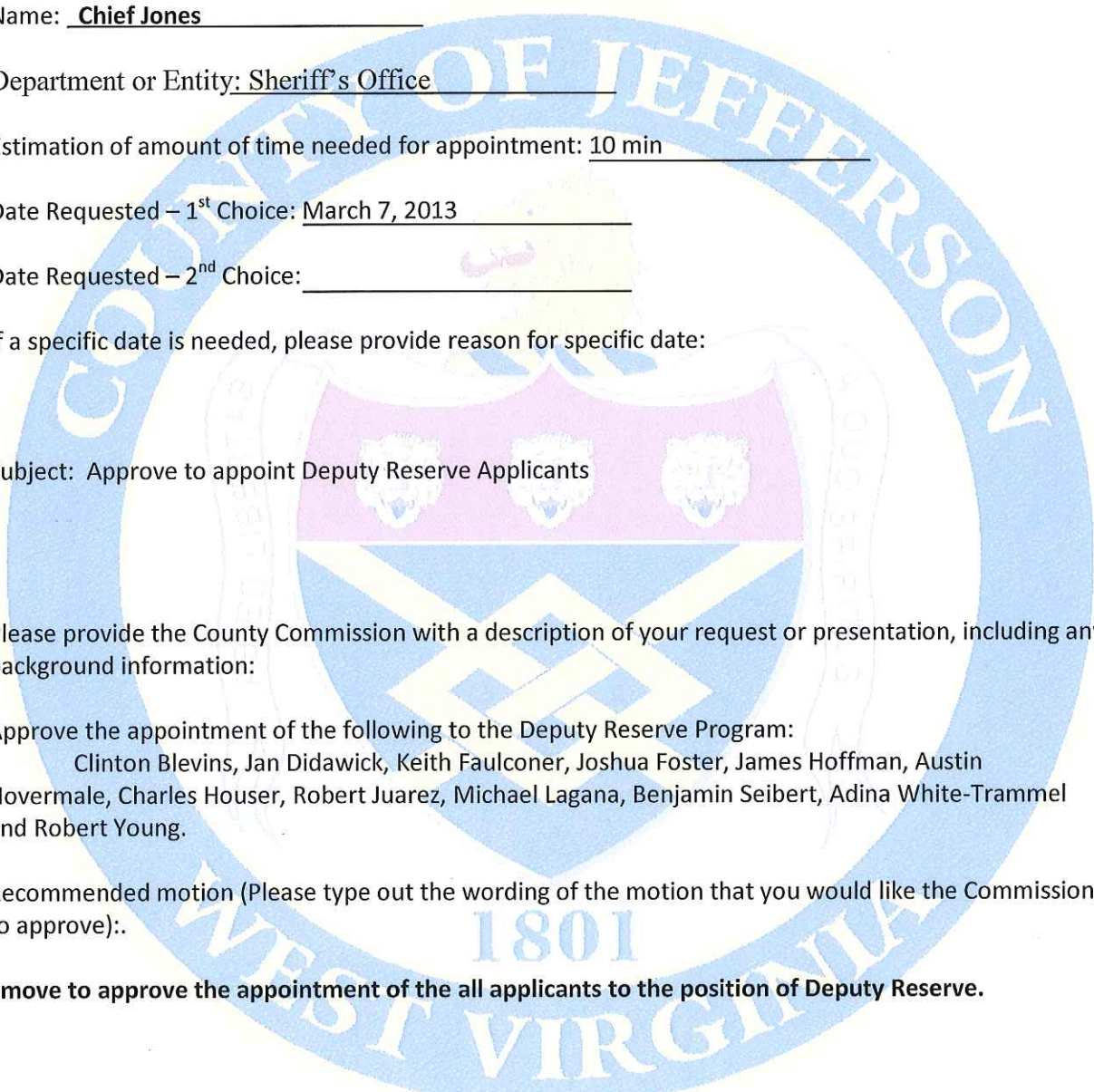
Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):

I move to approve the appointment of the all applicants to the position of Deputy Reserve.

Are documents attached? Yes

If not, please explain:

Is a projector needed?





Office of Sheriff and Treasurer of Jefferson County


Law Enforcement Office
102 Industrial Blvd
Kearneysville, WV 25430
304-728-3205
Fax: 304-728-3299

Tax Office
PO Box 9
Charles Town, WV 25414
304-728-3220
Fax: 304-728-4034

February 25, 2013

MEMORANDUM

To: Jefferson County Commission

From: Chief of Staff Jesse W. Jones 

Re: Approval of new appointments

The Jefferson County Deputy Sheriff Reserves is a volunteer organization and invaluable part of the Jefferson County Sheriff's Office. The members assist the Sheriff's Office in ways too numerous to list, but a few of the ways they bring additional support to the office is thru traffic control, serving process and aiding in security at events like the Jefferson County Fair and Arts and Crafts Festival.

This organization has grown tremendously and is continuing to have an extraordinary interest. So much so that they have implemented an academy class for new candidates to complete at one time instead of piecemeal as it had been done in the past.

Today I am pleased to present you with twelve candidates whom are currently enrolled in the Deputy Reserve Academy and would like to join the Deputy Reserve Program upon successful completion. I am seeking favorable consideration in the appointment of **Clinton Blevins, Jan Didawick, Keith Faulconer, Joshua Foster, James Hoffman, Austin Hovermale, Charles Houser, Robert Juarez, Michael Lagana, Benjamin Seibert, Adina White-Trammel and Robert Young** to the Jefferson County Deputy Reserve Program.

All of these individuals have undergone background investigations and have been deemed suitable for appointment upon their successful completion of the academy.

If you have any questions or are in need of additional information, please feel free to contact me.

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

AGENDA REQUEST FORM

Name: Roger Goodwin/Michelle Mason

Department or Entity: Engineering Department

Estimation of amount of time needed for appointment: 10

Date Requested – 1st Choice: 7 March 2014

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date: Requested date for presentation of FY 2014 Office of Impact Fees Capital Improvement Plan for review prior to finalization of Jefferson County budget.

Subject: Presentation of FY 2014 Capital Improvement Plan for Office of Impact Fees

Please provide the County Commission with a description of your request or presentation, including any background information: Presentation of the Capital Improvement Plan traditionally follows that of the Annual Report for the Office of Impact Fees. Majority of all Governments present their upcoming CIP prior to the budget process due to the possible impact of capital projects on the County General Fund.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): Motion to approve the FY 2014 Capital Improvement Plan for the Office of Impact Fees as presented.

Attachments: FY 2014 CIP for Office of Impact Fees

FY 2014 Capital Improvement Plan

Schools

Law Enforcement

Parks & Recreation

Fire/EMS

Jefferson County Commission

Engineering Department/Office of Impact Fees

26 February 2013

FY 2014 Impact Fee Program Capital Improvement Plan

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Overview

This document constitutes the Jefferson County Impact Fee Program Capital Improvement Plan for Fiscal Year 2014. It consists of two categories, those eligible for Impact Fee funding for capital improvements and those ineligible. For the entities eligible for Impact Fee funding, their names and their associated impact fee category are indicated below (impact fee categories noted in square brackets):

- Jefferson County Board of Education [School]
- Sheriff of Jefferson County [Law Enforcement]
- Jefferson County Parks & Recreation Commission [Parks and Recreation]
- Bakerton Fire Company [Fire & EMS]
- Citizens Fire Company [Fire & EMS]
- Friendship Fire Company [Fire & EMS]
- Independent Fire Company [Fire & EMS]
- Jefferson County Emergency Services Agency [Fire & EMS]
- Jefferson County Fire and Rescue Association [Fire & EMS]
- Middleway Fire Company [Fire & EMS]
- Shepherdstown Fire Company [Fire & EMS]

The total funding request for all projects over the upcoming fiscal year as well as the next five outlying years is \$93,899,264 (down from \$98,345,444 in FY 2013). Of this amount, \$6,744,202 represents the funding requests for FY 2014 (in FY 2013 the amount was \$13,114,620).

The divided sections which follow include the submitted *CIP Form 1* (Agency/Department/Office Summary) for each entity as well as the individual *CIP Form 2* documents (Annual and Five Year Project Request and Justification) which detail each project listed on an entity's *CIP Form 1*. Any supplementary documentation is included with the appropriate *CIP Form 2*. Proposed projects that directly impact the County Budget also require *Form 2B – Budget Impact Analysis*; however, the projects submitted for FY 2014 do not require funding from the County's General or Capital Outlay Funds.

Each entity's submission is entered into the Capital Improvement Plan database, which permits comments from the Impact Fee Program Specialist to be included with *CIP Form 1*. In the case of the Board of Education, *CIP Form 2* documents are not required. The original submissions received from all entities are on file within the Engineering Department/Office of Impact Fees.

Overview of Funding Options

This document lists planned capital projects within the Jefferson County Impact Fee Program of which some entities have several options for funding available to them. In general, revenues available to fund capital projects may be classed into one of the following categories:

- Direct County support (General and Coal Severance Funds, etc.).
- General Obligation/Construction Bonds (currently only one such bond is in effect for the taxpayers of Jefferson County – a school construction bond). Loans mediated through banks to the County Building Commission also fall into this category.
- State support (usually as School Building Authority grants, or similar grants through other state agencies).
- Federal grants.
- Impact fees (see the discussion on page 14 for details).
- Entity-specific user fees (for example Park & Recreation or Fire/Ambulance fees).
- Donations and gifts (bequeathments, corporate partnerships, etc.).

The major funding mechanisms will be briefly discussed in the following section.

Direct County Support

The County Commission has the authority to use monies from the General and/or Coal Severance Fund to assist with the funding of County projects. Previously, several dedicated Capital Outlay funds have been established for this purpose using General Fund revenue. In prior years, these funds have been used to build the Sam Michael's Park Community Center, and to purchase and renovate several other buildings. Among some of the other projects which have benefited from these funds includes the Emergency Communications Center, the Sheriff's Department, and the County Maintenance Facility which are all located in the Bardane Industrial Park. In downtown Charles Town, the Old Jail was renovated for the Circuit Court and most recently, a section of the Briel building was renovated which now houses a portion of the Prosecuting Attorney's Office. These funds have also assisted with the mortgage payments for the new Emergency Services Agency building.

General Obligation/Construction Bonds

Only the County Commission and the Board of Education may propose special levies to fund capital projects. In both cases the question of a levy must be placed before the County's voters and must receive a minimum of 60% of the vote.

This type of funding mechanism is rarely used in Jefferson County. The Board of Education has floated several construction bonds of which have funded expansion and renovation projects at Jefferson High School and part of the construction costs at Washington High School.

Jefferson County has an appointed Building Commission. The County Commission, through its Building Commission, may borrow money from any type of lending financial institution or issue general obligation bonds. If the loan is to acquire land or construct a building, the deed to the property is transferred from the County Commission (or other entity) to the Building Commission. Generally, the County Commission funds the Building Commission to provide revenue to satisfy the terms of the loan. Building Commissions were specifically granted this authority in order to prevent County Commissions of obligating future Commissions via the issuance of bonds or by securing mortgages or loans¹. As an example, through the authority of the Building Commission, secure funding for the New Bus Facility for the Board of Education requested for FY 2014 may be obtained.

State Support

The only significant source of state-supplied capital funding for the County comes from the State School Building Authority (SBA). This entity sets school construction standards and releases funds, generally for entities that bring significant cash matches. In the past few funding cycles, the Jefferson County Board of Education has used collected impact fee monies as a monetary match. The SBA has responded favorably by providing monies for several construction and school expansion projects. No other entity, including the County Commission, has an equivalent state funding agency.

Federal Support

Unfortunately Federal monies have not been a predictable or reliable revenue stream to fund capital projects within Jefferson County. The Sheriff's Department has in the past received some Federal monies for capital projects, but historically the funding amounts have been relatively small and random in nature. Federal monies are also available to fund capital projects for Fire/EMS entities.

Summary of Impact Fee Fundable Projects

Table 1 lists all *priority 1* projects (described as Urgent/Mandatory on *CIP Form 2*) as requested by each entity. Not all of these projects are eligible for funding by impact fees, but it is important to note that these projects have been described by their respective entities as having Urgent/Mandatory funding needs. **Table 2** lists all capital improvement projects requested by each entity regardless of being fundable by impact fees.

Table 3 identifies *only* those projects that are **impact fee-fundable**, which are eligible for funding by available impact fees, either in whole or in part. Emphasis on approving impact fee expenditure on projects requested is suggested to be for *priority 1* projects first. The Impact Fee Program Specialist has determined which of the projects that are impact fee fundable for FY 2014 depending on the current availability of impact fee funds for each of the impact fee categories and their associated bank accounts, prior and current allocation sources, along with the impact fee collection projections for CY 2013.

¹ See WV Code §8-30 *et seq.*

Table 1. FY 2014 Priority 1 Projects - All Funding Sources

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2015	Yr 2 FY 2016	Yr 3 FY 2017	Yr 4 FY 2018	Yr 5 FY 2019
Jefferson County Board of Education											
1	1	Harpers Ferry Middle School	\$13,000,000	\$3,000,000	\$7,000,000	\$2,000,000	\$1,000,000	\$0	\$0	\$0	\$0
2	1	Jefferson County Bus Garage	\$9,700,000	\$0	\$5,000,000	\$2,000,000	\$1,000,000	\$1,000,000	\$700,000	\$0	\$0
7	1	County Wide Improvement	\$6,000,000	\$0	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
TOTALS			\$28,700,000	\$3,000,000	\$12,000,000	\$5,000,000	\$3,000,000	\$2,000,000	\$1,700,000	\$1,000,000	\$1,000,000
Sheriff of Jefferson County											
1	1	Purchase of Police Cruisers x (18)	\$940,000	\$0	\$0	\$150,000	\$150,000	\$160,000	\$160,000	\$160,000	\$160,000
TOTALS			\$940,000	\$0	\$0	\$150,000	\$150,000	\$160,000	\$160,000	\$160,000	\$160,000
Blue Ridge Fire Company											
1	1	Life Pack 15 (3) New 2013 Dodge 4x4 Ambulance w/ Whelen Box	\$105,000	\$0	\$0	\$105,000	\$0	\$0	\$0	\$0	\$0
2	1	Whelen Box	\$160,000	\$0	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$0	\$0
3	1	Urban Interface 4x4 Engine Pumper	\$400,000	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$0
5	1	Generator	\$65,000	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0
6	1	Sub Station Generator	\$40,000	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$770,000	\$0	\$0	\$250,000	\$140,000	\$140,000	\$140,000	\$100,000	\$0
Friendship Fire Company											
1	1	Emergency Generator	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Independent Fire Company											
1	1	Building Modifications	\$2,500,000	\$50,000	\$1,000,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
3	1	Purchase 2 Ambulances	\$300,000	\$0	\$200,000	\$100,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$2,800,000	\$50,000	\$1,200,000	\$150,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Jefferson County Fire and Rescue Association											
1	1	Training Facility	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0

Table 1. FY 2014 Priority 1 Projects - All Funding Sources

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2015	Yr 2 FY 2016	Yr 3 FY 2017	Yr 4 FY 2018	Yr 5 FY 2019
Middleway Fire Company											
1	1	Back up Generator	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
Jefferson County Parks & Recreation Commission											
1	1	System Wide Needs Assessment Survey	\$40,800	\$0	\$0	\$40,800	\$0	\$0	\$0	\$0	\$0
6	1	Leetown Park Improvements	\$164,003	\$0	\$4,000	\$6,120	\$14,862	\$16,207	\$17,982	\$0	\$104,832
9	1	Sam Michaels Park Improvements	\$166,901	\$0	\$20,000	\$56,100	\$0	\$0	\$51,300	\$39,501	\$0
13	1	Hite Road Park Improvements	\$6,324,695	\$0	\$0	\$630,482	\$370,574	\$1,689,714	\$1,786,595	\$1,847,330	\$0
16	1	Park System Master Plan	\$81,600	\$0	\$0	\$81,600	\$0	\$0	\$0	\$0	\$0
17	1	Equipment	\$15,600	\$0	\$0	\$15,600	\$0	\$0	\$0	\$0	\$0
TOTALS			\$6,793,599	\$0	\$24,000	\$830,702	\$385,436	\$1,705,921	\$1,855,877	\$1,886,831	\$104,832

Table 2. FY 2014 Projects - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2015	Yr 2 FY 2016	Yr 3 FY 2017	Yr 4 FY 2018	Yr 5 FY 2019
Sheriff of Jefferson County											
1	1	Purchase of Police Cruisers x (18)	\$940,000	\$0	\$0	\$150,000	\$150,000	\$160,000	\$160,000	\$160,000	\$160,000
2		Weapons Training Qualifications Range	\$50,000	\$0	\$0	\$20,000	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000
3	2	Route 230Uvilla Sub-station	\$700,000	\$0	\$0	\$0	\$300,000	\$400,000	\$0	\$0	\$0
4	3	Mobile Data Terminal System for Police Vehicle	\$370,500	\$0	\$0	\$32,500	\$214,500	\$26,000	\$32,500	\$32,500	\$32,500
TOTALS			\$2,060,500	\$0	\$0	\$202,500	\$674,500	\$591,000	\$197,500	\$197,500	\$197,500
Blue Ridge Fire Company											
1	1	Lifepack 15 (3) 2013 Dodge 4x4 Ambulance with Whelng Box	\$105,000	\$0	\$0	\$105,000	\$0	\$0	\$0	\$0	\$0
2	1	Urban Interface 4x4 Pumper	\$400,000	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$0
3	1	New Duty Car	\$60,000	\$0	\$0	\$30,000	\$30,000	\$0	\$0	\$0	\$0
4	3	Main Station Generator	\$65,000	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0
5	1	Sub Station Generator	\$40,000	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0
6	1										
TOTALS			\$830,000	\$0	\$0	\$280,000	\$170,000	\$140,000	\$140,000	\$100,000	\$0
Friendship Fire Company											
1	1	Emergency Generator	\$75,000	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0
2	2	Lifepack 15 (2)	\$60,000	\$0	\$0	\$30,000	\$30,000	\$0	\$0	\$0	\$0
3	2	Auto Pulse	\$16,000	\$0	\$0	\$16,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$151,000	\$0	\$0	\$121,000	\$30,000	\$0	\$0	\$0	\$0
Independent Fire Company											
1	1	Building Modifications	\$2,500,000	\$50,000	\$1,000,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
2	2	Utility Pick-up Truck	\$50,000	\$20,000	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0
3	1	Purchase 2 Ambulances	\$300,000	\$0	\$200,000	\$100,000	\$0	\$0	\$0	\$0	\$0
4		Purchase Engine	\$600,000	\$0	\$300,000	\$0	\$0	\$300,000	\$0	\$0	\$0
TOTALS			\$3,450,000	\$70,000	\$1,500,000	\$180,000	\$50,000	\$350,000	\$50,000	\$50,000	\$50,000

Table 2. FY 2014 Projects - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2015	Yr 2 FY 2016	Yr 3 FY 2017	Yr 4 FY 2018	Yr 5 FY 2019
Jefferson County Fire and Rescue Association											
1	1	Training Facility	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
2	2	Accountability Tag Software/Equipment	\$10,000	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0
3	2	FIT Testing Equipment and Software	\$20,000	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0
			\$80,000	\$0	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0
Middleway Fire Company											
1	1	Back-up Generator	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
		TOTALS	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
Jefferson County Parks & Recreation Commission											
1	1	System Wide Needs Assessment Survey	\$40,800	\$0	\$0	\$40,800	\$0	\$0	\$0	\$0	\$0
2	2	Community Center Phase II	\$2,997,000	\$0	\$0	\$0	\$0	\$0	\$2,997,000	\$0	\$0
3	2	Indoor Swimming Pool	\$6,814,080	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,814,080
4	2	Land Acquisition for Parks	\$1,372,000	\$0	\$0	\$0	\$0	\$0	\$756,000	\$0	\$616,000
5	2	Moulton Park Improvements	\$48,600	\$0	\$0	\$0	\$0	\$0	\$48,600	\$0	\$0
6	1	Leetown Park Improvements	\$164,003	\$0	\$4,000	\$6,120	\$14,862	\$16,207	\$17,982	\$0	\$104,832
7	2	Mount Mission Park Improvements	\$14,560	\$0	\$0	\$0	\$14,560	\$0	\$0	\$0	\$0
8	2	South Jefferson Park Improvements	\$284,685	\$0	\$0	\$0	\$0	\$11,687	\$98,226	\$81,532	\$93,240
9	1	Sam Michaels Park Improvements	\$166,901	\$0	\$20,000	\$56,100	\$0	\$0	\$51,300	\$39,501	\$0
10	2	Bolivar Nature Park Improvements	\$52,440	\$0	\$0	\$0	\$30,600	\$0	\$21,840	\$0	\$0
11	2	Heather Marriott Park	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
12	2	Harvest Hills Park	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13	1	Hite Road Park Improvements	\$6,324,695	\$0	\$0	\$630,482	\$370,574	\$1,689,714	\$1,786,595	\$1,847,330	\$0
14	2	Department Vehicle	\$118,906	\$0	\$0	\$0	\$0	\$35,616	\$37,325	\$0	\$45,965
15	2	Mowing Equipment	\$71,694	\$0	\$0	\$0	\$0	\$33,390	\$0	\$0	\$38,304

Table 2. FY 2014 Projects - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2015	Yr 2 FY 2016	Yr 3 FY 2017	Yr 4 FY 2018	Yr 5 FY 2019
Jefferson County Parks & Recreation Commission - Continued											
16	1	Park System Master Plan	\$81,600	\$0	\$0	\$81,600	\$0	\$0	\$0	\$0	\$0
17	1	Equipment	\$15,600	\$0	\$0	\$15,600	\$0	\$0	\$0	\$0	\$0
18	2	Utility Vehicle	\$10,200	\$0	\$0	\$0	\$10,200	\$0	\$0	\$0	\$0
TOTALS											
Jefferson County Board of Education											
1	1	Harpers Ferry Middle School	\$13,000,000	\$3,000,000	\$7,000,000	\$2,000,000	\$1,000,000	\$0	\$0	\$0	\$0
		Jefferson County Bus									
2	1	Garage	\$9,700,000	\$0	\$5,000,000	\$2,000,000	\$1,000,000	\$1,000,000	\$700,000	\$0	\$0
		Classroom and Gym									
3	1	Renovation at Ranson	\$2,500,000	\$0	\$500,000	\$0	\$500,000	\$1,500,000	\$0	\$0	\$0
		Classroom and Gym									
		Renovation at									
4	1	Shepherdstown	\$2,500,000	\$0	\$500,000	\$0	\$0	\$500,000	\$1,500,000	\$0	\$0
5	1	Middleway Elementary	\$18,000,000	\$0	\$8,000,000	\$0	\$0	\$0	\$5,000,000	\$5,000,000	\$0
6	1	Middleway Middle School	\$22,000,000	\$0	\$10,000,000	\$0	\$0	\$0	\$0	\$5,000,000	\$7,000,000
7	1	County-Wide Improvement	\$6,000,000	\$0	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
TOTALS			\$73,700,000	\$3,000,000	\$31,000,000	\$5,000,000	\$3,500,000	\$4,000,000	\$1,000,000	\$11,000,000	\$8,000,000

Table 3. FY 2014 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2015	Yr 2 FY 2016	Yr 3 FY 2017	Yr 4 FY 2018	Yr 5 FY 2019
Sheriff of Jefferson County											
1	1	Purchase of Police Cruisers x (18)	\$940,000	\$0	\$0	\$150,000	\$150,000	\$160,000	\$160,000	\$160,000	\$160,000
2	3	Weapons training range	\$50,000	\$0	\$0	\$20,000	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000
4	2	Mobile Data Terminal System	\$370,500	\$0	\$0	\$32,500	\$214,500	\$26,000	\$32,500	\$32,500	\$32,500
TOTALS			\$1,360,500	\$0	\$0	\$202,500	\$374,500	\$191,000	\$197,500	\$197,500	\$197,500

Impact Fee Specialist Recommendations – Sheriff of Jefferson County											
#	Pri	Project	Fee Funding Potential	Comments							
1	1	Purchase of Police Cruisers x (18)	Partial	The Sheriff typically purchases two new cruisers due to increase growth and patrol needs. There are available funds currently for one new cruiser at this time. A second cruiser can be purchased upon the availability of funds.							
2	3	Weapons training qualifications range	Partial	There has not been an increase to County growth to justify an increase in capacity for this existing facility. A portion of this project can be funded by impact fees based upon the current fiscal year request.							
4	2	Mobile Data Terminal System	Partial	A portion of this project can be funded by impact fees due to the current need for these devices.							

Blue Ridge Fire Company											
1	1	Life Pack 15 (3)	\$105,000	\$0	\$0	\$105,000	\$0	\$0	\$0	\$0	\$0
5	1	Main Station Generator	\$65,000	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0
6	1	Sub Station Generator	\$40,000	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$210,000	\$0	\$0	\$210,000	\$0	\$0	\$0	\$0	\$0

Impact Fee Specialist Recommendations – Blue Ridge Fire Company											
#	Pri	Project	Fee Funding Potential	Comments							
1	1	Life Pack 15 (3)	Full	This project represents the expansion of existing inventory and is justifiable to the increase in Fire calls.							
5	1	Main Station Generator	Full	This represents an expansion of County growth and the need for within County facilities.							
6	1	Sub Station Generator	Full	This represents an expansion of County growth and the need for within County facilities.							

Friendship Fire Company											
1	1	Emergency Generator	\$75,000	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0
2	2	Life Pack 15 (2)	\$60,000	\$0	\$0	\$30,000	\$30,000	\$0	\$0	\$0	\$0
3	2	Auto Pulse	\$16,000	\$0	\$0	\$16,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$151,000	\$0	\$0	\$121,000	\$30,000	\$0	\$0	\$0	\$0

Table 3. FY 2014 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2015	Yr 2 FY 2016	Yr 3 FY 2017	Yr 4 FY 2018	Yr 5 FY 2019
Impact Fee Specialist Recommendations – Friendship Fire Company											
#	Pri	Project	Fee Funding Potential	Comments							
1	1	Emergency Generator	Full	This represents an expansion of County growth and the need for within County facilities.							
2	2	Life Pack 15 (2)	Full	This project represents the expansion of existing inventory and are justifiable to the increase in Fire calls.							
3	2	Auto Pulse	Full	This project represents the expansion of existing inventory and are justifiable to the increase in Fire calls.							
Independent Fire Company											
1	1	Building Modifications	\$2,500,000	\$50,000	\$1,000,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
2	2	Utility Pickup Truck	\$50,000	\$20,000	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0
3	2	Purchase 2 Ambulances	\$300,000	\$0	\$200,000	\$100,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$2,850,000	\$70,000	\$1,200,000	\$180,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Impact Fee Specialist Recommendations – Independent Fire Company											
#	Pri	Project	Fee Funding Potential	Comments							
1	1	Building Modifications	Full	This represents an expansion of existing County inventory and is fee fundable.							
2	2	Utility Pickup Truck	Partial	This project is partial replacement/partial upgrade and additional vehicle therefore is partially fundable.							
3	2	Purchase 2 Ambulances	Full	This project represents the expansion of the EMS vehicle inventory across the county and may be fee fundable.							
Jefferson County Fire and Rescue Association											
1	1	Training Facility	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
Impact Fee Specialist Recommendations – Jefferson County Fire and Rescue Association											
#	Pri	Project	Fee Funding Potential	Comments							
1	1	Training Facility	Full	This project represents a need and increase in County inventory for Fire/EMS training and is fee fundable.							
Middleway Fire Company											
1	1	Back-up Generator	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0

Table 3. FY 2014 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2015	Yr 2 FY 2016	Yr 3 FY 2017	Yr 4 FY 2018	Yr 5 FY 2019
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Impact Fee Specialist Recommendations – Middleway Fire Company											
#	Pri	Project	Fee Funding Potential	Comments							
1	1	Back-up Generator	Full	This represents an expansion of County growth and the need for within County facilities.							

Jefferson County Parks & Recreation Commission											
1	1	System Wide Needs Assessment Survey	\$48,000	\$0	\$0	\$48,000	\$0	\$0	\$0	\$0	\$0
6	1	Leetown Park Improvements	\$164,003	\$0	\$4,000	\$6,120	\$14,862	\$16,207	\$17,982	\$0	\$104,832
9	1	Sam Michaels Park Improvements	\$166,901	\$0	\$20,000	\$56,100	\$0	\$0	\$51,300	\$39,501	\$0
13	1	Hite Road Park Improvements	\$6,324,695	\$0	\$0	\$630,482	\$370,574	\$1,689,714	\$1,786,595	\$1,847,330	\$0
17	1	Equipment	\$15,600	\$0	\$0	\$15,600	\$0	\$0	\$0	\$0	\$0
TOTALS			\$6,719,199	\$0	\$24,000	\$756,302	\$385,436	\$1,705,921	\$1,855,877	\$1,886,831	\$104,832

Impact Fee Specialist Recommendations – Jefferson County Parks & Recreation Commission											
#	Pri	Project	Fee Funding Potential	Comments							
1	1	System Wide Needs Assessment Survey	Partial	Approximately 25% of the project would be eligible based upon being justifiable due to new growth.							
6	1	Leetown Park Improvements	Partial	Full amount requested for FY 2014 is approved due to availability of impact fee funds. As funds come available throughout the upcoming fiscal years, more funds will be available to fund this project.							
9	1	Sam Michaels Park Improvements	Partial	This project represents expansion of existing facilities and is fee fundable by impact fees. The fence extension is not to be fee fundable by impact fees as not being justifiable as being impact fee fundable.							
13	1	Hite Road Park Improvements	Partial	This is a new park to the existing inventory and is justifiable as being impact fee fundable due to new growth. Funding is limited due to availability of impact fee funds.							
17	1	Equipment	Full	This represents an expansion of County inventory due to growth and the need for within County parks.							

Jefferson County Board of Education											
1	1	Harpers Ferry Middle School	\$13,000,000	\$3,000,000	\$7,000,000	\$2,000,000	\$1,000,000	\$0	\$0	\$0	\$0
2	1	Jefferson County Bus Garage	\$9,700,000	\$0	\$5,000,000	\$2,000,000	\$1,000,000	\$1,000,000	\$700,000	\$0	\$0
7	1	County Wide Improvement	\$6,000,000	\$0	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
TOTALS			\$28,700,000	\$3,000,000	\$12,000,000	\$5,000,000	\$3,000,000	\$2,000,000	\$1,700,000	\$1,000,000	\$1,000,000

Table 3. FY 2014 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2015	Yr 2 FY 2016	Yr 3 FY 2017	Yr 4 FY 2018	Yr 5 FY 2019
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Impact Fee Specialist Recommendations – Jefferson County Board of Education											
#	Pri	Project	Fee Funding Potential	Comments							
1	1	Harpers Ferry Middle School	Full	Expansion of existing facility and growth needs.							
2	1	Jefferson County Bus Garage	Full	Expansion of existing facility and inventory.							
7	1	County Wide Improvement	Full	Expansion of existing facility and growth needs.							

Impact Fee Program Specialist's Notes

Overview

One role of the Impact Fee Program Specialist in preparing the Capital Improvement Plan is to indicate which projects, within each category for which impact fees are collected, are eligible for funding by impact fees. There are two important decision points made when considering each project:

1. Does the project represent expansion of an acknowledged capital category?
 - a. If the answer is *no* (in other words the project may represent maintenance or replacement, or an effort to increase the *standard of service*), then the project is ineligible for funding using impact fees. However, it is important to note that such projects **may be** eligible for funding by other revenue sources.
 - b. If the answer is *yes*, then the project is eligible, and the second decision point applies.
2. Is the requested project necessary only because of new growth?
 - a. If the answer is *yes*, then the project is potentially **fully impact fee-fundable**.
 - b. If the answer is *no* (generally because there is a repair, replacement, or increase in the standard of service component), then the project is usually only **partially fundable** by impact fees.

In cases where a project may be funded using impact fees, the Impact Fee Program Specialist examines the current cash flow analysis to determine how much in collected funds is attributed to the relevant capital category (i.e. schools, land, buildings, equipment, vehicles). The cash flow analysis also tracks fee disbursement over time, so it is a useful tool for providing guidance on overall spending trends. The cash flow analyses for each of the fee categories are presented on the following pages.

Authority

Pursuant to West Virginia State Code, Chapter 7, Article 20, Section 6 (§7-20-6) counties which have enabled impact fees must maintain a Impact Fee Program Capital Improvement Plan. Only the projects listed on this CIP are eligible for funding by impact fees (either in whole or in part). Whether a project may be wholly or only partially funded depends upon whether the project is exclusively needed due to new growth or is only partially required due to conditions of new growth (see §7-20-3 (h) and (i) for definitions of “proportionate share” and “reasonable benefit”).

The requirement for a yearly Impact Fee Program Capital Improvement Plan, and the identification of **Impact Fee Fundable** projects, is outlined in Jefferson County Impact Fee Procedures Ordinance 2003-1 Section 3(C) *et seq.*

One of the tasks of the Impact Fee Program Specialist is to identify projects from the Impact Fee Program Capital Improvement Plan which are eligible for funding by Impact Fees (Ordinance 2003-1 Section 6(A)(2)(b)).

Cash Flow Analyses

The following 4 tables constitute the official cash flow analyses for each of the four impact fee categories. The financial data are cumulative from the beginning of the respective fee collection start date through February 1, 2013 (58% of FY 2013). The projected balance runs through the end of FY 2013. For the purposes of projecting the cash flow analysis from 1 February 2013 through 30 June 2013 (the beginning of FY 2014), it was assumed that the County growth rate for the period of 1 February 2013 through 30 June 2013, will be constant and equal to the same time period last year. During this period, there were 54 new single family detached structures and 8 new townhouse/duplex structures. The amount of commercial development impact fees collected during the same cash flow projection time period last year is \$12,845, which is relatively negligible; therefore, commercial impact fees will be ignored for simplicity of the cash flow projection. Higher or lower growth rates will affect the projected data accordingly.

Table 4. School Cash Flow Analysis

Schools

Balance as of 31 January, 2013

Capital Category	Allocation	Total Collected	Total Expended	Available
Buildings - Elementary School	30%	\$5,693,538	\$6,186,810	-\$493,272
Buildings - Middle/High School	63%	\$11,956,429	\$10,900,000	\$1,056,429
Buildings Admin/Support	7%	\$1,328,492	\$0	\$1,328,492
Total for Schools	100%	\$18,978,459	\$17,086,810	\$1,891,649

Balance Projected through 30 June, 2013

Capital Category	Allocation	Total Collected	Total Expended	Available
Buildings - Elementary School	30%	\$5,898,081	\$6,186,810	-\$288,729
Buildings - Middle/High School	63%	\$12,385,971	\$10,900,000	\$1,485,971
Buildings Admin/Support	7%	\$1,376,219	\$0	\$1,376,219
Total for Schools	100%	\$19,660,271	\$17,086,810	\$2,573,461

Table 5. Law Enforcement Cash Flow Analysis

Law Enforcement

Balance as of 31 January, 2013

Capital Category	Allocation	Total Collected	Total Expended	Available
Vehicles	28%	\$71,246	\$233,075	-\$161,829
Buildings	72%	\$183,205	\$0	\$183,205
Total for Law Enforcement	100%	\$254,451	\$233,075	\$21,376

Balance Projected through 30 June, 2013

Capital Category	Allocation	Total Collected	Total Expended	Available
Vehicles	28%	\$75,656	\$233,075	-\$157,419
Buildings	72%	\$194,543	\$0	\$194,543
Total for Law Enforcement	100%	\$270,199	\$233,075	\$37,124

Table 6. Parks & Recreation Cash Flow Analysis

Parks & Recreation

Balance as of 31 January, 2013

Capital Category	Allocation	Total Collected	Total Expended	Available
Land	40%	\$389,353	\$300,000	\$89,353
Improvements	56%	\$545,094	\$289,801	\$255,293
Vehicles & Equipment	4%	\$38,935	\$52,072	-\$13,137
Total for Parks & Recreation	100%	\$973,382	\$641,873	\$331,509

Balance Projected through 30 June, 2013

Capital Category	Allocation	Total Collected	Total Expended	Available
Land	40%	\$407,436	\$300,000	\$107,436
Improvements	56%	\$570,410	\$289,801	\$280,610
Vehicles & Equipment	4%	\$40,744	\$52,072	-\$11,328
Total for Parks & Recreation	100%	\$1,018,590	\$641,873	\$376,717

Table 7. Fire & EMS Cash Flow Analysis

Fire & EMS

Balance as of 31 January, 2013

Capital Category	Allocation	Total Collected	Total Expended	Available
Buildings and Land	32%	\$384,139	\$100,000	\$284,139
Vehicles and Equipment	68%	\$816,295	\$923,193	\$106,898
Total for Fire and EMS	100%	\$1,200,435	\$1,023,193	\$177,241

Balance projected to 30 June, 2013

Capital Category	Allocation	Total Collected	Total Expended	Available
Buildings and Land	32%	\$397,565	\$100,000	\$297,565
Vehicles and Equipment	68%	\$844,826	\$923,193	-\$78,368
Total for Fire and EMS	100%	\$1,242,391	\$1,023,193	\$219,197

Divider 1

Divider 2

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared by: Lieutenant T. H. Hansen Date this form prepared: December 6, 2012

Project Title: Purchase of Police Cruisers x (18)

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) _____

Project Location: Jefferson County Sheriffs Office

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See Instructions for Form 2 – attach additional pages as needed)

Purchase of eighteen (18) new fully equipped police cruisers to replace high mileage nearly expired vehicles within the Departments fleet of vehicles and to enable the Sheriffs Office the ability to assign this equipment to newly hired personnel. Several of the cruisers in use have reached the end of their serviceability and could become a safety liability if utilized beyond their vehicular life expectation.

Estimated Total Cost of Project (\$)	\$940,000.00
Funding Request Breakdown by Year (\$):	\$150,000.00 (FY 2014) Current Request
	.00 (FY 2014) All Other Sources
	\$150,000.00 (FY 2015) Out Year 2
	\$160,000.00 (FY 2016) Out Year 3
	\$160,000.00 (FY 2017) Out Year 4
	\$160,000.00 (FY 2018) Out Year 5
	\$160,000.00 (FY 2019) Out Year 6

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Based upon FY 2010 purchase prices on like items and provided estimates. Current purchase price of fully equipped police vehicles

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared by: Lieutenant T. H. Hansen Date this form prepared: December 6, 2012

Project Title: Weapons training qualifications range

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) _____

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)

This is for the modernization of the existing firearms range to include the erection of a shooting pavilion.

Estimated Total Cost of Project (\$)	<u>\$50,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$20,000.00</u>	(FY 2014) Current Request
	<u>\$10,000.00</u>	(FY 2015) Out Year 1
	<u>\$5,000.00</u>	(FY 2016) Out Year 2
	<u>\$5,000.00</u>	(FY 2017) Out Year 3
	<u>\$5,000.00</u>	(FY 2018) Out Year 4
	<u>\$5,000.00</u>	(FY 2019) Out Year 5

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

Jefferson County Commission
August 2004 (rev September 2008)

Capital Improvements Program

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared by: Lieutenant T. H. Hansen Date this form prepared: December 6, 2012

Project Title: Route 230 Uvilla Sub-station

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) Land Acquisition

Project Location: Jefferson County Sheriffs Office

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
 OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
 (if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)

In an effort to improve upon our responses for the publics calls for service and provide the Harpers Ferry Shepherdstown communities with the level of police services that they deserve a police facility (sub-station) should be placed in close proximity to these communities. In positioning such a facility along the Route 230 and Bakerton corridor would allow on duty deputies who are assigned to this area the ability to greatly reduce response time to calls for service and allow for directed patrol activities whenever time allows. Having deputies assigned to this facility will allow for familiarity of the environment and its citizens thereby creating an atmosphere of partnership and ownership between the community and the sheriff's office. Additionally this facility would provide both an immediate safe haven for those persons in immediate critical need of assistance and a location by which citizens and victims alike may meet with law enforcement to address issues concerns and to work on investigative matters and to file police reports.

Estimated Total Cost of Project (\$)	<u>\$700,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2014) Current Request
	<u>\$300,000.00</u>	(FY 2015) Out Year 1
	<u>\$400,000.00</u>	(FY 2016) Out Year 2
	<u>\$0.00</u>	(FY 2017) Out Year 3
	<u>\$0.00</u>	(FY 2018) Out Year 4
	<u>\$0.00</u>	(FY 2019) Out Year 5

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Based upon FY 2010 purchase prices on like items and provided estimates. Architectural plan and design projections not yet obtained.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared by: Lieutenant T. H. Hansen Date this form prepared: December 6, 2012

Project Title: Mobile Data Terminal System for police vehicle - communications

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) _____

Project Location: Jefferson County Sheriffs Office

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth, This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)

Purchase of mobile data terminals for all sheriff office police cruisers. In order to enhance our already taxed and limited radio communication networking systems and reduce the volume of audible transmitted radio trafficking each vehicle should be equipped with a computer over which calls can be dispatched record and traffic checks performed and other networking capabilities could be performed from the police vehicle. Police reports could be prepared and directly forwarded to the police facility allowing deputies to remain in specific assigned areas for longer periods of time.

Estimated Total Cost of Project (\$)	<u>\$370,500.00</u>
Funding Request Breakdown by Year (\$):	<u>\$32,500.00</u> Year 1 (FY 2014)
	<u>\$214,500.00</u> Year 2 (FY 2015)
	<u>\$26,000.00</u> Year 3 (FY 2016)
	<u>\$32,500.00</u> Year 4 (FY 2017)
	<u>\$32,500.00</u> Year 5 (FY 2018)
	<u>\$32,500.00</u> Year 6 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Based upon FY 2005 purchase prices on like items and provided estimates. Cost based upon current projection of \$6500 per computer unit.

Additional pages attached.

Divider 3

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission

(1) Pri No	(2) PROJECT NAME & DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC, SOURCE	(5) CURRENT REQUEST FY 2014	(6) CURRENT ALLOC, OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
	System Wide Needs Assessment	\$40,800	0	40,800	0	0	0	0	0	0
	Community Center Phase II	\$2,997,000	0	0	0	0	0	2,997,000	0	0
	Indoor Swimming Pool	\$6,814,080	0	0	0	0	0	0	0	6,814,080
	Land Acquisition for Parks	\$1,372,000	0	0	0	0	0	756,000	0	616,000
	Moulton Park Improvements	\$48,600	0	0	0	0	0	48,600	0	0
	Leetown Park Improvements	\$164,003	0	6,120	4,000	14,862	16,207	17,982	0	104,832
	Mount Mission Park Improvements	\$14,560	0	0	0	14,560	0	0	0	0
	South Jefferson Park Improvements	\$284,685	0	0	0	0	11,687	98,226	81,532	93,240
	Sam Michael's Park Improvements	\$166,901	0	56,100	20,000	0	0	51,300	39,501	0

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Pri No	PROJECT NAME & DESCRIPTION	ESTIMATED TOTAL COST	PRIOR ALLOC, SOURCE	CURRENT REQUEST FY 2014	CURRENT ALLOC, OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
	Bolivar Nature Park Improvements	\$52,440	0		0	30,600	0	21,840	0	0
	Heather Marriott Park	0	0	0	0	0	0	0	0	0
	Harvest Hills Park	0	0	0	0	0	0	0	0	0
	Hite Road Park Development	\$6,324,695	0	630,482	0	370,574	1,689,714	1,786,595	1,847,330	0
	Department Vehicle	\$118,906	0	0	0	0	35,616	37,325	0	45,965
	Mowing Equipment	\$71,694	0	0	0	0	33,390	0	0	38,304
	Park System Master Plan	\$81,600	0	81,600	0	0	0	0	0	0
	Equipment	\$15,600	0	15,600	0	0	0	0	0	0
	Utility Vehicle	\$10,200	0	0	0	0	10,200	0	0	0

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Project Title: System Wide Needs Assessment Survey **Date this form prepared:** 11/14/12

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) _____

Project Location: _____

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)

An updated needs assessment survey should be conducted to measure opinions and attitudes from Jefferson County Residents about parks and recreation programs, facilities, and activities. The last needs assessment was conducted in 2005 and growth in the county as well as needs have changed. The findings will help guide the future development of the parks and recreation commission and a Parks Master Plan. The survey should be designed with questions to determine the use of existing parks, programs, and facilities as well as future needs and funding options.

Estimated Total Cost of Project (\$)	<u> \$40,800.00</u>	
Funding Request Breakdown by Year (\$):	<u> \$40,800.00</u>	Current (FY 2014)
	_____	Out Year 1 (FY 2015)
	_____	Out Year 2 (FY 2016)
	_____	Out Year 3 (FY 2017)
	_____	Out Year 4 (FY 2018)
	_____	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Project Title: Community Center Phase II **Date this form prepared:** 11/14/12

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) _____

Project Location: Sam Michael's Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)

To accommodate for future growth in population the JCPRC is requesting funding for Phase II of the Jefferson County Community Center, located at Sam Michaels' Park. Currently, the facility is comprised of one gymnasium, one activity room, a preschool room, fitness room, concession stand, office space, and storage. This project encompasses construction of additional square footage of the Jefferson County Community Center and includes related costs for site and construction documents. It is anticipated that Phase II of the JCCC would include an additional gymnasium, activity rooms, dance room, offices, and more storage. Phase II of the JCCC will allow for the JCPRC staff to offer additional programs and expand existing programs.

Estimated Total Cost of Project (\$)	\$2,997,000
Funding Request Breakdown by Year (\$):	
	Current (FY 2014)
	Out Year 1 (FY 2015)
	Out Year 2 (FY 2016)
	Out Year 3 (FY 2017)
	Out Year 4 (FY 2018)
	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)
The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and estimates.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Project Title: Indoor Swimming Pool **Date this form prepared:** 11/14/12

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) _____

Project Location: Sam Michael's Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)
 In 2006 the Jefferson County Commission funded a professional recreation assessment survey. The citizens of Jefferson County ranked an indoor swimming pool as a priority recreational need for the county.

Estimated Total Cost of Project (\$)	<u>\$6,814,080.00</u>	
Funding Request Breakdown by Year (\$):		Current (FY 2014)
	_____	Out Year 1 (FY 2015)
	_____	Out Year 2 (FY 2016)
	_____	Out Year 3 (FY 2017)
	_____	Out Year 4 (FY 2018)
	<u>\$6,814,080.00</u>	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)
 The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and estimates from other Parks & Recreation Departments and from estimates from the County's Capital Project Coordinator. (Kirk Davis)

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Project Title: Land Acquisition for Parks **Date this form prepared:** 11/14/12

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) Land Acquisition

Project Location: TBD

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(If Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)
 This project identifies capital expenditures and appropriations for local parkland acquisitions including related costs for surveys and appraisals. Local parks include urban and rural areas. Acquisitions may include new parkland in areas of the county that are currently lacking parkland as well as additional acreage to existing parks. According to the 2004 Comprehensive Plan adopted by the Jefferson County Commission, Jefferson County is currently in a deficit of parkland. National standards recommend that to serve local needs the ration of parks and recreation space should be approximately ten to twenty acres of land for each 1000 residents. Jefferson County has 373 acres of park land to serve the estimated 50,000 residents. Land will ever be any less expensive than it is now and the amount of undeveloped land in the county is decreasing. The county currently owns nine parks, which include Bolivar Nature Park, Leetown Park, Mount Mission Park, Moulton Park, Sam Michaels' Park, Harvest Hills Park, Heather Marriott Park, and Hite Road Park.

Estimated Total Cost of Project (\$)	<u>1,372,000.00</u>	
Funding Request Breakdown by Year (\$):		Current (FY 2014)
		Out Year 1 (FY 2015)
		Out Year 2 (FY 2016)
	<u>\$756,000.00</u>	Out Year 3 (FY 2017)
		Out Year 4 (FY 2018)
	<u>\$616,000.00</u>	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)
 The Jefferson County Parks & Recreation Commission estimated costs based on current land prices obtained from local realtors and the cost of Hite Road Park, which was purchased in 2009.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Project Title: Moulton Park Improvements **Date this form prepared:** 11/14/12

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) _____

Project Location: Moulton Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)
Moulton Park is unique in the Jefferson County Park System in that it offers public river access to the Shenandoah River. The mile of river frontage is used by individuals, groups, and businesses. The park is an ideal location to enjoy a picnic lunch, fish, camp, or just sit and enjoy nature. In 2009, the JCPRC developed a concept plan for Moulton Park that included the following improvements: Barrier fencing to protect the park grounds from vehicular traffic as well as to protect patrons to the park. In addition, the plan accounts for campsites and additional parking as well as green space. These improvements will formalize distinct areas for all types of recreational use and provide needed recreational opportunities. The JCPRC was awarded a LWCF grant in 2010, which was matched with Impact Fee Funding to complete these improvements, which are near completion. The JCPRC plans to continue to develop Moulton Park to include a restroom facility.

Estimated Total Cost of Project (\$)	<u>\$48,600.00</u>	
Funding Request Breakdown by Year (\$):		Current (FY 2014)
		Out Year 1 (FY 2015)
		Out Year 2 (FY 2016)
	<u>\$48,600.00</u>	Out Year 3 (FY 2017)
		Out Year 4 (FY 2018)
		Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)
The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Project Title: Leetown Park Improvements **Date this form prepared:** 11/14/12

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) _____

Project Location: Leetown Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)

Due to heavy rains, current road and parking at Leetown Park have been washed out and are in need of major repair. JCPRC will construct drainage ditches, re-grade and gravel existing roads and parking areas. (TOTAL COST: \$10,200.00) Renovate Concession-Restroom Facility Phase I Building & Electrical (Total Cost \$14,862.00); The current restroom and concession stand facility at Leetown Park needs to be renovated to meet ADA requirements and current usage at the park. With the addition of a new playground in 2009 the park has seen an increase in use by small children and families as well as continued use from Softball, baseball, and football leagues. This project would include replacement of stalls, toilets, urinals, sinks, etc. and bring the facility up to code. In addition, this will include bringing electrical applications up to date and new exhaust and lighting in the kitchen. Renovate Concession-Restroom Facility Phase II: (Total Cost \$16,207.00) This project addresses the need to continue renovations on the concession stand-restroom facility to include renovations to the roof, sidewalk, drainage and floors) Install Safety Netting (Total Cost \$17,982.00): Install Safety netting on the slow-pitch field at Leetown Park would be beneficial to residents of Jefferson County that drive Leetown Road as the current netting is in disrepair and not adequate. Installing the netting would reduce the risk of property damage and personal injury.
 Replace ball field lighting on the fast-pitch and slow-pitch softball fields.

Estimated Total Cost of Project (\$)	<u>\$160,003.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$6120.00</u>	Current (FY 2014)
	<u>\$14,862.00</u>	Out Year 1 (FY 2015)
	<u>\$16,207.00</u>	Out Year 2 (FY 2016)
	<u>\$17,982.00</u>	Out Year 3 (FY 2017)
		Out Year 4 (FY 2018)
	<u>\$104,832.00</u>	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)
 The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures, bids received, and with input from the County's Capital Project Coordinator. (Kirk Davis)

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Project Title: Mount Mission Park Improvements **Date this form prepared:** 11/14/12

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) _____

Project Location: Moulton Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)
This project addresses the need to make Mount Mission Park more ADA accessible. We will widen entrance gates , install handicap parking and signs, construct access ramp to play area, install a piece of ADA accessible equipment and build a concrete pad and ramp at pavilion for easy access. Currently there is no handicap accessible equipment at Mount Mission Park.

Estimated Total Cost of Project (\$)	<u>\$14,560.00</u>	
Funding Request Breakdown by Year (\$):		Current (FY 2014)
	<u>\$14,560.00</u>	Out Year 1 (FY 2015)
	_____	Out Year 2 (FY 2016)
	_____	Out Year 3 (FY 2017)
	_____	Out Year 4 (FY 2018)
	_____	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)
The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Project Title: South Jefferson Park Improvements **Date this form prepared:** 11/14/12

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) _____

Project Location: South Jefferson Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)
Install Handicap Parking & Addition of ADA Equipment (TOTAL COST: \$ \$11,687.00): This project includes adding a handicap parking area and a piece of ADA equipment to the current play system as none currently exist.
Pave Access Road and Parking Areas (TOTAL COST: \$ 98,226.00): This project includes paving the access road and parking areas.
Install New Play System (TOTAL COST: \$ 81,532.00): The current play system at South Jefferson Park was installed in 1996. The structure should be updated to meet ADA accessibility standards and provide more recreational opportunities for patrons of the park.
Construct Walking Trail (TOTAL COST: \$93,240.00): This Project includes fees associated with the design and construction of a walking trail at South Jefferson Park.

Estimated Total Cost of Project (\$)	\$284,685.00
Funding Request Breakdown by Year (\$):	Current (FY 2014)
	Out Year 1 (FY 2015)
	\$11,687.00 Out Year 2 (FY 2016)
	\$98,226.00 Out Year 3 (FY 2017)
	\$81,532.00 Out Year 4 (FY 2018)
	\$93,240.00 Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)
The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Project Title: Sam Michaels Park Improvements **Date this form prepared:** 11/14/12

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) _____

Project Location: Sam Michaels Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)
Construct a storage room adjacent to the Jefferson County Community Center to expand our useable interior space to house additional equipment and program supplies; such as soccer goals, game tables, and gymnastics equipment which would aid the department in developing new programs and for expansion of current offerings. (\$49,100.00)
Construct Pavilion by Playground at the JCCC (TOTAL COST: \$ 27,000.00): This project involves building a picnic pavilion adjacent to the JCCC Playground. The pavilion would include a restroom facility for patrons to use and could be used by individuals or groups for birthday parties, reunions, and special events.
Extend Walking Trail by ½ mile (TOTAL COST: \$51,300.00): This project involves extending the current half mile walking trail that surrounds the JCCC to one mile. The trail will be paved so it may be utilized by all.
Complete Installation of Perimeter Fencing (TOTAL COST: \$39,501.00): This project encompasses completion of a three-board fence around the perimeter of the park property to help protect park property from vehicular traffic.

Estimated Total Cost of Project (\$)	<u>\$166,901.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$76,100.00</u>	Current (FY 2014)
	_____	Out Year 1 (FY 2015)
	_____	Out Year 2 (FY 2016)
	<u>\$51,300.00</u>	Out Year 3 (FY 2017)
	<u>\$39,501.00</u>	Out Year 4 (FY 2018)
	_____	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)
The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Project Title: Bolivar Nature Park Improvements **Date this form prepared:** 11/14/12

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) _____

Project Location: Bolivar Nature Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)
This project funds repair of the gravel road and bridge that is currently deteriorating due to heavy rains and construction of a paved access road and parking area for patrons of Bolivar Nature Park

Estimated Total Cost of Project (\$)	<u>\$52,440.00</u>	
Funding Request Breakdown by Year (\$):		Current (FY 2014)
	<u>\$30,600.00</u>	Out Year 1 (FY 2015)
		Out Year 2 (FY 2016)
	<u>\$21,840.00</u>	Out Year 3 (FY 2017)
		Out Year 4 (FY 2018)
		Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)
The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Project Title: Heather Marriot Park Improvements **Date this form prepared:** 11/14/12

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) _____

Project Location: Heather Marriot Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)

Estimated Total Cost of Project (\$)	<u>0</u>	
Funding Request Breakdown by Year (\$):	<u>0</u>	Current (FY 2014)
	<u>0</u>	Out Year 1 (FY 2015)
	<u>0</u>	Out Year 2 (FY 2016)
	<u>0</u>	Out Year 3 (FY 2017)
	<u>0</u>	Out Year 4 (FY 2018)
	<u>0</u>	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)
The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Project Title: Harvest Hills Park Improvements **Date this form prepared:** 11/14/12

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) _____

Project Location: Harvest Hills Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)

Estimated Total Cost of Project (\$)	<u>0</u>
Funding Request Breakdown by Year (\$):	Current (FY 2014)
	<u>0</u> Out Year 1 (FY 2015)
	<u>0</u> Out Year 2 (FY 2016)
	<u>0</u> Out Year 3 (FY 2017)
	<u>0</u> Out Year 4 (FY 2018)
	<u>0</u> Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)
The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Project Title: Hite Road Park Improvements **Date this form prepared:** 11/14/12

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) _____

Project Location: Hite Road Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2006 survey of parks and recreation needs conducted by the department. The project involves construction and improvements at Hite Road Park. Improvements may include but are not limited to: access roads, utilities, restrooms, concession stands, soccer fields, football fields, baseball fields, picnic pavilions, dog park, and lighting.

Development will proceed in 3 phases developed in conjunction with the firm that produced the Master Plan. The time period included in this CIP encompasses Phase I and II of construction. It is anticipated that multiple components of this improvement will involve partnership initiatives with local user groups assuring their continuous input and cementing their vested interest in the project. Thus department resources will be used in conjunction with grant money and matching monies from user groups to achieve these goals. It must be noted that cost reflected in this CIP reflect total expected costs were the department to assume the entire cost with no input from grant or partnership funding. It is expected that actual cost to the department will be significantly lower as a result of alternative funding streams.

.00	\$6,324,695.00	
Estimated Total Cost of Project (\$)	\$630,482.00	Current (FY 2014)
Funding Request Breakdown by Year (\$):	\$370,574.00	Out Year 1 (FY 2015)
	\$1,689,714.00	Out Year 2 (FY 2016)
	\$1,786,595.00	Out Year 3 (FY 2017)
	\$1,847,330.00	Out Year 4 (FY 2018)
	_____	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Project Title: Department Vehicle **Date this form prepared:** 11/14/12

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) _____

Project Location: Stored at JCPRC Maintenance Building to be used throughout the county.

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)

The JCPRC has several vehicles that are over 5 years of age, with high mileage that will need to be replaced over the next several years. The JCPRC currently owns the following:

- 1999 Dodge Dump Truck- Mileage 88,735
- 2001 GMC Truck- Mileage 100,285
- 2004 GMC Truck- Mileage 98,398
- 2010 GMC Truck – Mileage 32,872

In addition JCPRC acquired new parks within the past three years and will need additional vehicles to help maintain these parks.

Estimated Total Cost of Project (\$)	<u>\$118,906.00</u>
Funding Request Breakdown by Year (\$):	_____ Current (FY 2014)
	_____ Out Year 1 (FY 2015)
	<u>\$35,616.00</u> Out Year 2 (FY 2016)
	<u>\$37,325.00</u> Out Year 3 (FY 2017)
	_____ Out Year 4 (FY 2018)
	<u>\$45,965.00</u> Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)
 The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures and quotes received.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Project Title: Park System Master Plan **Date this form prepared:** 11/14/12

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) _____

Project Location: _____

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)
This would be Jefferson County’s first Parks & Recreation Master Plan and it is intended to guide the JCPRC over the next 10 years. This policy document will guide the County’s parks and recreation planning, development, programs and services through 2024. The *Parks and Recreation Master Plan* should address all aspects of the department including: recreation and human services; children’s programs; adult & senior programs, community centers; park development; partnerships; maintenance and tree planting; park operations and maintenance; marketing and special events; and department-wide administrative services. The Parks & Recreation Commission would initiate the Master Plan by appointing a committee to work with staff, the Commission, other city parks & recreation departments, and a consultant to ensure a complete process. The update will involve significant public participation. Recommendations will be scheduled into the parks & recreation commission’s capital improvement planning process.

Estimated Total Cost of Project (\$)	<u> \$81,600.00</u>	
Funding Request Breakdown by Year (\$):	<u> \$81,600.00</u>	Current (FY 2014)
	_____	Out Year 1 (FY 2015)
	_____	Out Year 2 (FY 2016)
	_____	Out Year 3 (FY 2017)
	_____	Out Year 4 (FY 2018)
	_____	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)
The Jefferson County Parks & Recreation Commission estimated costs based on past expenditures.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Project Title: Equipment **Date this form prepared:** 11/14/12

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) _____

Project Location: All Locations

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)

The JCPRC staff has set high standards for the maintenance of the park system and strives to ensure they are safe and enjoyable for Jefferson County Residents. Due to continued growth and expansion, the JCPRC staff is having difficulty maintaining these standards without proper equipment. Currently, the only equipment the department has and uses are tractors, mowers, and trucks. With the addition of a Bobcat, the department will be able to easily clear land for expansion, push/remove trees and undergrowth, grade, and remove snow from the Jefferson County Community Center.

Estimated Total Cost of Project (\$)	<u>\$15,600.00</u>
Funding Request Breakdown by Year (\$):	<u>\$15,600.00</u> Current (FY 2014)
	_____ Out Year 1 (FY 2015)
	_____ Out Year 2 (FY 2016)
	_____ Out Year 3 (FY 2017)
	_____ Out Year 4 (FY 2018)
	_____ Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission estimated costs based on quotes and research.

Additional pages attached.

Divider 4

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: 15 December 2012

Prepared by: Earl Cogle

Contact Information

Name: Blue Ridge Mtn. Vol. Fire Co. Phone Number: 304-616-8557

Email: brmvfcchief@frontiernet.net

Project Title: Life Pack 15 (3)

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify):

Project Location: 181 Keyes Gap Road, Harpers Ferry, WV 25425

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR Provide Ranking Number

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth.
 This project benefits **both** current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes – Attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed.)

These new Life Pack 15 are the new upgrade monitor for the EMS units. The Life Pack 12 are going out of service very soon and all companys need these new packs to provide the service to our community, and surrounding areas. Costs reflect the total cost of 3 units for our equipment. I would like to see these be a priority due to the changes coming.

Estimated Total Cost of Project (\$):	\$105,000.00	
Funding Request Breakdown by Year (\$):	\$105,000.00	Current (FY 2014) Request of County Funds
	\$0.00	Current (FY 2014) All Other Sources
	\$0.00	Out Year 1 (FY 2015)
	\$0.00	Out Year 2 (FY 2016)
	\$0.00	Out Year 3 (FY 2017)
	\$0.00	Out Year 4 (FY 2018)
	\$0.00	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Cost reflects current market values of equipment.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: 15 December 2012

Prepared by: Earl Cogle

Contact Information

Name: Blue Ridge Mtn. Vol. Fire Co.

Phone Number: 304-616-8557

Email: brmyfcchief@frontiernet.net

Project Title: New Amb 4x4 Dodge Chasis and Whelen Box

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify): _____

Project Location: 181 Keyes Gap Road, Harpers Ferry, WV 25425

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR Provide Ranking Number _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth.
 This project benefits **both** current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes – Attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed.)

The new ambulance will be used to serve and protect on the mountain and the surrounding areas to help better serve the community. We are short on ambulance at this time and in need of another ambulance. Also it would help if a unit goes out of service. Also to help the county out.

Estimated Total Cost of Project (\$):	<u>\$160,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$40,000.00</u>	Current (FY 2014) Request of County Funds
	<u>\$0.00</u>	Current (FY 2014) All Other Sources
	<u>\$40,000.00</u>	Out Year 1 (FY 2015)
	<u>\$40,000.00</u>	Out Year 2 (FY 2016)
	<u>\$40,000.00</u>	Out Year 3 (FY 2017)
	<u>\$0.00</u>	Out Year 4 (FY 2018)
	<u>\$0.00</u>	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Cost reflects current market values of equipment.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: 15 December 2012

Prepared by: Earl Cogle

Contact Information

Name: Blue Ridge Mtn. Vol. Fire Co.

Phone Number: 304-616-8557

Email: brmvfchief@frontiernet.net

Project Title: New Duty 4x4 Vehicle

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify): _____

Project Location: 181 Keyes Gap Road, Harpers Ferry, WV 25425

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR Provide Ranking Number _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth.
 This project benefits **both** current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes – Attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed.)

This vehicle wukk be used as a duty officer vehicle to help serve our community and surroundings, Counties also. It would work on the level of basically 24 hour paid staffing for free. Its part of our signed agreement for the County in whole. We are trying to make our County as professional as we can and having County duty officers is a great start to success.

Estimated Total Cost of Project (\$):	<u>\$60,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$30,000.00</u>	Current (FY 2014) Request of County Funds
	<u>\$0.00</u>	Current (FY 2014) All Other Sources
	<u>\$30,000.00</u>	Out Year 1 (FY 2015)
	<u>\$0.00</u>	Out Year 2 (FY 2016)
	<u>\$0.00</u>	Out Year 3 (FY 2017)
	<u>\$0.00</u>	Out Year 4 (FY 2018)
	<u>\$0.00</u>	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Cost reflects current market value of equipment.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: 15 December 2012

Prepared by: Earl Cogle

Contact Information

Name: Blue Ridge Mtn. Vol. Fire Co.

Phone Number: 304-616-8557

Email: brmvfcchief@frontiernet.net

Project Title: Generator for Main Station

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify): _____

Project Location: 181 Keyes Gap Road, Harpers Ferry, WV 25425

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR Provide Ranking Number _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth.
 This project benefits **both** current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes – Attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed.)

This generator will allow us to maintain the station and keep all of our equipment charged to full capacity in case of emergency and extended power outage. The generator will increase the number of facilities in the County that provide emergency shelter to the public. Also can help our community out on the mountain we have nothing where bad storms happen and no power. *Priority

Estimated Total Cost of Project (\$):	<u>\$65,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$65,000.00</u>	Current (FY 2014) Request of County Funds
	<u>\$0.00</u>	Current (FY 2014) All Other Sources
	<u>\$0.00</u>	Out Year 1 (FY 2015)
	<u>\$0.00</u>	Out Year 2 (FY 2016)
	<u>\$0.00</u>	Out Year 3 (FY 2017)
	<u>\$0.00</u>	Out Year 4 (FY 2018)
	<u>\$0.00</u>	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Cost reflects current market value of equipment.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: 15 December 2012

Prepared by: Earl Cogle

Contact Information

Name: Blue Ridge Mtn. Vol. Fire Co.

Phone Number: 304-616-8557

Email: brmvfchief@frontiernet.net

Project Title: Generator (Sub Station)

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify): _____

Project Location: 181 Keyes Gap Road, Harpers Ferry, WV 25425

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR Provide Ranking Number _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth.
 This project benefits **both** current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes – Attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed.)

This generator will allow us to maintain the station and keep our equipment charged at full capacity in case of emergency and extended power outage. The generator will increase the number of facility in the County that provide emergency shelter to the public. *Priority

Estimated Total Cost of Project (\$):	<u>\$40,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$40,000.00</u>	Current (FY 2014) Request of County Funds
	<u>\$0.00</u>	Current (FY 2014) All Other Sources
	<u>\$0.00</u>	Out Year 1 (FY 2015)
	<u>\$0.00</u>	Out Year 2 (FY 2016)
	<u>\$0.00</u>	Out Year 3 (FY 2017)
	<u>\$0.00</u>	Out Year 4 (FY 2018)
	<u>\$0.00</u>	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Cost reflects current market value of equipment.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: 14 December 2012

Prepared by: Chris Higdon

Contact Information

Name: Chris Higdon

Phone Number: 304-535-2211

Email: friendshipfireco@frontiernet.net

Project Title: Emergency Generator for Building

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify): _____

Project Location: Friendship Fire Co./Harpers Ferry

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR Provide Ranking Number _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth.
 This project benefits **both** current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes – Attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed.)

Installation of an emergency generator to power station in times of power outages and/or provide emergency shelter for community residents.

Station currently has no emergency power and creates a safety issue in that we can not open our doors for response in time of power outages.

Estimated Total Cost of Project (\$):	<u>\$75,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$75,000.00</u>	Current (FY 2014) Request of County Funds
	<u>\$0.00</u>	Current (FY 2014) All Other Sources
	<u>\$0.00</u>	Out Year 1 (FY 2015)
	<u>\$0.00</u>	Out Year 2 (FY 2016)
	<u>\$0.00</u>	Out Year 3 (FY 2017)
	<u>\$0.00</u>	Out Year 4 (FY 2018)
	<u>\$0.00</u>	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Estimate provide by vendor upon site visit.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: 14 December 2012

Prepared by: Chris Higdon

Contact Information

Name: Chris Higdon

Phone Number: 304-535-2211

Email: friendshipfireco@frontiernet.net

Project Title: Life Pack 15

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify): _____

Project Location: Friendship Fire Co./Harpers Ferry

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR Provide Ranking Number _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth.
 This project benefits **both** current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes – Attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed.)

Life Pack 15 is equipment used on ambulances capable of reading blood pressure, cardiac rythms, EKG's (electro-cardiogram), pulse, AED, and manual difribulation.

Current Life Pack 12 will soon be outdated and non-compliant with state regulations.

This equipment helps keeps us compliant and offers up to date life saving technology to patients.

Estimated Total Cost of Project (\$):	<u>\$60,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$30,000.00</u>	Current (FY 2014) Request of County Funds
	<u>\$0.00</u>	Current (FY 2014) All Other Sources
	<u>\$30,000.00</u>	Out Year 1 (FY 2015)
	<u>\$0.00</u>	Out Year 2 (FY 2016)
	<u>\$0.00</u>	Out Year 3 (FY 2017)
	<u>\$0.00</u>	Out Year 4 (FY 2018)
	<u>\$0.00</u>	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Estimates through JCESA

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: 14 December 2012

Prepared by: Chris Higdon

Contact Information

Name: Chris Higdon

Phone Number: 304-535-2211

Email: friendshipfireco@frontiernet.net

Project Title: Auto Pulse

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify): _____

Project Location: Friendship Fire Co./Harpers Ferry

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR Provide Ranking Number _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth.
 This project benefits **both** current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes – Attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed.)

An Auto Pulse is a device kept on our ambulances that cardio pulmonary resuscitation allowing emergency crew to accomplish more care methods with minimum personnel.

This equipment is used in cardiac arrests and is truly a life saving option availability to ambulances and crews.

Estimated Total Cost of Project (\$):	<u>\$16,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$16,000.00</u>	Current (FY 2014) Request of County Funds
	<u>\$0.00</u>	Current (FY 2014) All Other Sources
	<u>\$0.00</u>	Out Year 1 (FY 2015)
	<u>\$0.00</u>	Out Year 2 (FY 2016)
	<u>\$0.00</u>	Out Year 3 (FY 2017)
	<u>\$0.00</u>	Out Year 4 (FY 2018)
	<u>\$0.00</u>	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Prior purchase.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: 12 December 2012

Prepared by: Edwin D. Smith

Contact Information

Name: Ed Smith

Phone Number: 304 725-2514

Email: esmith@ifc-wv.net

Project Title: Building Modifications

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify): _____

Project Location: 200 W. 2nd Avenue, Ranson, WV

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR Provide Ranking Number _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth.
 This project benefits **both** current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes – Attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed.)

This project is to modify the existing structure to allow for 24 hour career staffing and to increase the fire equipment area to allow for today's larger equipment. This modification will add sleeping quarters, a lounge, an office for the career officer and enlarged bays. Included will be a SCBA maintenance room and a compressor room with a unit to fill our air packs. These accommodation changes will be utilized by both the Volunteers and Jefferson County Fire and EMS personnel.

Estimated Total Cost of Project (\$):	<u>\$2,500,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$50,000.00</u>	Current (FY 2014) Request of County Funds
	<u>\$1,000,000.00</u>	Current (FY 2014) All Other Sources
	<u>\$50,000.00</u>	Out Year 1 (FY 2015)
	<u>\$50,000.00</u>	Out Year 2 (FY 2016)
	<u>\$50,000.00</u>	Out Year 3 (FY 2017)
	<u>\$50,000.00</u>	Out Year 4 (FY 2018)
	<u>\$50,000.00</u>	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

This estimate is based on an engineering estimate.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: 12 December 2012

Prepared by: Edwin D. Smith

Contact Information

Name: Ed Smith

Phone Number: 304 725-2514

Email: esmith@ifc-wv.net

Project Title: Utility Pick-up Truck

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify): _____

Project Location: 200 W. 2nd Avenue, Ranson, WV

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR Provide Ranking Number _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth.
 This project benefits **both** current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes – Attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed.)

This project is for the purchase of a pick-up truck. The primary functions of this unit will be to tow our Swift Water Rescue Boat and carry our responding Volunteers. We are the only SWR team in our County and respond on an average of 25 times a year to calls on the Shenandoah and Potomac Rivers. We also have had numerous calls for rescue on the Opequeon Creek and to support other local Counties.

Currently we are using our utility which is used for multiple uses including manpower request, members going to training and Auxillary functions. Several times during the past year we have had to request units from other Companies to tow our boats to rescues. Great delays occur during life threatening situations.

Secondary use of this truck for be to tow our mobile kitchen to locations as part of our ongoing fund raising efforts..

Estimated Total Cost of Project (\$):	<u>\$50,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$30,000.00</u>	Current (FY 2014) Request of County Funds
	<u>\$20,000.00</u>	Current (FY 2014) All Other Sources
	<u>\$0.00</u>	Out Year 1 (FY 2015)
	<u>\$0.00</u>	Out Year 2 (FY 2016)
	<u>\$0.00</u>	Out Year 3 (FY 2017)
	<u>\$0.00</u>	Out Year 4 (FY 2018)
	<u>\$0.00</u>	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

This estimate is based WV State Contract prices for trucks and vendor estimates for lighting as needed.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: 12 December 2012

Prepared by: Edwin D. Smith

Contact Information

Name: Ed Smith

Phone Number: 304 725-2514

Email: esmith@ifc-wv.net

Project Title: Purchase Ambulances (2)

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify): _____

Project Location: 200 W. 2nd Avenue, Ranson, WV

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR Provide Ranking Number _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth.
 This project benefits **both** current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes – Attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed.)

This request is for the purchase of 2 Ambulances. One unit has exceeded its normal life of 7 years for Ambulances. It is currently not available due to a serious engine problem that has an estimate of \$12,000 plus to repair. The second unit has proven to be extremely unreliable with a very high rate of failure (33 Times in 4 years). With our depreciation account, we will be able to fund the significant portion of these purchases.

Estimated Total Cost of Project (\$):	<u>\$300,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$100,000.00</u>	Current (FY 2014) Request of County Funds
	<u>\$200,000.00</u>	Current (FY 2014) All Other Sources
	<u>\$0.00</u>	Out Year 1 (FY 2015)
	<u>\$0.00</u>	Out Year 2 (FY 2016)
	<u>\$0.00</u>	Out Year 3 (FY 2017)
	<u>\$0.00</u>	Out Year 4 (FY 2018)
	<u>\$0.00</u>	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

These figures are actual based on our purchase contract. This was the best of 3 bids we received.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: 12 December 2012

Prepared by: Edwin D. Smith

Contact Information

Name: Ed Smith

Phone Number: 304 725-2514

Email: esmith@ifc-wv.net

Project Title: Purchase Engine

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify): _____

Project Location: 200 W. 2nd Avenue, Ranson, WV

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR Provide Ranking Number _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth.
 This project benefits **both** current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes – Attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed.)

This project is to purchase a Fire Engine. Over the next two years we will be evaluating our current equipment needs based on call volume and nature of call. At that time we will need to purchase a unit to replace a 20 year Engine. This need may transform into an aerial unit which would double the estimate as stated below.

Estimated Total Cost of Project (\$):	<u>\$600,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	Current (FY 2014) Request of County Funds
	<u>\$300,000.00</u>	Current (FY 2014) All Other Sources
	<u>\$0.00</u>	Out Year 1 (FY 2015)
	<u>\$300,000.00</u>	Out Year 2 (FY 2016)
	<u>\$0.00</u>	Out Year 3 (FY 2017)
	<u>\$0.00</u>	Out Year 4 (FY 2018)
	<u>\$0.00</u>	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

These figures are estimates based on prices of other locally purchased Engines.

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: 13 December 2012

Prepared by: Ronald Fletcher

Contact Information

Name: Ronald Fletcher

Phone Number: 304-279-2029

Email: president@citizensfirecompany.com

Project Title: Training Grounds

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify): _____

Project Location: 2157 Old Leetown Pike - Fire and Rescue Training Grounds

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR Provide Ranking Number _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth.
 This project benefits **both** current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes – Attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed.)

With the increase in population in Jefferson County we need to provide a facility where multiple areas of Firefighter traing can be provided. With the need of possibly hiring paid firefighter for the county, we will need to move forward with a facility to provide the traing that they will need as well as the volunteer firefighters. This project would include additional structures and infrastructure needed to expand our ability to train. This would also be the only training facility able to do live burns and other critical training senarios in the eastern panhandle.

Estimated Total Cost of Project (\$): \$50,000.00

Funding Request Breakdown by Year (\$): \$50,000.00 Current (FY 2014) Request of County Funds

Current (FY 2014) All Other Sources

Out Year 1 (FY 2015)

Out Year 2 (FY 2016)

Out Year 3 (FY 2017)

Out Year 4 (FY 2018)

Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

CIP FORM 2

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: 13 December 2012

Prepared by: Ronald Fletcher

Contact Information

Name: Ronald Fletcher

Phone Number: 304-279-2029

Email: president@citizensfirecompany.com

Project Title: Accountability Tag Software/Equipment

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify): _____

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR Provide Ranking Number _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth.
 This project benefits **both** current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes – Attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed.)

This equipment and software will help all the fire stations in Jefferson County supply all firemen with accountability tags. These tags are used to keep track of personnel on emergency scenes. This is a national requirement for all fire stations. This will help reduce the cost of having to go outside the county to have these tags made. This will help the leadership of all stations to obtain these tags in a timely manner to better ensure the safety of the emergency personnel on scene.

Estimated Total Cost of Project (\$): \$10,000.00

Funding Request Breakdown by Year (\$):	<u>\$10,000.00</u>	Current (FY 2014) Request of County Funds
	_____	Current (FY 2014) All Other Sources
	_____	Out Year 1 (FY 2015)
	_____	Out Year 2 (FY 2016)
	_____	Out Year 3 (FY 2017)
	_____	Out Year 4 (FY 2018)
	_____	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

CIP FORM 2

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: 13 December 2012

Prepared by: Ronald Fletcher

Contact Information

Name: Ronald Fletcher

Phone Number: 304-279-2029

Email: president@citizensfirecompany.com

Project Title: FIT Testing equipment and software

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify): _____

Project Location: Jefferson County

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR Provide Ranking Number _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth.
 This project benefits **both** current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes – Attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed.)

Every year the firefighters in every station have to be fitted for breathing mask that they use while going inside for fires or any hazardous material incident. The equipment used to do this is hard to get and cost the fire stations money to use it each year. This is important equipment that helps protect the firemen while doing there duties. This again, is a national standard that all fire stations must go by.

Estimated Total Cost of Project (\$):	<u>\$20,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$20,000.00</u>	Current (FY 2014) Request of County Funds
	_____	Current (FY 2014) All Other Sources
	_____	Out Year 1 (FY 2015)
	_____	Out Year 2 (FY 2016)
	_____	Out Year 3 (FY 2017)
	_____	Out Year 4 (FY 2018)
	_____	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

Additional pages attached.

CIP FORM 2

Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: 12 December 2012

Prepared by: Mike Mood

Contact Information

Name: Mike Mood

Phone Number: 304-582-0204

Email: middlewayvfc@aol.com

Project Title: Back up generator

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify): _____

Project Location: Middleway

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR Provide Ranking Number _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth.
 This project benefits **both** current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes – Attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed.)

Back up generator for the Middleway Vol Fire Company, Inc which will supply backup power for the operation of the fire station. Currently the MVFC has no back up generator to allow the station to operate during periods of no power. We have had multiple occasions that power has gone out which causes bay doors to fail to operate as well as radio system used for dispatching calls. The addition of a back up generator would also allow the fire station to be used as an emergency shelter in the event of widespread power outages within the community.

Estimated Total Cost of Project (\$):	<u>\$50,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$50,000.00</u>	Current (FY 2014) Request of County Funds
	<u>\$0.00</u>	Current (FY 2014) All Other Sources
	_____	Out Year 1 (FY 2015)
	_____	Out Year 2 (FY 2016)
	_____	Out Year 3 (FY 2017)
	_____	Out Year 4 (FY 2018)
	_____	Out Year 5 (FY 2019)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The cost calculation comes from other comparable projects within the county fire stations.

Additional pages attached.

AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County Commission

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

Date Requested – 1st Choice: March 7, 2013

Date Requested – 2nd Choice: _____

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

Subject: Interview and appointment to the Jefferson County Farmland Protection Board for an unexpired term ending September 7, 2016

Please provide the County Commission with a description of your request or presentation, including any background information: There is a vacant position that needs to be filled that is currently held by Peter Fricke until someone else is appointed. Per State Code no member can exceed two consecutive terms and Mr. Fricke has served his terms. The Commission needs to interview and appoint an individual to fill the vacancy.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **move to approve _____ to the Jefferson County Farmland Protection Board for an unexpired term September 7, 2016.**

Are documents attached? **Yes**

If not, please explain:

Is a projector needed? **No**

Contact information:

Email Address:

Phone number:

FARMLAND PROTECTION BOARD

John Reisenweber
P.O. Box 237
Charles Town, WV 25414
728-3255
info@jcda.net
Represents: Development Authority

Vacant
Represents: Farmer at large
4 years 9/7/2012

Peter Fricke
154 East Street
Kearneysville, WV 25430
728-6400
Represents: Non-Farmer
4 years 9/7/2012 (Remain until an appointment)

Russell Quinn
677 Quinn Lea Rd
Harpers Ferry, WV 25425
Represents: Farm Bureau
4 years 9/7/2016

Nick Kercheval
1751 Engle Molars Rd
Harpers Ferry, WV 25425
876-6890 (h) 304-671-4911 (cell)
Truynscoots@msn.com
Represents: Soil Conservation
4 years 9/7/2014 (replaced Funkhouser)

Liz Uible
Po Box 599
Charles Town, WV 25414
304-283-8640
Represents: Non-Farmer
4 years 9/7/2014

Jane Tabb
Represents: County Commission

§8a-12-2



310 WEST BURKE STREET • P.O. BOX 1068 • MARTINSBURG, WEST VIRGINIA 25402 • TELEPHONE: 304-263-8800 • TELECOPIER: 304-263-7110
www.jacksonkelly.com

DIRECT DIAL: 304 260-4957

EMAIL: rglenn@jacksonkelly.com

February 11, 2013

VIA EMAIL

Nichelle Adams Hosby
Executive Assistant, Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414
email: nhosby@jeffersoncountywv.org

Re: Application for position on Jefferson County Farmland Protection Board ("JCFPB")

Dear Ms. Hosby:

Attached hereto is my application for the position of director on the JCFPB.

I am currently of counsel at Jackson Kelly PLLC in Martinsburg, WV. I have lived in Jefferson County, WV since 1993.

I have practiced real estate law since graduating from American University law school in 1986.

From 2004 to 2011, I served on the board of directors of the National Park Trust, a land conservation and preservation trust.

I currently represent the Berkeley County Farmland Protection Board in closing farmland conservation easements for that organization.

Signed

A handwritten signature in black ink, appearing to read 'R. Glenn', written over a horizontal line.

Robert E. Glenn

Attachment

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

NAME: ROBERT E. GLENN
HOME ADDRESS: PO Box 749, 206 South King St., Shepherdstown WV 25443
HOME TELEPHONE NUMBER: 304 268 8125
WORK ADDRESS: PO Box 1068, 310 West Burke St., Martinsburg WV 25402
WORK PHONE NUMBER: 304 260 4957
MOBILE PHONE NUMBER: 304 268 812
E-MAIL ADDRESS: RGLENN@JACKSONKELLY.COM
MAGISTERIAL DISTRICT: SHEPHERDSTOWN CORP
PARTY AFFILIATION (Building Commission applicants only) _____
OCCUPATION: LAWYER
LENGTH OF RESIDENCY IN JEFFERSON COUNTY: 19 YEARS
EDUCATION: HIGH SCHOOL POMFRET SCHOOL, POMFRET CT
COLLEGE GWU, WASH DC
TRADE OR BUSINESS SCHOOL _____

LIST QUALIFICATIONS FOR THIS POSITION:

Represent Berkeley County Farmland Protection Board
Experience as real estate lawyer

NAME OF BOARD, COMMITTEE OR COMMISSION APPLYING FOR:

Farmland Protection Board

ORGANIZATION MEMBERSHIPS & POSITIONS HELD:

Trustee - National Park Trust 2004-2011

Signature:  Date: 8/7/12

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

154 East Street
Middleway, WV 25430-5690
11 February 2013

Dale Manuel, President
Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414-0250

Re: Farmland Protection Board

Dear President Manuel:

Please accept my resignation from the Jefferson County Farmland Protection Board with effect from March 12, 2013.

It has been an honor and a privilege to serve Jefferson County as a non-farmer member of the Farmland Protection Board since 2003, and I appreciate the support the County Commission has provided the Board and myself during that period. The foresight of the County Commission in recognizing that agricultural lands and viewsheds are a finite resource that needs protection for future generations has borne fruit through the voluntary cooperation of farmers and landowners. In the past ten years the County's Farmland Protection Program has protected 38 working farms and more than 3,900 acres. These raw numbers of farms and lands protected do not adequately reflect the benefits of this program to the quality of life and the economy of the County.

I hope that future Jefferson County Commissioners will be as cognizant of agricultural issues and as supportive of the program as the Commissioners with whom I have had the privilege of working.

Yours sincerely,



Peter H. Fricke, PhD

Cc: Debbie Keyser, County Administrator
Elizabeth Wheeler, Administrator, JCFPB

RECEIVED

FEB 13 2013

Jefferson County Commission

AGENDA REQUEST FORM

Name: Nichelle Hosby

Department or Entity: County Commission

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

Date Requested – 1st Choice: March 7, 2013

Date Requested – 2nd Choice: _____

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

Subject: Interview and appointment to the Jefferson County Historic Landmarks Commission 2 – Three year terms ending March 6 2016

Please provide the County Commission with a description of your request or presentation, including any background information: There are two seats that have expired. The Commission needs to interview and appoint two people to fill the vacancies.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): **move to approve _____ and _____ to the Jefferson County Historic Landmarks Commission for a three year term expiring March 6, 2016.**

Are documents attached? **Yes**

If not, please explain:

Is a projector needed? **No**

Contact information:

Email Address:

Phone number:

HISTORIC LANDMARKS COMMISSION



Carmen Weber Creamer
Locust Grove Farm
1923 Shirley Road
Summit Point, WV 25446
725-7770
3 years 03/06/2013



John C. Allen, Jr.
P.O. Box 2006
Shepherdstown, WV 25443
3 years 03/06/2013

Michael Musick
P.O. Box 104
Harpers Ferry, WV 25425
535-6918
3 years 03/06/2014

Eric Hendricks - Jenkins
11 Uvilla Road
Harpers Ferry, WV 25425
279-7470
3 years 03/06/2015

Martin Burke
1327 Terrapin Neck Road
Shepherdstown, WV 25443
304-876-3883 martinburke@frontiernet.net
3 years 03/06/2015



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

VICE PRESIDENT

Dale Manuel

COMMISSIONER

Jane Tabb

COMMISSIONER

Walt Pellish

COMMISSIONER

Lyn Widmyer

February 6, 2013

John Allen
P.O. Box 2006
Shepherdstown, WV 25443

Dear Mr. Allen:

Please be advised that your term on the Jefferson County Historic Landmarks Commission will expire on March 6, 2013. Until the County Commission has acted to appoint someone for another three year term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, March 7, 2013 or as soon thereafter as the Commission may decide.

If you have any questions, please do not hesitate to contact me.

For the Commission,

Nichelle Adams Hosby
Executive Assistant

NAH
termexp

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

February 9, 2013

Jefferson County Commission,

I received a letter from Nichelle Adams Hosby asking for me to disclose my intention to seek, or not seek, another term on the Jefferson County Historic Landmarks Commission. It has been an honor to serve Jefferson County for nine years as a member of the landmarks commission, however, I will be unable to serve another term. Therefore, my tenure on the JCHLC will end at its March meeting.

Sincerely,

A handwritten signature in blue ink, appearing to be "J. C. Allen, Jr.", written in a cursive style.

John C. Allen, Jr.
P.O. Box 2006
Shepherdstown, WV 25443

RECEIVED

FEB 13 2013

Jefferson County Commission



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

VICE PRESIDENT

Dale Manuel

COMMISSIONER

Jane Tabb

COMMISSIONER

Walt Pellish

COMMISSIONER

Lyn Widmyer

February 6, 2013

Carmen Weber Creamer
1923 Shirley Road
Summit Point, WV 25446

Dear Ms. Creamer:

Please be advised that your term on the Jefferson County Historic Landmarks Commission will expire on March 6, 2013. Until the County Commission has acted to appoint someone for another three year term, you are asked to remain serving.

The County Commission is in the process of advertising for this position as standard procedure. Please contact us in writing at your earliest convenience to let us know if you are or are not interested in being considered for another term. We will be making the appointments on Thursday, March 7, 2013 or as soon thereafter as the Commission may decide.

If you have any questions, please do not hesitate to contact me.

For the Commission,

Nichelle Adams Hosby
Executive Assistant

NAH
termexp

Locust Grove Farm
1923 Shirley Rd.
Summit Point, WV
25446

February 25, 2013

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

*Rec'd
2-25-13*

Dear Commissioners,

I am sending you this letter to express my interest in serving on the Jefferson County Historic Landmarks Commission for another term. I believe that my 20+ years experience in the field of cultural resource management is of benefit to the Historic Landmarks Commission and I enjoy serving on the Commission.

Please find attached a resume that lists my credentials for this position.

Thank you for your consideration and time.

Sincerely,



Carmen W. Creamer

CARMEN WEBER CREAMER

Locust Grove
1923 Shirley Road
SUMMIT POINT, WV 25446
(304) 725-7770

- EDUCATION:** B.A. CUM LAUDE, Anthropology, Ohio State University. Emphasis on prehistoric archaeology and physical anthropology. May 1978 (Four year program completed in three years.)
- M.A., Anthropology, Ohio State University. December 1979.
- Coursework, M.A., Anthropology, The College of William and Mary. Specialization in historical archaeology.
- Coursework, Ph.D., Public History, Temple University. Specialization in urban history and the history of technology.
- COURSEWORK:** Cultural resource management, material culture, American history, quantitative methods, archaeological methods and theory, human osteological analysis and lithic analysis.
- PROFESSIONAL EXPERIENCE:**
- APR 98-PRESENT BOARD MEMBER, Jefferson County Historical Society. Recording Secretary, 1999-2005; Magazine Editor, 2005-06; President, 2007-Present.
- NOV 02-JAN 05 RESEARCH, Self-employed. Conduct historic and document research for private clients, for a variety of uses ranging from family genealogies to cultural resources reports.
- JUNE 97-NOV 02 MUSEUM ASSISTANT, Jefferson County Museum. Aid in the cataloguing and curation of a county museum. Collection includes archaeological artifacts in addition to historical objects and documents.
- DEC 95-AUG 96 SENIOR PRINCIPAL INVESTIGATOR, Archaeological & Historical Consultants. Duties centered on acting as principal investigator on archaeological surveys and excavations in West Virginia, Virginia and New Jersey. Other responsibilities included proposal and report writing as well as project management for projects in the West Virginia office, which I operated.
- JUNE 94-NOV 95 PRIVATE CONSULTANT. Acted as Principal Investigator on projects for Dames and Moore and KCI Technologies.
- MARCH 94-JUNE 94 SENIOR ARCHAEOLOGIST, Dames & Moore. As head archaeologist for the Cultural Resources Division, duties centered on acting as principal investigator on archaeological surveys and excavations.
- APRIL 91-MARCH 94 DIRECTOR OF HISTORIC RESOURCES, Chambers Group. Managed historic resources projects for firm, directing sub-consultants in historic and/or architectural surveys or acting as historic archaeologist. As a member of a Cultural Resources Division of an environmental firm, duties included writing cultural resource sections for EAs (Environmental Assessments), and EISs (Environmental Impact Statements) as well as California EIRs (Environmental Impact Reports).
- JAN-APRIL 91 PRIVATE CONSULTANT. Conducted research and wrote a report on historic irrigation sites in Southern California.
- SEP 86-NOV 90 ARCHAEOLOGIST, Philadelphia Historical Commission. City archaeologist for an historic preservation agency. Responsible for presenting the city's archaeology to citizens of the city. Duties included the management and preservation of archaeological resources; the review of projects for compliance with federal, state and local laws and regulations regarding historic preservation; and research, excavation and report preparation on archaeological sites in the city.
- NOV 83-AUG 86 RESEARCH DIRECTOR, Baltimore Center for Urban Archaeology. Directed historical research, participated in designing archaeological approach and completed administrative tasks on the Mount

PUBLICATIONS AND REPORTS

Author or co-author on over 30 Cultural Resource Management reports, including 10 focused on historic research.

Contributor to over 8 environmental reports.

- 1990 Mount Clare: An Interdisciplinary Approach to the Restoration of a Georgian Landscape. Senior author with others. In Earth Patterns: Archaeology of Early American and Ancient Gardens and Landscapes. Charlottesville: University of Virginia Press.
- 1990 Kensington - North Philadelphia. Co-author with others. In Workshop of the World: A Selective Guide to the Industrial Archaeology of Philadelphia. Philadelphia: The Oliver Evans Press.
- 1991 The Genius of the Orangery: Women and Eighteenth Century Chesapeake Gardens. In The Archaeology of Gender. Proceedings of the 1989 Chacmool Conference, Calgary, Canada.
- 1997 The Greenhouse Effect: Gender-Related Traditions in Eighteenth-Century Gardening. Chapter in book entitled Landscape Archaeology: Studies in Reading and Interpreting the American Historical Landscape, University of Tennessee Press.

3735 Summit Point Road
Charles Town, WV 25414
16 February 2013

Jefferson County Commission
PO Box 250
Charles Town, WV 25414

Subject: Jefferson County Historic Landmarks Commission

Dear Jefferson County Commissioners,

Per your public announcement seeking volunteers to serve on the Jefferson County Historic Landmarks Commission, I would be very interested in joining the commission for the 2013 - 2016 term ending March 06, 2016 and am pleased to provide you with a copy of my resume (Page 2). References can also be provided at your request.

I have lived in the county for 15 years and have been very active in preserving and/or promoting several national and local historic landmarks in the county and beyond. It would be an honor to serve on the Commission.

Thank you for your consideration of my appointment to the JCHLC.

Sincerely yours,



Curtis Mason

RECEIVED

FEB 21 2013

Jefferson County Commission

Resume of Curt Mason
February 16 2013

Curt Mason, a native Southern Californian and US Navy veteran, earned a BS from Oregon State University and a Masters in Physical Oceanography from Texas A&M. He retired from the federal government after thirty-six years service as a coastal oceanographer. He served in a variety of managerial positions, planning and directing major research programs and facilities for the Corps of Engineers and the National Oceanographic and Atmospheric Administration (NOAA), including the Corps' Field Research Facility in Duck, NC and NOAA's Coastal Services Center in Charleston, SC.

Since his retirement in 2003, his growing interest in historic preservation and other cultural activities led him to restore three historic properties, two of which are listed in the National Register of Historic Places: The Hermitage, his boyhood home and the oldest standing structure in Pasadena, CA; and his residence, White House Farm, in Summit Point, WV, a Jefferson County Landmark and one of the oldest homes in Jefferson County, dating to 1742.

In 2008, Curt and his wife were presented with one of three Jefferson County Historic Landmarks Commission's historic preservation awards for their restoration of several buildings on the farm and in 2009 he received the Commission's award for outstanding historical volunteer.

He joined the Board of the Preservation Alliance of West Virginia two years ago and has actively represented the Eastern Panhandle in statewide meetings, conferences and activities. For the past two years he has been a member of the Board of Directors for the Historic Shepherdstown Commission, promoting an expanded approach to preserving and celebrating the town's rich history. Curt is also a member of the Board of Directors of the Jefferson County Historical Society, coordinating the Society's communications program, including development of and management of its web site and editing "The Guardian," the Society's quarterly newsletter. He is Vice-President of the South Jefferson Public Library Commission and for six years coordinated and promoted the library's art and music programs.

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Jennifer Brockman

Department or Entity: Planning and Zoning

Estimation of amount of time needed for appointment: under Old Business

Date Requested – 1st Choice: March 7, 2013

Date Requested – 2nd Choice: March 21, 2013

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

Subject: **Discussion and Possible Action regarding the landowner-initiated petition to amend the County Zoning Map for a 3.94 acre property owned by the Aitcheson Family Trust and Federica Adkinson, designated as Tax District: Harpers Ferry, Map: 7, Parcel: 18, located on the south side of US Route 340 on Campground Road, from Residential Growth zoning to Residential/Light Industrial/Commercial zoning (Public Hearing held on January 31, 2013)**

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

On December 11, 2012, the Jefferson County Planning Commission held a Public Hearing for the purpose of receiving public input regarding a landowner-initiated petition to amend the County Zoning Map for a 3.94 acre property owned by the Aitcheson Family Trust and Frederica Adkinson, referenced above. The property is currently vacant. The rezoning request is from the Residential Growth zoning classification to the Residential-Light Industrial-Commercial zoning classification. Based on a review of the 2004 Comprehensive Plan and consideration of the facts and opinions presented, the Planning Commission moved to forward the petition to the County Commission with a finding that the application was consistent with the Comprehensive Plan, with a vote of 6-0.

On January 31, 2013, the County Commission held a Public Hearing for the purpose of receiving public input on the same landowner initiated petition to amend the County Zoning Map. The purpose of the agenda item on March 7, 2013 is to discuss the public input received and potentially to take action on the requested rezoning.

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

I move to _____ (approve/disapprove) the proposed Zoning Map Amendment for a 3.94 acre property owned by the Aitcheson Family Trust and Frederica Adkinson, designated as Tax District: Harpers Ferry, Map: 7, Parcel: 18, from Residential Growth zoning to Residential-Light Industrial-Commercial zoning, based on the following findings of fact:

1. The request _____ (is/is no) in consistent with the 2004 Comprehensive Plan
- 2.

Attachments:

- January 31, 2013 County Commission minutes
- Complete packet including application, staff report to Planning Commission, applicants' presentation, and letters received from the public

SPECIAL SESSION:

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

At a Special Session of the County Commission of said County and State continued and held at the Old Charles Town Library Ground Floor meeting room thereof on Thursday, January 31, 2013, beginning at 7:00 o'clock p.m.

PRESENT: Dale Manuel, President,
Lyn Widmyer, Patsy Noland and Walt Pellish; Commissioners. Ms. Tabb was absent with notice. Debbie Keyser, County Administrator and Cynthia Schott, Administrative Assistant.

In re: PUBLIC HEARING - AMEND THE COUNTY ZONING MAP TO CONSIDER REZONING OF PROPERTY DESIGNATED AS TAX DISTRICT: HARPERS FERRY, MAP: 7, PARCEL: 18. THIS PROPERTY IS LOCATED ON THE SOUTH SIDE OF US ROUTE 340 ON CAMPGROUND ROAD APPROXIMATELY A HALF MILE EAST OF ITS INTERSECTION WITH OLD TAYLOR LANE AND IS A TOTAL OF 3.94 ACRES. THIS PROPERTY IS CURRENTLY ZONED RESIDENTIAL GROWTH AND A REQUEST HAS BEEN MADE BY THE OWNERS, THE AITCHESON FAMILY TRUST AND FEDERICA ADKINSON, TO CHANGE THE ZONING TO RESIDENTIAL/LIGHT INDUSTRIAL/COMMERCIAL.

Commissioner Manuel opened the Public Hearing at 7:01 p.m.

Annette van Hilst, R. A., The Crossroads Group, on behalf of the applicant, presented a Power Point presentation to the Commissioners.

A sign in sheet was provided for each person wanting to speak.

Comments were made by the following:

- Al Alsdorf, Harpers Ferry resident – Mr. Alsdorf distributed a map of the Battle of Harpers Ferry (September 12-15, 1862) informing the Commission that the map doesn't show on any planning maps. Mr. Alsdorf spoke of the importance of preserving Civil War battlegrounds; this battleground is a National treasure. We have an opportunity to develop this area the same as Antietam Battlefield. Battlegrounds can increase tourism and contribute to the economy. Mr. Alsdorf is not in favor of granting the rezoning
- Rebecca L. Harriett, Superintendent, representing Harpers Ferry National Historic Park. Ms. Harriett read the letter she submitted opposing the rezoning. The National Park Service believes the rezoning is inconsistent with goals and objectives set forth in the County's 2004 Comprehensive Plan. The Comprehensive Plan speaks clearly of the importance of "promoting the conservation of the natural, cultural, and historical resources and the preservation of the scenic beauty." The Comprehensive Plan also acknowledges that history tourism is a significant element of Jefferson County's economy. The predominant character of the property's surrounding is residential, rural and historic along with its proximity to Park lands which are undeveloped and rural in appearance. The National Park Service has acquired a scenic easement on the majority of tract of Cavalier Heights neighborhood which prohibits use of the land for commercial purposes, excessive height of structures and antennas, the cutting of mature trees without the consent of the NPS and restricts the size of advertisements such as billboard and signs. The scenic easement is a reflection of the area's visual significance. The prospect of similar incompatible development on the Aticheson property is a serious concern.

- Mr. Robert Aitcheson, part owner of Aitcheson property. Mr. Aitcheson stated that the property is owned by three (3) entities. Mr. & Mrs. Aitcheson own ¼, Mr. & Mrs. Roger Perry own ½ and Federica Adkinson owns ¼. Mr. Aitcheson stated that the Park Service has never contacted any of the owners regarding obtaining a scenic easement or purchasing a scenic easement. Mr. Aitcheson stated the area already has various mixed uses all around them. Mr. Aitcheson stated though there are no plans at this point for the property, he believes a use which would benefit the entire community would be in the best interest of the community as opposed to putting a trailer park on the property as it is zoned for it.

The following materials were received:

- A letter from the Rebecca L. Harriett, Superintendent National Park Service, Hapers Ferry National Historical Park.
- Map of The Battle of Harpers Ferry.
- Letter from Nicholas J. Lund, Civil War Associate, on behalf of the National Parks Conservation Association.

Mr. Manuel stated the record will be held open for two weeks to allow time for written comments to be submitted.

There being no further business, Mr. Manuel adjourned the meeting at 7:40 p.m.

DALE MANUEL, COMMISSION PRESIDENT

Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Jennifer Brockman

Department or Entity: Planning and Zoning

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: January 3, 2013

Date Requested – 2nd Choice: January 17, 2013

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

Subject: **Recommendation of the Planning Commission to the County Commission on the landowner-initiated petition to amend the County Zoning Map for a 3.94 acre property owned by the Aitcheson Family Trust, designated as Tax District: Harpers Ferry, Map: 7, Parcel: 18, located on the south side of US Route 340 on Campground Road approximately a half mile east of its intersection with Old Taylor Lane, for the purpose of setting a public hearing to be held by the County Commission**

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

On December 11, 2012, the Jefferson County Planning Commission held a Public Hearing for the purpose of receiving public input regarding a landowner-initiated petition to amend the County Zoning Map Public Hearing for a 3.94 acre property owned by the Aitcheson Family Trust, designated as Tax District: Harpers Ferry, Map: 7, Parcel: 18, located on the south side of US Route 340 on Campground Road approximately a half mile east of its intersection with Old Taylor Lane. The property is currently vacant. The rezoning request is from the Residential Growth zoning classification to the Residential-Light Industrial-Commercial zoning classification. Pursuant to state law, WV Code 8A-7-9(c), the County Commission must receive the advice of the Planning Commission regarding whether such a request is consistent with the County's adopted Comprehensive Plan.

To this end, the Planning Commission held a Public Hearing, reviewed the applicant's application, the staff's report on the consistency with the Comprehensive Plan, received public input, and made a determination regarding consistency with the Comprehensive Plan. Based on a review of the 2004 Comprehensive Plan and consideration of the facts and opinions presented, the Planning Commission moved to forward the petition to the County Commission with a finding that the application was consistent with the Comprehensive Plan. This motion passed with a vote of 6-0. The application and staff report will be provided to the County Commission for the packet related to the date of the Public Hearing.

In accordance with Section 12.2(C) of the Jefferson County Zoning Ordinance, subsequent to the recommendation received from the Planning Commission, all recommended map amendments require a Public Hearing before the County Commission prior to a final determination.

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

I move to schedule a Public Hearing on the Proposed Zoning Map Amendment for a 3.94 acre property owned by the Aitcheson Family Trust, designated as Tax District: Harpers Ferry, Map: 7, Parcel: 18, located on the south side of US Route 340 on Campground Road approximately a half mile east of its intersection with Old Taylor Lane, on ___(January 17 or February 7, 2013)___, 2012 at ___ pm.

MINUTES
JEFFERSON COUNTY PLANNING COMMISSION
December 11, 2012

The Jefferson County Planning Commission met on Tuesday, December 11, 2012, with the following Commission members present: Eric Smith, Vice-President; Gene Taylor, J.P. Phillips, Steve Stolipher, Daniel Hayes and Walt Pellish. Staff members present included Jennifer Brockman, Director of Planning and Zoning; Seth Rivard, Planner; Steve Barney, Zoning Administrator; Stephen Groh, Assistant Prosecuting Attorney and Jennilee Hartman, Zoning Clerk.

Paul Taylor, President; Morgan Eppers and Kelly Baty were absent with notification.

Mr. Smith presided over the meeting in Mr. P. Taylor's absence. Mr. Smith called the meeting to order at 7:00 PM

1. **Approval of the minutes for the November 13, 2012 meeting.**

Mr. Hayes moved to approve the minutes of the November 13, 2012 Planning Commission meeting. Mr. G. Taylor seconded the motion which carried unanimously.

2. **Citizens Communication.** Ms. Brockman clarified that this item would be for any members of the public who wished to speak on an item that is not on the agenda as a public hearing item. There was no public comment.

3. **Request for postponement.** None.

4. **Public Hearing for Zoning Map Amendment (Rezoning) for property designated as Tax District: Harpers Ferry, Map: 7, Parcel: 18. This property is currently zoned Residential Growth and Residential/Light Industrial/Commercial zoning is being requested. This property is located on the south side of US Route 340 on Campground Road approximately a half mile east of its intersection with Old Taylor Lane and is a total of 3.94 acres. The owner of record is the Aitcheson Family Trust (Z12-05).**

Ms. Annette van Hilst, the applicant's representative, presented the rezoning request to the Commission. Due to technical difficulties Ms. van Hilst provided the Commission a hardcopy of a detailed Power Point presentation that included maps and pictures of the site and adjacent areas (see PC File #Z12-05 for a copy). Ms. van Hilst listed current principle permitted uses for the site in addition to the land uses of the surrounding area, focusing on the commercial entities. Further, Ms. van Hilst discussed the location of the property within the growth area as depicted in the 2004 Comprehensive Plan, the major changes to the area since the adoption of the zoning map and its consistency with the 2004 Comprehensive Plan. Ms. van Hilst concluded that the close proximity of several tourist attractions, as well as the Harper's Ferry National Historic Park's Transportation Hub, and the accessibility of nearby water and sewer facilities make this property a suitable candidate for rezoning.

Mr. G. Taylor asked about the type of uses and parking for the site. Ms. van Hilst responded by stating that a craft store could be a possible use and that parking would be determined based on the land use. Ms. van Hilst stated there had been no land use planned for the site at this point.

Mr. Hayes inquired about the existence of facilities. Ms. van Hilst explained that Harpers Ferry had water and sewer lines approximately 500' from the site.

MINUTES
JEFFERSON COUNTY PLANNING COMMISSION
DECEMBER 11, 2012
PAGE 2 of 6

Mr. Rivard opened by explaining the Planning Commission's role in the rezoning process. Mr. Rivard pointed out that they must find whether or not the applicant's request is consistent with the 2004 Comprehensive Plan and that their determination will be forwarded to the County Commission for final approval. Mr. Rivard delivered a Power Point presentation which included a series of maps, a report of Staff's findings, the various elements to consider when reviewing a rezoning request and a list of possible land uses in the proposed zoning district. Mr. Rivard provided the Commission information from his staff report confirming Ms. van Hilst's assessment of the property in that the current zoning supports high density and institutional uses. Mr. Rivard explained that any land use other than residential would be required to meet the site plan standards. Mr. Rivard identified current highway and traffic matters in addition to the expansion of the National Park Service property and the growth of historic tourism. Mr. Rivard clarified for the record that regardless of this zoning district fast food restaurants and convenient stores would necessitate a conditional use permit however consideration of the LESA point system would not be required.

Mr. Hayes motioned to open the public hearing. Mr. Pellish seconded the motion, which carried unanimously.

Marcie Steerman, neighbor, stated she was speaking on behalf of herself and the Longerbeams (neighbors) who were unable to make the meeting but were in opposition to the rezoning. Ms. Steerman objected to the rezoning based on increased traffic safety concerns for those walking the neighborhood, that the narrow lot width will not accommodate tractor trailer turnarounds and that certain potential commercial endeavors are not consistent with local tourism (i.e. reference to 7-11 gas stations). Ms. Steerman argued that the County had over 50 commercial properties listed for sale, including a strip mall and that there was no shortage of commercial lots currently on the market. Lastly, Ms. Steerman stated she believed the decision to act on the rezoning would be premature and petitioned the Planning Commission to postpone their decision until the 2014 Comprehensive Plan was adopted. Mark Thifault, neighbor, reiterated Ms. Steerman's apprehensions regarding the increased traffic on their road stating it was a small road and not equipped to handle trucks backing up. Mr. Thifault also expressed his concern for the safety of the neighborhood children who played on the road.

Mr. Hayes moved to close the public hearing. Mr. Stolipher seconded the motion, which carried unanimously.

Ms. van Hilst rebutted some of the neighbor's concerns by stating that the majority of the oncoming traffic would be traveling on Campground Road and not on Murphy Road, from which the speaking members of the public lived. It was also noted that the potential land use would not be a heavy industrial use and that larger trucks are not expected. Mr. Hayes clarified that any commercial use proposed for the site would have to meet current site plan standards, which include turnaround radii. Mr. Stolipher moved to approve the rezoning stating that it meets the criteria. Mr. Hayes seconded the motion and stated that he wished to clarify for the record that the only criteria necessary for granting a rezoning is whether a request is consistent with the 2004 Comprehensive Plan. Mr. Smith called for a vote which carried five (5) in support of the rezoning and one (1) in opposition (G. Taylor).

5. **Concept Plan Review and Public Workshop for Morgan's Grove Market (PC File #S12-06).** This property is located at 3988 Kearneysville Pike (Rt. 480), adjacent to Morgan's Grove Park and is designated as Tax District: Shepherdstown; Tax Map: 13; Tax Parcel: 26.1, 26.2, 26.3 and 26.4. This project consists of an agricultural-based market. Intended uses are to consist of, but are not limited to, a Food Hub, General Merchandise (retail), Professional/Business Offices, Community Amenities, and other associated uses.

Mr. Fred Blackmer with FB solutions was present to address the Commission. Peter Corum explained the purpose of Morgan's Grove Market (hereinafter known as MGM). Mr. Corum gave a brief synopsis of the MGM project explaining how it grew from a small farmer's market into a large collaborative effort within the community to have the multiple practices of health and wellbeing to be located on one site. Mr. Corum introduced his associates affiliated with the project, Matt Ridgeway, Real Estate Agent; Dirk Stansbury, Engineer; Linda Gutsell, Attorney; John Helmen, Architect.

Mr. Rivard commented on the staggered location of the buildings and how they are designed towards the front of the property as required by the conditional use permit (hereinafter known as CUP). Mr. Rivard noted that the project will require a traffic impact study to be completed, however due to the road improvements that the applicant is proposing along Route 480 that Staff would be willing to support a waiver of that requirement. The Commission discussed the necessity of giving direction and Staff informed the Commission that while the Subdivision Regulations allowed the Commission to take such action it was not required. The Commission asked if direction could be given outside the requirements of the Regulations. Staff stated that while direction could be given to that effect, the Developer would be under no obligation to fulfill that direction. Mr. Pellish expressed his frustration with the process considering that this particular application had undergone a separate public hearing. Further discussion ensued regarding giving direction. Staff suggested a benefit to giving direction, perhaps under a different circumstance, that the Commission could request the Developer include extra screening due to public comment. The Developer is not obligated to do so however they may choose to follow the direction. Mr. Pellish asked why this applicant was required to hold a public workshop when they had already had a public hearing. Staff explained that the Regulations did not make special exceptions for those who had undergone a CUP.

Mr. Stolipher motioned to open the public workshop. Mr. Hayes seconded the motion, which carried unanimously.

Mike Austin with the Shepherdstown Community Club stated the CUP included a list of conditions that the Developer was required to meet. Mr. Austin expressed his concern that the water and sewer plans were not clear at this phase. Ann Spurgas, neighbor, expressed her concern regarding the two entrances. Ms. Spurgas also requested that the sign for the project be located towards the Morgan's Grove Park sign and not directly across from her property. Mr. Joe Spurgas, neighbor, stated that he believed a traffic impact study would be necessary. Mr. Spurgas reiterated Ms. Spurgas distress over the location of the sign as there would be no buffering from the proposed development and their property. Mr. Spurgas asked that the Commission require the Developer to follow all procedures. Mr. Rivard directed the Commission's attention to an email that had been received by the office which was dispersed to the Commission prior to the meeting as part of public testimony (see PC File#S12-06 for a copy of the email from Mr. Bill Lewandowski).

Mr. Hayes motioned to close the public workshop. Mr. G. Taylor seconded the motion, which carried unanimously.

Mr. Hayes had questions regarding the T-turnaround represented on the concept plan. Mr. Stansbury addressed the Commission and answered Mr. Hayes additional questions regarding site design. It was further clarified that the Planning Commission was approving the entire Concept Plan for MGM with the site plan being submitted in subsequent phases. Mr. Hayes motioned to approve the Concept Plan with no direction using the motion as provided by staff (Motion attached by reference). Mr. Pellish seconded the motion, which carried unanimously.

6. Discussion and possible action regarding the “Interpretive Appeals and Procedure Workshop” presentation that will allow options to appeal a decision or interpretation of staff heard at the November 13, 2012 meeting.

The Commission took no action on this item.

7. Request by Fred Blackmer for an administrative decision by the Planning Commission regarding initiation of site grading for Morgan’s Grove Market prior to approval of the Site Plan (S12-06).

Mr. Fred Blackmer with FB solutions explained the nature of the request to the Commission. Mr. Blackmer explained the necessity in beginning site grading and how waiting until the approval of the full site plan would hinder the applicant’s development timeline. Mr. Blacker went on to elaborate on the lengthy site plan process and that by authorizing the separation of the site grading plan from the remaining site plan standards it could allow the applicant to begin construction while continuing the rest of the review without any risk to adjacent property owners. Mr. Blacker stated that this type of request has been asked of the Commission in the past. Mr. Blackmer stated that if any changes were made to the approved site plan from what had been approved on the grading plan that the applicant would assume all financial risk. Mr. Blackmer defined surface grading as, “a contouring the surface of the site to meet the stormwater management issues; to create the areas where the parking are going to be; to actually shape the site on the contour lines that are reviewed by the Engineering Department.” Mr. Hayes commented that this type of processing is done in other jurisdiction. Mr. Saunders confirmed that the Department of Environmental Protection will require a permit if more than 1 acre of the site will be cleared. Mr. Steve Groh reminded the Commission that this item is not a waiver hearing and that Section 24.300 requires a 14 day notice for waivers. It was stated that when STaSIS processed this similar request it was done as a waiver which was noticed, and required a site grading plan and bonding. The Planning Commission and Staff had a discussion regarding a realistic timeframe for processing a site grading plan. The Commission directed Staff to review the site grading plan concurrently with the review of the waiver request in anticipation of approval of said waiver at the January 8, 2013 Planning Commission meeting. The January 8, 2013 meeting will be open for public comment.

8. Reports from Legal Counsel and legal advice to PC.

Active Litigation:

- **Far Away Farms**
- **Cedar Meadows Airpark**

There was no action or discussion on this item.

9. Director's Report.

Ms. Brockman updated the Commission on the following topics:

- 1) Transition of Clerical Staff: Planning Clerk, Amy Puetz, and Office Manager, Dawn Childs, have resigned. The office is currently interviewing for their positions. Ms. Hartman will be the Planning support in the interim.
- 2) Activity Report (included in the packet)
- 3) Envision Jefferson 2035 (2014 Comprehensive Plan) Update
 - a) Website/Public Outreach Efforts
 - b) Chris Whittaker hired as 2 – year Comprehensive Plan Planner; start date December 10, 2012 (this date was extended to the following week)
 - c) Steering Committee
 - d) Facilitator
- 4) Recent County Commission Meetings relevant to Planning
 - a) Public Hearing Scheduled for 11/29/12 at 7:00 pm rescheduled upon request by the applicant until early 2013
 - b) Recommendation of the Planning Commission to the County Commission on the landowner-initiated petition to amend the County Zoning Map for a 34.27 acre property owned by Jefferson Asphalt Products, Inc (D: 2/M: 13/ P: 7).
 - c) Recommendation of the Planning Commission to the County Commission on the landowner-initiated petition to amend the County Zoning Map for a 8.07 acre property owned by John D. Lowe, III (D: 9/M: 8/ P: part of 5).
 - d) Request for County Commission Approval of the US 340 Corridor East Gateway Plan, Incorporating Staff Recommended Changes Based on Public Comment. (11/15/12; no action taken on the Plan – informally recommended to be forwarded to Steering Committee for their reference)
 - e) Request to advertise vacant budgeted Project/Office Manager position. (11/15/12; approved request to advertise as well as to advertise for vacant budgeted Planning Clerk position)
 - f) Approval of job offer for 2 year temporary Comp Plan Planner Position to Chris Whittaker. (11/15/12)
 - g) Approval of Contract with a Facilitator for the Envision Jefferson 2035 Public Meetings. (11/15/12; approved contingent on reference check and legal approval of contract)
- 5) Upcoming County Commission Actions
None
- 6) Upcoming Planning Commission Meetings
 - a) January 8, 2013

A copy of the Director's Report, December 11, 2012, was made available in the uploaded Planning Commission packet.

10. Monthly Development Activity Report.

Mr. Rivard presented the November Monthly Development Activity Report.

11. County Commission Liaison Report.

Mr. Pellish explained that the applicant of the BCT rezoning request approached the County Commission and stated that they requested a postponement of the public hearing due to pending negotiations of the property. Mr. Pellish also commented in the County Commission's disinterest in adopting the 340 Study at this time however they appreciated all of the work that was involved in the drafting of the document.

12. Planning Commission Exchange.

- **Report from the Health Department Meeting Liaison.**

Ms. Brockman continued her report from the previous month regarding the digitizing of records and announced that the Health Department was willing to match funding provided the County Commission would do likewise. An RFP is currently being drafted.

- **Report from the Public Service District Meeting Liaison.** None.

- **Report from the Parks and Recreation Meeting Liaison.** None.

- **Report from the Jefferson County Development Authority Meeting Liaison.**

Mr. Stolipher wanted to raise a point of concern to the Commission. Mr. Stolipher was informed that when a business/industry is looking to locate in an area they conduct research regarding the location. As part of that research a consultant researches local newspapers to check the local climate, how fast approvals are being done and so forth. Mr. Stolipher suggested the Commission take this under advisement.

- **Report from the Water Advisory Committee Meeting Liaison.** None.

13. President's Report. None.

14. Actionable Correspondence. None.

Mr. Stolipher questioned if there was any written policy on allotted time limits for members of the public. The Commission also expressed a desire to limit speakers to those who sign in at the onset of the meeting. The Commission discussed amending the Bylaws regarding public speaking.

15. Non-Actionable Correspondence. None.

Mr. G. Taylor moved to adjourn the meeting at 8:51 PM. Mr. Hayes seconded the motion, which carried unanimously. An audio recording and/or a video recording of the meeting may be found on our website. These minutes were prepared by Jennilee Hartman, Zoning Clerk.

#LB-05



JEFFERSON COUNTY, WEST VIRGINIA

Application Number: Z12-05

Departments of Planning and Zoning

Date Application Received: 8/21/12

116 East Washington Street, 2nd Floor, P.O. Box 338

Staff Initials: CC

Charles Town, WV 25414

Application Fee: \$1200.00

www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html

Email planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Email zoning@jeffersoncountywv.org

Fax: (304) 728-8126

Zoning Map Amendment (Rezoning)

Pursuant to Article 12, a Zoning Map Amendment is a procedure to amend the official Zoning Map of the County by changing the zoning designation of a property. In order for a proposed amendment to be approved, the County Commission, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of 8A-7-8 et seq of the WV State Code. All Amendments to the Zoning Map require a Public Hearing to be held by the Planning Commission for the purpose of making a recommendation to the County Commission. Subsequently, all recommended map amendments require a Public Hearing before the County Commission prior to a final determination.

Property Owner Information

Name of Property Owner: Roger & Wanda Perry, Aitcheson Family Trust, Frederica Adkinson

Mailing Address: 66 Somerset Blvd

City: Charles Town State: WV Zip Code: 25414

Phone Number: 304/725-7639

Email: _____

Applicant Contact Information

Applicant Name: Owners Listed Above

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email: _____

Applicant Representative

Name of Representative: Annette van Hilst, R.A., The Crossroads Group

Address of Representative: 22 Van Clevesville Road

City: Kearneysville State: WV Zip Code: 25430

Phone Number: 540/336-8494

Email: agvh@frontiernet.net

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Physical property details

Physical Property Address: Campground Road (Rte 340/17) Just West of Shenandoah St/340 Intersection

City: Harpers Ferry State: WV Zip Code: 25425

Tax District: Harpers Ferry Map #: 7 Parcel #: 18

Parcel Size: 3.94 Deed Book: 763,763,1105 Deed Book Page #: 318,324,93

Current Zoning District

Rural (R-A)	Residential Growth (R-G)	Industrial Commercial (I-C)	Residential-Light Industrial-Commercial (R-L-C)	Village (V)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Proposed Zoning District

Rural (R-A)	Residential Growth (R-G)	Industrial Commercial (I-C)	Residential-Light Industrial-Commercial (R-L-C)	Village (V)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

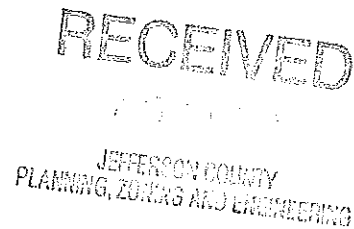
For a Zoning Map Amendment request, the "burden of proof" is on the applicant to show why the proposed zoning is more appropriate than the existing zoning. Accordingly, please explain how the following factors support your proposal.

Describe your proposed use (and/or project) and describe why the Zoning Map Amendment is necessary for the proposed use (and/or project) described.

See Attached Petition.

Describe how the Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan.

See Attached Petition



Discuss any change(s) of transportation characteristics (i.e., type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original ordinance was adopted.

See Attached Petition

Do you request that the Planning and Zoning Staff present the petition to the Planning Commission for the purpose of setting the public hearing date?

- Yes, I request that the Planning and Zoning Staff present the petition
- No, I prefer to present the petition

Plat or Sketch Plan (provide as an attachment to this application)

The plat or sketch must be pursuant to Zoning Ordinance, Section 7.4 (b). The sketch plan shall include the entire original parcel as it appeared on the date this ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines should be superimposed on the sketch plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes and quarries shall be delineated.

Is Plat or Sketch Plan attached?

- Yes
- No

Original signature of all property owners is required. The information given is correct to the best of my knowledge (Please attach additional signature page if needed).

Dredrick Adkison 8.10.12

Signature of Property Owner Date

Received By Date

Roger Perry 8/12

Signature of Property Owner Date

Received By Date

The Planning Commission is required to set a public hearing on the proposed Zoning Map Amendment within 60 days of the date upon which a complete petition is presented to the Planning Commission at a Planning Commission Meeting. A complete petition, and related fees, shall be submitted to Departments of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. Upon request, Planning and Zoning staff can present the petition to the Planning Commission on behalf of the applicant for purpose of setting the public hearing date. At the conclusion of the Planning Commission's Public Hearing, or at the next regular Planning Commission meeting, the Planning Commission shall make a recommendation to the County Commission regarding approval or disapproval of the requested Map Amendment. This recommendation shall be forwarded to the County Commission within four (4) weeks of final Planning Commission action.

The Planning Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of 5 for and 1 against, this day of 11, Dec, 2012

- Recommended
- Not Recommended

The County Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____ (Year)

- Approved
- Disapproved

Final Determination/Other Comments

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PLANNING AND ZONING DEPARTMENT

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§8A-7-9 PETITION
Map Amendment
Article 12, Jefferson County Zoning Ordinance
Roger Perry, et al.
August 16, 2012

Owners:

Roger and Wanda Perry
Robert and Wanda Aitcheson (Trustees Aitcheson Family Trust)
Frederica Adkinson
66 Somerset Blvd.
Charles Town, WV 25414

Applicants:

Roger and Wanda Perry
Robert and Wanda Aitcheson (Trustees Aitcheson Family Trust)
Frederica Adkinson
66 Somerset Blvd.
Charles Town, WV 25414

Ordinance Citation:

Article 12 of the Jefferson County Zoning and Development Review Ordinance, as amended on November 10, 2011.

Definition of a Map Amendment:

“An amendment to the Zoning Map which is adopted by reference in the Zoning Ordinance that consists of a change that only applies to a specific property, changing from one existing zoning designation to another existing zoning designation. A map amendment does not permit changes, conditions or alterations to uses permitted within an existing zoning designation as all zoning designations must be uniformly applied to all property which are subject to said designation.”

Substantiation for the Request:

1. There have been changes in this area and neighborhood, since the Jefferson County Zoning Ordinance was originally adopted in 1988. These changes include transportation patterns, land use and zoning designations, as explained in this application;

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2. This property is within the Growth Area as shown on the attached Study Area Map. This map is the land use map found in the current Comprehensive Plan; and,
3. The Applicants believe that the requested map amendment is supported by Jefferson County's 2004 Comprehensive Plan. This map amendment is a request to rezone the property from the Residential Growth District to the Residential/Light Industrial/Commercial District. As explained in this Petition, this change is consistent and compatible with the current Comprehensive Plan.

Tax District, Map and Parcel Number:

Harpers Ferry Tax District, Map 7, Parcel 18

Deed Book References:

Deed Book 763 at Page 324

Deed Book 1105 at Page 93

Deed Book 763 at Page 318

Sketch Plat:

Attached

Tract Size:

3.94 Acres

Discussion on:

Comprehensive Plan compatibility of the proposed change: Included.

Any Change of transportation characteristics and neighborhood from when the original ordinance was adopted: Included.

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Background:

The Applicants/Owners have a history of ownership of this parcel dating back to 1977. The owners purchased the property well before zoning was adopted with the intent to develop it into a development. They held onto the property during Jefferson County's major growth period while waiting for an appropriate time to develop it into a development that would be suitable for the area. Although the current Residential Growth zoning classification would allow the property to develop into high density residential, the Applicants would like the flexibility to add a commercial component to the property. As explained in this Petition, it is vital to have commercial services available near major attractions such as the Harpers Ferry National Historic Park and River Riders where tourists come to the County to spend money. Otherwise, these visitors will spend the day here, but spend their money elsewhere. The size of the property, combined with setback and buffer requirements will limit the size of any commercial component. Furthermore, regarding the 'light industrial' portion of the requested zone, these limitations would also only permit a small industrial use, such as a cabinetmaker, handcrafted furniture shop or art and craft studio to be located on the property if it is rezoned to the mixed use zone. These types of small manufacturers would be ideal in this particular location.

A. Comprehensive Plan Compatibility

The following 2004 Comprehensive Plan recommendations address the property in this Petition:

Recommendation 3.18 on Page 64:

"The County should continue to pursue new industrial and commercial development in order to diversify its economy, increase the tax base and thereby mitigate the problems of increasing residential growth, and provide quality employment opportunities in the workforce."

Comment:

Currently this property is zoned Residential Growth. The current allowed uses in this zone includes: townhouses, apartments, mobile home parks and other high density uses such as condominiums. Accordingly, the Applicants could use the property for a dense residential subdivision without any commercial use. The size of the property would limit many

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potential commercial uses. However, if the mixed-use classification is approved, it would open the potential for commercial uses that would complement the existing and potential residential uses. If the property were rezoned to the Residential/Light Industrial/Commercial zone, then it could develop a commercial component that would lessen the residential impact to the area. Because of the location of the property, it would also be perfect for commercial uses that would serve the tourists, residential development and KOA Campground that already exist in the neighborhood.

Recommendation 3.25 on Page 73:

“The County should study the US 340 corridor, including the land use, viewscape, economic development and traffic design and management in order to create an effective strategy for the long term management of this important mixed-use corridor”.

Comment:

The original intent of the Route 340 Corridor Study was to address economic development and traffic in the Route 340 area. In order to effectuate this recommendation, the implementation chapter of the Plan only mandates that a cooperative planning effort takes place between the County and the West Virginia Department of Transportation to improve this area. This cooperative effort has begun in earnest. Maryland, Virginia and West Virginia have been working together to study the area between the bridges on Route 340. Furthermore, The WVDOT recently met with the County Commission to hear concerns and tour the area. The WVDOH also conducted a public meeting on August 16, 2012 to hear comments and provide information on traffic and transportation issues in this area.

Regarding the US 340 Study referred to in this recommendation, a Draft Study was prepared after many months of work by the Planning Commission and Staff. Since the County Commission hasn't adopted the Study, this petition will not address the specifics of this draft. However, the study does make several recommendations that support this request. It needs to be noted is that the existing land use map on page 34 of the Draft shows that this property is an existing vacant commercial property. Therefore, this property is already recognized as a viable commercial property. That fact combined with the fact that the property is already zoned for residential growth, makes the property an ideal candidate to be rezoned to the requested mixed-use zone.

Also, the 340 study didn't address the origin and destination of vehicle trips. Although some of the traffic is going to the Hollywood Casino at

Charles Town Races, a lot of the traffic is estimated to be traffic passing through the County to other destinations. Any future study should include a Comprehensive Traffic Study. This study should identify possible solutions to some of Jefferson County's traffic concerns. These solutions might include bypasses and improved routes outside of the 340 Corridor. The Route 340 Study also identified a problem with the intersection of Bakerton Road with Route 340. However, it has been reported that a new traffic light will probably be added to this intersection in the near future.

Regarding the 340 study, the County Commission should identify a large portion of the Route 340 area as the primary area for economic development in Jefferson County. This would include rezoning the area to as much commercial, industrial and mixed-use land as possible. This would maximize commercial opportunities in an already defined mixed-use area. Since there isn't much vacant commercial land available in this corridor, this is the area that should be rezoned since it is identified as the major growth area in the 2004 Comprehensive Plan. The construction of the very large commercial and office complex at the U.S. Customs property shows that the area is a prime location for these types of projects. Accordingly, the 340 Corridor Study should recognize this corridor as an area of economic growth as recently supported by the Jefferson County Commission.

Finally, this property is located in a mixed use neighborhood that includes medium density housing, a church, a large commercial parking lot for the NPS and a commercial campground. The KOA Campground also includes a large meeting area where many large gatherings take place. The KOA is also commercially opened to the community for swimming, birthday parties and other banquet type events. The larger neighborhood includes a former gas and auto service station, a real estate office, a model home with a sales office, the Quality Inn and Conference Center and River Riders. This area also includes the Flea Market and Shenandoah Professional properties that were recently rezoned to the mixed-use zone.

Based on the above, the Applicants believe that this map amendment is supported by Recommendation 3.25 in the Comprehensive Plan. The Applicants also believe that the County Commission is appropriately taking a leadership role in recognizing that this area should be a main economic engine in Jefferson County.

Recommendation 4.01 on Page 78:

"It is the vision of this Comprehensive Plan that development will be concentrated within the designated growth areas".

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Comment:

The subject property is located within the Growth Area as designated on the land use map in the Comprehensive Plan. This map is attached to this Petition. This property is also in the area that should be included in the Bolivar Urban Growth Boundary (UGB). Although Bolivar and Jefferson County have not agreed on an UGB, this area is very close to the Corporate Limits of Bolivar and would be a logical inclusion in the UGB when adopted. As such, this is an area where growth should be encouraged.

The NPS, river outfitters, such as River Riders, the zipline, Harpers Ferry and the Appalachian Trail all bring many tourists into the immediate area where this property is located. However, there are a limited amount of commercial services and vacant commercial land in this area. It is vital that commercial services are available to serve these tourists.

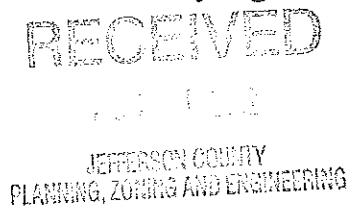
The County should create opportunities for the surrounding property owners to provide tourism related services. Areas that experience a large volume of tourists should be able to accommodate their needs. Otherwise, the tourist's economic contribution is not being maximized by the County. In addition to capitalizing on the tourism dollar, page 71 of the Comprehensive Plan, states that there is also a need to maximize the 'potential for commercial development to offset the demands of residential development' because every property developed entirely for residential use is a lost opportunity for much needed commercial development.

Since this property is: located within the mapped Growth Area; shown on the Existing Land Use Map as vacant commercial land; and, already zoned Residential Growth, the proposed map amendment to Residential/Light Industrial/Commercial is ideal for this site. As such, this rezoning application is entirely consistent with this recommendation in the Plan.

Based on the above recommendations, the applicant believes that this rezoning is very much consistent and compatible with the 2004 Jefferson County Comprehensive Plan.

There is also narrative in the Comprehensive Plan that supports the rezoning request from the standpoint of economic development and tourism. The following are some of the policies and goals that support the map amendment:

'This Plan encourages new development patterns that foster mixed-use neighborhoods so that a sense of community begins at the subdivision level';



'This Plan encourages economic development so that residents can live and work in the County';

'This Plan recognizes existing population centers as the focus of new, more intense development and the importance of working with municipalities to assure a pattern of development consistent with the Plan vision';

(The Plan should) 'Encourage growth and development in areas where sewer, water, schools, and other public facilities are available or can be provided without unreasonable costs to the community'; and,

(The Plan should) 'Encourage and support commercial, industrial, and agricultural activities to provide a diversified and sound local economy'.

Regarding land use, the land use policy map found on page 75 only outlines two growth areas in Jefferson County. One is located outside of Shepherdstown and one is located between Bolivar and Charles Town and encompasses the majority of the land included in the Route 340 Corridor. The subject parcel is located in this growth area and should therefore be included in the mixed-use zone.

B. Change of Neighborhood

There have been many changes in the neighborhood since the zoning ordinance was adopted in October 1988. These changes include new developments along Route 340 and changes in the intensity of existing developments in the area and in the Route 340 Corridor. The County Commission has also changed the zoning classifications on several properties in the area.

The zoning changes and the changes in the intensity of uses that have occurred in the area include:

1. The County Commission has rezoned several parcels in the Route 340 Corridor for many of the same reasons found in this Petition. Last year, the County rezoned the property on the north side of Route 340 at the Bakerton Road intersection (Shenandoah Development) from Residential Growth to Residential/Light Industrial/Commercial. And, this year, the County rezoned the Gibson Flea Market property and the Capriotti property near River Riders. These properties were changed to mixed-use, in part, because there is limited land available for commercial growth in the 340 Corridor; and, the County Commission wanted to provide for additional economic opportunities in this corridor.

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2. River Riders has expanded considerably in recent years and just purchased the property that surrounded the existing operation for further expansion opportunities. These properties are already zoned Residential/Light Industrial/Commercial.
3. The NPS added a large Transportation Center and Bus Terminal on the property very close to the subject property. This was an effort by the NPS to more efficiently handle visitors and to keep traffic out of lower Harpers Ferry.
4. The KOA Campground and the Quality Inn (Cliffside Inn) have also expanded and renovated their operations since the original zoning ordinance was adopted in 1988.

These changes in the neighborhood and area support the requested map amendment to the mixed-use district.

Another significant change of use in the expanded area includes the ongoing development of the U.S. Customs property along Route 340. The massive construction taking place on their property is a very good indication of what type of businesses can locate in this area. Although the development of this Federal property is a significant change in the area, it is a positive change that will bring even more visitors and employees into the area. The location of the Customs and Border Patrol in this area is an additional reason that more land should be zoned to allow for commercial use in the 340 Corridor. Simply put, commercial services are needed to support the influx of these types of visitors to Jefferson County.

There have been other changes in the neighborhood, which would support the requested change from Residential Growth to the Residential/Light Industrial/Commercial District. These include the following:

1. Availability of Public Services:

Public Water and Wastewater facilities are now more readily available in this neighborhood. Harpers Ferry Public Water is available within 500 feet of the subject property and Harpers Ferry Sewer is available at the Route 340 intersection with Shenandoah Street and Campground Road. One of the major goals of the Comprehensive Plan states that the Plan should:

'Encourage growth and development in areas where sewer, water, schools, and other public facilities are available or can be provided without unreasonable costs to the community'.

Regarding these public services, since this property is already zoned Residential Growth, there really can only be an equal amount of impact or even less impact on public services, such as roads and schools, if the property is rezoned to mixed-use. Plus, since the property is close to public water and sewer, the Applicant would have to extend those services to the property; so there would be no public cost to extend these utilities to the property.

2. Growth in the Corridor:

There have been many commercial additions to the 340 Corridor between Charles Town and Harpers Ferry/Bolivar since the adoption of the zoning ordinance. The two major ones are the addition of the Hollywood Casino and table games at the Charles Town Race Track and the development of the Customs and Border Patrol Development. Smaller developments include: the Eackles-Spencer-Norton Funeral Home; the Meadows Commercial Nursery; a landscaping business; an expanded River Riders; the redevelopment of the Quality Inn; the Shenandoah Professional Building; Windmill Crossing (Aldi Grocery Store, Sheetz and the Tractor Supply Company); and, the 340 Business Center (Sears and Benjamin Moore Paints). The Corridor has also grown residentially since the original zoning ordinance was adopted.

The mixed use development that has taken place since 1988 is evidence that the Route 340 Corridor should continue to be the economic gateway into Jefferson County. This is especially true since it appears that the current County Commission has the attention of the West Virginia Department of Transportation. The West Virginia Division of Highways now seems committed to providing better services to this corridor at the request of the Jefferson County Commission. These projects, together with the long pre-existing uses in this corridor, demonstrate that rezoning property to mixed-use in this area is indeed compatible with the Comprehensive Plan.

C. Change of Transportation Characteristics:

There have been major changes to the transportation and traffic characteristics in this area since the original zoning ordinance was adopted. The two most significant changes that have affected this immediate area were the construction of the major parking facility and transportation hub for the NPS and the expansion of the train station and parking lot at Duffields. The commuter station at Duffields provided an additional parking area for commuting workers in the northern and western area of Jefferson County. This reduced the amount of

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JEFFERSON COUNTY
PLANNING, ZONING AND ENGINEERING

traffic traveling through the 340 Corridor that previously went to Harpers Ferry or Brunswick Maryland to ride the MARC. The NPS Parking and Bus Center provided an area for tourists to park and take mass transit to Harpers Ferry. The construction of this facility has also guided the visitors into the immediate area of the Applicants' property. As mentioned earlier in the Petition, some commercial services in this area should be made available for these visitors.

Other changes include the replacement and widening of the Route 340 bridge over the Shenandoah River; new signals and lane improvements at most of the intersections on Route 340; and the reconstruction of the frontage road that serves Shipley Elementary School. Also planned in the area are a new light and interchange at the entrance to the Customs and Border Patrol facility and, reportedly, a new light at Bakerton Road intersection with Route 340. All of these improvements have or will have a positive effect on the transportation network in this area.

Much advancement in the area transportation network and traffic situation has been made recently by the County Commission. As stated in this Petition, the County Commission has been getting a great deal of attention by the WVDOT regarding highway improvements along Route 340. Although, nothing has been committed, it is significant because of the collaboration that has begun between the County and the State.

Although not adjacent to the subject property, the construction of the new Route 9 will also have a direct impact on traffic on Route 340. When this road is completed, it should route some traffic from the Route 340 Corridor to the Route 9 Corridor. Currently, some commuters travel to the metropolitan area on Route 340 instead of Route 9 because of the condition of Route 9 through the Blue Ridge.

These improvements to the transportation network have had a positive effect on the traffic flow in the Route 340 Corridor. All of these changes have taken place since the ordinance was adopted in 1988; though a number of them have taken place since the Comprehensive Plan was adopted in 2004. More needs to be done, but the Applicants believe that the appropriate government agencies are now heavily involved in these discussions.

Finally, please remember that this property is already zoned Residential Growth. As such, there should be little significant difference in traffic from this property if it is rezoned to mixed-use. A mixed-use development would actually have a positive effect on traffic in the area, since existing tourist and residents in the area could use any commercial services on the property if it is rezoned.

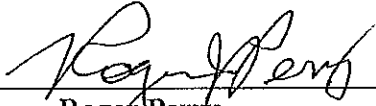
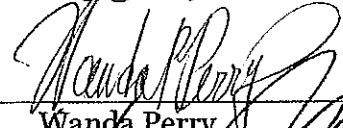
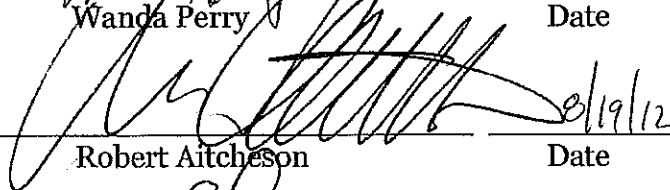
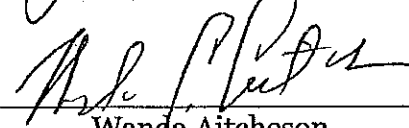
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JEFFERSON COUNTY
PLANNING, ZONING AND ENGINEERING

D. **Conclusion:**

The Applicants are respectfully requesting that the County Commission approve a map amendment to the Jefferson County Zoning Map that would change this property's classification from the Residential Growth District to the Residential/Light Industrial/Commercial District. The Applicants believe that this rezoning is supported by: the 2004 Comprehensive Plan; the recent actions of the County Commission regarding rezoning in this area; the positive changes in the transportation characteristics in this area; the fact that this property is in the designated growth area; and, the changes in the neighborhood from when the original zoning ordinance was adopted.

 _____ Roger Perry	8/19/12 _____ Date
 _____ Wanda Perry	8/19/12 _____ Date
 _____ Robert Aitcheson	8/19/12 _____ Date
 _____ Wanda Aitcheson	8/19/12 _____ Date
_____ Frederica Adkinson	_____ Date

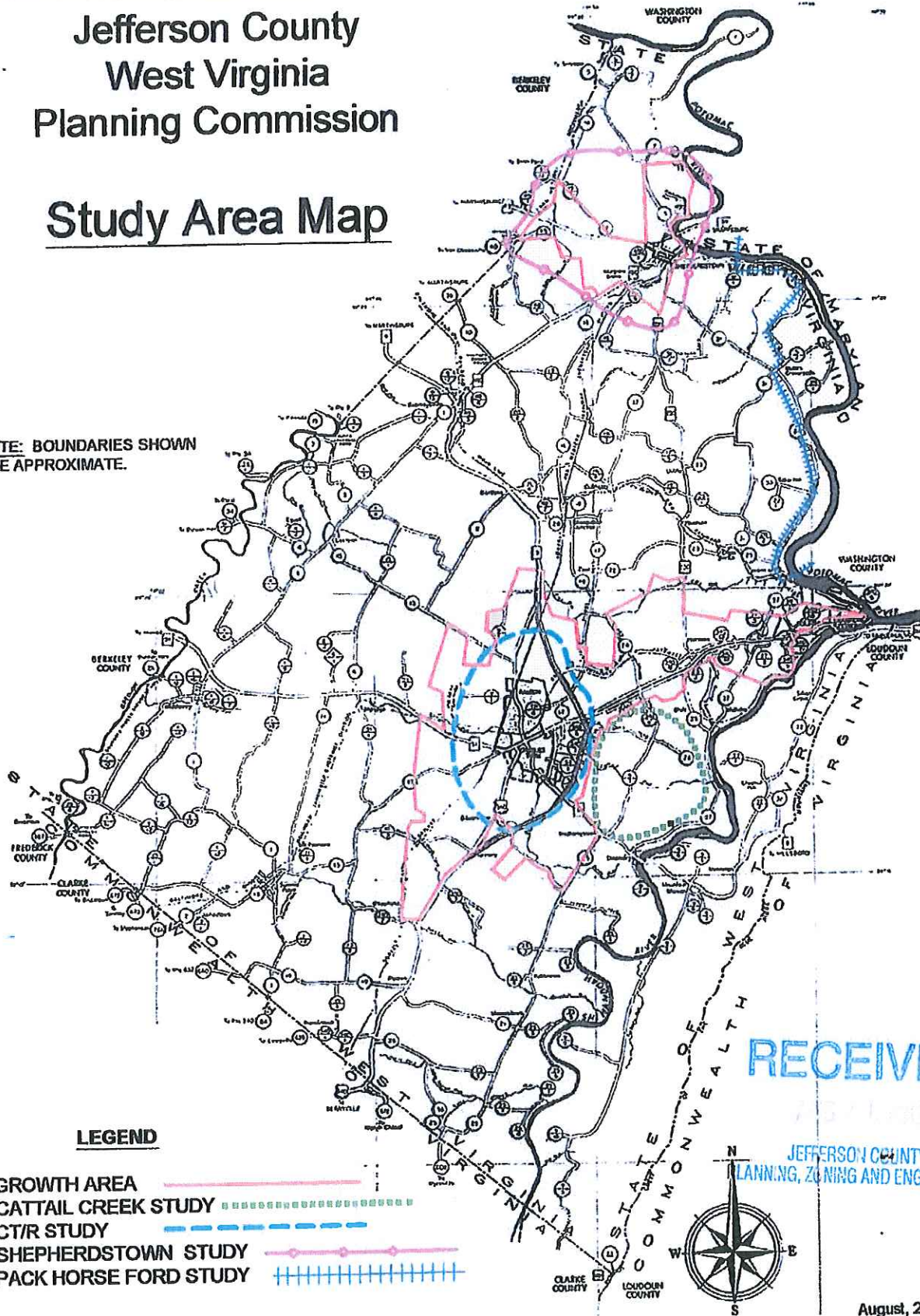
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JEFFERSON COUNTY
PLANNING, ZONING AND ENGINEERING

Jefferson County West Virginia Planning Commission Study Area Map

NOTE: BOUNDARIES SHOWN
ARE APPROXIMATE.



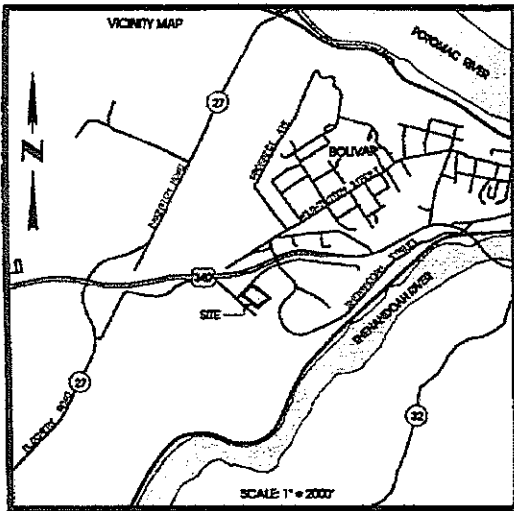
LEGEND

- 1. GROWTH AREA
- 2. CATTAIL CREEK STUDY
- 3. CT/R STUDY
- 4. SHEPHERDSTOWN STUDY
- 5. PACK HORSE FORD STUDY

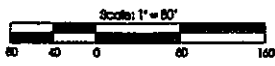
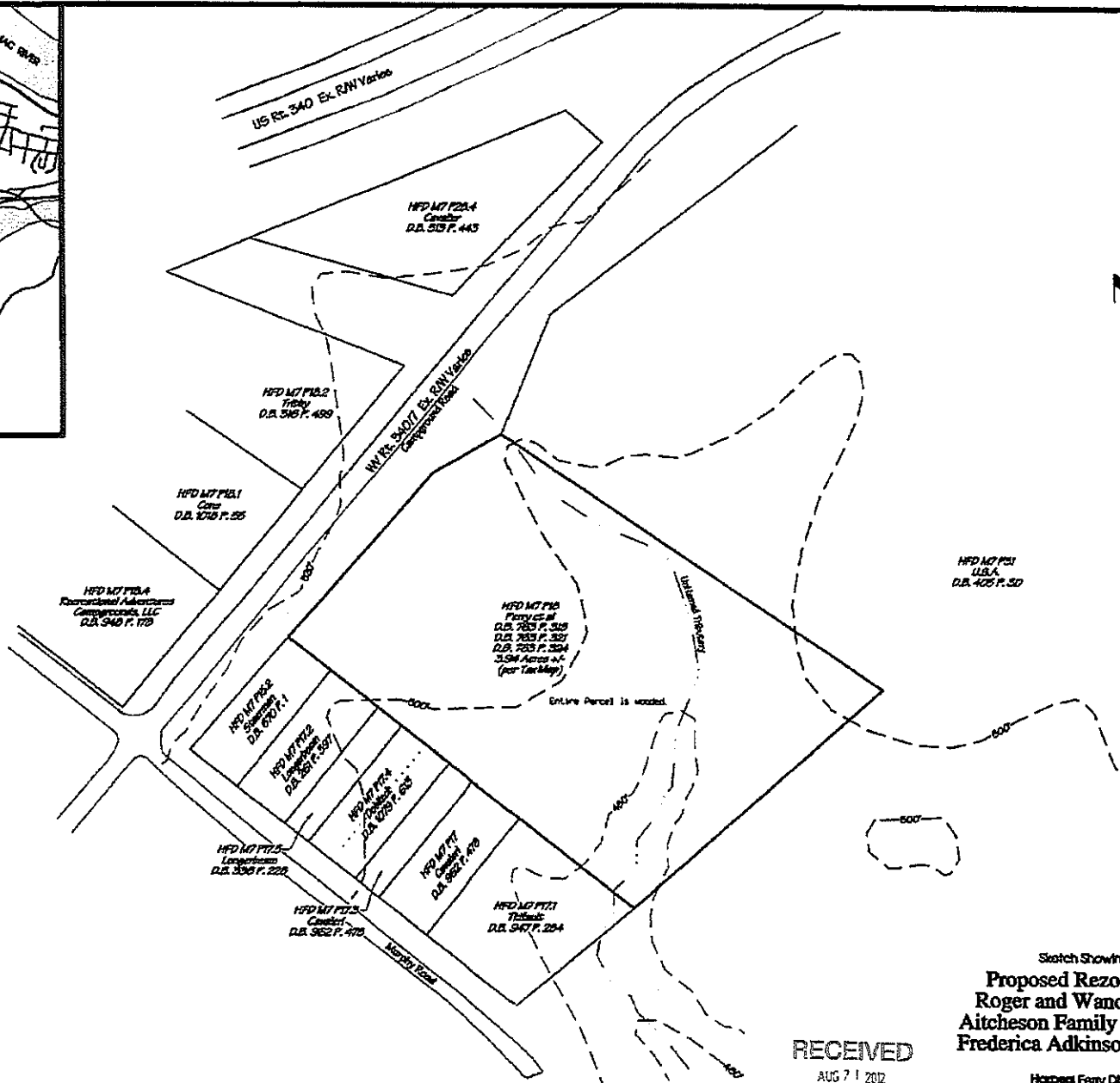
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PLANNING, ZONING AND ENGINEERING

August, 2003
NOT TO SCALE



NOTE:
 Distances are approximately USGS, 20-foot interval.



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Sketch Showing
 Proposed Rezoning of
 Roger and Wanda Perry,
 Aitchison Family Trust, and
 Frederica Adkinson Property

Harpers Ferry District
 Jefferson County, WV
 25 July 2012
 Scale: 1" = 80'

Appalachian Surveys, PLLC
 401 S. FAIRFAX BOULEVARD, SUITE 3
 PANAMA, WV 25325-1611
 PHONE: 304.724.5028
 FAX: 304.724.5020
 WWW.APPALACHIANSURVEYSPLLC.COM

Z12-05

October 9, 2012

Paul G. Taylor, Chair Jefferson County Planning Commission
116 E. Washington St.
PO. Box 338
Charles Town WV 25414

Subject: Case no. Z12-05

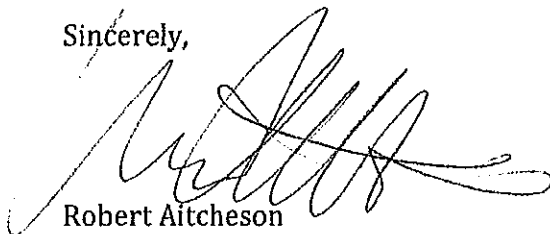
Dear Chairman Taylor:

This letter is to request postponement of the public hearing and recommendation by the Planning Commission originally scheduled for November 13th, for the property located on the south of US Route 340 on Campground Road approximately a half a mile east of its intersection with Old Taylor Lane and designated as Tax District Harpers Ferry, Tax Map 7, Tax Parcel 18 owned by Roger and Wanda Perry, the Aitcheson Family Trust and Frederica Adkinson.

The applicants request that the public hearing and recommendation by the Planning Commission be rescheduled to the regularly scheduled December Planning Commission meeting on December 11, 2011 and in doing so again waive their right to have a hearing set within 60 days of acceptance of the rezoning application.

Thank you for your consideration.

Sincerely,



Robert Aitcheson

* Rec'd via email 10/09/12 - SH Request to postpone to 12/11/12 mtg. (PC)

712-05

Roger Perry, et al.
66 Somerset Blvd.
Charles Town, WV 25414

August 28, 2012

Jefferson County Planning Commission
P.O. Box 338
Charles Town, WV 25414

Dear Commissioners:

We are the Applicants for a Rezoning Petition for Parcel 18 on Tax Map 7 in the Harpers Ferry Tax District. Our representative, Annette van Hilst, has indicated that due to timing constraints, it may be difficult for the Planning Commission to schedule a Public Hearing on our application within the requisite 60 day period. Please be advised, that if the Commission finds it helpful for scheduling purposes, we will waive the right to a hearing within 60 days, but only to permit the hearing to be held by November 13, 2012 and no later.

If you have any questions, please give Ms. van Hilst a call at 540/336-8494. Thank you for your consideration of this request.

Sincerely,


Roger Perry

Rezoning Request

by

Roger & Wanda Perry

Robert & Wanda Aitcheson

(Trustees Aitcheson Family Trust)

Frederica Adkinson

For Parcel 18, Map 7

Harpers Ferry District

* Submitted by Annette Vanbilstf @ 12/11/12 PC Mtg - JH

Request

Change Zoning Classification

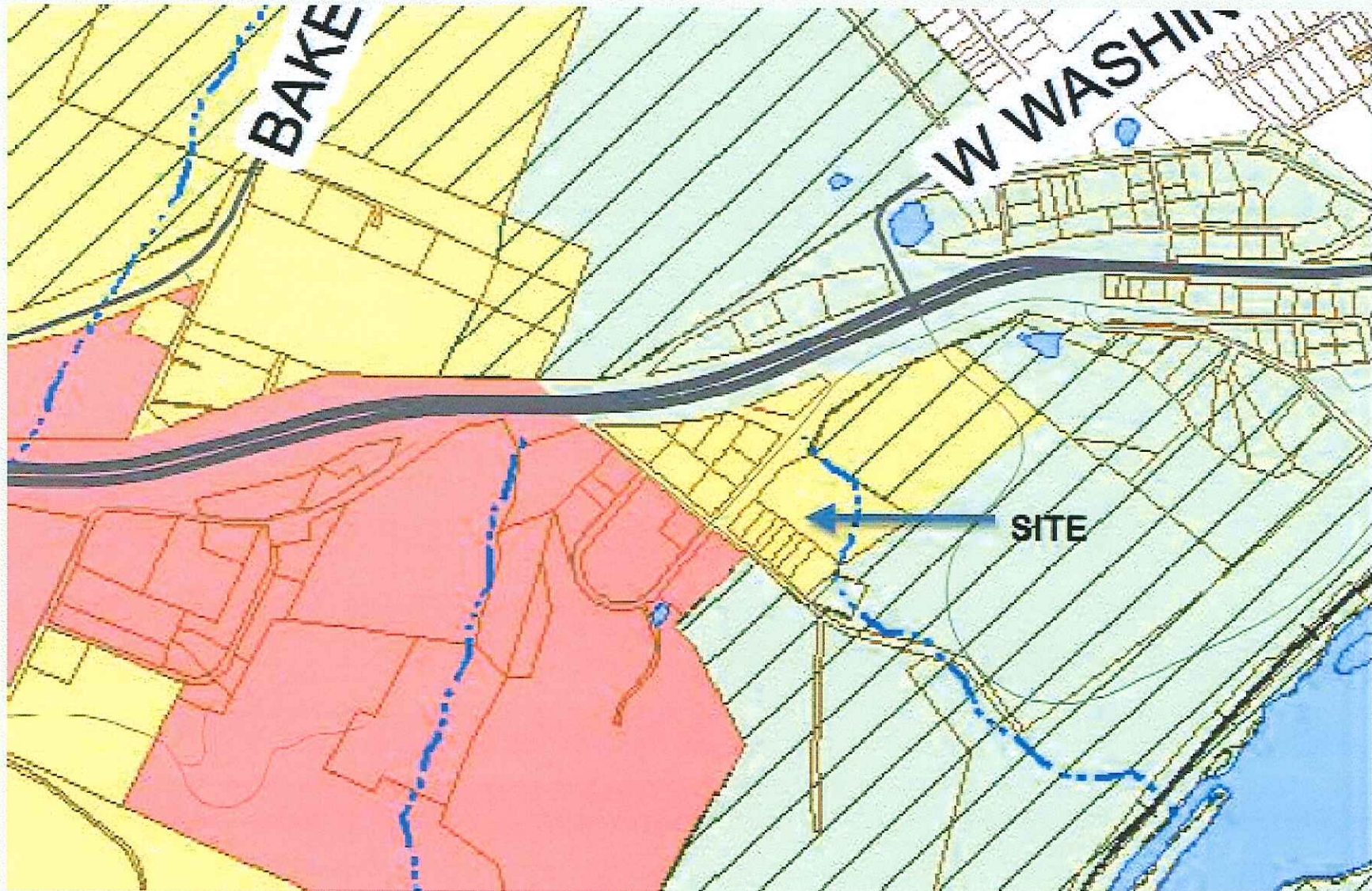
From

Residential Growth

to

**Residential / Light Industrial /
Commercial Zoning**

Current Zoning is Residential Growth



Allowed uses under current zoning

- Site is zoned Residential Growth
 - Principal allowed uses include
 - Single family residential
 - Town Homes
 - Apartments
 - Mobile Home Parks
 - Schools
 - Churches
 - Etc.

Why this request?

- Property is within the growth area as shown in the Comprehensive Plan
- Major changes to the area & neighborhood have occurred since the adoption of the zoning map in 1988
- The request is in conformance with the Comprehensive Plan

The Property



The site from Campground Road



Surrounding Uses

- Uses are mixed: residential, commercial & institutional
 - Residential, single family including firewood business at one home
 - Commercial, campground & event center, & haunted house
 - Institutional, Bolivar Pentecostal Church
 - Governmental, Harper's Ferry National Historical Park transportation hub including parking, bus maintenance & gift shop

Surrounding Uses



NW side of Campground Road



Property to SW of site



Looking East



Looking SE



Old Taylor Lane



Bolivar
Pentecostal
Church



Haunted House

Looking NW



KOA Campground & events center



Looking SW at KOA entrance

Campground map

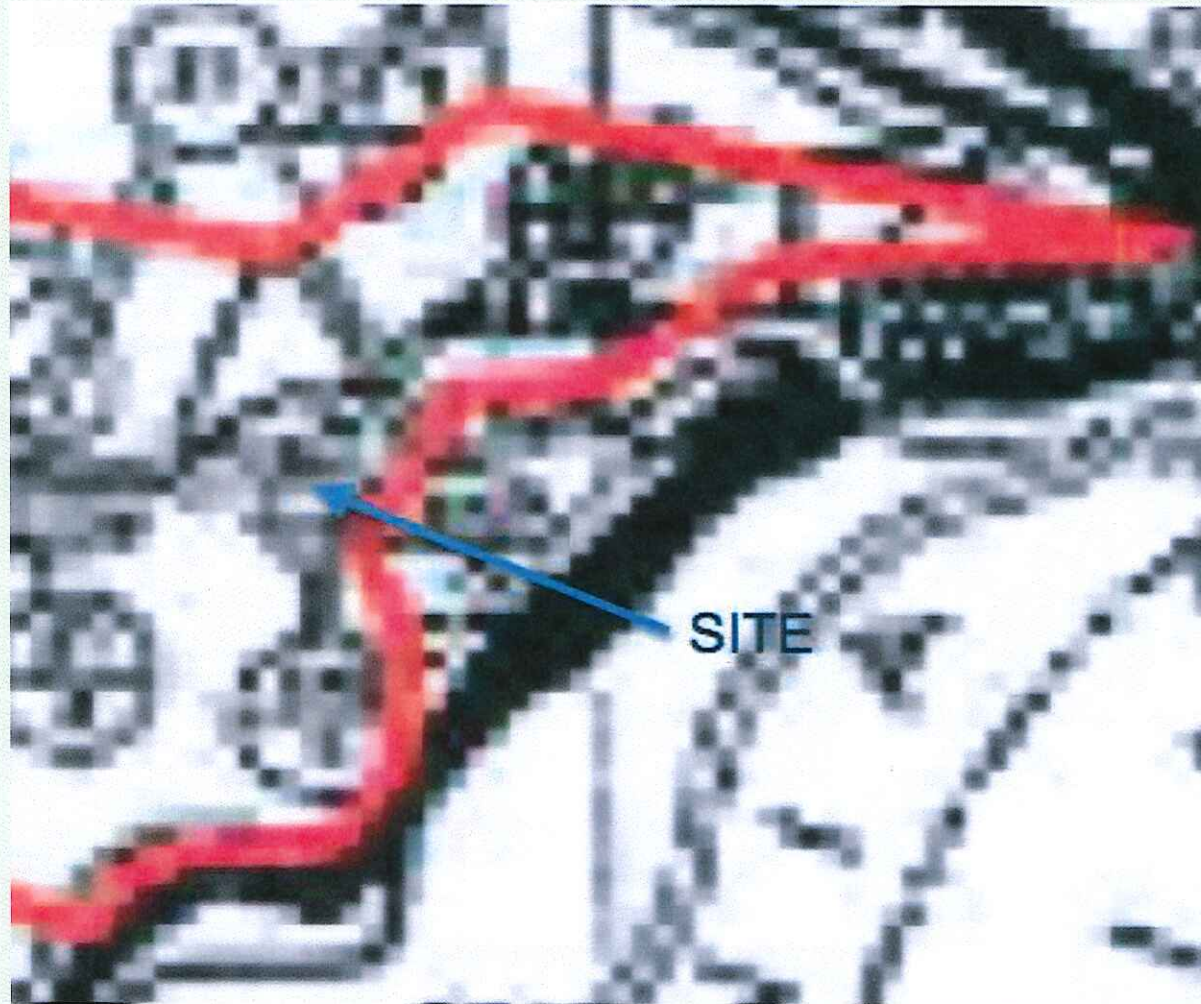


- 170+ RV hook ups
- 40+ cabins & bunkhouse
- 80 tent sites
- Store, commercial laundromat
- Swimming pool, playgrounds,
- Social hall & theater used for special & catered events

Compatibility with the Comprehensive Plan

- Plan encourages new industrial & commercial development
- Site is located within the designated growth area
- Economic growth & development is encouraged in areas with water & sewer

Within Growth Area



Changes since 1988

- Several parcels in the neighborhood have been rezoned to mixed use
- Major expansion of River Riders & Quality Inn
- Addition of Transportation Facility by NPS north of the site
- Growth in the 340 corridor includes the Customs Facility, addition of slots & table games at the Charles Town Racetrack (Hollywood Casino), Windmill Crossing, 340 Business Center, funeral home & garden center
- Public water is located 500 ft. from the site & sewer is available at the Campground Road/340 intersection

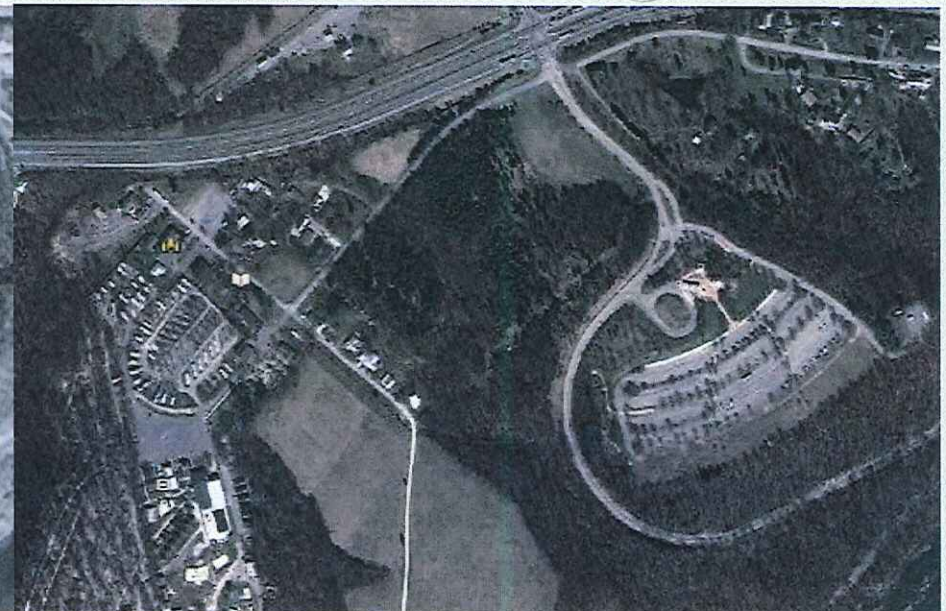
1988

Park transportation hub was
not there

2012

Park transportation hub &
maintenance facility
completed

Major Expansion of KOA
Campground & Events
Center



Transportation changes since 1988

- Construction of NPS transportation hub limiting traffic using 340 to get to lower portion of Harper's Ferry
- Expansion of Train Station & parking reducing traffic going to Harper's Ferry Train Station
- Replacement & widening of 340 bridge over the Shenandoah
- Opening of New 9 over the mountain reducing commuter traffic that previously used 340
- Signalization of 340 & construction of frontage roads (ongoing)

Why Rezone?

Existing Zoning allows mixed high density residential however the site due to its location makes it suitable for commercial/industrial and/or residential uses.

- It is located next to a major tourist attraction, the Harper's Ferry National Historic Park's Transportation Hub
- It is located on the road leading to the KOA Campground facility, a major vacation & local events location
- It is a good location for a crafts type industry and/or shops

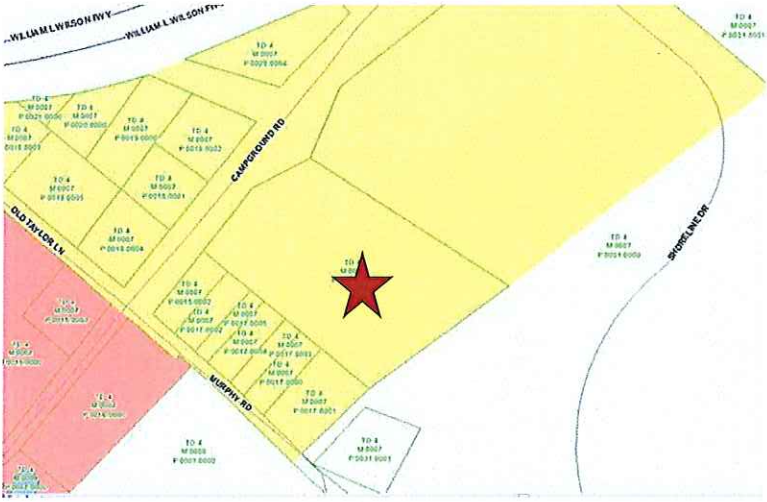
Conclusion

- Property is suitable for a mixed use (Residential/light industrial/commercial) designation
- Property is within the designated growth area
- Major changes have occurred in the vicinity since 1988 including both new development & improved roadways
- The Comprehensive Plan supports the proposed rezoning

Staff Report
 Jefferson County Planning Commission Meeting
 December 11, 2012

Perry, Aitcheson and Adkinson Property Rezoning (#Z12-05)

Item #4: Request by Roger and Wanda Perry, Aitcheson Family Trust, and Frederica Adkinson for a zoning map amendment for property designated as Tax District Harpers Ferry, Map: 7, Parcel: 18.

APPLICANT:	Roger and Wanda Perry, Aitcheson Family Trust, and Frederica Adkinson
OWNER:	Same as above
DEVELOPER:	Same as above
APPLICANT REPRESENTATIVE:	Annette van Hilst, R.A, The Crossroads Group
PROPERTY LOCATION:	This property is located on Campground Road (Route 340/17) just west of the Shoreline Drive/US 340 Intersection
LEGAL DESCRIPTION:	District: Harpers Ferry; Map: 7; Parcel: 18 
ZONING DISTRICT:	RG
SURROUNDING PROPERTIES:	North: RG South: R East: RG West: RG
LOT AREA:	3.94 acres
PROPOSED ACTIVITY:	To rezone this Residential Growth property to a designation of Residential-Light Industrial-Commercial.
PLANNING COMMISSION RESPONSIBILITY:	To advise the County Commission as to whether the requested Zoning Map Amendment is consistent with the 2004 Comprehensive Plan.
STAFF FINDING:	In this report, Staff presents the various factors related to this property based on the Comprehensive Plan. Staff finds the request to be consistent with the 2004 Comprehensive Plan.

Background

The property is a vacant lot on Campground Road, near the intersection of Washington Street/Shoreline Drive and US 340 in Harpers Ferry, WV. Image 1, is a location map showing the parcel requested for rezoning.

Image 1



Subject Parcel

Introduction and Purpose

The applicant has requested to rezone the 3.94 acre property from Residential Growth to Residential-Light Industrial-Commercial. Access to the property is from Campground Road. The zoning surrounding the subject property is:

North and west – Residential Growth

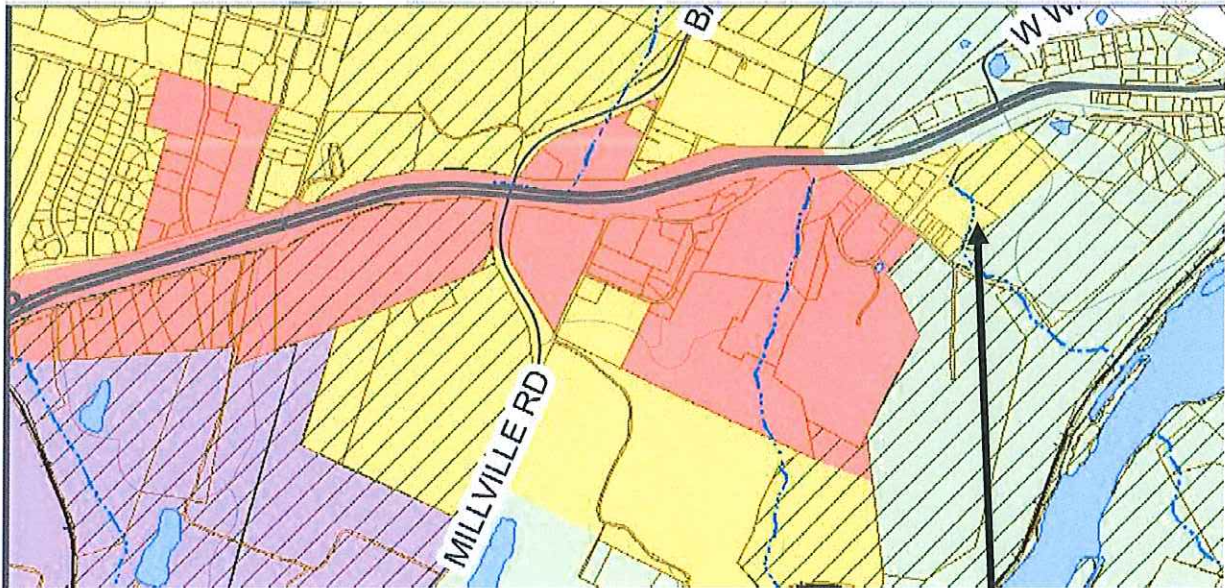
South – Rural and owned by the National Park Service

East – Residential Growth and owned by the National Park Service.

Image 2, below, shows the current zoning for surrounding parcels and for reference, Images 4 and 5, at the end of this document, show the National Park Service Property.

Staff Report
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December 11, 2012



Image 2



Legend

-  Urban Growth Boundary
-  Parcels
-  Tax District Boundary
-  Public/Quasi-Public Land
-  Appalachian Trail

Zoning District

-  Incorporated Town
-  Industrial-Commercial
-  Residential-Growth
-  Residential-Light Industrial-Commercial
-  Rural
-  Village

Subject Property

The following report has been prepared to assist the Jefferson County Planning Commission and Jefferson County Commission in making findings regarding the consistency of the proposed rezoning with the 2004 Jefferson County Comprehensive Plan, in accordance with West Virginia State Code requirements.

Statutory Authority and Requirements

The West Virginia State Code, Section 12.1(a) provides that the boundaries of zoning districts may be amended by the County Commission with the advice of the Planning Commission. The County Zoning Ordinance also requires that the *“procedure for amendment [by petition] shall be as dictated in Section 8A-1-1 et seq of the West Virginia State Code as amended.”* As it concerns amendments by petition, State statute provides that, *“Before amending the zoning ordinance, the governing body with the advice of the planning commission must find that the amendment is consistent with the adopted comprehensive plan.”* [See **WVC 8A-7-9(c)**] This subsection of the State Code also states that, *“If the amendment is inconsistent, then the governing body with the advice of the planning commission, must find that there have been major changes of an economic, physical or social nature within the area involved, which were not anticipated when the comprehensive plan was adopted and those changes have substantially altered the basic characteristics of the area.”*

Scope of this Assessment

This report focuses on whether or not the rezoning application is consistent with the Comprehensive Plan. It concludes that the request is consistent with Comprehensive Plan. This conclusion is also limited to this requested rezoning of the subject site.

The format for this assessment includes quotes from specific provisions of the Comprehensive Plan, which are identified by page number citation at the end of the sentence where it is quoted. Staff has used these notations and quotations in order to address sections of the Comprehensive Plan as it relates to the proposed rezoning. Identification of the specific page numbers where these provisions can be found in the Plan permits the Planning Commission and/or County Commission to easily locate the particular provision and personally evaluate the provision in the context of the larger Plan document. When available or appropriate, map references are provided with maps located in the Appendix to this report.

It should also be noted that the Comprehensive Plan states, *“Its recommendations are (by their nature and intent) general and, as such, sometimes conflicting. It will not be difficult to find two that individually justify and conflict with many land use proposals.”* In that sense, there are many plan references that are identified in this report that can or may appear to support or fail to support a finding of consistency between the proposed rezoning and the Comprehensive Plan. In the final analysis, each member of the Planning Commission and the County Commission will need to weigh the degree to which various plan provisions are of greater or less importance, in establishing their respective findings regarding the application.

Staff Report
Jefferson County Planning Commission Meeting
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Finally, this report provides a Staff recommendation concerning the proposed rezoning based on review of the various plan sections and elements. The recommendations should be considered the professional opinion of staff; no more and no less. Since the Planning and Zoning staff has no statutory authority to make decisions in this regard, we defer to the Planning Commission and subsequently the County Commission for any final recommendation or decision that may be forthcoming with respect to the subject application.

Relevant Comprehensive Plan Elements and Commentary

Existing Zoning District – Residential Growth (RG):

The Comprehensive Plan notes that *“This district (Residential Growth) and the ‘Residential-Light-Industrial-Commercial’ Zoning District, are co-mingled and comprise a strong majority of the ‘Designated Growth Area (pg 70).”* This statement acknowledges that the Residential Growth district is a growth oriented district. In addition to a broad range of urban density residential uses, the district permits day care centers, hospitals, nursing homes, and churches. This zoning district should not be considered a limited use district.

The following is an approximate number of units (density) the applicant could yield on this particular property with the existing zoning:

17 Single Family Dwelling
22 Duplex Dwelling
49 Townhomes
85 Multi-family units

Proposed Zoning District – Residential-Light Industrial-Commercial (RLIC):

The Comprehensive Plan provides the following perspective on the Residential-Light Industrial-Commercial zoning district, which the applicant is requesting:

- *“...commonly referred to as the “mixed use” zone, permits uses of a light industrial and commercial nature, as well as a spectrum of residential and institutional uses ranging from single-family dwelling units to multi-family apartments and group homes. Residential uses must conform to the standards set forth in the Residential Growth District, but industrial and commercial uses are required to conform to a set of specific performance criteria, which include numerical measurements of several factors for uses that may have nuisance effects on adjacent uses (pg 71).*

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- *There are two issues regarding this district that should be studied as part of planned amendments to the Zoning Ordinance. First, most ordinances that have "mixed use" zones require certain minimum percentages of land usage in residential, commercial and dedicated open space. Jefferson County's Ordinance doesn't. Land in this district can be developed entirely for commercial or residential use or any combination thereof (pg 71).*

The Plan does detail some of the potential benefits of the Residential-Light Industrial-Commercial District and a number of concerns with the district. While this district is defined as mixed used, however it does not require any mixing of uses, it merely allows for the possibility. The district allows two vaguely defined uses as permitted by right, "Commercial Uses" or "Uses of light industrial." "Uses of light industrial" is essentially defined by uses that are not defined as heavy industrial and commercial uses. There is wide latitude for the ability to interpret what qualifies as light industrial use. These two terms allow for some interpretation of what they mean and what is permitted. As such, there are a variety of uses that could be proposed on the subject property, each of which could have very different impacts.

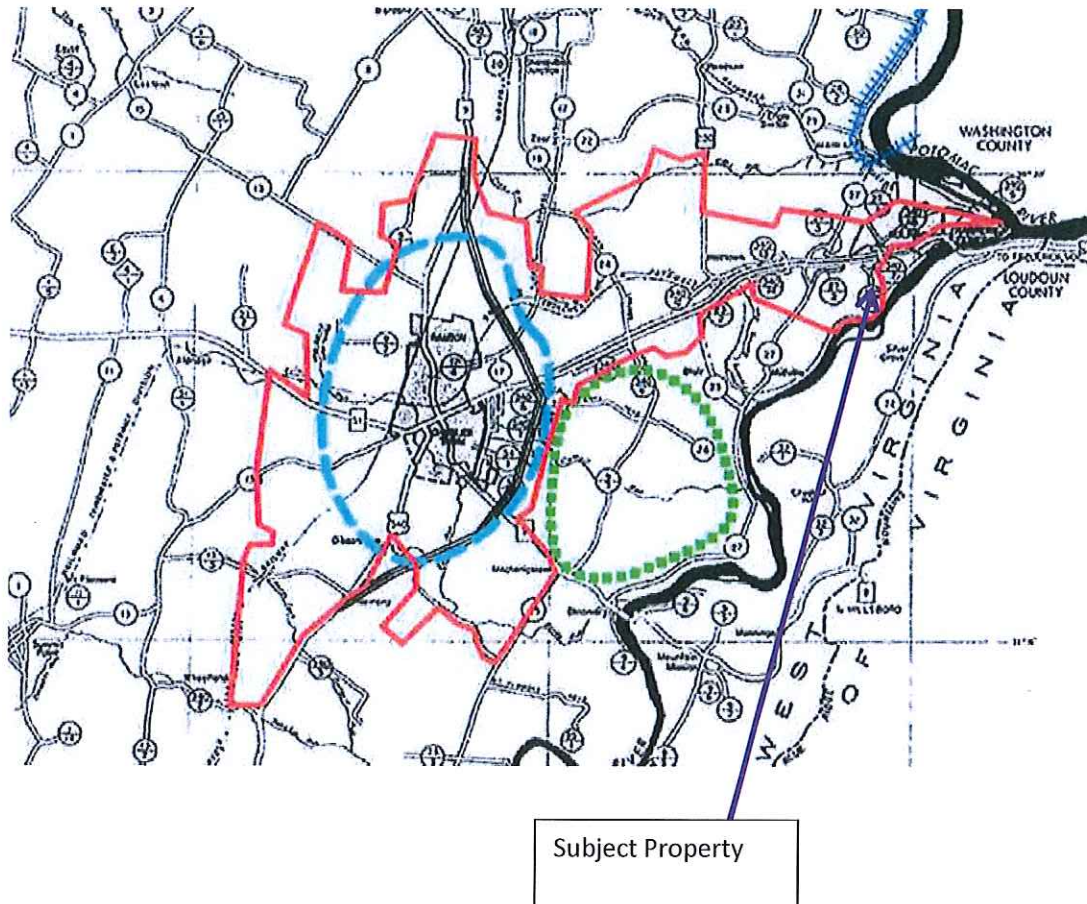
This property is large enough to support heavy commercial activity, such as a gas station, multiple fast food restaurants or a few sit down restaurants.

Staff Report
Jefferson County Planning Commission Meeting
December 11, 2012

Growth Area:

The parcel is located within the area defined by the Comprehensive Plan as the “growth area,” as found on page 75 of the Plan. As the subject property is located both in the growth area and near an existing urban core of Bolivar/Harpers Ferry, the Plan supports the request (Image 3).

Image 3 – Growth Area as defined in the 2004 Comprehensive Plan



LEGEND

- 1. GROWTH AREA —————
- 2. CATTAIL CREEK STUDY
- 3. CT/R STUDY - - - - -
- 4. SHEPHERDSTOWN STUDY —●—●—●—
- 5. PACK HORSE FORD STUDY |+|+|+|+|+|+|+|+|+|

Staff Report
Jefferson County Planning Commission Meeting
December 11, 2012

Transportation Impacts:

The Comprehensive Plan discusses the critical role of the transportation routes, noting:

- *“With the increase in population in the last three decades, Jefferson County’s roads have had to bear the combined burden of increased traffic volume and heavier commercial vehicles. As a result, the deficiencies of the highway and road systems have become more critical. Inadequate funding and increases in transportation demand are conditions which probably will be facing the people of Jefferson County indefinitely (pg. 26).”*

As many people are aware, the fact that inadequate funding and increased transportation demands are conditions the County is likely to continue to face indefinitely is ominous. The staff acknowledges that there is an existing bottleneck along US 340, which is a major transportation route through the County.

The property proposed to be rezoned is located near a major intersection that is signalized. As it relates to this request, the transportation infrastructure in this location could permit the development of the property. Further, if there were needed roadway improvements in the future, the right-of-way along US 340 and Shoreline Drive are wide enough to accommodate necessary improvements.

Water and Sewer Proximity:

The lot could be served by water and sewer as those utilities are within the vicinity. However, neither Harpers Ferry or Bolivar has committed to serving this site. The Comprehensive Plan encourages urban level development to be on a central water and sewer system, whether public or privately owned. Therefore, the requested rezoning would conform to this aspect of the 2004 Comprehensive Plan and its growth plan.

Development Implications:

The *“...plan encourages new development patterns that foster mixed-use neighborhoods, so that a sense of community begins at the subdivision level (pg. 8).”* The plan further *“...recommends that Jefferson County’s natural features, particularly stream valleys, be conserved as green space and that significant natural features be afforded protection as development proceeds (pg. 8) and “...an increasing number of tracts are developed for residential, commercial or industrial uses, existing unprotected historic resources become endangered. (pgs. 55-56).”*

Staff concurs with the need for mixed development to provide for a variety of uses when possible. However, on smaller lots, the mixing of uses becomes more difficult. This

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location functions as a “gateway” to the County, the state and the Harpers Ferry National Historic Park. The lot is adjacent to the National Park Service and does have intrinsic historical value due to its proximity to the National Park. This rezoning is in the Congressionally recognized National Heritage Area of the Journey Through Hallowed Ground. This lot is also adjacent to suburban residential development.

Staff recommends that any future development in the 340 Corridor be compatible with the historic character of the area and provide landscaping and vegetative screening along US 340 to protect the scenic views, while providing economic opportunities in the County.

Natural Resources, Historic Resources and National Park Service Property

This report would not be complete, if it did not acknowledge the implications on the natural, environmental and historical resources that are addressed in further detail below. The 2004 Plan notes the significance of these elements, particularly along the US 340 Corridor. As the Planning and County Commissions determine the merits of this rezoning, the impact on the surrounding natural, environmental and historical resource elements could be a consideration for finding this rezoning request not consistent with the 2004 Comprehensive Plan.

Natural Resources:

As a broad outline the Comprehensive Plan notes that:

- *“In terms of environmental resources, Jefferson County suffers from an embarrassment of riches. If we are not careful, we could squander these resources. Effective planning is essential to preserving these resources for use and enjoyment of future generations (pg. 48).”* Additionally the plan notes *“Caves, scenic vistas, wildlife corridors and cliff areas are just several examples of additional forms of natural resources that contribute to the environmental and cultural mix that is Jefferson County. The topography, geology, hydrology, and biological diversity of the environment is one of the hallmarks that makes Jefferson County the beautiful environment that it is. Unfortunately, not every form of natural resource can be discussed in detail within the context of a Comprehensive Plan. The protection of scenic vistas has been the subject of public comment during this process. The County should identify the protection of scenic vistas as an issue to address, this is best done through the adoption of standards within the ordinances, so that all parties are aware of their rights and responsibilities in this regard (pg. 52).”*

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This vision for the document illustrates that the historic and scenic viewsheds of Jefferson County are threatened by the rate of growth occurring within the County. The intent is to shape growth in a manner that preserves these important features, while allowing for growth where appropriate. As a means of achieving balance, Staff suggests that any development of this lot should consider additional landscaping to promote a campus like feel to any development that does occur in that location.

Historic Resources:

In addition to the natural resources of the community, the 2004 Plan discusses the County's historic resources in depth. It is summarized below, but its totality should be an element of consideration to this rezoning request:

- *Jefferson County is an area rich in historical and archaeological interest. It has arguably been referred to as the most historic rural county in America. As part of our country's first western frontier, it was settled by Europeans before 1720 and was inhabited by Native Americans for several thousand years before.*
- *Surveyed by a young George Washington and host to seven Washington family homes*
- *The site of the John Brown Insurrection*
- *County's place at one of the crossroads of the Civil War forever links it to many of the important events that occurred during our Nation's greatest test of endurance.*
- *Given its size and population, Jefferson County has been fortunate in the amount of historic preservation projects that have been implemented around the County. From Harpers Ferry National Historical Park to the historic districts of Shepherdstown and Middleway, Jefferson Countians can be proud of the number of historic resources that have been preserved here.*
- *History tourism is a significant element of Jefferson County's economy. Harpers Ferry, the Appalachian Trail, Shepherdstown, Antietam and the C&O Canal all serve to draw visitors to the County and surrounding area.*
- *Regardless of the successes of the past, as an increasing number of tracts are developed for residential, commercial or industrial uses, existing unprotected historic resources become endangered. Existing processes should be evaluated for their ability to address this growing issue (pgs. 55-56)."*

Historic and natural features are given a significant priority in the 2004 Comprehensive Plan. This section of the Plan underscores the importance of heritage tourism to the economy and notes the cultural and scenic features that drive locally based tourism's

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Jefferson County Planning Commission Meeting
December 11, 2012

economic engine. The text substantially supports the need to protect the “scenic vistas” both in this Plan and in the 1994 Comprehensive Plan.

It is important to note that recreational tourism, heritage tourism, scenic tourism and eco-tourism are part of Jefferson County’s pro-business and pro-economic development ventures. The subject property is an element of a historic battlefield as shown on Image 5. As such, any future development of the property should consider building designs that are sensitive to the historic nature of this area.

Implications of National Park Service Property:

Since 2004, there have been several acquisitions by the National Park Service surrounding this property that were not anticipated in 2004. While there have been major changes to the US Route 340 Corridor area that were not anticipated when the Comprehensive Plan was written, particularly the acquisition of property by the National Park Service (NPS), this specific location was surrounded by the National Park Service when the 2004 Comprehensive Plan was adopted.

Staff Recommendation

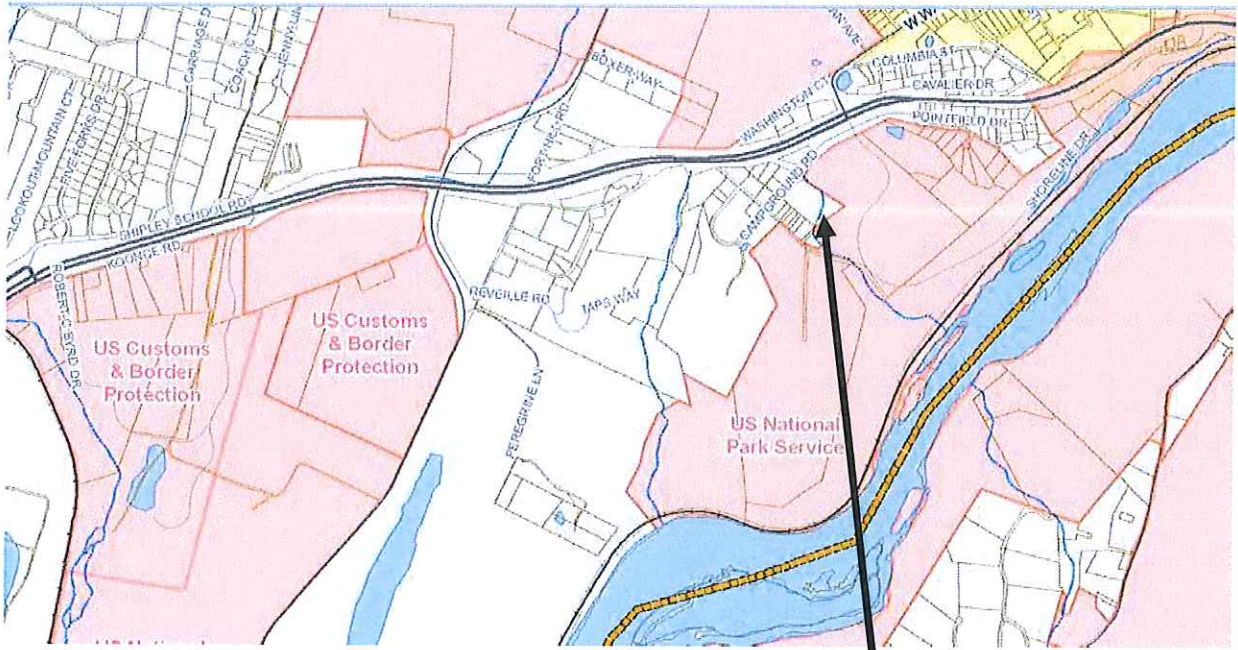
While this area of the County contains significant historic and scenic resources and serves as an important gateway to the state, Staff finds the proposed rezoning to be consistent with the 2004 Comprehensive Plan. With suburban level development directly to the north and west, urban level water and sewer services are potentially available for the property and a signalized intersection, the requested rezoning is reasonable. The subject parcel is within the identified growth areas as defined in the 2004 Plan. While the Comprehensive Plan notes the following should be considered in a study of the US 340 Corridor, these elements should also be carefully considered during the review of any development that occurs on this lot. Further, there has been significant support of the following elements for future development in this area.

“Buffers, landscaping requirements, traffic and access design, sign regulation and aesthetic highway improvements are all examples of issues that could be discussed as part of this study (pg. 72).”

If the Planning Commission were to find the request not in conformance with the with the 2004 Comprehensive Plan, the existing zoning, the historical, natural and cultural resources could be cited as the most important elements of the 2004 Plan for the protection of the scenic gateway into both Jefferson County and that the State of West Virginia. The existing zoning, as noted on page 5, does clearly permit urban level density development on this property. The historical, natural and cultural resources are discussed on pages 8-10 of this report.

Staff Report
Jefferson County Planning Commission Meeting
December 11, 2012

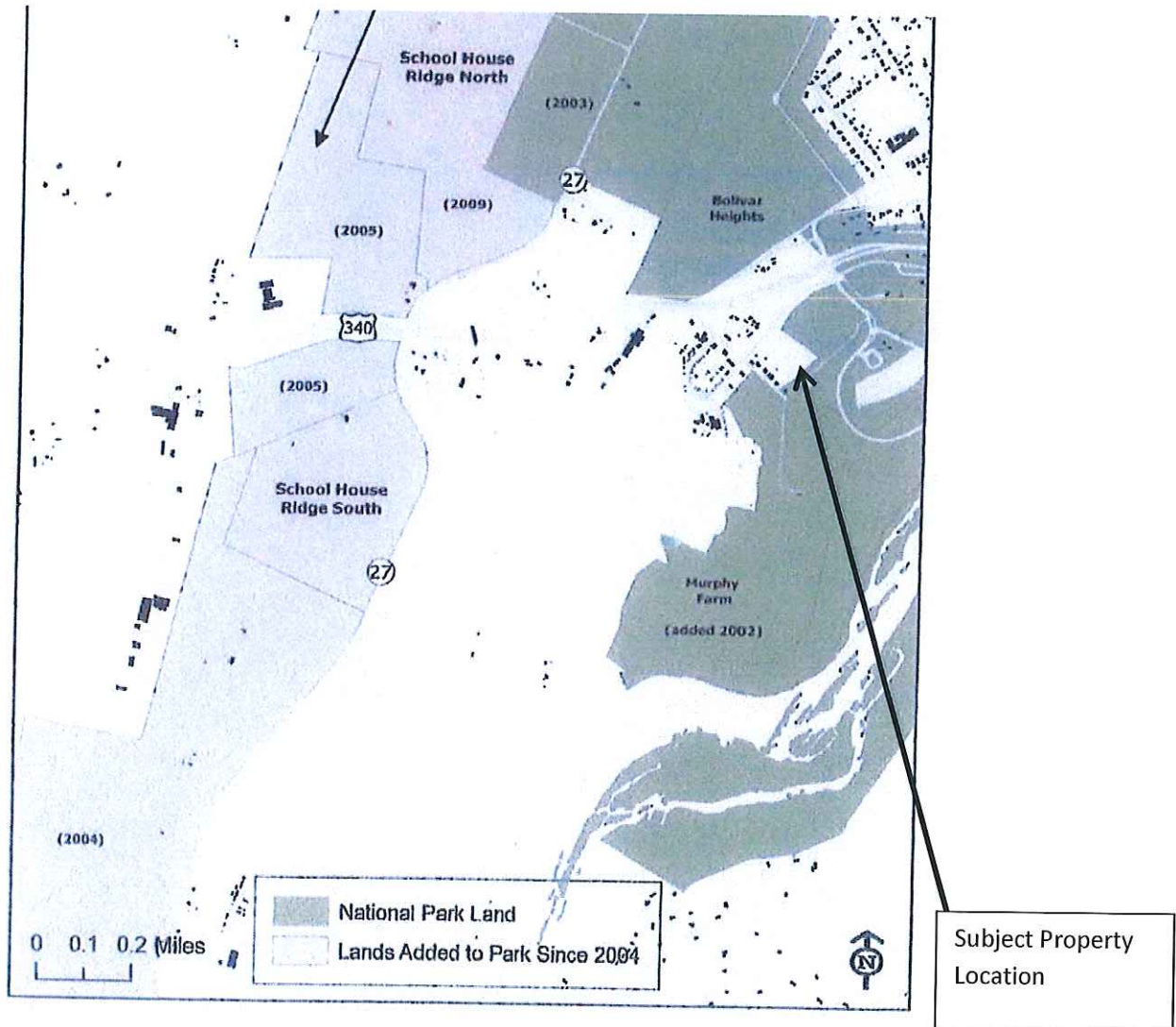
Image 4



Subject Property

Image 5

Growth of Harpers Ferry NHP





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:

1.A.1. (HAFE-L1425)

January 25, 2013

RECEIVED

Mr. Dale Manuel, President
Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414

JAN 30 2013

Jefferson County Commission

Dear Mr. Manuel:

I am writing with regards to the petition to rezone the property designated as Harpers Ferry Tax District, Map 7, Parcel 18, and sometimes referred to as the Aitcheson property. This property is located on Campground Road, between the primary entrance and visitor contact station of Harpers Ferry National Historical Park and the historic Murphy Farm site. Currently zoned "Residential Growth," the owners have requested a change to "Residential/Light Industrial/Commercial." The National Park Service believes that such a change is inconsistent with the goals and objectives set forth in the County's 2004 Comprehensive Plan and therefore respectfully requests you deny the petition.

The predominant character of the property's surroundings is residential, rural, and historic. In addition to its proximity to Park lands that are undeveloped and rural in appearance, the subject parcel is also adjacent to the Cavalier Heights neighborhood. Cavalier Heights is a private subdivision of single-family residences over which the National Park Service has acquired a scenic easement on the majority of tracts (see enclosure). The easement prohibits use of the land for commercial purposes, excessive height of structures and antennas, the cutting of mature trees without consent of the NPS, and restricts the size of advertisements such as billboards and signs. The scenic easement is a reflection of this area's visual significance. Though not subject to this easement, the prospect of similar incompatible development on the Aitcheson property is a serious concern.

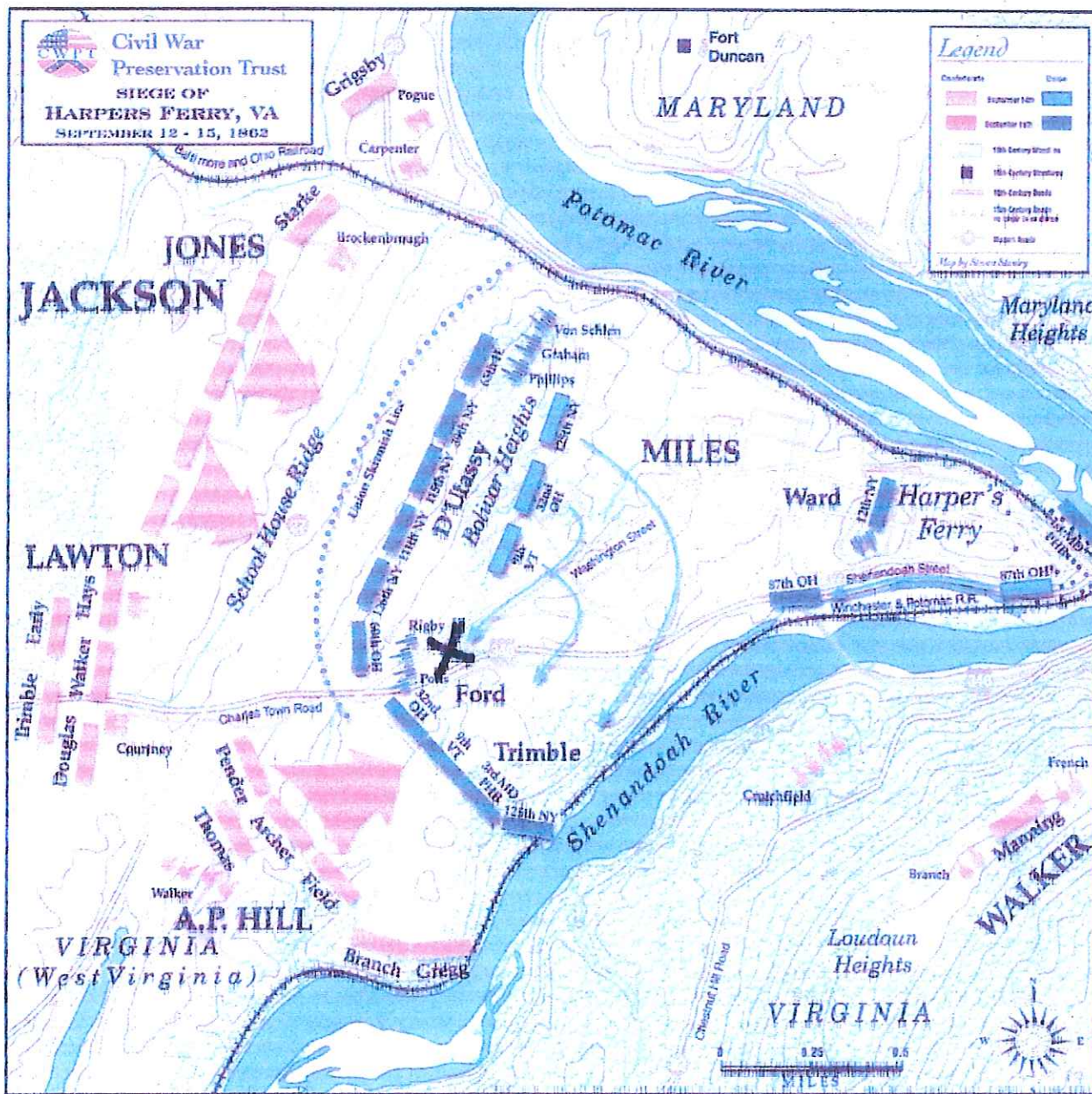
The Aitcheson property is not only centrally located with respect to core Park resources, but other historic areas of the Park such as Bolivar Heights and Loudoun Heights have commanding views of Cavalier Heights and the subject property. Commercial development that would be permitted by rezoning would devastate the views from these historic lands where the park has visitor hiking/walking trails interpretive exhibits, and outdoor programs. The Comprehensive Plan speaks clearly to the importance of "*promoting the conservation of the natural, cultural, and historical resources and the preservation of the scenic beauty*" (p.19). Rezoning the Aitcheson property would run counter to that goal.

The Battle of Harpers Ferry (Sept 12-15 1862)

This is one of only a few battlefields left in the USA that has not already been diminished by sprawl. It is still a valuable resource for heritage tourism which according to the US Chamber of Commerce is one of the few current growth industries left in the US.

To get a true understanding of what is being proposed; please see the attached battle map. There is a large X on the proposed rezoned development site. Were there any buildings there, they would have been in the path of the 9th Vermont and the 32nd Ohio as they maneuvered to repel A.P. Hill's attack on Miles' Left Flank. This battle was no minor skirmish. General Lee assigned Stonewall Jackson, arguably his most able commander and fully two thirds of his army, six divisions (24,000 men) to attack the 14,000 Union soldiers that were garrisoned at Harpers Ferry.

This Battlefield should be protected and preserved as a Major Historical Tourism Destination.



AL AISDORF

JEFFERSON COUNTY COMMISSION

Request to address the Commission

Date:

Jan 31, 2013

Name:

AL AISDORF AISDORF

Address*

800 WASHINGTON ST HARPER'S FERRY WV

Telephone*

304 535 2101

(* Optional, information is subject to Public Records request)

I am a:

- Jefferson County Resident
- Jefferson County Business Owner
- Other _____

I wish to speak under Public Comment concerning:

Agenda item number 11

Other _____

I have documentation for Public Record:

- Yes
- No

JEFFERSON COUNTY COMMISSION

Request to address the Commission

Date:

1/31/13

Name:

Bob Aitchison

Address*

694 Ward Clipp Rd., Charles Town, WV 25414

Telephone*

304-725-7639

(* Optional, information is subject to Public Records request)

I am a:

- Jefferson County Resident
- Jefferson County Business Owner
- Other _____

I wish to speak under Public Comment concerning:

- Agenda item number Perry, Aitchison, Adkinson Rezoning Parcel 18, Map 7, Harper Ferry Dist.
- Other _____

I have documentation for Public Record:

- Yes
- No

JEFFERSON COUNTY COMMISSION

Request to address the Commission

Date:

Jan. 31, 2013

Name:

Rebecca L. Harriell

Address*

Harpus Ferry NHP

Telephone*

(304) 535-6224

(* Optional, information is subject to Public Records request)

I am a:

- Jefferson County Resident
- Jefferson County Business Owner
- Other Harpus Ferry NHP

I wish to speak under Public Comment concerning:

Agenda item number #11

Other Rezoning for Tax District: Harpus Ferry
May 7, Parcel 18

I have documentation for Public Record:

- Yes it was mailed to the Commission
- No



**Mid-Atlantic
Regional Office**

Joy Oakes
Senior Director
202.454.3386 (Desk)
202.329.6815 (Cell)

Nick Lund
Civil War Associate
202.454.3319 (Desk)
202.578.4251 (Cell)

777 6th Street, NW
Suite 700
Washington, DC 20001

January 31, 2013

Mr. Dale Manuel, President
Jefferson County Commission
124 E. Washington St.
Charles Town, WV 25414

Dear President Manuel and members of the Commission:

Re: Zoning Map Amendment for property designated as Tax District: Harpers Ferry,
Map 7, Parcel 18 (Aitcheson property)

I am writing on behalf of the nonpartisan National Parks Conservation Association, the only national nonprofit dedicated to advocacy for America's national parks. On behalf of NPCA's more than 23,000 members in West Virginia, Virginia, and Maryland, and our more than 780,000 members and supporters nationwide, I want to thank you for the opportunity to comment on this matter.

The Aitcheson property lies just a few hundred feet from the Visitor Center of the Harpers Ferry National Historical Park, one of America's most important historic sites and the major economic driver on the eastern end of the 340 Corridor. Today, the appearance of the property complements the park's historic character, supporting the natural beauty that attracts hundreds of thousands of annual visitors to the park, generating more than \$10 million in visitor spending in the region's communities, according to an analysis by Michigan State University.¹

Commercial or industrial development of the Aitcheson property - lying as it does so close to the Visitor Center of the Harpers Ferry NHP and visible from many battlefield locations - would run contrary to the 2004 Comprehensive Plan, which seeks to retain the unique characteristics of the 340 Corridor, and keep it free from "visual blight."

Rezoning of the Aitcheson property is inconsistent with Comprehensive Plan Section 3.25, which seeks to permit selected development along the 340 Corridor, provided the development doesn't result in "indistinguishable" housing developments, "strip" commercial development, or "visual blight." The Plan, both explicitly and implicitly, recognizes that the value of the Historic Gateway Special Study Area resides in the uniqueness of the rural character of the area. Development of a highly-visible parcel like Aitcheson could result in exactly the type of visual blight the Comprehensive Plan seeks to prevent in the area.

¹ Stynes, Daniel J. (2011) Economic Benefits to Local Communities from National Park Visitation and Payroll, 2010 (Natural Resource Report NPS/NRSS/EQD/NRR-2011/481). National Park Service, Fort Collins, Colorado. Available at: <http://www.mgm2impact.com/parks/NPSSystem2010.pdf>.

Rezoning Request
by Roger & Wanda Perry, Robert & Wanda
Aitcheson (Aitcheson Family Trust) & Frederica Adkinson
For Parcel 18, Map 7, Harpers Ferry District
To Change the Zoning Classification
From **Residential Growth**
to **Residential / Light Industrial / Commercial**
Zoning


1

The Property



2

The site from Campground Road

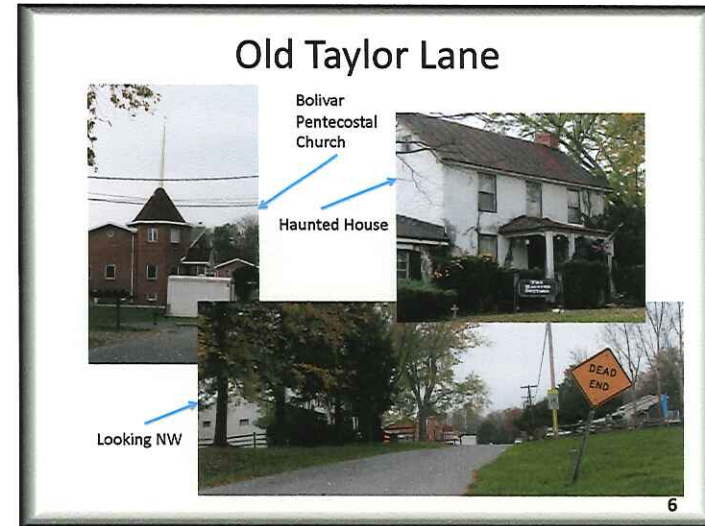


3

Surrounding Uses

- Uses are mixed: residential, commercial & institutional
 - Residential, single family including firewood business at one home
 - Commercial, campground & event center, & haunted house
 - Institutional, Bolivar Pentecostal Church
 - Governmental, Harper's Ferry National Historical Park transportation hub including parking, bus maintenance & gift shop

4



Compatibility with the Comprehensive Plan

- Based on the recommendation by staff & after the public hearing held on 12/11/12, the Planning Commission at its meeting on Dec. 11, 2012 made the following motion:
 -Mr. Stolipher moved to approve the rezoning stating that it meets the criteria. Mr. Hayes seconded the motion and stated that he wished to clarify for the record that the only criteria necessary for granting a rezoning is whether a request is consistent with the 2004 Comprehensive Plan. Mr. Smith called for a vote which carried five (5) in support of the rezoning and one (1) in opposition (G. Taylor).
- The proposed rezoning is compatible with the Comprehensive Plan because:
 - The Plan encourages new industrial & commercial development
 - Site is located within the designated growth area
 - Economic growth & development is encouraged in areas with water & sewer

8

Change since 1988

*Several parcels in the neighborhood have been rezoned to mixed use
 Major expansion of River Riders & Quality Inn
 Addition of Transportation Facility by NPS north of the site
 Growth in the 340 corridor includes the Customs Facility, addition of slots & table games at the Charles Town Racetrack (Hollywood Casino), Windmill Crossing, 340 Business Center, funeral home & garden center
 Public water is located 500 ft. from the site & sewer is available at the Campground Road 340 intersection*

1988 2012

Transportation changes since 1988

- Construction of NPS transportation hub limiting traffic using 340 to get to lower portion of Harper's Ferry
- Expansion of Duffields Train Station & parking, reducing traffic going to Harper's Ferry Train Station
- Replacement & widening of 340 bridge over the Shenandoah
- Opening of New 9 over the mountain reducing commuter traffic that previously used 340
- Signalization of 340 & construction of frontage roads

Why Rezone?

- Existing Zoning allows mixed high density residential however the site due to its location makes it suitable for commercial/light industrial and/or residential uses.
 - *It is located next to a major tourist attraction, the Harper's Ferry National Historic Park's Transportation Hub*
 - *It is located on the road leading to the KOA Campground facility, a major vacation & local events location*
 - *It is a good location for a crafts type industry and/or shops*
- Property is within the growth area as shown in the Comprehensive Plan
- Major changes to the area & neighborhood have occurred since the adoption of the zoning map in 1988
- The request is in conformance with the Comprehensive Plan

Conclusion

- Property is suitable for a mixed use (Residential/light industrial/commercial) designation
- Major changes have occurred in the vicinity since 1988 including both new development & improved roadways
- The Planning Commission supports the rezoning & has stated that the Comprehensive Plan supports the proposed rezoning

JEFFERSON COUNTY COMMISSION
PUBLIC HEARING NOTICE

The Jefferson County Commission has scheduled a public hearing on a Zoning Map Amendment (Rezoning) for property designated as Tax District: Harpers Ferry, Map: 7, Parcel: 18. This property is located on the south side of US Route 340 on Campground Road approximately a half mile east of its intersection with Old Taylor Lane and is a total of 3.94 acres. This property is currently zoned Residential Growth and a request has been made by the owners, the Aitcheson Family Trust and Frederica Adkinson, to change the zoning to Residential/Light Industrial/Commercial.

You may provide oral or written comments at the hearing, **7:00 p.m., Thursday, January 31, 2013, in the Charles Town Library meeting room at 200 East Washington Street**, at the side entrance on Samuel Street. In addition, you may also provide written comments to info@jeffersoncountywv.org or mail to P.O. Box 250, Charles Town, WV 25414, or fax (304) 728-8126.

By Order of the Jefferson County Commission
Dale Manuel, President

Jefferson Publishing Company

Spirit of Jefferson
 PO BOX 966
 CHARLES TOWN, WV 25414
 (304)725-2046

Invoice

Date	Invoice #
02/07/2013	10027
Terms	Due Date
Net 15	02/22/2013

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

Amount Due	Enclosed
\$41.94	

Please detach top portion and return with your payment.

Activity	Quantity	Rate	Amount
• Jan. 16 Public Hearing Notice; Zoning Map amendment; Tax District" Harpers Ferry Map 7; Parcel 18	5.25	3.68	19.32
• Jan. 23 "	5.25	2.88	15.12
• Fee for cert. & clipping	1	7.50	7.50
RECEIVED FEB 07 2013 Jefferson County Commission			
<i>OK to pay bank Co. Comm</i>			
		Total	\$41.94

The Spirit of Jefferson Accepts All Major Credit Cards. Call us at 304-725-2046 to make your payment.

JEFFERSON COUNTY COMMISSION

PUBLIC HEARING NOTICE

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By Order of the Jefferson County Commission Dale Manuel, President

1/16/2013

ertificate of Publication

JEFFERSON PUBLISHING COMPANY, INC., Publisher SPIRIT OF JEFFERSON ADVOCATE

Charles Town, W. Va. January 16 20 13

annexed Public hearing notice

ng Map Amendment; Tax District Harpers Ferry Map 7, Parcel 18

week for two successive weeks, in the Spirit of Jefferson

published in Charles Town, Jefferson County, West Virginia, in the issues of

January 16 & 23, 20 13

[Handwritten Signature]

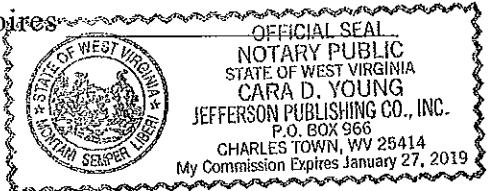
Editor/Manager, Spirit of Jefferson Advocate

before me, Craig See, Editor/Manager

of the Spirit of Jefferson Advocate, and made oath that the above certificate is true and correct.

[Handwritten Signature] Notary Public

Commission expires



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

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Jeffrey A. Polczynski, ENP – Director of Communications

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: N/A

Date Requested – 1st Choice: 3/7/2013

Date Requested – 2nd Choice: _____

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

Subject:
Appointment of Full-Time Public Safety Dispatcher to fill vacancy in 9-1-1 Center

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

The emergency communications center received the resignation of a public safety dispatcher. This appointment fills the vacated position.

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

Motion to approve the employment of Leah Daffron as a full-time Public Safety Dispatcher II at Grade III, Step A, in the Emergency Communications Center with a starting date to be determined by the Director of Communications.

Attachments:



Jefferson County Emergency Communications DEPARTMENTAL MEMORANDUM

TO: The County Commission of Jefferson County

FROM: Jeffrey Polczynski, ENP - Director

DATE: February 28, 2013

SUBJECT: Request Appointment – Ms. Leah Daffron – Public Safety Dispatcher

The purpose of this memorandum is to request the approval to employ Ms. Leah Daffron as a Public Safety Dispatcher.

The position that Ms. Brown will fill is an already funded vacancy created by the resignation of a public safety dispatcher.

Ms. Daffron comes to Jefferson County Emergency Communications as an entry-level dispatcher. She is currently a volunteer firefighter at Friendship Fire Company in Harpers Ferry.

Upon approval, Ms. Daffron will be scheduled for Dispatch Academy Class #5 with a starting date to be determined, likely in mid-March.

Please do not hesitate to contact me for further questions.

Respectfully Submitted,

Jeffrey Polczynski, ENP
Director of Communications

**Jefferson County Commission
Employee Action Form
Emergency Communications Center**

Employee Name:	Leah Daffron	Date Completed:	
Department Number:	712	Work Location:	Emergency Communications
Birthdate:		Mail Address:	
Social Security:		Mail Address:	
Home Phone:		Cell Phone:	
From: Salary	\$ -	To: Salary	\$ 35,152.00
Reason:			<input checked="" type="checkbox"/> New Hire <input type="checkbox"/> Promotion <input type="checkbox"/> Temporary Assignment <input type="checkbox"/> Annual Increase
		% of Change	
Grade (I, II, III, etc):		Grade (I, II, III, etc):	<input checked="" type="checkbox"/> Grade III
Step (A,B,C etc.):		Step (A,B,C etc.):	<input checked="" type="checkbox"/> Step A
Min/Mid/Max		Min/Mid/Max	
From:	Candidate Non-Exempt Exempt Full-Time Perm > 1820 hrs/annual Full-Time Perm 2080 hrs/annual Full-Time Temp < 6 mos Part-time Perm < 1040 hrs/annual Part-time Temp/Intern Contract Termination/Retirement	To:	Candidate Non-Exempt Exempt Full-Time Perm > 1820 hrs/annual <input checked="" type="checkbox"/> Full-Time Perm 2080 hrs/annual Full-Time Temp < 6 mos Part-time Perm < 1040 hrs/annual Part-time Temp/Intern Contract Termination/Retirement
From:	Active Personal Unpaid FMLA Workers Comp WC Rate:	To:	Active Personal Unpaid FMLA Workers Comp WC Rate:
	Military Personal Paid Return to Work WC Code		Military Personal Paid Return to Work WC Code
Additional Info:			
Check here this is an employee working 35 hours			<input type="checkbox"/>
Check if this is a salaried non-exempt or hourly employee, eligible for overtime			<input checked="" type="checkbox"/> Yes
Effective Date: 3/18/2013			
Co. Admin Approval		HR Approval	
Commission Approval		Hiring Mgr Appr	
Hiring Mgr Notified		Payroll Done	

**Maintenance Department
Quarterly Report
4th Quarter of 2012**

- 43 oil changes were completed by the Maintenance Department's auto mechanic.
- 274 work orders were completed.
- 870 work orders were for preventive maintenance.

Ongoing/Completed Projects:

- The RFP for the Voice Over IP Telephone project continued to be worked on during this quarter. The VoIP RFP is anticipated for release in the next quarter.
- Progress is being made on the Court Security Fund grant project. Grant funds were approved to add security cameras in vital locations in the County's court system and to also add a central viewing station to monitor all court security cameras. During this quarter, the cameras were ordered through our security vendor and County staff ran all the wiring in preparation for camera installation. The setup of the central viewing station should be completed in the next quarter.
- The Maintenance Department continues to promote recycling. We have produced numerous paper bales from the baler. The County has received the 1st payment for paper/cardboard bales taken to Halltown. Employees are also beginning to take advantage of dropping their recyclables at the Maintenance Department. Used motor oil continues to be recycled. We have also purchased an oil filter crusher to be able to recycle the oil inside the used filters.
- We went out to bid for cleaning services in this quarter. With the change of the cleaning vendor and going to a 3-day work week for cleaning services, we estimate a cost savings of \$30,000-\$40,000.
- The paint study on the Courthouse was completed this quarter.

**JEFFERSON COUNTY
DEVELOPMENT AUTHORITY**
(A Component Unit of Jefferson County Commission)
FINANCIAL STATEMENTS

For the six months ended December 31, 2012

**INDEPENDENT ACCOUNTANTS' COMPILATION REPORT ON
FINANCIAL STATEMENTS**

3

FINANCIAL STATEMENTS

Statement of Net Assets

4-5

Statement of Revenues and Expenses and Changes in Net Assets

6

DECKER & COMPANY PLLC
CERTIFIED PUBLIC ACCOUNTING

Warm Springs Business Center • 64 Warm Springs Avenue • Martinsburg, WV 25404

INDEPENDENT ACCOUNTANTS' COMPILATION REPORT ON FINANCIAL STATEMENTS

To the Board of Directors
Jefferson County Development Authority
Charles Town, West Virginia

We have compiled the accompanying statement of net assets of the Jefferson County Development Authority (a component unit of Jefferson County Commission) as of December 31, 2012 and the related statements of revenues and expenses and changes in net assets and cash flows for the six months then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Jefferson County Development Authority has elected to omit substantially all of the disclosures and the statement of cash flows required by generally accepted accounting principles. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the Authority's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Decker & Company PLLC

January 25, 2013

Jefferson County Development Authority
(A Component Unit of Jefferson County Commission)

STATEMENT OF NET ASSETS

December 31, 2012

ASSETS

CURRENT ASSETS

Cash and cash equivalents	\$ 1,283,784
Accounts receivable	3,750
Prepaid expenses	<u>15,761</u>
Total current assets	<u>1,303,295</u>

RESTRICTED ASSETS

Cash - Agriculture Development	<u>27,335</u>
Total restricted assets	<u>27,335</u>

CAPITAL ASSETS

Furniture, fixtures, and equipment	35,966
Construction in progress	15,000
Less accumulated depreciation	<u>(7,325)</u>
Total capital assets, net of accumulated depreciation	<u>43,641</u>

OTHER ASSETS

Land and development	7,400,690
Loan acquisition costs, net of accumulated amortization	<u>28,268</u>
Total other assets	<u>7,428,958</u>
Total assets	\$ <u>8,803,229</u>

See accompanying notes and independent accountants' compilation report.

Jefferson County Development Authority
(A Component Unit of Jefferson County Commission)
STATEMENT OF NET ASSETS (continued)
December 31, 2012

LIABILITIES

CURRENT LIABILITIES

Accounts payable - trade	\$ <u>12,879</u>
Total current liabilities	<u>12,879</u>

LONG-TERM LIABILITIES

Accrued interest payable	121,731
Notes payable	<u>5,847,446</u>
Total long-term liabilities	<u>5,969,177</u>
Total liabilities	<u>5,982,056</u>

NET ASSETS

Invested in capital assets, net of related debt	43,641
Restricted for Agriculture Development	27,335
Unrestricted	<u>2,750,197</u>
Total net assets	<u>2,821,173</u>
Total liabilities and net assets	\$ <u>8,803,229</u>

See accompanying notes and independent accountants' compilation report.

Jefferson County Development Authority
(A Component Unit of Jefferson County Commission)
STATEMENT OF REVENUES AND EXPENSES AND CHANGES IN NET ASSETS
For the six months ended December 31, 2012

OPERATING SUPPORT AND REVENUES

Support from Jefferson County Commission	\$	226,110
Gain on land sale		155,629
Other income		31,008
		412,747
Total operating support and revenues		412,747

OPERATING EXPENSES

Advertising/marketing		10,937
Amortization		1,603
Computer Services		4,323
Depreciation		2,812
Dues and subscriptions		315
Employee benefits		43,393
EPEF expenses		717
Insurance		934
Maintenance		500
Meetings		1,440
Printing costs		20
Professional fees		7,465
Research		543
Salaries		118,762
Signs		145
Supplies		919
Telephone		562
Training		1,625
Travel		5,607
		202,622
Total operating expenses		202,622
Operating support and revenues less operating expenses		210,125

NON-OPERATING SUPPORT AND REVENUES (EXPENSES)

Interest income		3,914
Interest expense		(105,256)
Agriculture Development expenses		(6,820)
Loss on disposal of assets		(825)
		(108,987)
Total non-operating support and revenues (expenses)		(108,987)
Change in net assets		101,138
Net assets at beginning of period		2,720,035
Net assets at end of period	\$	2,821,173

See accompanying notes and independent accountants' compilation report.

AGENDA REQUEST FORM

Name: Paul Shroyer

Department or Entity: Finance Director

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

Date Requested – 1st Choice: March 7, 2013

Date Requested – 2nd Choice: _____

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

Subject: Presentation of Budget Analysis for the General County Fund month ending January 31, 2013.

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):

Are documents attached?

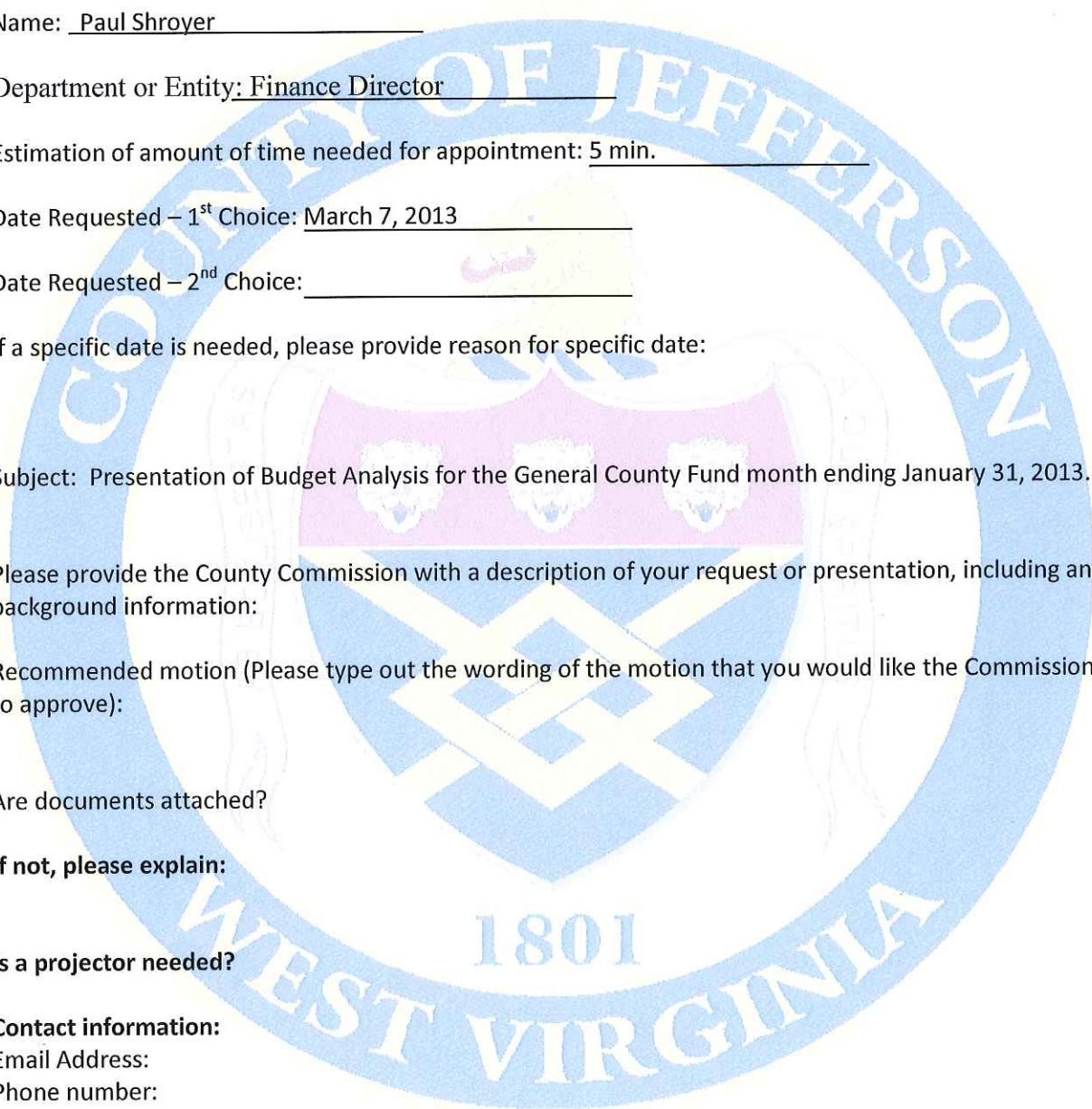
If not, please explain:

Is a projector needed?

Contact information:

Email Address:

Phone number:



Jefferson County, West Virginia
Budget Analysis for the General County Fund
For the Month Ending
January 31, 2013
For the Fiscal Year Ending
June 30, 2013

Attachments

1. Data and Graphic presentation of expenditures
2. Narrative of budget categories
3. Spreadsheet presentation of budget financial data
4. Listing of all Fund Cash Balances

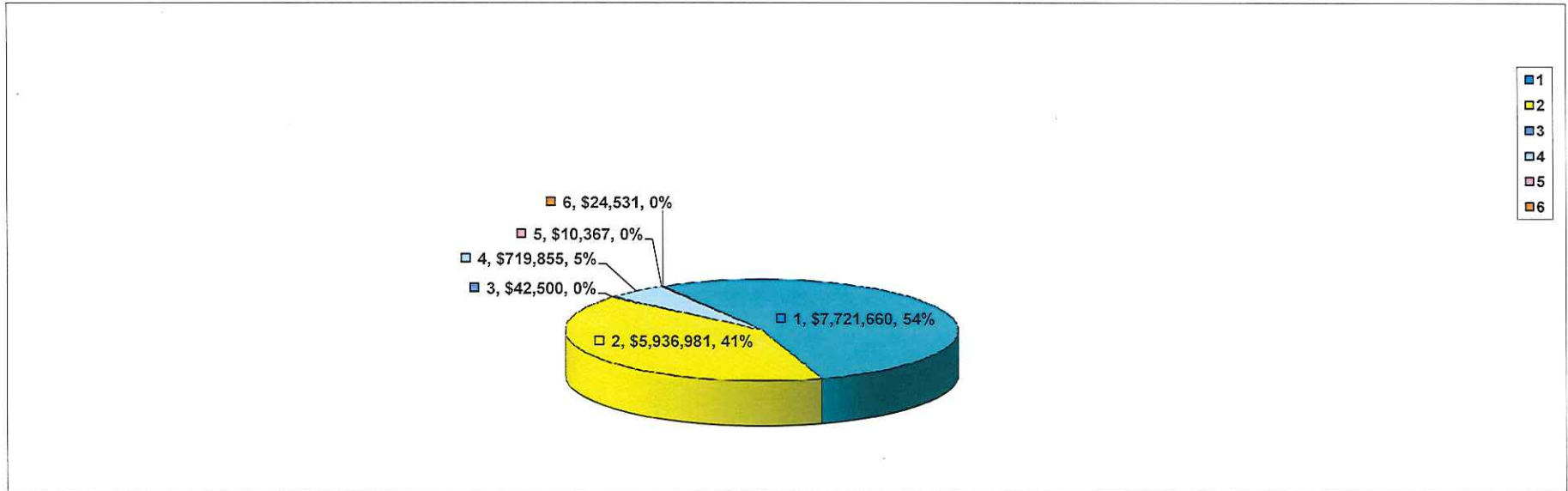
Jefferson County, WV

FYE June 30, 2013

General County Fund-Financial Expenditures in Chart Format

Expenditure by Government Activity-January 2013

The Chart and financial data represent YTD budget data of expenditures from the General County Fund.



Section #1	General Government
Section #2	Public Safety
Section #3	Health & Sanitation
Section #4	Culture & Recreation
Section #5	Social Services
Section #6	Capital Outlay

General County Fund-Expenditure Summary by Government Activity-Year to date totals

	General Government	Public Safety	Health & Sanitation	Culture & Recreation	Social Services	Capital Outlay	
Color Coding	Section #1	Section #2	Section #3	Section #4	Section #5	Section #6	
Grand total YTD	14,455,895.00	\$7,721,660	\$5,936,981	\$42,500	\$719,855	\$10,367	\$24,531

Jefferson County Commission
Budget Analysis Narrative for January 2013 Financials

Overall Budget Revenues

Overall, current revenues for the General County Fund are projected to be under budgeted revenues by approximately \$523,155.15 or approximately 2.41%

Individual Revenue Items Expected to Exceed Budget

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

		<u>Positive Variance</u>
Line #13	Ad Valorem Taxes	\$706,941
Line #14	Property Transfer Taxes	\$133,108
Line #17	Wine and Liquor Tax	\$16,074
Line #18	Hotel-Motel Occupancy Tax	\$56,446
Line #28	County Clerk's Earnings	\$48,717
Line #53	Reimbursements, Local	\$189,154
Line #55	Reimbursements, Other	\$123,963

Individual Revenue Items Expected to be under Budget

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

		<u>Negative Variance</u>
Line #15	Oil & Gas Severance Tax	(\$20,000)
Line #24	Federal Payment in Lieu	(\$16,000)
Line #37	E911 Fees	(\$264,822)
Line #49	Tables Games	(\$133,117)
Line #51	Video Lottery	(\$344,381)

Overall Budget Expenditures

Overall estimated expenditures are expected to be under budget by \$3,494,124.

Ending Cash Balance June 30, 2013

The ending "Cash Balance" on June 30, 2013 is estimated to be \$3,970,947..

Estimated Cost verses Estimated Revenues or reimbursements

Operating cost of the following departments are projected to exceed estimated revenues or reimbursement to off set department operating cost.

	<u>Estimated Income</u>	<u>Estimated Expense</u>	<u>Shortfall</u>
E-911 Center	\$1,045,178	\$1,840,449	(\$795,271)
Regional Jail	\$436,990	\$1,106,959	(\$669,969)

Jefferson County, West Virginia
January 2013 Budget Analysis for the Fiscal Year Ending June 2013

Current Budget		Totals	Estimated totals for the FYE June 30, 2013				
Budgeted Revenues		\$25,952,016	Project revenues including carryover		25,526,220		
Budgeted Expenditures		(25,952,016)	Less: Estimated expenditures		(22,504,225)		
Budgeted surplus/(shortfall)		\$0	Estimated Fund Balance 6/30/2013 (CASH BASIS)		3,021,996		
			Less: Estimated end of year accounts payable, Outstanding encumbrances.		(300,000)		
			Estimated ending fund balance-Accrual Accounting Basis for Audit Purposes		2,721,996		
Current Year Budget & Estimated Revenues							
Col (a)	Column (a)	Column (b)	Column (c)	Column (d)	Col. (e)	Column (g)	Column (h)
Line No.	Accts	Revenue Classification	Budgeted revenues-FY Ending 6/30/2013	Actual YTD revenues as of 1/31/2013	C/Y YTD Revenues as a % of total budget	Estimated revenues-FYE 6/30/2013	YTD Trend for revenues is estimate over or (under) Budget
Equity and Fund Balance Accounts							
	299	Unrestricted fund balance June 30, 2012	4,224,497.00				
1	301-000	Public Utility Taxes	514,372.00	253,850.78	49.35%	489,224.04	(25,147.96)
2	301-001	Ad Valorem Taxes-Current	9,817,610.00	5,938,229.75	60.49%	9,985,830.72	168,220.72
3	301-002	Ad Valorem Taxes-1st Prior Year	650,000.00	620,836.23	95.51%	630,059.85	(19,940.15)
4	301-003	Ad Valorem Taxes-2nd Prior Year	115,356.00	4,155.68	3.60%	4,347.53	(111,008.47)
5	301-004	Ad Valorem Taxes-3rd Prior Year	28,000.00	483.22	1.73%	535.29	(27,464.71)
6	301-005	Ad Valorem Taxes-4th & Other PY	1,300.00	132.68	10.21%	177.58	(1,122.42)
7	301-006	Supplemental taxes	173,000.00	103,556.80	59.86%	209,607.14	36,607.14
8	301-007	Land Sale Surplus	2,000.00	36,114.30	1805.72%	36,114.30	34,114.30
9	301-008	Delinquent & Nonentered Land	39,000.00	15,491.03	39.72%	15,491.03	(23,508.97)
10	301-009	Redemptions-State Auditor	0.00				
11	301-099	Tax Discounts	0.00	(137,473.34)		(216,385.90)	78,912.56
12	302	Interest and Publication Fees on Taxes	344,000.00	220,926.67	64.22%	287,626.54	(56,373.46)
13		Total all tax years, interest, publication fees minus discounts	11,684,638.00	7,056,303.80		11,442,628.13	(242,009.87)
14	304	Property Transfer Taxes	335,000.00	285,355.40	85.18%	468,108.02	133,108.02
15	306	Oil and Gas Severance Tax	20,000.00	0.00	0.00%	20,000.00	0.00
16	307	Horse Racing	18,000.00	9,215.79	51.20%	15,676.00	(2,324.00)
17	308	Wine and Liquor Tax	12,000.00	34,392.63	286.61%	28,074.42	16,074.42
18	309	Hotel Occupancy Tax	500,000.00	343,630.63	68.73%	556,446.83	56,446.83
19	317	License Decal Fee	100.00	38.00	38.00%	70.30	(29.70)
20	318	Permits-Building	169,000.00	24,924.30	14.75%	164,000.00	(5,000.00)
21	319	Permits-Misc	0.00	134.00	100.00%	112.00	112.00
22	322	Federal Grants	60,000.00	71,221.69	118.70%	60,000.00	0.00
23	323	State Grants	0.00	6,196.57	0.00%	6,196.57	6,196.57
24	325	Federal Payment in Lieu of Taxes	16,000.00	0.00	0.00%	0.00	(16,000.00)
25	329	Sheriff's Service of Poces	18,000.00	11,025.00	61.25%	18,728.49	728.49
26	330-000	Sheriff's Earnings	11,000.00	9,945.94	90.42%	19,008.29	8,008.29
27	330-001	Sheriff's Earnings-Arrest Fees	12,500.00	5,746.10	45.97%	10,858.36	(1,641.64)
28	331	County Clerks Earnings	170,000.00	115,918.50	68.19%	218,717.25	48,717.25
29	331-002	County Clerks Earnings-Preservation Fund	1,200.00	943.80	78.65%	1,714.13	514.13
30	332	Circuit Clerks Earnings	83,000.00	42,078.61	50.70%	72,754.47	(10,245.53)
31	333	Prosecuting Attorney Earnings	1,000.00	430.00	43.00%	638.15	(361.85)
32	334	Accidents Reports	3,000.00	2,110.00	70.33%	3,765.69	765.69
33	336	Map Sales	4,500.00	2,775.00	61.67%	4,809.38	309.38
34	340	Rents, Magistrate Court	45,000.00	26,450.00	58.78%	45,342.86	342.86
35	340-001	Rents, County Farm House	1,200.00	600.00	50.00%	900.00	(300.00)

36	340-002	Rent-County Farm	700.00	193.74	27.68%	258.32	(441.68)
37	346-000	E-911 Fees	1,310,000.00	700,230.17	53.45%	1,045,178.09	(264,821.91)
38	346-001	EMG Comm-Signs	500.00	451.00	90.20%	451.00	(49.00)
39	348	Franchise Fees	350,000.00	181,705.80	51.92%	361,640.57	11,640.57
40	350	IRP Fees	8,000.00	6,735.92	84.20%	10,744.35	2,744.35
41	362	Jail Cost Reimb-RJA	100,000.00	100,624.35	100.62%	100,594.35	594.35
42	365-000	Interest-GCF	16,000.00	6,017.88	37.61%	10,311.85	(5,688.15)
43	365-001	Interest-County Clerk	800.00	232.78	29.10%	295.86	(504.14)
44	365-002	Interest-Circuit Clerk	1,200.00	481.89	40.16%	746.87	(453.13)
45	365-004	Interest-State Fees	1,400.00	319.72	22.84%	615.27	(784.73)
46	365-005	Interest-Racing Fees	240.00	7.29	3.04%	8.18	(231.82)
47	365-006	Interest-Video Lottery	2,500.00	2,785.82	111.43%	5,077.91	2,577.91
48	366	Miscellaneous Revenue	20.00	19.51	97.55%	38.43	18.43
49	367	Sheriff's Commission	12,000.00	11,915.42	99.30%	11,915.42	(84.58)
50	370	Table Games	1,800,000.00	937,308.67	52.07%	1,666,883.33	(133,116.67)
51	373-000	Video Lottery	4,000,000.00	2,289,393.84	57.23%	3,655,618.53	(344,381.47)
52	373-001	Video Lottery-Local	100,000.00	58,545.96	58.55%	103,026.75	3,026.75
53	382-000	Reimbursements-Local	147,242.00	255,080.21	173.24%	336,396.46	189,154.46
54	382-001	Reimbursements-Circuit Clerk	18,000.00	7,776.56	43.20%	15,630.63	(2,369.37)
55	394-000	Reimbursements-Other	310,000.00	328,962.85	106.12%	433,962.85	123,962.85
56	399	Transfers-AVF	383,779.00		0.00%	383,779.00	0.00
58	Budgeted & Estimated Revenues		21,727,519.00	12,938,225.14	59.55%	21,301,723.37	(425,795.63)
59	Prior Year Unrestricted Carryover		4,224,497.00			4,224,497.00	
60	Estimated Funds Available-Total		25,952,016.00			25,526,220.37	

Current Year Budget & Estimated Expenditures

	Column (a)	Column (b)	Column (c)	Column (d)	Column (e)	Column (g)	
61	Dept.	Expenditure Classification	Budgeted Expenditures Current FY	YTD expenditures as of 1/31/2013	YTD Expenditures as a % of total budget	Estimated Total expenditures-FYE 6/2013	YTD expenditures are estimated to be <u>Under</u> or <u>(over)</u> Budget
62	401	County Commission	2,569,722.62	1,500,170.15	58.38%	1,678,395.52	891,327.10
63	401-566	County Commission-Depreciation, Contribution to Capital Outlay Fund	1,300,000.00	500,000.00	38.46%	1,000,000.00	300,000.00
64	402	County Clerk	927,137.52	529,821.46	57.15%	886,560.57	40,576.95
65	403	Circuit Clerk	658,186.30	395,146.61	60.04%	613,357.15	44,829.15
66	404	Sheriff-Treasurer	598,124.75	335,117.34	56.03%	563,197.52	34,927.23
67	405	Prosecuting Attny	1,791,883.22	1,068,324.73	59.62%	1,675,415.33	116,467.89
68	406	Assessor	629,223.67	386,654.02	61.45%	629,223.67	0.00
69	407	Assessor-AVF	383,779.44	232,959.82	60.70%	383,779.44	0.00
70	408	Statewide Computer Network	47,772.00	27,516.18	57.60%	50,396.63	(2,624.63)
71	412	Agricultural Agent	138,211.03	83,598.95	60.49%	131,006.56	7,204.47
72	413	County Election	272,147.37	174,605.07	64.16%	451,155.97	(179,008.60)
73	415	Magistrate Court, Other cost	4,100.00	534.58	13.04%	3,184.39	915.61
74	422	Capital Planning-no budget this FY					
75	424	Courthouse	1,301,635.35	732,807.31	56.30%	1,301,635.35	0.00
76	425	Other Buildings	753,000.00	445,747.08	59.20%	753,000.00	0.00
77	428	Data Processing	94,500.00	32,723.79	34.63%	44,624.14	49,875.86
78	429	Regional Development Authority	19,854.00	19,794.26	99.70%	15,610.30	4,243.70
79	431	Economic Development	464,324.93	297,678.57	64.11%	419,659.60	44,665.33
80	433	GIS	312,562.02	149,486.94	47.83%	226,386.47	86,175.55
81	439	Planning	478,060.71	227,118.07	47.51%	408,444.05	69,616.66
82	440	Engineering	770,611.06	440,925.49	57.22%	770,611.06	0.00
83	442	Federal Grants	0.00	25,000.00	100.00%	25,000.00	0.00
84	443	State Grants	0.00	21,333.00	100.00%	21,333.00	0.00
85	451	Zoning	163,372.34	94,597.00	57.90%	155,528.10	7,844.24

86	700	Law Enforcement	3,201,318.33	1,904,671.87	59.50%	3,201,318.33	0.00
87	701	Service of Process	18,000.00	1,685.22	9.36%	1,941.27	16,058.73
88	704	Regional Jail Cost	1,200,000.00	697,979.20	58.16%	1,106,959.79	93,040.21
89	711	Emergency Services	262,079.01	123,366.63	47.07%	219,437.65	42,641.36
90	712	Communication Center	2,034,831.89	1,100,697.56	54.09%	1,840,449.10	194,382.79
91	715	JCESA Contribution	2,187,500.00	1,747,375.00	79.88%	2,187,500.00	0.00
92	716	Animal Control	325,953.91	163,906.67	50.29%	284,867.05	41,086.86
93	717	Central Garage	318,082.93	197,298.86	62.03%	318,082.93	0.00
94	800	Local Health Department-Contributions	10,000.00	7,500.00	75.00%	10,000.00	0.00
	801	Mental Health Transport					
95	808	Solid Waste Authority-Contribution	35,000.00	35,000.00	100.00%	35,000.00	0.00
96	900	Parks & Recreation-Contribution	488,040.60	332,577.77	68.15%	488,040.60	0.00
97	903	Arts & Humanities-Contribution	25,000.00	14,294.99	57.18%	25,000.00	0.00
98	909	Historical Commission-Contribution	25,000.00	14,294.99	57.18%	25,000.00	0.00
99	911	Visitors Center-Hotel/Motel Taxes	250,000.00	178,687.29	71.47%	250,000.00	0.00
100	916	Libraries-Contributions	240,000.00	180,000.00	75.00%	240,000.00	0.00
101	952	Senior Center	0.00				
102	953	Public Transit-Contributions	13,823.00	10,367.25	75.00%	13,823.00	0.00
103	975	Capital Outlay-County Clerk	29,300.00	19,531.28	66.66%	29,300.00	0.00
104	976	Capital Outlay-Circuit Clerk	20,000.00	5,000.00	25.00%	20,000.00	0.00
105	980	Law Enforcement	0.00				
106	983	Elections	0.00				
107	986	Co Comm-Capital Outlay	1,589,878.00	0.00	0.00%	0.00	1,589,878.00
		Total estimated expenditures and uses	25,952,016.00	14,455,895.00		22,504,225	3,494,124

Listing of County Governmental and Special Revenue Fund
Cash Balances as of January 31, 2013

<u>Fund Name</u>	<u>Fund Number</u>	<u>Ending Cash Balance</u>
General County Fund	001	\$ 2,421,942.42
Coal Severance	002	378,302.15
Dog & Kennel	003	27,372.43
General School	004	0.00
Magistrate Court	005	2,087.53
Worthless Check	006	22,668.10
E-911 Fees	007	0.00
Home Confinement	008	19,499.64
Federal Grants	009	(51,042.19)
State Grants	010	(13,706.87)
Flood Mitigation	023	34,958.62
Assessor Valuation	056	403,096.68
Farmland Protection	057	1.92
Sheriff's Concealed Weapons	059	36,142.06
Votes Registration	063	161.83
Unemployment Compensation	068	17,145.11
Jury & Witness	071	34,099.57
Law Enforcement Forfeiture	073	27,842.49
Pros Attny Forfeiture	074	9,265.16
Sub Division Bond Forfeiture	075	172.22
Teen Court	077	840.00
Bardane Public Health Center	244	146,805.79
Emergency Services Cap Out	245	1,733.96
County Capital Outlay	246	5,829,839.59
Parks & Recreation	247	572,200.44
Shepherdstown Battlefeild	248	91,174.85
Impact Fees	249	<u>1,411,467.64</u>
 Total governmental and special revenue funds		 \$ <u><u>11,424,071.14</u></u>

AGENDA REQUEST FORM

Name: Paul Shroyer

Department or Entity: Finance Director

Estimation of amount of time needed for appointment: 15 min.

Date Requested – 1st Choice: March 7, 2013

Date Requested – 2nd Choice: _____

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

Subject: Review of Capital Project List and Five Year Budget as of 2013.

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

Review, discuss and prioritize Capital Projects for 2013-2014.

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

Are documents attached?

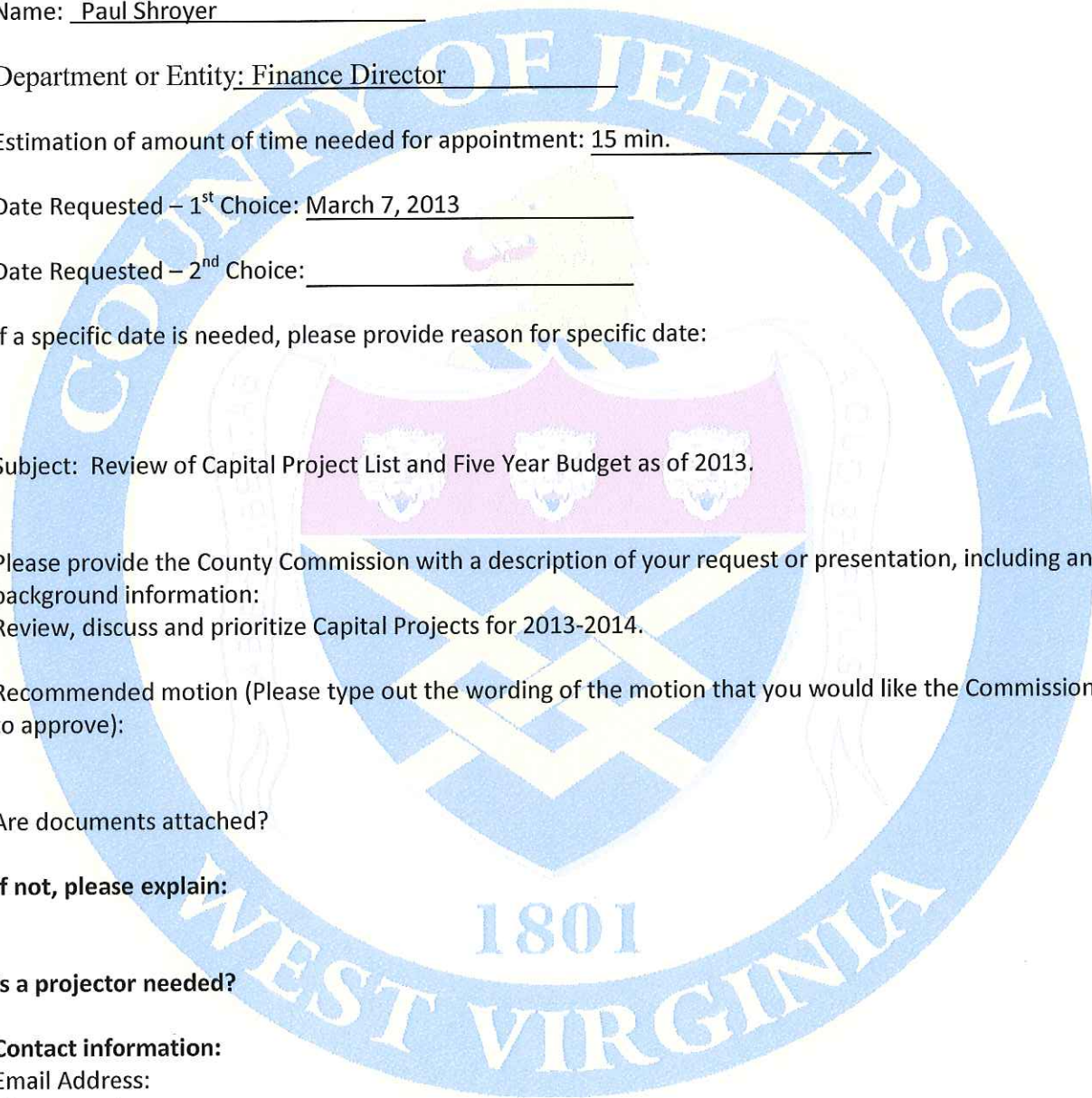
If not, please explain:

Is a projector needed?

Contact information:

Email Address:

Phone number:



Jefferson County Commission

Proposed Capital Project List and Five Year Budget as of January 2013

	Estimated Cost FYE 2013	Estimated Cost FYE 2014	Estimated Cost FYE 2015	Estimated Cost FYE 2016	Estimated Cost FYE 2017	Estimated Cost FYE 2018
Fiscal Year Ending June 30, 2013						
1	\$48,194.60	\$115,667.04	\$115,667.04			
Lease agreement for Prosecuting Attorney's Office in the Briel Building,						
2	\$250,000					
Maintenance Dept: New Phone System: this project has an estimated payback of (3) to (5) years. The anticipated phone system will be Voice over Internet Provider System (voice/IP)						
3	\$5,000					
IT & County Administrator: This project involves moving the AS-400 from the Hunter House Basement to the Basement of the Mason Building.						
4	\$0					
Briel Building: Purchase or complete leasing of the Briel Building would provide an additional 6,000 square foot of space for county offices. Having the additional space is the only way to make plans for moving the Assessor's Office to a new location and providing additional space for the Sheriff's Tax Office and the County Clerk's Office.						
5	\$399,000					
Ramey Building: Purchase Ramey Building rather the the Briel Building and renovate for offices.						
6	\$630,000					
Ramey Building: Renovate top floor of the Ramey Building to be occupied by either the Sheriff's Tax Office or the Assessor's Office. Repair roof as required						
7	\$380,000					
Ramey Building: Renovate first floor of Ramey Building to the occupied by either the Tax Office or Assessor.						
8	\$20,000					
Offer space vacated by the Tax Office or Assessor to the lessee of the Ramey Building First for office space. Renovate as needed						
9	\$100,000					
Hunter House: New central heat and air conditioning, Stairs replacement, and Maintenance to floor. (need estimated cost and year to be completed)						

Jefferson County Commission

Proposed Capital Project List and Five Year Budget as of January 2013

	Estimated Cost FYE 2013	Estimated Cost FYE 2014	Estimated Cost FYE 2015	Estimated Cost FYE 2016	Estimated Cost FYE 2017	Estimated Cost FYE 2018
10	\$800,000					
CAD System: This software is needed to enhance the operation of the ES11 Center. The cost of the software is dependent on the complexity of the features that are built into the software.						
11	\$120,000					
GIS Department: the proposed software will act as a Document Management System that will scan, classify, index and archive all existing and future public records into a data base that would incorporate linked workflow, searchable data bases and document retrieval. The data base could be used by various county departments, the county health department, and possibly many others. The total cost of this project will be \$120,000 and will be shared between the State-\$30,000 Grant, County, and BOH. The cost to the county and BOH is still to be determined.						
Fiscal Year Ending June 30, 2014						
12		\$812,500				
Maintenance Dept: Renovate top floor of the Judicial Center to provide an additional 6500 square feet of office space.						
13		\$10,000				
Move Day Reporting, and Probation into Courthouse						
14		\$385,000				
December 2014: Estimated Ramey Building Buildings would be complete and both the Assessor's Office and Tax Office would be relocate to the Ramey Building. Demolish the Smoot Building, the old building previously occupied by the Tax Office and Assessor's Office in preparation of a site for a new county office building.						
15		\$100,000				
Maintenance Dept: The parking lot behind downtown county offices and courthouse is in need of resurfacing and will need to be repaved in the next two or three years.						
16		\$250,000				
Maintenance Dept: Install elevator to access the second floor of the Mason Building.						

Jefferson County Commission

Proposed Capital Project List and Five Year Budget as of January 2013

	Estimated Cost FYE 2013	Estimated Cost FYE 2014 \$10,000 To \$50,000	Estimated Cost FYE 2015	Estimated Cost FYE 2016	Estimated Cost FYE 2017	Estimated Cost FYE 2018
17 Maintenance Dept: Smoot Building-Renovate only as needed: Recommended usage, storage or contributed office space for county component unit. Need use plan and estimated cost to renovate.						
18 GIS Department: this purposed project is for the cost that would be incurred to have a contractor scan in existing records into the proposed Document System noted above. It is estimated that 1.1 million document exist that would need to be scanned in the system once the system is operational.			\$120,000			
19 GIS Department: The GIS Department is requesting funding of \$30,000 Aerial Photography Mapping of the county to be completed in the spring of 2014.						
20 Animal Control Shelter: Update complete facility			\$200,000			
21 Law Enforcement: Estimated capital expenditures for Law Enforcement Dept #700 for the Fiscal Year Ending June 30, 2014: (5) Cruisers-\$142,100 and (1) Range Pavillion-\$40,000		\$182,100				
21 County Administrator-Estimated cost web-site software package for the County Commission		\$15,000				
22 County Assessor: New vehicles for the Assessor's Office		\$20,000				
23 Parks and Recreation: New lighting in the county building Parks and Recreation uses for a gymnasium.		\$32,000				
Fiscal Year Ending June 30, 2015						
24 Beginning planning for a new 30,000 square foot count office building.			\$6,100,000			
25 GIS Department: Purchase new department vehicle for departmental use or motor pool available.			\$25,000			

Jefferson County Commission

Proposed Capital Project List and Five Year Budget as of January 2013

	Estimated Cost FYE 2013	Estimated Cost FYE 2014	Estimated Cost FYE 2015	Estimated Cost FYE 2016	Estimated Cost FYE 2017	Estimated Cost FYE 2018
26 Law Enforcement: Estimated capital expenditures for Law Enforcement Dept #700 for the Fiscal Year Ending June 30, 2015: (5) Cruisers-\$156,310, (35) MDT/Laptop Systems-\$175,000, and (35) Protective Vest-\$35,000			\$366,310			
Fiscal Year Ending June 30, 2016						
27 Law Enforcement: Estimated capital expenditures for Law Enforcement Dept #700 for the Fiscal Year Ending June 30, 2016: (5) Cruisers-206,328, (2) Utility Vehicles-\$30,000				\$236,328		
Fiscal Year Ending June 30, 2017						
28 Law Enforcement: Estimated capital expenditures for Law Enforcement Dept #700 for the Fiscal Year Ending June 30, 2017: (6) Cruisers-\$226,956.					\$226,956	
29 Law Enforcement: Estimated capital expenditures for Law Enforcement Dept #700 for the Fiscal Year Ending June 30, 2018: (7) Cruisers-\$291,263.						\$291,263
30 County Assessor: New vehicles for the Assessor's Office				\$24,000		
Fiscal Year Ending June 30, 2018						
31 County Administrator-Estimated cost for new financial software.			\$10,000			
32 Emergency Services: Purchase new vehicle for Emergency Service with additional equipment and insignia to allow the vehicle to be operated as an emergency vehicle; lights, siren, special insignia, etc.			\$25,000			

Jefferson County Commission

Proposed Capital Project List and Five Year Budget as of January 2013

	Estimated Cost FYE 2013	Estimated Cost FYE 2014	Estimated Cost FYE 2015	Estimated Cost FYE 2016	Estimated Cost FYE 2017	Estimated Cost FYE 2018
33 Holding cell(s) for inmate(s) brought to the court facilities for a Case Hearings. Estimated cost for this project is to be provided by Bill Polk, Maintenance Director.						
34 Economic Development Authority-Natural Gas line extension into Burr Industrial Park-initial cost on this project is \$4,000,000. Per John Reisenweber, a low interest loan might be available through the State Economic Development Office for this project. This project is listed for information purposes and has not been budgeted in this current estimate.						
Total proposed capital projects by year	\$2,752,195	\$1,922,267	\$6,961,977	\$260,328	\$226,956	\$291,263
Actual Cash Balance for the Capital Outlay Fund as of the month of this report	Actual Bal. for month of report \$5,829,840	Estimated Bal.to be carried over from PY \$3,577,645	Estimated Bal.to be carried over from PY \$3,155,378	Estimated Bal.to be carried over from PY -\$2,306,599	Estimated Bal.to be carried over from PY -\$1,066,927	Estimated Bal.to be carried over from PY \$206,117
Estimated funding to be added this year based on PY depreciation calculated in the prior year audit report.	\$500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
Estimated and actual funds available for allocation.	\$6,329,840	\$5,077,645	\$4,655,378	-\$806,599	\$433,073	\$1,706,117
Planned expenditures from list above; these projects may or may not be funded and monies expended in the current fiscal year.	(\$2,752,195)	(1,922,267)	(6,961,977)	(260,328)	(226,956)	(291,263)
Other Current Fiscal Year charges approved by the County Commission and paid from Fund #246 through the month of this report. This amount is not included in calculated carryover.	\$446,651					
Estimated funds available for carryover to next fiscal year.	\$3,577,645	\$3,155,378	-\$2,306,599	-\$1,066,927	\$206,117	\$1,414,854

ACCOUNT NUMBER/DESCRIPTION		POST	JRNL.	TRANS	REF.	VENDOR	CHECK	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE	
--TRANSACTION--	DATE	NO.	NO.	DATE	NUMBER	NUMBER	NUMBER					
246-401-03-356-000-CP-000	CO COMM C/O COMPUTER HRDW							* BEGINNING BALANCE			.00	
VP C01411	-001 11/2012 05447	11/02/2012	C01411		28017	001411		IBM SYSTEM/SI14206	98665.89			
VP C01414	-001 11/2012 05447	10/31/2012	C01414		28017	001414		INV#24843/INSTLL	16743.68			
TOTAL PREPAID VOUCHERS									115409.57	.00		
TOTAL CO COMM C/O COMPUTER HRDW									** ACCOUNT TOTALS	115409.57	.00	
									*** ENDING BALANCE		115409.57	
246-425-02-219-005-GG-000	CAP O/L OTHER BLDGS RENT							* BEGINNING BALANCE			.00	
VP C01403	-001 07/2012 05312	07/01/2012	C01403		11202	001403		JULY 12 RENT	9638.92			
VP C01404	-001 08/2012 05341	08/01/2012	C01404		11202	001404		AUGUST 2012 RENT	9638.92			
VP C01406	-001 09/2012 05381	09/01/2012	C01406		11202	001406		SEPT 2012 RENT	9638.92			
VP C01410	-001 10/2012 05416	10/01/2012	C01410		11202	001410		OCT 2012 RENT	9638.92			
VP C01412	-001 11/2012 05447	11/01/2012	C01412		11202	001412		NOV12 RENT	9638.92			
VP C01415	-001 12/2012 05470	12/03/2012	C01415		11202	001415		DEC 2012 RENT	9638.92			
VP C01417	-001 01/2013 05498	01/02/2013	C01417		11202	001417		JAN 2013 RENT	9638.92			
TOTAL PREPAID VOUCHERS									67472.44	.00		
TOTAL CAP O/L OTHER BLDGS RENT									** ACCOUNT TOTALS	67472.44	.00	
									*** ENDING BALANCE		67472.44	
246-425-04-457-000-GG-000	CAP O/L OTHR BLDG - BLDGS							* BEGINNING BALANCE			.00	
VP C01405	-001 08/2012 05341	07/26/2012	C01405		22050	001405		JC1001 CRTHSE EXTERIOR	42107.00			
VP C01408	-001 09/2012 05381	09/24/2012	C01408		22050	001408		COURTHOUSE COLUMNS	36009.00			
TOTAL PREPAID VOUCHERS									78116.00	.00		
TOTAL CAP O/L OTHR BLDG - BLDGS									** ACCOUNT TOTALS	78116.00	.00	
									*** ENDING BALANCE		78116.00	
246-425-04-460-000-GG-000	CAP O/L CNSTRCTN IN PRGSS							* BEGINNING BALANCE			.00	
VP C01407	-001 09/2012 05381	08/31/2012	C01407		10066	001407		VOIP TELEPHONE SYSTEMS	2730.00			
VP C01413	-001 11/2012 05447	10/08/2012	C01413		18041	001413		INV#593073/HP V1910/SWTCH	1358.14			
VP C01416	-001 12/2012 05470	12/01/2012	C01416		10066	001416		INV#5289/VOIP CONSULTANTS	626.25			
VP C01418	-001 01/2013 05498	01/02/2013	C01418		10066	001418		INV#5347/RPF PROPOSAL	1050.00			
TOTAL PREPAID VOUCHERS									5764.39	.00		
TOTAL CAP O/L CNSTRCTN IN PRGSS									** ACCOUNT TOTALS	5764.39	.00	
									*** ENDING BALANCE		5764.39	
246-700-04-459-000-CP-000	C/O LAW ENF CAP/OUT EQUIP							* BEGINNING BALANCE			.00	
VP C01419	-001 01/2013 05498	12/05/2012	C01419		28257	001419		1FAHP2M89DG184898/184899	79600.00			
TOTAL PREPAID VOUCHERS									79600.00	.00		
TOTAL C/O LAW ENF CAP/OUT EQUIP									** ACCOUNT TOTALS	79600.00	.00	
									*** ENDING BALANCE		79600.00	
246-716-04-459-000-CP-000	DOG WARD CAP/OUTLAY EQUIP							* BEGINNING BALANCE			.00	
VP C01420	-001 01/2013 05498	12/10/2012	C01420		22182	001420		1GTJ6LFE9C8159225	19289.00			
TOTAL PREPAID VOUCHERS									19289.00	.00		
TOTAL DOG WARD CAP/OUTLAY EQUIP									** ACCOUNT TOTALS	19289.00	.00	
									*** ENDING BALANCE		19289.00	
246-986-04-458-000-CP-000	CO COMM CAP O/L BLDG							* BEGINNING BALANCE			.00	
VP C01409	-001 10/2012 05416	09/24/2012	C01409		19006	001409		2013 ALLOC/MORTGAGE	81000.00			

REPORT DATE 02/28/2013
 SYSTEM DATE 02/28/2013
 FILES ID A

JEFFERSON COUNTY COMMISSION
 CAPITAL OUTLAY FUND
 EXPENDITURE LEDGER

PAGE 2
 TIME 11:35:33
 USER PSHROYER

ACCOUNT NUMBER/DESCRIPTION	POST DATE	JRNL. NO.	TRANS DATE	REF. NUMBER	VENDOR NUMBER	CHECK NUMBER	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
TOTAL PREPAID VOUCHERS								81000.00	.00	
TOTAL CO COMM CAP O/L BLDG								81000.00	.00	
TOTAL LEDGER BEGINNING BALANCE										.00
TOTAL PERIOD TRANSACTIONS & ENDING BALANCE								446651.40	.00	446651.40

ACCOUNT NUMBER/DESCRIPTION	POST DATE	JRNL. NO.	TRANS DATE	REF. NUMBER	VENDOR NUMBER	CHECK NUMBER	TRANSACTION DESCRIPTION	DEBIT	CREDIT	BALANCE
247-101-00-000 Parks & Rec Land Fund							* BEGINNING BALANCE			.00
BBA00017379-001	07/2012	05314	08/03/2012				NEW YEAR BEGINNING BALANC	614367.88		
TOTAL AUTO JE YEAR END CLOSING								614367.88	.00	
CRJ00017401-001	07/2012	05317	08/07/2012				CASH RECEIPT AUTO J.E.	184.25		
CRJ00017496-001	08/2012	05350	09/11/2012				CASH RECEIPT AUTO J.E.	172.86		
CRJ00017600-001	09/2012	05393	10/10/2012				CASH RECEIPT AUTO J.E.	166.97		
CRJ00017701-001	10/2012	05435	11/19/2012				CASH RECEIPT AUTO J.E.	172.53		
CRJ00017766-001	11/2012	05456	12/13/2012				CASH RECEIPT AUTO J.E.	166.98		
CRJ00017849-001	12/2012	05485	01/15/2013				CASH RECEIPT AUTO J.E.	170.55		
CRJ00017938-001	01/2013	05508	02/13/2013				CASH RECEIPT AUTO J.E.	170.22		
TOTAL AUTO JE CASH RECEIPTS								1204.36	.00	
VPJ00017329-002	07/2012	05312	08/03/2012				CASH DISBURSEMENT AUTO J.		33788.82	
VPJ00017459-002	08/2012	05341	08/31/2012				CASH DISBURSEMENT AUTO J.		717.75	
VPJ00017732-002	11/2012	05447	12/04/2012				CASH DISBURSEMENT AUTO J.		7877.50	
VPJ00017894-002	01/2013	05498	01/31/2013				CASH DISBURSEMENT AUTO J.		987.73	
TOTAL AUTO JE PREPAID VOUCHERS								.00	43371.80	
TOTAL Parks & Rec Land Fund								615572.24	43371.80	
										572200.44
247-299-00-000 Fund Balance							* BEGINNING BALANCE			.00
BBA00017379-002	07/2012	05314	08/03/2012				NEW YEAR BEGINNING BALANC		614367.88	
TOTAL AUTO JE YEAR END CLOSING								.00	614367.88	
TOTAL Fund Balance								.00	614367.88	
										-614367.88
247-300-00-000 Revenue Control							* BEGINNING BALANCE			.00
CRJ00017401-002	07/2012	05317	08/07/2012				CASH RECEIPT AUTO J.E.	184.25		
CRJ00017496-002	08/2012	05350	09/11/2012				CASH RECEIPT AUTO J.E.	172.86		
CRJ00017600-002	09/2012	05393	10/10/2012				CASH RECEIPT AUTO J.E.	166.97		
CRJ00017701-002	10/2012	05435	11/19/2012				CASH RECEIPT AUTO J.E.	172.53		
CRJ00017766-002	11/2012	05456	12/13/2012				CASH RECEIPT AUTO J.E.	166.98		
CRJ00017849-002	12/2012	05485	01/15/2013				CASH RECEIPT AUTO J.E.	170.55		
CRJ00017938-002	01/2013	05508	02/13/2013				CASH RECEIPT AUTO J.E.	170.22		
TOTAL AUTO JE CASH RECEIPTS								.00	1204.36	
TOTAL Revenue Control								.00	1204.36	
										-1204.36
247-400-00-000 Expenditure Control							* BEGINNING BALANCE			.00
VPJ00017329-001	07/2012	05312	08/03/2012				CASH DISBURSEMENT AUTO J.	33788.82		
VPJ00017459-001	08/2012	05341	08/31/2012				CASH DISBURSEMENT AUTO J.	717.75		
VPJ00017732-001	11/2012	05447	12/04/2012				CASH DISBURSEMENT AUTO J.	7877.50		
VPJ00017894-001	01/2013	05498	01/31/2013				CASH DISBURSEMENT AUTO J.	987.73		
TOTAL AUTO JE PREPAID VOUCHERS								43371.80	.00	
TOTAL Expenditure Control								43371.80	.00	
										43371.80
TOTAL LEDGER BEGINNING BALANCE										.00
TOTAL PERIOD TRANSACTIONS & ENDING BALANCE								658944.04	658944.04	.00

Listing of Other State and Agency Funds held by Sheriff

<u>Fund Name</u>	<u>Fund Number</u>	<u>Ending Cash Balance</u>
DMV	311	\$ 5.00
Criminal Charges	312	82.00
Court Reporter	313	553.00
State Fines	314	863.00
State Police	315	60.00
State Current-Taxes	316	0.00
Tax Lien	364	100,378.58
Delinquent and Nonentered Lan	365	110,941.63
Board of Health	366	1,489,719.73
WVDeputy Sheriff's Retirement	369	1.00
School Current-Taxes	373	0.00
School Excess Levy-Taxes	374	0.00
School Debt Service-Taxes	376	0.00
Bolivar Current-Taxes	378	0.00
Charles Town Current-Taxes	379	0.00
Harpers Ferry Current-Taxes	380	0.00
Ranson Current-Taxes	381	0.00
Shepherdstown Current-Taxes	382	0.00
Total agency funds		\$ 1,702,603.94
<hr/>		
Net Balances of all Bank Accounts held by the Sheriff as Treasurer		\$ 13,126,675.08



SHEPHERDSTOWN FIRE DEPARTMENT, INC.

8052 Martinsburg Pike • PO Box F • Shepherdstown, WV 25443
(304) 876-2311 • ShepherdstownFireDepartment.com

February 11, 2013

Jeff. Co. Commissioners
P.O. Box 250
Charles Town, WV 25414

Dear Commissioners

The members of the Shepherdstown Fire Department cordially invite *you and a guest* to attend our annual Recognition & Awards Dinner and Dance on Saturday, March 16, 2013. This event will begin with a social hour starting at 5:30 p.m. followed by dinner at 6:30 p.m., the awards ceremony, and a dance.

Please complete the bottom of this letter and return it via mail by March 7, 2013 to:

Shepherdstown Fire Department
Attn: Jim Locke
PO Box F
Shepherdstown, WV 25443

Sincerely yours,

Jim Locke
2012 Banquet Committee

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FEB 21 2013

Jefferson County Commission

2012 SFD Awards Banquet Reservation – March 16, 2013

Total# of people attending _____

Name(s): _____

Organization: _____



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

Dale Manuel

VICE PRESIDENT

Walt Pellish

COMMISSIONER

Jane Tabb

January 15, 2013

COMMISSIONER

Patsy Noland

COMMISSIONER

Lyn Widmyer

Dear Authority, Board, Commission, Committee, Council Member or Mayor:

The Jefferson County Commission recognizes the importance of knowing Ethics and Robert's Rules of Order in regards to public/open meetings and general knowledge of such rules. With that thought in mind, the County Commission would like to extend an invitation to you to share in a work session on Ethics and Robert's Rules of Order to be held on Thursday, April 11th, 2013 beginning at 7:00 p.m.

The session will be held at the County Commission meeting room located in the lower level of the Old Charles Town Library on the corner of East Washington and N. Samuel Street, Charles Town, WV 25414. The teachers will be Theresa Kirk, Executive Director of the West Virginia Ethics Commission and John Sorrenti from the West Virginia State Auditor's Office.

We ask that you please RSVP no later than March 15, 2013 in order to assure that we have the proper seating and handouts. If you have any questions, please feel free to call our office Monday – Friday between the hours of 9 -5 p.m. at 304-728-3284.

Respectfully Submitted,

Nichelle Adams Hosby

Executive Assistant, Jefferson County Commission

County Administrator
Debbie Keyser

Deputy County Administrator
Sandy Slusher McDonald

February 15, 2013

Ms. Nichelle Adams Hosby
Executive Assistant
Jefferson County, WV Commission
124 East Washington Street
P.O. Box 250
Charles Town, WV 25414

Dear Ms. Adams Hosby:

In response to your February 6, 2013 letter about my expiring position as a Jefferson County, WV Planning Commission, I offer the following.

While I appreciate the opportunity and honor to serve the last three years as a Jefferson County Planning Commissioner, I am not interested in serving another term. Moreover, I will not continue to serve until you fill the vacancy of the position. When my term expires on March 31, 2013, I will terminate my service to Jefferson County as member of the Planning Commission.

Good luck to you and the County Commission in future planning and activities in the Jefferson County, WV-- and in filling the Planning Commission vacancy.

Best regards,



William Kelly Baty
4704 Kabletown Road
Charles Town, WV 25414
304.725.3748

RECEIVED

FEB 21 2013

Jefferson County Commission

Jeffrey C. Bannon
8036 Shepherdstown Pike
Shepherdstown, WV 25443
jeffrey.bannon@gmail.com
304-876-1526

February 25, 2013

Dale Manuel, President
Walt Pellish, Vice President
Lyn Widmyer, Commissioner
Patsy Noland, Commissioner
Jane Tabb, Commissioner
Jefferson County Commission
P.O. Box 250, Charles Town, WV 25414

Dear Commissioners:

I would like to be considered for appointment as Commissioner of the Jefferson County Planning Commission. I believe that my skills and experience would be useful to the Commission and the county. My resume is attached. I recently retired from the federal service and want to spend some of my newly available time helping the county.

My wife, Terry Thorson, and I moved to a small house on two acres just outside of Shepherdstown a little over nine years ago. I love it here, and I want to contribute to this beautiful county. We need to work together to allow sensible development that supports local business, but protects the qualities that make us want to live here.

I am an attorney admitted in WV with 35 years of litigation experience; I can read and interpret regulations, statutes, and other legal documents quickly. My extensive background in technology could assist the Planning Commission and the county staff in making agendas and supporting documents available quickly and accurately. As Assistant General Counsel for Technology at the US EEOC, I was responsible for making electronic documents, such as PDF files, accessible to our legal staff.

I would welcome the opportunity to talk with you about my application.

Yours,



Jeffrey C. Bannon

RECEIVED

FEB 26 2013

Jefferson County Commission

Jeffrey C. Bannon, Esq.

Consultant and counsel on statistical proof, EEO/HR Data,
and electronic discovery

Equitas Publishing, LLC
8036 Shepherdstown Pike
Shepherdstown, WV 25443
304-876-1526
jeffrey.bannon@gmail.com

Expertise in statistical proof, creation of litigation databases, and electronic discovery.
Extensive experience in the litigation of employment discrimination actions in the federal
district and appellate courts.

EMPLOYMENT HISTORY

Principal and Consultant, Equitas Publishing, October 2012 – present

Assistant General Counsel for Technology, U.S. Equal Employment Opportunity Commission,
Washington, D.C., August 1999 – October 2012

Regional Attorney, District Office, EEOC, Dallas, TX, August 1989 – August 1999

Appellate Attorney, EEOC, Washington, DC, July 1982 – July 1989

Trial Attorney, EEOC, Chicago, IL, and New York, NY, November 1977 – June 1982

Adjunct Professor of Law, Southern Methodist University School of Law, Dallas, TX, Spring 1993

TECHNICAL EXPERIENCE

EEOSTAT. Wrote computer software for EEO litigation consisting of three modules: **Paycalc** calculates amounts of backpay, including compound interest, owed to victims of employment discrimination; **Square** analyzes cross-tabulated data and applies Chi Square and Fisher's Exact tests; **Avail** compares selections to an availability percentage and uses the binomial and the normal approximation to the binomial to calculate statistical significance.

EEO-1 Desktop. Wrote software to analyze employers' EEO-1 reports, comparing companies to others in similar industries and localities. Written in Delphi and SQL.

IMS/Litigation. Joined EEOC's Office of Information Technology team and developed Oracle database system to track agency's enforcement litigation.

ATS (Appellate Tracking System). Wrote software to track EEOC's appellate litigation in the U.S. Courts of Appeals and Supreme Court.

Knowledge of SAS, Oracle PL-SQL, Delphi, SQL programming languages.

PUBLICATIONS

Electronic Discovery in Employment Cases, ABA National Conference on EEO Law, La Jolla, California, March 23, 2006

Current Issues in Statistics and Employment Discrimination, Proceedings of New York University 38th Conference on Labor, June 1985

Contributor to B. Lindemann Schlei, *Sexual Harassment in Employment Law* (1992) & 1994 Supplement

Contributor to B. Lindemann, *Age Discrimination in Employment* (2000)

BAR MEMBERSHIPS

U.S. Supreme Court

U.S. Courts of Appeals for the First, Second, Third, Fifth, Sixth, Eighth, Ninth, Tenth, and Eleventh Circuits

U.S. District Court for the Northern District of Texas

U.S. District Court for the District of Connecticut

State of Connecticut

State of West Virginia

EDUCATION

J.D. with Honors, University of Connecticut School of Law, Hartford, CT, June 1977

B.A., Philosophy, Yale College, New Haven, CT, June 1973

3735 Summit Point Road
Charles Town, WV 25414
16 February 2013

Jefferson County Commission
PO Box 250
Charles Town, WV 25414

Subject: Jefferson County Historic Landmarks Commission

Dear Jefferson County Commissioners,

Per your public announcement seeking volunteers to serve on the Jefferson County Historic Landmarks Commission, I would be very interested in joining the commission for the 2013 - 2016 term ending March 06, 2016 and am pleased to provide you with a copy of my resume (Page 2). References can also be provided at your request.

I have lived in the county for 15 years and have been very active in preserving and/or promoting several national and local historic landmarks in the county and beyond. It would be an honor to serve on the Commission.

Thank you for your consideration of my appointment to the JCHLC.

Sincerely yours,



Curtis Mason

RECEIVED

FEB 21 2013

Jefferson County Commission

Resume of Curt Mason
February 16 2013

Curt Mason, a native Southern Californian and US Navy veteran, earned a BS from Oregon State University and a Masters in Physical Oceanography from Texas A&M. He retired from the federal government after thirty-six years service as a coastal oceanographer. He served in a variety of managerial positions, planning and directing major research programs and facilities for the Corps of Engineers and the National Oceanographic and Atmospheric Administration (NOAA), including the Corps' Field Research Facility in Duck, NC and NOAA's Coastal Services Center in Charleston, SC.

Since his retirement in 2003, his growing interest in historic preservation and other cultural activities led him to restore three historic properties, two of which are listed in the National Register of Historic Places: The Hermitage, his boyhood home and the oldest standing structure in Pasadena, CA; and his residence, White House Farm, in Summit Point, WV, a Jefferson County Landmark and one of the oldest homes in Jefferson County, dating to 1742.

In 2008, Curt and his wife were presented with one of three Jefferson County Historic Landmarks Commission's historic preservation awards for their restoration of several buildings on the farm and in 2009 he received the Commission's award for outstanding historical volunteer.

He joined the Board of the Preservation Alliance of West Virginia two years ago and has actively represented the Eastern Panhandle in statewide meetings, conferences and activities. For the past two years he has been a member of the Board of Directors for the Historic Shepherdstown Commission, promoting an expanded approach to preserving and celebrating the town's rich history. Curt is also a member of the Board of Directors of the Jefferson County Historical Society, coordinating the Society's communications program, including development of and management of its web site and editing "The Guardian," the Society's quarterly newsletter. He is Vice-President of the South Jefferson Public Library Commission and for six years coordinated and promoted the library's art and music programs.



JEFFERSON COUNTY, WEST VIRGINIA
Departments of Planning & Zoning
116 East Washington Street, 2nd Floor
P.O. Box 338
Charles Town, West Virginia 25414

CONTACT: JENNIFER BROCKMAN
Telephone: (304) 728-3228
Email: planningdepartment@jeffersoncountywv.org

FOR IMMEDIATE RELEASE

PRESS RELEASE

Jefferson County Board of Zoning Appeals Vacancies Need to be Filled

The County Commission of Jefferson County is accepting applications for one vacant Board of Zoning Appeals Board Member position and two vacant alternate positions. Each of these appointments will be for a 3-year term. A letter of interest and resume must be received by the County Commission by March 7, 2013.

Submit letter of interest and resume via e-mail, mail, or office.

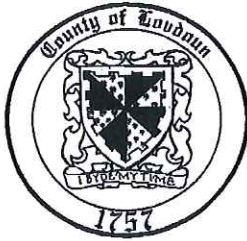
Jefferson County Commission
c/o Jennifer Brockman
P.O. Box 338
116 East Washington Street, Ste. 200
Charles Town, WV 25414
304-728-3228
E-mail: zoning@jeffersoncountywv.org

Highlights of the Board of Zoning Appeals (refer to WV Code Chapter 8A-8-9 for a comprehensive list of powers and duties:

- Hear, review and determine appeals from an order, requirement, decision or determination made by an administrative official or board charged with the enforcement of a zoning ordinance or rule and regulation adopted
- Authorize exceptions to the district rules and regulations only in the classes of cases or in particular situations, as specified in the zoning ordinance
- Hear and decide conditional uses of the zoning ordinance upon which the board is required to act under the zoning ordinance
- Authorize, upon appeal in specific cases, a variance to the zoning ordinance
- Members must be residents of Jefferson County for at least three years preceding the appointment
- Cannot be a member of the County Planning Commission
- Cannot hold any other elective or appointive office in the Jefferson County government
- An alternate member shall serve on the board when one of the regular members is unable to serve. The alternative member shall serve until a final determination is made in the matter to which the alternate member was initially called on to serve
- The Board Members and alternate members shall serve without compensation, but shall be reimbursed for all reasonable and necessary expenses actually incurred in the performance of their official duties
- Reverse, affirm or modify the order, requirement, decision or determination appeals from and have all the powers and authority of the official or board from which the appeal was taken
- Supervise fiscal affairs and responsibilities of the board.

Meeting Schedule:

The BZA meets on the 3RD Thursday of each month at 3:00 p.m. in the Old Charles Town Library Meeting Room (entrance on Samuel Street) located at 200 East Washington Street, Charles Town.



Loudoun County, Virginia

Department of Planning
1 Harrison Street, S.E., 3rd Floor, P.O. Box 7000, MSC #62
Leesburg, VA 20177-7000
Telephone (703) 777-0246 • Fax (703) 777-0441

February 14, 2013

Debbie Keyser, County Administrator
Jefferson County, West Virginia
PO Box 250
Charles Town, WV 25414-0250

Dear Ms. Keyser:

As part of the legal notice requirements contained in Section 15.2-2204 (amended) of the Code of Virginia, the following regulations must be addressed relating to notification of adjacent localities:

“When a proposed comprehensive plan or amendment thereto; a proposed change in zoning map classification; or an application for special exception for a change in use ..., involves any parcel of land located within one-half mile of a boundary of an adjoining locality of the Commonwealth, then, in addition to the advertising and written notification as required by this notice, written notice shall also be given by the local commission, or its representative, at least 10 days before the hearing to the chief administrative officer, or his designee, of such adjoining locality.”

Therefore, this is the second and final reminder that on **February 19, 2013** the Loudoun County Planning Commission will hold a public hearing on a Comprehensive Plan Amendment (CPAM) regarding the Special Activity Uses Planned Land Use designation. The initial notice was sent on January 29, 2013 and included the draft Planned Land Use Map and policies as enclosures.

On October 16, 2012 the Loudoun County Board of Supervisors initiated CPAM 2012-0003 to amend the Planned Land Use Map at the southwestern corner of Route 7 and Loudoun County Parkway as an area appropriate for Special Activities and amend corresponding text and policies of the Revised General Plan indicating this location.

This public hearing will take place in the Board of Supervisors Meeting Room, County Government Center, 1 Harrison Street, S.E., Leesburg, VA, on **Tuesday, February 19, 2013**, at **6:00 p.m.** Written comments can be provided to the Loudoun County Planning Commission, c/o Loudoun County Department of Planning, 1 Harrison St., S.E., 3rd Floor, P.O. Box 7000, MSC #62, Leesburg, Virginia, 20177-7000 (attention: Marie Genovese).

The proposed Planned Land Use Map and policies, planning commission staff report and all attachments are available online at <http://www.loudoun.gov/pc>. Should you have any questions, please do not hesitate to contact me at 703-777-0246.

Sincerely,

Marie Genovese, AICP, Project Manager

RECEIVED

FEB 19 2013

Jefferson County Commission



FIRST BOOKS FOR BABIES

c/o Shepherdstown Public Library

P O Box 278

Shepherdstown, WV 25443

February 18, 2013

Debbie Keyser
Jefferson County Administrator
Paul Shroyer
Director of Financial Management
124 East Washington Street
Charles Town, WV 25414

Dear Jefferson County Commissioners:

First Books for Babies received the Community Grant application packet, but, as a program operating under the non-profit status of the Shepherdstown Public Library, we do not have a separate federal or state tax ID number. Our volunteer board is small and all funds raised are used for the purchase of books and materials to distribute to WVU Hospitals – East/Jefferson Memorial Hospital newborns and their families. We have provided these books since December 2007 and continue to distribute 30-35 packets, which cost about eight dollars each, on a monthly basis.

We greatly appreciate past support for this early literacy program in Jefferson County. We believe this is a sound investment in the development of good reading habits for the child and his/her family. We hope that it is possible for the Jefferson County Commission to contribute to this program in 2013 through the Shepherdstown Public Library. Please contact me if you have questions or need additional information. My contact information is below:

Phone: 304-608-2009 or 304-716-1649. Email: libbysturm@comcast.net

Sincerely,

Libby Sturm
Treasurer

RECEIVED

FEB 21 2013

Jefferson County Commission

South Jefferson Public Library

49 Church Street

Post Office Box 17

Summit Point, West Virginia 25446

Phone: 304-725-6227

Email: jenkinsd@martin.lib.wv.us

Fax: 304-728-2586

February 26, 2013

Jefferson County Commission
P. O. Box 250
Summit Point, WV 25446

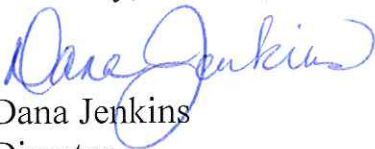
Dear Commissioners:

The additional support the library receives from the Commission as their municipal partner is greatly appreciated and needed now more than ever. The South Jefferson Public Library would like to request an additional \$10,000 for funding for fiscal year 2013-2014 and for each year there after.

The past two years the Commission has allocated these funds at the end of the fiscal year, but with the state regulations requiring matching local funds I am making the request earlier, since the library's budget is due to the state by June 30, 2013. The state's administrative regulation requires the local funding to match our grants in aid. The grants in aid has increased to \$5.00/capita from the state along with a population increase. Unless the library receives the additional \$10,000 from the Commission we will not make our match for fiscal year 2013-2014 and lose funding.

Thank you for your support and consideration in this matter.

Sincerely,



Dana Jenkins
Director

RECEIVED

FEB 28 2013

Jefferson County Commission

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

FROM: PATTI HAMILTON



THE COUNTY LEGISLATIVE LINE

Friday, February 15, 2013

Capitol Quotes:

"We are no longer collecting enough money to cover our bond payment. Our bond insurers in New York are getting nervous." RJA Director Joe DeLong explaining that court cost collections are down to the point that there is a shortfall in the jail bond revenue stream of over \$1 million.

"For over forty years this country has struggled with drug abuse." Governor Tomblin beginning his State of the State remarks about substance abuse

"We are going to send the message – if you get high, you won't get hired." Governor Tomblin's remarks about substance abuse in the State of the State

"Tonight we are joined by a hero.....Deputy Sheriff John Westfall." Governor Tomblin introducing Roane County Deputy Westfall who is recovering from injuries received during the DUI shoot-out that killed two state troopers. He and his wife, Emily Westfall, Roane County Assessor, received a long standing ovation. We wish him well on his road to recovery after 5 surgeries.

Regional Jail issues will be a major topic for the 2013 legislative session for a variety of reasons such as the bond revenue shortfall and prison overcrowding generally. We have been involved in discussions on how to collect outstanding court costs and prevent future shortfalls. RJA Director DeLong noted in his remarks that they have been making bond payments out of an \$11 million reserve dedicated to bond payments built up in years when court cost collections exceeded the \$9 million annual bond payment. The regional jails are required and limited by statute to maintain a 3 month

operating reserve based on the 3 months of lowest operating expenses in the previous year. That reserve amounts to \$18 million. Over the years RJA has also accrued a \$20 million true surplus. "It's my desire to get the per diem down to where it should be," said DeLong, noting that he would use the true surplus for that purpose.

To aid in court cost collections, a draft bill was presented that will provide an amnesty period to pay back tickets and get back in good standing with a valid driver's license and will increase collection efforts through the State Dept of Administration. The bill is product of a working group that has included representatives of counties, RJA, DMV, the Supreme Court, and others and continues to be a work in progress.

The State of the State was as expected, with most of it devoted to education reform. The Governor also spent time talking about substance abuse treatment and the prison overcrowding study conducted by the Council of State Governments.

There were 576 bills introduced on Wednesday, February 13th, the first day of the session. Whew! I read the long title of every bill to see if there is any impact on any county office so needless to say I haven't gotten through them all yet. I will be getting lists out of bills that affect county government as they are introduced (or shortly after in this case) each week. As I mentioned in the last Legislative E-Line, most will never see the light of day, some will get on at least one committee agenda but go no further, and some will pass one body but not the other. Of all the bills introduced, on average only about 200 pass each session.

Interesting Constitutional requirement: The long title of a bill at its beginning must reflect accurately the entire content of the bill. Bills that have passed the Legislature have been vetoed because of a "title flaw." You can't depend on the short title in my lists or the "note" at the end of a bill to fully describe it so if you have an interest in a bill, go to the legislative web site and read the full text or call the office. We keep hard copies of all introduced bills.

5 PAGES

TO: ALL MEMBERS of the WEST VIRGINIA ASSOCIATION OF COUNTIES

FROM: PATTI HAMILTON



THE COUNTY LEGISLATIVE LINE
Wednesday, February 20th 2013
"Catch-Up"

Capitol Quotes:

"Probably the biggest advantage, and it pains me to say this, is lower legal fees." An attorney speaking to a bill that would pass property simply & directly to beneficiary without probate

"It's a new form of bullying in the tech age." Kanawha Co Prosecutor Mark Plants on "sexting" by minors to minors

Attached are bills of interest to county government that were introduced in the Senate from Wednesday, Feb. 13th through Tuesday, Feb. 19th. Much more to come with House bills!

Reminder! The WVACO 2013 Annual Conference will feature a display of County Seals to Celebrate County Culture. If you haven't already, please email your county's seal to kathy@wvaco.org
Thank you!

①

 <h2 style="text-align: center;">West Virginia Legislature</h2> <p style="text-align: center;">1ST SESSION OF THE 41ST LEGISLATURE</p>							
Senate	House	Joint	Bill Status	WV Code	Audits/ Reports	Educational	Contact

Personalized Bill Tracking List

WVACoSenate - 2013 Regular Session					
Bill	Title	SA (Same As)/ SI (Similar To)	Last Action	Committee Reference	Notes
SJR 2 (None)	Proposing constitutional amendment designated Homestead Exemption Increase Amendment	SI HJR 23 SI HJR 21 SI HJR 11 SI HJR 9 SI HJR 16 SI HJR 17	02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	
SB 4 (None)	Requiring certain defendants pay cost of incarceration		02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	up to 30 days
SB 5 (None)	Relating to temporary detention of criminal suspects	SI HB 2058	02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary	
SB 11 (None)	Relating to WV schedules of controlled substances		02/13/13 - To Senate Health and Human Resources	Senate Reference 1 - Health and Human Resources Senate Reference 2 - Judiciary	match federal
SB 13 (None)	Requiring voter ID	SI HB 2350	02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	state or federal issued ID
SB 14 (None)	Granting counties and municipalities limited exemption from litter laws		02/13/13 - To Senate Natural Resources	Senate Reference 1 - Natural Resources Senate Reference	

Personalized Bill Tracking List

				2 - Judiciary	
SB 18 (None)	Relating to appraisal method for certain multifamily rental property for ad valorem property tax		02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	
SB 27 (None)	Relating to administration of opioid antidote in emergency situations		02/13/13 - To Senate Health and Human Resources	Senate Reference 1 - Health and Human Resources Senate Reference 2 - Judiciary	by State Police, Sheriffs, etc.
SB 35 (None)	Requiring filing fee for write-in candidates for public office		02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	
SB 49 (None)	Exempting certain motor vehicles from personal property tax and requiring antique licenses		02/13/13 - To Senate Transportation and Infrastructure	Senate Reference 1 - Transportation and Infrastructure Senate Reference 2 - Finance	
SB 62 (None)	Increasing low-income qualifier rate for homestead tax credit		02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	
SB 63 (None)	Requiring equal number of county planning commission members from each magisterial district		02/13/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Judiciary	
SB 73 (None)	Establishing criminal penalties for custodian's failure to report missing child		02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary	
SB 74 (None)	Replacing "other infamous offense" term relating to jury service disqualification		02/20/13 - To Senate On 3rd reading 3rd Reading	Senate Reference 1 - Judiciary	
SB 76 (None)	Conforming WV code to federal requirements relating to presidential election voting		02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary	permit voters who have moved
SB 87 (None)	Relating to number of juror strikes in felony cases		02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary	4 strikes each

Personalized Bill Tracking List

Page 3 of 5

SB 90 (None)	Creating felony offense of DUI causing serious bodily injury		02/13/13 - To Senate Transportation and Infrastructure	Senate Reference 1 - Transportation and Infrastructure Senate Reference 2 - Judiciary	
SB 99 (None)	Prohibiting increases in assessed value of real property under certain circumstances		02/13/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Finance	
SB 100 (None)	Requiring mandatory use of armored vests by law enforcement		02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	when feasible
SB 108 (None)	Creating Unintentional Pharmaceutical Drug Overdose Fatality Review Team	si hb 2288	02/13/13 - To Senate Health and Human Resources	Senate Reference 1 - Health and Human Resources Senate Reference 2 - Government Organization	includes prosecuting attorney
SB 110 (None)	Limiting certain property reappraisal increase	SI HB 2041 SI HB 2444 SI HB 2077 SI HB 2486	02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	15%
SB 112 (None)	Relating generally to suspension or revocation of driver's license		02/13/13 - To Senate Transportation and Infrastructure	Senate Reference 1 - Transportation and Infrastructure Senate Reference 2 - Judiciary	driver's license reinstatement program
SB 130 (None)	Extending voter registration period prior to election		02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary	during early voting
SB 141 (None)	Dedicating proceeds from county excise tax on transfer of real property to regional jails and substance abuse programs	SI HB 2308	02/13/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Finance	
SB 146 (None)	Collecting unpaid magistrate court charges through income		02/14/13 - To Senate Judiciary	Senate Reference 1 - Judiciary	

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Personalized Bill Tracking List

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	tax refund withholding			Senate Reference 2 - Finance	
SB 147 (None)	Exempting certain military members' motor vehicles from personal property taxation		02/14/13 - To Senate Transportation and Infrastructure	Senate Reference 1 - Transportation and Infrastructure Senate Reference 2 - Finance	war zone
SB 158 (None)	Creating Complete Streets Act	SA HB 2494	02/14/13 - To Senate Transportation and Infrastructure	Senate Reference 1 - Transportation and Infrastructure Senate Reference 2 - Government Organization	local govt consulted

SB 159 (None)	Creating Real Property Transfer on Death Act	SA HB 2488	02/14/13 - To Senate Judiciary	Senate Reference 1 - Judiciary	without probate
SB 160 (None)	Creating inmate Conditional Early Release Bond Act		02/14/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	
SB 165 (None)	Requiring presentence reports consider financial costs		02/15/13 - To Senate Judiciary	Senate Reference 1 - Judiciary	
SB 167 (None)	Creating West Virginia Future Fund		02/15/13 - To Senate Economic Development	Senate Reference 1 - Economic Development Senate Reference 2 - Finance	
SB 181 (None)	Clarifying drugged driving offense	SA HB 2513	02/15/13 - To Senate Transportation and Infrastructure	Senate Reference 1 - Transportation and Infrastructure Senate Reference 2 - Judiciary	
SB 212 (None)	Requiring quorum when canvassing election returns		02/19/13 - To Senate Judiciary	Senate Reference 1 - Judiciary	chief judge can appt person to make quorum
SB 213 (None)	Authorizing county commissions to temporarily fill certain office vacancies	SA HB 2397	02/19/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Judiciary	Interim appt for no more than 30 days
SB 216 (None)	Requiring use of prevailing <i>wages</i>		02/19/13 - To	Senate Reference	give county <i>review authority</i>

⑤

7 pages

TO: ALL MEMBERS of the WEST VIRGINIA ASSOCIATION OF COUNTIES

FROM: PATTI HAMILTON



THE COUNTY LEGISLATIVE LINE
Friday, February 22nd 2013

Capitol Quotes:

"You do realize we can't take this money from the Supreme Court's budget? Do you realize you voted for this bill last year? What changed?" Del. Caputo to Del. Cowles on magistrate pay equalization bill during a 1 ½ hour floor debate

"What is wrong with us? How callous can we be?" Del. Lane on making this bill the first floor vote for passage of a bill this session
"This money doesn't magically appear in the Supreme Court's budget. Somebody pays the taxes." Del. Lane during same floor debate

"Will you help me do an elected officials pay raise?" Del. White, House Finance Chairman

"I will never support a pay raise for elected officials." Del. Lane

"If we never raise elected officials pay until we have zero unemployment then we will never raise it." Del. Manchin

"This has nothing to do with unemployment and we can't change that with this bill. Don't let the facts get in the way of a good sound bite. You want to vote against a bill that affects someone else's county but have your hand out for your own county." Del. Miley in closing remarks about the magistrate pay equalization bill that would make all magistrate & magistrate clerk pay the same regardless of county population

Obviously there was very heated floor debate on the Magistrates pay equalization bill. It passed with a vote of 53-45.

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During the Regional Jail Authority's budget hearing this week, Senator Laird asked, in relation to \$24.2 million that RJA currently has in excess funds, "With respect to assets of the Authority, are we appropriately pricing for counties?" This is in addition to \$17 million for bond reserve and 3 months operating reserve (required & limited by statute) of \$18 million. "How did you accumulate that?" asked Senator Laird. Director DeLong responded that in the past the per diem has been set appropriately but the rule for calculating it is flawed in 2 ways:

- (1) it uses the number of incarceration days for the previous year and doesn't account for growth;
- (2) RJA collects ancillary revenue of approximately \$3 million annually and the rule doesn't take that revenue into account

"Can the money be swept?" asked Senator Laird, referring to the "sweeping" of excess funds into state general revenue. DeLong responded that the law currently allows for it but doesn't require it.

*Reminder! The WVACO 2013 Annual Conference will feature a display of County Seals to Celebrate County Culture. If you haven't already, please email your county's seal to kathy@wvaco.org
Thank you!*

Senate bill introduced Feb. 20th:

SB 331

Permitting Courthouse Facilities Improvement Authority to issue bonds
02/20/13 - To Senate Government Organization

Senate Reference 1 - Government Organization

Senate Reference 2 - Finance

The following House Bills were introduced from Feb. 13th through Feb. 18th:



Personalized Bill Tracking List

Page 1 of 5

 West Virginia Legislature <small>157TH SESSION OF THE WEST VIRGINIA LEGISLATURE</small> 							
Senate	House	Joint	Bill Status	WV Code	Audits/ Reports	Educational	Contact

Personalized Bill Tracking List

WVACOHouse - 2013 Regular Session					
Bill	Title	SA(Same As)/ SI(Similar To)	Last Action	Committee Reference	Notes
HB 2006 (None)	Permitting counties, county boards of education and municipalities to impose an additional levy		02/13/13 - To House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Finance	
HB 2016 (None)	Funding for substance abuse services through increased taxes on beer, wine and liquor		02/13/13 - To House Health and Human Resources	House Reference 1 - Health and Human Resources House Reference 2 - Finance	
HB 2041 (None)	Changing the time for periodic valuations and assessments of real and personal property	SI SB 110	02/13/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2071 (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		02/13/13 - To House Judiciary	House Reference 1 - Judiciary	
HB 2085 (None)	Exempting certain construction projects performed on behalf of county or municipal governments from the prevailing wage laws		02/13/13 - To House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary	
HB 2104 (None)	Allowing quarterly payment of real and personal property taxes		02/13/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2130 (None)	Establishing prohibited acts relating to possession of		02/13/13 - To House Health and Human	House Reference 1 - Health and Human	

Personalized Bill Tracking List

	controlled substances obtained from more than one health practitioner		Resources	Resources House Reference 2 - Judiciary	
HB 2165 (None)	Relating to death certificates of military veterans		02/13/13 - To House Veterans' Affairs and Homeland Security	House Reference 1 - Veterans' Affairs and Homeland Security House Reference 2 - Finance	
HB 2167 (None)	Creating the misdemeanor offense for child neglect resulting in a substantial risk of bodily injury		02/13/13 - To House Judiciary	House Reference 1 - Judiciary	
HB 2181 (None)	Creating a juvenile sex offender registration		02/13/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2182 (None)	Creating the West Virginia Innovation Free-Trade Business Technology Property Valuation Act and the West Virginia Innovation Free-Trade Tax Credit Act		02/13/13 - To 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	
HB 2215 (None)	Requiring a voter to present an identifying document which contains the name, address and a photograph of that person		02/13/13 - To House Judiciary	House Reference 1 - Judiciary	
HB 2225 (None)	Creating a procedure by which the Governor or other elected member of the Board of Public Works can declare themselves disabled or unavailable		02/13/13 - To House Judiciary	House Reference 1 - Judiciary	
HB 2248 (None)	Establishing a program to promote veteran friendly communities		02/13/13 - To House Veterans' Affairs and Homeland Security	House Reference 1 - Veterans' Affairs and Homeland Security House Reference 2 - Finance	
HB 2270 (None)	Increasing the effective period for domestic violence protective orders		02/13/13 - To House Judiciary	House Reference 1 - Judiciary	

Personalized Bill Tracking List

HB 2272 (None)	Requiring the voter to mark the location necessary to indicate that a write-in vote is to be cast		02/13/13 - To House Judiciary	House Reference 1 - Judiciary	
HB 2288 (None)	Creating the Unintentional Pharmaceutical Drug Overdose Fatality Review Team	SI SB 108	02/13/13 - To House Health and Human Resources	House Reference 1 - Health and Human Resources House Reference 2 - Government Organization	
HB 2298 (None)	Providing guidance for prosecuting attorneys in cases involving abused and neglected children		02/13/13 - To House Judiciary	House Reference 1 - Judiciary	
HB 2308 (None)	Relating to the excise tax on the privilege of transferring real property and using the tax to reimburse counties for regional jail fees	SI SB 141	02/13/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2327 (None)	Adding the county sheriff, or his or her designee, to those law-enforcement officials who are granted access to certain confidential pharmaceutical information		02/13/13 - To House Health and Human Resources	House Reference 1 - Health and Human Resources House Reference 2 - Judiciary	
HB 2328 (None)	Relating to collection of delinquent taxes		02/13/13 - To House Finance	House Reference 1 - Finance	
HB 2350 (None)	Relating to voting procedures	SI SB 13	02/13/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2350 (None)	Relating to voting procedures	SI SB 13	02/13/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2351 (None)	Authorizing law enforcement to issue a charge by citation when making an arrest for driving with a suspended or revoked license		02/13/13 - To House Judiciary	House Reference 1 - Judiciary	
HB 2353 (None)	Clarifying an exception that allow sheriffs to collect property taxes in more than two installments		02/13/13 - To House Finance	House Reference 1 - Finance	
HB 2360 (None)	Relating to public school		02/13/13 - To House	House Reference 1	

Personalized Bill Tracking List

	support computation of local share		Education	- Education House Reference 2 - Finance	
HB 2389 (None)	Requiring county commissions to adopt county farmland protection programs		02/13/13 - To House Government Organization	House Reference 1 - Government Organization House Reference 2 - Judiciary	
HB 2397 (None)	Authorizing a county commission to temporarily fill vacancies in certain offices		02/13/13 - To House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary	
HB 2401 (None)	Requiring the Department of Health and Human Resources to reimburse the circuit clerk of the county where involuntary commitment hearings are held for certain expenses		02/13/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2430 (None)	Exempting the construction or addition of active solar energy systems from real and personal property taxation		02/13/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2486 (None)	Limiting the amount a property reappraisal can increase	SI SB 110	02/15/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	10%
HB 2488 (None)	Real Property Transfer on Death Act	SA SB 159	02/19/13 - To House Finance	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2494 (None)	Complete Streets Act	SA SB 158	02/15/13 - To House Roads and Transportation	House Reference 1 - Roads and Transportation House Reference 2 - Finance	Consult with county commission
HB 2503 (None)	Adding suboxone and fioricet to the Schedule IV list		02/15/13 - To House Health and Human Resources	House Reference 1 - Health and Human Resources House Reference 2 - Judiciary	

Personalized Bill Tracking List

Page 5 of 5

HB 2506 (None)	Relating to the tax credit for alternative fuel motor vehicles	SA SB 185	02/15/13 - To House Roads and Transportation	House Reference 1 - Roads and Transportation House Reference 2 - Finance	
HB 2513 (None)	Improving enforcement of drugged driving offenses	SA SB 181	02/15/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2520 (None)	Proscribing juveniles from manufacturing, possessing, and distributing nude or partially nude images of minors		02/18/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	"sexting"
HB 2521 (None)	Relating to the West Virginia Contraband Forfeiture Act		02/18/13 - To House Judiciary	House Reference 1 - Judiciary	

4 pages

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

FROM: PATTI HAMILTON



**THE COUNTY LEGISLATIVE LINE
Friday, March 1st, 2013 (a little early)**

Capitol Quotes:

*"Please tell county officials that I am in full support of their salary increase."
House of Delegates Speaker Rick Thompson*

I had to get this out a little early as I'll be attending our WV Counties Risk Pool Board Meeting in Raleigh County.

One of the top legislative priorities is a meaningful compensation increase for West Virginia's Elected County Officials. It has been **seven years** since County Officials received a salary increase. The previous increase became effective July 1, 2006. This year's proposal suggests an effective date of July 1, 2013.

Please talk with your area legislators!

Tips:

Keep it short & simple!

Keep it in the present tense for this session! Don't go into history of salaries/promises made/what happened when.

Keep it positive! It doesn't help to disparage salary increases of any other county or state public officials & employees.

In addition to the fact that it will have been seven years, here is other basic information:

- The issue of County Officials compensation goes to the Legislature because the Constitution requires that the compensation of the County's Constitutional Officers is to be prescribed by law.
- The compensation comes directly and only from county general revenue, not state funds. There is no county authority to provide any cost-of-living increases. If a county's employees are given salary increases, this does not apply to the elected county officials whose salaries are set in statute.
- County Officials are the *only* elected officials in the State who must sign an agreement to accept their salary increase. They have one opportunity to do so for the rest of their term

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The State Auditor does an independent revenue calculation to determine whether a county has sufficient funds to implement the salary increases. If a county does not pass the revenue test, they cannot implement the salary increases. There is no statutory authority to implement a portion of the increase; it's "all or nothing."

County elected officials are like everyone else. They have mortgages, families to support, and kids to raise and educate.

The county compensation bills will be introduced in both the Senate and the House and we are currently obtaining sponsors.

SB 367 was introduced this week and is a means of independently reviewing county officials' compensation by a Compensation Commission modeled after the one that recommends legislative salaries. Every four years the Compensation Commission would submit a recommendation to the Legislature. County Officials and the Legislature could support or oppose and the Legislature could only reduce the recommendation, not increase it. Several states use this method of determining the compensation of county elected officials.

The Governor's education reform bill, SB 359 & HB 2725 has been introduced, all 178 pages! This issue is expected to take up much of the legislature's time this session. The other major issue, recommendations from the Justice Reinvestment study, have also been introduced as Governor's bills, HB 2726 & SB 371.

We are looking forward to seeing over 300 county officials at the WVACO Annual Meeting, March 10-12 at the Embassy Suites Hotel!

SB 337 (None)	Creating Sexual Assault Forensic Examination Commission	SA HB 2583	02/21/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Judiciary	Local board chaired by prosecutor
SB 343 (None)	Dedicating portion of oil and gas severance tax to counties and municipalities of origin		02/21/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Finance	
SB 350 (None)	Prohibiting electioneering outside entrance to polling place during early voting		02/22/13 - To Senate Judiciary	Senate Reference 1 - Judiciary	
SB 352 (None)	Relating to mandatory disclosure by mental health professionals of potential patient harm to another person		02/22/13 - To Senate Health and Human Resources	Senate Reference 1 - Health and Human Resources Senate Reference 2 - Judiciary	Including to law enforcement

2

SB 357 (None)	Including commercial campsite in definition of "hotel" for hotel occupancy tax purposes		02/22/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Finance	
SB 360 (None)	Issuing deputy sheriffs ballistic vest upon law-enforcement certification	SA HB 2717	02/25/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference	
SB 362 (None)	Dedicating proceeds from county excise tax on transfer of real property to regional jails	SI HB 2308 SI SB 141	02/25/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Finance	
SB 365 (None)	Relating to certain criminal conviction expungement		02/25/13 - To Senate Judiciary	Senate Reference 1 - Judiciary	expands circumstances
SB 367 (None)	Creating Citizens Elected County Officials Compensation Commission		02/25/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Finance	independent body review salaries every 4 years; make recommendation
SB 369 (None)	Relating to concealed handgun license reciprocity	SI HB 2602	02/26/13 - To Senate Judiciary	Senate Reference 1 - Judiciary	
SB 371 (None)	Relating to prison overcrowding	SA HB 2726	02/26/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	Governor's bill addressing prison overcrowding & substance abuse
SB 372 (None)	Creating criminal offense for interfering with emergency service call		02/26/13 - To Senate Judiciary	Senate Reference 1 - Judiciary	
SB 375 (None)	Granting courts broad discretion in placing neglected or abused children		02/26/13 - To Senate Judiciary	Senate Reference 1 - Judiciary	Prosecuting attorneys & judges
SB 382 (None)	Relating generally to appointment and termination of guardians for minors		02/27/13 - To Senate Judiciary	Senate Reference 1 - Judiciary	completely rewritten section
SB 386 (None)	Relating to Personal Safety Act		02/27/13 - To Senate Judiciary	Senate Reference 1 - Judiciary	personal safety orders

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HB 2574 (None)	Relating to the right of an owner of real estate to set aside a tax deed		02/20/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	At tax sale
HB 2583 (None)	Establishing a regulatory system for sexual assault forensic examinations	SA SB 337	02/21/13 - To House Health and Human Resources	House Reference 1 - Health and Human Resources House Reference 2 - Judiciary	Prosecutor chair board
HB 2585 (None)	Increasing the time to file a petition in response to notice of an increased assessment		02/21/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	5 days to 15 business days
HB 2600 (None)	Creating resort area districts		02/22/13 - To House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary	Allow county commission to create
HB 2605 (None)	Relating to the time final wages are required to be paid to discharged employees	SI SB 175 SA SB 355	02/22/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	Pay discharged employees no later than next regular pay day
HB 2717 (None)	Requiring that deputy sheriffs be issued ballistic vests upon law-enforcement certification	SA SB 360	02/25/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	
HB 2726 (None)	Reforming aspects of the criminal justice system to improve public safety and address the growing prison overcrowding and substance abuse problems	SA SB 371	02/26/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	Governor's prison overcrowding & substance abuse bill
HB 2736 (None)	Relating to elections and write-in candidates		02/26/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance	eliminate straight ticket voting
HB 2747 (None)	Relating to Open Governmental Proceedings		02/27/13 - To House Government Organization	House Reference 1 - Government Organization House Reference 2 - Judiciary	clarifying definitions
HB 2758 (None)	Relating to eyewitness identification		02/27/13 - To House Judiciary	House Reference 1 - Judiciary	

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Please Distribute To All County Commissioners....

Volume 16, Issue 2

February 20, 2013

Legislative Update Week 1...

At the close of the first week of session, the Senate has introduced some 335 bills and the House has introduced 578 bills for a total of 913 bills! That's a lot of reading material. In the following pages I have reported on those House and Senate bills that have county interest, as well as those House and Senate resolutions proposing constitutional amendments that would have county implications....46 Senate bills, 66 House bills, and 18 proposed resolutions so far!

Each session the leadership of the two legislative bodies get together and decide how to divide the Governor's legislative issues. This session the Senate will take up the prison overcrowding bills and education reform first, while the House will work the budget bills, tax updates, driving laws, and gas line legislation. According to recent comments from President Kessler and Speaker Thompson, the two bodies divided the Governor's bills evenly, 12 on each side. Of course each side will be working their own solutions and ideas at the same time.

On Tuesday night's broadcast of "The Legislature Today," Speaker Thompson commented that some \$20 - 25 million is needed for substance abuse treatment and that the Legislature must work to find this amount in the budget, without raising taxes on tobacco or beer. President Kessler talked about his creation of a special committee on Child Poverty which he feels is at the heart of the prison overcrowding issues and problems. Both of these issues contribute to the rising jail costs for counties, so it is encouraging to hear these comments from the leadership! Both the President and the Speaker will be joining us this weekend for the CCAWV Annual Legislative Conference.

Coming up on Thursday (February 21st), at 3:00 pm, the House Judiciary Committee will hold an information meeting in the House Chamber on the recommendations of the "Justice Reinvestment Workgroup." CCAWV is hopeful that some of the recommendations from this study will prove to be valuable in our efforts to contain jail costs.

Please look through this list and note any bills that are of particular interest, concern, or that you want to read more about. If you are receiving this publication by email, you should be able to click on the highlighted bill number in the list and go directly to the legislative website where you can review the bill status, bill sponsors and click on the bill text to review the entire bill. If you receive this publication by fax, you can go to <http://www.legis.state.wv.us> and type the bill number in the box for bill status and again click on the bill text to review entire bill, OR....just call our office and we'll fax a copy of the bill to you.

Remember that our Legislative Committee will meet weekly by conference call to review the issues!

Vivian Parsons

Personalized Bill Tracking List

SB 1	Relating to comprehensive agreements for public-private transportation facilities	02/13/13 - To Senate Transportation and Infrastructure	Senate Reference 1 - Transportation and Infrastructure Senate Reference 2 - Finance	
SJR 2	Proposing constitutional amendment designated Homestead Exemption Increase Amendment	SI HJR 11	Senate Reference 1 - Judiciary	The bill requires the court to require the defendant to pay for up to thirty days of incarceration in jail if it finds the defendant is or will be able in the foreseeable future to pay.
		SI HJR 16	Senate Reference 2 - Finance	
		SI HJR 17		
		SI HJR 21		
		SI HJR 23		
SJR 3	Proposing constitutional amendment designated Initiative, Referendum and Recall Amendment	SI HJR 9	Senate Reference 1 - Judiciary	
		SI HJR 13	Senate Reference 2 - Finance	
		SI HJR 27		
SB 4	Requiring certain defendants pay cost of incarceration	02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	
HJR 7	Active Military Personal Property Tax Relief Amendment of 2014	02/13/13 - To House House Constitutional Revision	House Reference 1 - Constitutional House Reference 2 - Finance	
HJR 8	The "Tangible Personal Property Tax Exemption and Rate Reduction Amendment"	02/13/13 - To House House Constitutional Revision	House Reference 1 - Constitutional House Reference 2 - Finance	
HJR 9	The "Homestead Exemption Increase Amendment"	02/13/13 - To House House Constitutional Revision	House Reference 1 - Constitutional House Reference 2 - Finance	
HJR 11	The "Homestead Exemption Increase Amendment"	02/13/13 - To House House Constitutional Revision	House Reference 1 - Constitutional House Reference 2 - Finance	
HJR 12	The "Super-Majority Required for Passage of Tax Bill Amendment"	02/13/13 - To House House Constitutional Revision	House Reference 1 - Constitutional House Reference 2 - Finance	
HJR 13	The "Initiative, Referendum, and Recall Amendment"	02/13/13 - To House House Constitutional Revision	House Reference 1 - Constitutional House Reference 2 - Judiciary	

<p>SB 14</p>	<p>Granting counties and municipalities limited exemption from litter laws</p>	<p>02/13/13 - To Senate Natural Resources</p>	<p>Senate Reference 1 - Natural Resources Senate Reference 2 - Judiciary</p>	<p>relating to requiring the Secretary of the Department of Environmental Protection to propose rules for legislative approval to implement procedures under which county commissions and municipal governments are granted a limited exemption from certain litter provisions to undertake timely and efficient removal or burning of litter, trash and debris resulting from storms and other weather-related events causing extensive property damage.</p>
<p>SB 15</p>	<p>Relating to limitation on post-retirement earnings by WWPERS retirees</p>	<p>02/13/13 - To Senate Pensions</p>	<p>Senate Reference 1 - Pensions Senate Reference 2 - Finance</p>	<p>to facilitate assurance of compliance with statutory requirements which, under certain circumstances, limit earnings of a retiree in post-retirement employment</p>
<p>HJR 16</p>	<p>The "Homestead Exemption Increase Amendment"</p>	<p>02/13/13 - To House House Constitutional Revision</p>	<p>House Reference 1 - Constitutional House Reference 2 - Finance</p>	
<p>HJR 17</p>	<p>The "Homestead Exemption Increase Amendment"</p>	<p>02/13/13 - To House House Constitutional Revision</p>	<p>House Reference 1 - Constitutional House Reference 2 - Finance</p>	
<p>HJR 18</p>	<p>The "Disabled Veterans Homestead Exemption Amendment"</p>	<p>02/13/13 - To House House Constitutional Revision</p>	<p>House Reference 1 - Constitutional House Reference 2 - Finance</p>	
<p>HJR 21</p>	<p>The "Homestead Exemption Increase Amendment"</p>	<p>02/13/13 - To House House Constitutional Revision</p>	<p>House Reference 1 - Constitutional House Reference 2 - Finance</p>	
<p>HJR 22</p>	<p>The "Homestead Exemption Calculation Amendment"</p>	<p>02/13/13 - To House House Constitutional Revision</p>	<p>House Reference 1 - Constitutional House Reference 2 - Finance</p>	
<p>HJR 23</p>	<p>The "Homestead Exemption Increase Amendment"</p>	<p>02/13/13 - To House House Constitutional Revision</p>	<p>House Reference 1 - Constitutional House Reference 2 - Finance</p>	
<p>HJR 24</p>	<p>The "Manufacturing Inventory Amendment"</p>	<p>02/13/13 - To House House Constitutional Revision</p>	<p>House Reference 1 - Constitutional House Reference 2 - Finance</p>	

SB 25	Relating to modified mental hygiene procedures		02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary	The purpose of this bill is to remove the expiration date of the pilot project establishing emergency mental hygiene procedures and make the program permanent.
HJR 27	The "Initiative, Referendum, and Recall Amendment"	si s123	02/15/13 - To House House Constitutional Revision	House Reference 1 - Constitutional Revision House Reference 2 - Judiciary	
HJR 28	The "Taxpayer Bill of Rights Amendment"		02/15/13 - To House House Constitutional Revision	House Reference 1 - Constitutional House Reference 2 - Finance	
SB 26	Requiring filing fee for write-in candidates for public office		02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	
SB 49	Exempting certain motor vehicles from personal property tax and requiring antique licenses		02/13/13 - To Senate Transportation and Infrastructure	Senate Reference 1 - Transportation and Infrastructure Senate Reference 2 - Finance	
SB 62	Increasing low-income qualifier rate for homestead tax credit		02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	
SB 63	Requiring equal number of county planning commission members from each magisterial district		02/13/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Judiciary	
SB 72	Creating WV Criminal and Civil Forfeiture Act		02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance	
SB 81	Permitting Monongalia County Commission levy special district excise tax for University Towne Center	si SB 125	02/13/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Finance	
SB 85	Designating English official state language	SA HB 2106	02/13/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Finance	
SB 103	Creating WV Commuter Rail Access Act		02/13/13 - To Senate Transportation and Infrastructure	Senate Reference 1 - Transportation and Infrastructure Senate Reference 2 - Finance	
SB 104	Providing personal income tax deduction for spraying or neutering		02/13/13 - To Senate Agriculture and Rural Development	Senate Reference 1 - Agriculture and Rural Development Senate Reference 2 - Finance	

SB 110	Limiting certain property reappraisal increase	SI HB 2041 SI HB 2077 SI HB 2444 SI HB 2486	02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance
SB 122	Creating Creative Communities Development Act		02/13/13 - To Senate Economic Development	Senate Reference 1 - Economic Development Senate Reference 2 - Finance
SB 125	Permitting Monongalia County Commission to levy special district excise tax	SI SB 81	02/13/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Finance
SB 128	Adding additional circuit court judge	SI HB 2310	02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance
SB 130	Extending voter registration period prior to election		02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary
SB 138	Transferring sole ownership of real property to co-owner paying taxes		02/13/13 - To Senate Judiciary	Senate Reference 1 - Judiciary
SB 141	Dedicating proceeds from county excise tax on transfer of real property to regional jails and substance abuse programs	SI HB 2308	02/13/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Finance
SB 145	Amending election complaint procedures	SA HB 2091	02/21/13 - To Senate On 1st reading 1st Reading	Senate Reference 1 - Judiciary Senate Reference 1 - Judiciary Senate Reference 2 - Finance
SB 146	Collecting unpaid magistrate court charges through income tax refund withholding		02/14/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 1 - Judiciary Senate Reference 2 - Finance
SB 147	Exempting certain military members' motor vehicles from personal property taxation		02/14/13 - To Senate Transportation and Infrastructure	Senate Reference 1 - Transportation and Infrastructure Senate Reference 2 - Finance
SB 160	Creating inmate Conditional Early Release Bond Act		02/14/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance
SB 163	Relating to municipality participation in home rule pilot program	si hb 2494	02/14/13 - To Senate Government Organization	Senate Reference 1 - Government Organization
SB 167	Creating West Virginia Future Fund		02/15/13 - To Senate Economic Development	Senate Reference 1 - Economic Development Senate Reference 2 - Finance

The purpose of this bill is to create the West Virginia Futures Fund. The bill provides that funding consist of twenty-five percent of the increased revenue received by the state from Marcellus Shale natural gas severance taxes and invites future legislative appropriations or designation of funding sources.

SB 187	Creating Jobs Impact Statement Act	SA HB 2507 SI SB 39	02/15/13 - To Senate Economic Development	Senate Reference 1 - Economic Development Senate Reference 2 - Finance
SB 189	Increasing capital investment threshold for certain economic opportunity development districts	SA HB 2508	02/15/13 - To Senate Economic Development	Senate Reference 1 - Economic Development Senate Reference 2 - Finance
SB 190	Relating to public-private transportation projects funding	SA HB 2511	02/15/13 - To Senate Transportation and Infrastructure	Senate Reference 1 - Transportation and Infrastructure Senate Reference 2 - Finance
SB 202	Creating Spray Neuter Assistance Fund	SI HB 2413 SI HB 2434	02/18/13 - To Senate Agriculture and Rural Development	Senate Reference 1 - Agriculture and Rural Development Senate Reference 2 - Finance
SB 210	Providing certain magistrate court employees be compensated equally		02/19/13 - To Senate Judiciary	Senate Reference 1 - Judiciary Senate Reference 2 - Finance
SB 212	Requiring quorum when canvassing election returns		02/19/13 - To Senate Judiciary	Senate Reference 1 - Judiciary
SB 213	Authorizing county commissions to temporarily fill certain office vacancies	SA HB 2397	02/19/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Judiciary
SB 216	Requiring use of prevailing hourly rates in connection with construction of public improvements		02/19/13 - To Senate Labor	Senate Reference 1 - Labor Senate Reference 2 - Judiciary
SB 228	Authorizing Broadband Deployment Council promulgate legislative rule relating to broadband deployment grants programs		02/20/13 - To Senate Transportation and Infrastructure	Senate Reference 1 - Transportation and Infrastructure Senate Reference 2 - Judiciary
SB 230	Authorizing CPRB promulgate legislative rule relating to general provisions		02/20/13 - To Senate Pensions	Senate Reference 1 - Pensions Senate Reference 2 - Judiciary
SB 231	Authorizing CPRB promulgate legislative rule relating to benefit determination and appeal		02/20/13 - To Senate Pensions	Senate Reference 1 - Pensions Senate Reference 2 - Judiciary
SB 233	Authorizing CPRB promulgate legislative rule relating to Public Employees Retirement System		02/20/13 - To Senate Pensions	Senate Reference 1 - Pensions Senate Reference 2 - Judiciary
SB 245	Authorizing DEP promulgate legislative rule relating to horizontal well development		02/20/13 - To Senate Energy, Industry and Mining	Senate Reference 1 - Energy, Industry and Mining Senate Reference 2 - Judiciary

SB 250	Authorizing Development Office promulgate legislative rule relating to use of coalbed methane severance tax proceeds	02/20/13 - To Senate Finance	Senate Reference 1 - Finance Senate Reference 2 - Judiciary
SB 252	Authorizing State Fire Commission promulgate legislative rule relating to volunteer firefighters' training, equipment and operating standards	02/20/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Judiciary
SB 253	Authorizing Governor's Committee on Crime, Delinquency and Correction promulgate legislative rule relating to law-enforcement training and certification standards	02/20/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Judiciary
SB 319	Authorizing State Tax Department promulgate legislative rule relating to valuation of commercial and industrial real and personal property for ad valorem property tax purposes	02/20/13 - To Senate Finance	Senate Reference 1 - Finance Senate Reference 2 - Judiciary
SB 328	Relating to financial oversight of entities regulated by Insurance Commissioner	02/20/13 - To Senate Banking and Insurance	Senate Reference 1 - Banking and Insurance Senate Reference 2 - Judiciary
SB 331	Permitting Courthouse Facilities Improvement Authority to issue bonds	02/20/13 - To Senate Government Organization	Senate Reference 1 - Government Organization Senate Reference 2 - Finance
HB 2006	Permitting counties, county boards of education and municipalities to impose an additional levy	02/13/13 - To House House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Finance
HB 2009	Providing petitioners to referendums, elections or any other ballot issue be afforded the same privacy rights as voters	02/13/13 - To House House Judiciary	House Reference 1 - Judiciary
HB 2015	Eliminating the ad valorem tax for barren coal properties	02/13/13 - To House House Finance	House Reference 1 - Finance House Reference 1 - Health and Human Resources House Reference 2 - Finance
HB 2016	Funding for substance abuse services through increased taxes on beer, wine and liquor	02/13/13 - To House House Health and Human Resources	House Reference 1 - Health and Human Resources House Reference 2 - Finance
HB 2019	Relating to elections	02/13/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance

this bill is to provide a "none of the above" category on general election ballots for state-wide elections of state elected offices.

for the sole purpose of funding public libraries

Bill Number	Description	Effective Date	Committee	Reference
HB 2029	Requiring the reporting and publication of all compensation, including contingent compensation, paid to lobbyists for all lobbying activities	02/13/13	To House House Judiciary	House Reference 1 - Judiciary
HB 2032	Allowing political parties to obtain ballot access by expanding the scope of the definition of political party	02/13/13	To House House Judiciary	House Reference 1 - Judiciary House Reference 1 - Judiciary House Reference 2 - Finance
HB 2033	Requiring an automatic home confinement sentence for certain nonviolent misdemeanors	02/13/13	To House House Judiciary	House Reference 1 - Finance House Reference 1 - Judiciary House Reference 2 - Finance
HB 2038	Clarifying the notice and service requirements for a notice to redeem to be provided to the delinquent taxpayer at the mailing address for the subject property	02/13/13	To House House Finance	House Reference 1 - Finance House Reference 1 - Judiciary House Reference 2 - Finance
HB 2041	Changing the time for periodic valuations and assessments of real and personal property	02/13/13	To House House Judiciary	House Reference 1 - Finance House Reference 1 - Judiciary House Reference 2 - Finance
HB 2057	Changing surcharge on fire and casualty insurance policies to one percent and dedicating the money to volunteer and part-volunteer fire departments	02/13/13	To House House Finance	House Reference 1 - Finance House Reference 1 - Judiciary House Reference 2 - Finance
HB 2059	Mandatory funding of community corrections programs	02/13/13	To House House Judiciary	House Reference 1 - Government Organization House Reference 2 - Finance
HB 2074	Providing a two thousand eight dollar salary increase for each employee of the Division of Corrections	02/13/13	To House House Government Organization	House Reference 1 - Government Organization House Reference 2 - Finance
HB 2075	Increasing compensation of membership of the West Virginia State Police	02/13/13	To House House Government Organization	House Reference 1 - Government Organization House Reference 2 - Finance
HB 2077	Providing a three percent cap on any increase in assessment on real property that is the primary residence	02/13/13	To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance
HB 2082	Prohibiting a chief deputy sheriff from engaging in certain political activities	02/13/13	To House House Judiciary	House Reference 1 - Judiciary House Reference 1 - Political Subdivisions House Reference 2 - Judiciary
HB 2085	Exempting certain construction projects performed on behalf of county or municipal governments from the prevailing wage laws	02/13/13	To House House Political Subdivisions	House Reference 1 - Judiciary House Reference 1 - Political Subdivisions House Reference 2 - Judiciary
HB 2091	Relating to election complaint procedure	02/13/13	To House House Judiciary	House Reference 1 - Judiciary House Reference 1 - Judiciary

HB 2104	Allowing quarterly payment of real and personal property taxes		02/13/13 - To House House Judiciary	House Reference 2 - Finance
HB 2105	Making it a misdemeanor to make more than three separate calls to 911 for non-emergency health concerns		02/13/13 - To House House Judiciary	House Reference 1 - Judiciary
HB 2106	Making English the official language of West Virginia	SA SB 96	02/13/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 1 - Judiciary House Reference 2 - Finance
HB 2164	Providing rehabilitation treatment programs to inmates imprisoned in any jail		02/13/13 - To House House Judiciary	
HB 2172	Redefining the term "public record" as it is used in the Freedom of Information Act		02/13/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 1 - Judiciary House Reference 2 - Finance
HB 2179	Relating to absentee ballot fraud		02/13/13 - To House House Judiciary	
HB 2182	Creating the West Virginia Innovation Free-Trade Business Technology Property Valuation Act and the West Virginia Innovation Free-Trade Tax Credit Act		02/13/13 - 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
HB 2189	Creating a magistrate court deputy clerk for Mineral county		02/13/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance
HB 2203	Providing a one-time supplement to retired public employees and teachers seventy years of age or older		02/13/13 - To House House Pensions and Retirement	House Reference 1 - Pensions and Retirement House Reference 2 - Finance
HB 2205	Specifying that infrastructure projects providing broadband services facilities be included in infrastructure projects eligible for funding		02/13/13 - 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
HB 2212	Adding a magistrate to Monongalia County	SI SB 109	02/13/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance
HB 2227	Increasing the minimum number of magisterial districts in a county		02/13/13 - To House House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary
HB 2261	Requiring hospitals and other medical service providers to bill Medicaid for eligible inmate hospital and professional services		02/13/13 - To House House Health and Human Resources	House Reference 1 - Health and Human Resources House Reference 2 - Finance
	Providing a one-time bonus payable in			House Reference 1 - Pensions and Retirement

HB 2266	July of every year for retired public school teachers and state retirees	02/13/13 - To House House Pensions and Retirement	House Reference 2 - Finance
HB 2272	Requiring the voter to mark the location necessary to indicate that a write-in vote is to be cast	02/13/13 - To House House Judiciary	House Reference 1 - Judiciary
HB 2275	Reinstating service credit to certain members of the Public Employees Retirement System	02/13/13 - To House House Pensions and Retirement	House Reference 1 - Pensions and Retirement
HB 2308	Relating to the excise tax on the privilege of transferring real property and using the tax to reimburse counties for regional jail fees	02/13/13 - To House House Judiciary	House Reference 2 - Finance
HB 2321	Increasing the barrel tax on nonintoxicating beer	02/13/13 - To House House Finance	House Reference 1 - Finance
HB 2327	Adding the county sheriff, or his or her designee, to those law-enforcement officials who are granted access to certain confidential pharmaceutical information	02/13/13 - To House House Health and Human Resources	House Reference 1 - Health and Human Resources
HB 2328	Relating to collection of delinquent taxes	02/13/13 - To House House Finance	House Reference 1 - Finance
HB 2353	Clarifying an exception that allow sheriffs to collect property taxes in more than two installments	02/13/13 - To House House Finance	House Reference 1 - Finance
HB 2389	Requiring county commissions to adopt county farmland protection programs	02/13/13 - To House House Government Organization	House Reference 1 - Finance House Reference 1 - Government Organization
HB 2397	Authorizing a county commission to temporarily fill vacancies in certain offices	02/13/13 - To House House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Judiciary
HB 2401	Requiring the Department of Health and Human Resources to reimburse the circuit clerk of the county where involuntary commitment hearings are held for certain expenses	02/13/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance
HB 2404	Increasing the number of municipalities that may participate in the Municipal Home Rule Pilot Program	02/13/13 - To House House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Government Organization
	Authorizing the School Building Authority to award grants or moneys to county and		House Reference 1 - Education

HB 2416	local library boards in connection with public library construction projects	02/13/13 - To House House Education	House Reference 2 - Finance
HB 2418	Requiring the Public Employees Insurance Agency and its contractors, under certain circumstances, to advertise that they are seeking bids prior to accepting bids	02/13/13 - To House House Finance	House Reference 1 - Finance House Reference 1 - Political Subdivisions
HB 2423	Allowing county fire companies and departments to charge reasonable reimbursement fees	02/13/13 - To House House Political Subdivisions	House Reference 2 - Finance
HB 2434	Relating to compensation in the magistrate court system	02/20/13 - To Senate Communicated to Senate	House Reference 1 - Judiciary House Reference 2 - Finance
HB 2435	Relating to severance taxes collected for privilege of producing oil or natural gas	02/14/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance
HB 2443	Exempting antique cars from taxation and fees	02/14/13 - To House House Roads and Transportation	House Reference 1 - Roads and Transportation House Reference 2 - Finance
HB 2444	Capping a property tax increase resulting from an increase from the three-year reappraisal	02/14/13 - To House House Finance	House Reference 1 - Finance
HB 2464	Relating to assessment of personal property of transients	02/14/13 - 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
HB 2467	Requiring the county to reimburse a property owner of expenses incurred in contesting a reappraisal	02/14/13 - To House House Political Subdivisions	House Reference 1 - Political Subdivisions House Reference 2 - Finance
HB 2469	Increasing the cap on earnings during temporary reemployment after retirement	02/14/13 - To House House Pensions and Retirement	House Reference 1 - Pensions and Retirement House Reference 2 - Finance
HB 2473	Requiring all state activities and records to be in English	02/15/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance
HB 2476	Encouraging public officials to display the national motto on all public property and public buildings	02/15/13 - To House House Government Organization	House Reference 1 - Government Organization House Reference 2 - Finance
	Changing the way that the cost of incarcerating inmates in regional jails is		House Reference 1 - Judiciary House Reference 2 - Finance

HB 2481	collected		02/15/13 - To House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance
HB 2486	Limiting the amount a property reappraisal can increase	SI SB 110	02/15/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance
HB 2495	Requiring participation in a drug treatment program for all drug offenders	SA SB 187 SI SB 29	02/15/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance
HB 2507	Jobs Impact Statement Act		02/15/13 - To House House Judiciary	House Reference 1 - Judiciary House Reference 2 - Finance
HB 2508	Changing the capital investment threshold amount	SA SB 189	02/15/13 - To House House Finance	House Reference 1 - Finance House Reference 1 - Roads and Transportation House Reference 2 - Finance
HB 2511	Relating to the funding of transportation public-private partnership projects	SA SB 190	02/15/13 - To House House Roads and Transportation	House Reference 1 - Judiciary
HB 2521	Relating to the West Virginia Contraband Forfeiture Act		02/18/13 - To House House Judiciary	House Reference 1 - Judiciary
HB 2543	Specifying that the subsidy provided to volunteer fire departments to offset certain workers' compensation premium increases apply to increases attributable to the fire fighting service		02/19/13 - To House House Finance	House Reference 1 - Finance House Reference 1 - Judiciary House Reference 2 - Finance
HB 2549	Increasing salaries of those magistrates and their staffs whose salaries were reduced		02/19/13 - To House House Judiciary	House Reference 1 - Energy, Industry and Labor, Economic Development and Small Business House Reference 2 - Judiciary
HB 2575	Setting West Virginia prevailing wage rates by county		02/20/13 - 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 - Judiciary
HB 2576	Repealing requirements that prevailing wages be paid in connection with the construction of public improvements		02/20/13 - 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 - Judiciary



Please Distribute To All County Commissioners....

Volume 16, Issue 3

February 27, 2013

Legislative Update Week 2 ...

We have just completed the 2nd week of session 2013 and our Annual CCAWV Legislative Conference. About one hundred and twenty-five County Commissioners and staff attended the 3-day event and participants were treated to a spectacular lineup of guest speakers and presenters.

Congresswoman Shelly Moore Capito and Congressman Nick Joe Rahall both took time out of their busy schedules to talk with the group about looming federal issues, before heading back to Washington DC for further deliberations. US Senator Joe Manchin's State Director, Kelley Goes, also stopped by for a portion of the meeting. Senate President Jeff Kessler and House Speaker Rick Thompson joined the lineup and briefed the group on proposed issues coming before each body. Rounding out the ticket, Chief of Staff, Rob Alsop and Cory Dennison, Director of Intergovernmental Affairs, from Governor Earl Ray Tomblin's office spoke about the Governor's legislative proposals. Commissioners were given the golden opportunity to ask questions and receive answers to their all their state and federal legislative concerns from each of the speakers.

The CCAWV Board of Directors met on opening day and added three new issues to our list of supported legislative proposals:

- 1) Granting advice and consent on employee firings in all county offices. Current law grants advice and consent authority to commissioners on the hiring of all county employees and the effort is to require approval on firings so that proper legalities are met when firing an employee is required and thereby attempting to avoid liability lawsuits in which the county commission gets stuck paying the bill.
- 2) Adding a process fee to the bonding process in both circuit court and magistrate court of \$50.00 collected at the time of bonding to be used to offset county regional jail costs.
- 3) Supporting the efforts of Mercer County to pass legislation to allow for permissive authority, county by county to put the issue of a "meal tax" before the county voters for passage.
- 4) The board also voted to opposed passage of a bill introduced this week that would create a state level "county compensation commission" that would make recommendations to the legislature regarding compensation increases for county officials. (SB 367) Instead we will move forward to seek passage of the CCA proposed on-going mechanism to allow county commissions to review county official salaries every two years and make recommendation, as approved by the membership at our August annual meeting.

Finally, I am pleased to report that the Board also endorsed the proposed hiring of Jim Bowen as our contract lobbyist for the 2013 session. Jim has years of experience with the legislative process, and is well known & respected in legislative circles! CCAWV welcomes him aboard and I am personally looking forward to working with him.

On the following pages you will find the bills of county interest that have been introduced in the past week. The CCAWV Legislative Committee will meet on Thursday, February 28, 2013.

Personalized Bill Tracking List

<p><u>SJR 6</u></p> <p>Proposing constitutional amendment designated Homestead Exemption Calculation Amendment</p>	<p>SI <u>HB 22</u></p>	<p>02/26/13 - To Senate Judiciary</p>	<p>Senate Reference 1 - Judiciary Senate Reference 2 - Finance</p>	<p>That the Legislature may provide tax relief by general law by calculating a percentage of the average cost or value by county of any real property, or of personal property in the form of a mobile home, used exclusively for residential purposes and occupied by the owner or one of the owners thereof as his or her residence who is a citizen of this state and who is sixty-five years of age or older or is permanently and totally disabled, with the homestead exemption never less than \$20,000.</p>
<p><u>SB 343</u></p> <p>Dedicating portion of oil and gas severance tax to counties and municipalities of origin</p>	<p>02/21/13 - To Senate Government Organization</p>	<p>Senate Reference 1 - Government Organization Senate Reference 2 - Finance</p>	<p>reallocating and dedicating three percent of oil and gas severance tax revenues up to \$20 million annually to the oil- and gas-producing counties of origin and their respective municipalities to be used for economic development and infrastructure projects</p>	
<p><u>SB 354</u></p> <p>Requiring study on alternative revenue sources for funding state roads</p>	<p>02/22/13 - To Senate Transportation and Infrastructure</p>	<p>Senate Reference 1 - Transportation and Infrastructure</p>	<p>Upon law-enforcement certification, all deputy sheriffs shall be provided necessary equipment by the county commission and the sheriff's office as appropriate to perform his or her duties. The equipment provided shall include, but not be limited to, a ballistic vest which meets the performance standards established by the National Law-Enforcement and Corrections Technology Center of the National Institute of Justice (NIJ) as published in NIJ Standard 0101.03, or any formal revision of this standard.</p>	
<p><u>SB 360</u></p> <p>Issuing deputy sheriffs ballistic vest upon law-enforcement certification</p>	<p>SA <u>HB 2717</u></p>	<p>02/25/13 - To Senate Government Organization</p>	<p>Senate Reference 1 - Government Organization Senate Reference 2 - Finance</p>	<p>redistributing an existing excise tax paid upon the transfer of real property so that the tax is paid to the county where the property is situate instead of to the state; requiring counties to dedicate this excise tax to support regional jails; providing this be accomplished incrementally over a</p>
<p><u>SB 344</u></p> <p>Dedicating proceeds from county excise tax on transfer of real property to regional</p>	<p>SI <u>HB 2308</u> SI <u>SB 141</u></p>	<p>02/25/13 - To Senate Government</p>	<p>Senate Reference 1 - Government Organization Senate Reference 2 - Finance</p>	<p>redistributing an existing excise tax paid upon the transfer of real property so that the tax is paid to the county where the property is situate instead of to the state; requiring counties to dedicate this excise tax to support regional jails; providing this be accomplished incrementally over a</p>

Bill Number	Organization	Effective Date	Committee	Subject	Author	Staff	Organization	Committee	Subject	Author	Staff
SB 362	Jails										
SB 367	Creating Citizens Elected County Officials Compensation Commission	02/25/13 - To Senate Government Organization							Senate Reference 1 - Government Organization Senate Reference 2 - Finance		
SB 371	Relating to prison overcrowding	02/26/13 - To Senate Judiciary							Senate Reference 1 - Judiciary Senate Reference 2 - Finance		
SB 376	Relating to DUI hearings before Office of Administrative Hearings	02/27/13 - To House Government Organization then Judiciary							Senate Reference 1 - Government Organization Senate Reference 2 - Judiciary		
HB 2580	Providing that all future federal, state and local statutes, ordinances, laws, orders and rules concerning firearms, firearm accessories, ammunition and their accouterments are invalid and unenforceable	02/21/13 - To House House Judiciary							House Reference 1 - Judiciary House Reference 2 - Finance		
HB 2582	Relating to the liability of a possessor of real property	02/21/13 - To House House Judiciary							House Reference 1 - Judiciary		
HB 2585	Increasing the time to file a petition in response to notice of an increased assessment	02/21/13 - To House House Judiciary							House Reference 1 - Judiciary House Reference 2 - Finance		
HB 2592	Establishing a Library Facilities Improvement Fund	02/21/13 - To House House Education							House Reference 1 - Education House Reference 2 - Finance		
HB 2717	Requiring that deputy sheriffs be issued ballistic vests upon law-enforcement certification	02/25/13 - To House House Judiciary							House Reference 1 - Judiciary House Reference 2 - Finance		
HB 2723	Relating to bail bond surcharge	02/25/13 - To House House Judiciary							House Reference 1 - Judiciary House Reference 2 - Finance		

Bill Number	Bill Title	Effective Date	Committee	Author	Staff	Subject	Summary
HB 2724	Relating to the Emergency Medical Services Act	02/25/13	To House Health and Human Resources			Service personnel seeking certificate renewal.	
HB 2725	Reforming aspects of the criminal justice system to improve public safety and address the growing prison overcrowding and substance abuse problems	02/26/13	To House Judiciary			Governor's bill from Justice Reinvestment Workgroup eliminates straight ticket voting as an option on election ballots. The bill also updates language concerning write-in candidates.	
HB 2726	Relating to elections and write-in candidates	02/26/13	To House Judiciary			to create a Work/Incarceration Prison pilot program. The bill establishes guidelines for what offenders may be sentenced to the program. The bill provides for the establishment of one work/incarceration prison. The bill further provides that the Division of Corrections shall propose rules of operation and reporting. The bill provides that an offender sentenced to the work/incarceration prison is eligible for a reduction in their sentence. The bill also provides that an offender who is sentenced to the work/incarceration prison but commits a serious violation of the rules shall be sent to a correctional facility and have an additional year added on to their original sentence. The bill provides for an appropriation from the Legislature for the establishment of the work/incarceration prison. The bill also allows for offenders from other counties to be accepted into the work/incarceration prison. The bill further provides for an annual evaluation of the work/incarceration prison to be submitted to the Legislature.	
HB 2727	Work/Incarceration Prison pilot program	02/26/13	To House Judiciary				
HB 2747	Relating to Open Governmental Proceedings	02/27/13	To House Government Organization then Judiciary				

Ethics Reporter

Since the Last Reporter

Since the January edition of the **REPORTER**, the West Virginia Ethics Commission published five Advisory Opinion interpreting provisions of the West Virginia Governmental Ethics Act and the laws governing Boards of Education.

At its February 7 meeting, the West Virginia Ethics Commission approved opinions relating to the permissibility of a county attorney receiving additional compensation for work performed on behalf of another county entity, the permissibility of board of education members voting on their own expense reimbursements related to training activities, the permissibility of the adult child of a mayor being

employed by the city, the permissibility of a principal being employed at a business owned by a coach supervised by the principal and, the permissibility of a county authority member voting on matters affecting a fellow board member.

In addition to actions taken on Requests for Advisory Opinions at the January meeting, the Ethics Commission also voted to name C. Joan Parker as its new Executive Director and Maryclaire Akers as the new General Counsel, replacing Parker in that position. Akers had most recently been a senior assistant in the office of the Kanawha County Prosecuting Attorney.

Long-time former Ethics Commission General Counsel and Executive Director, Theresa Kirk, is returning to the private practice of law in Charleston.

ADVISORY OPINION REPORT

Advisory Opinion 2012-45 addressed the permissibility of a county attorney receiving additional compensation for services performed on behalf of another county entity.

The individual involved in this case is an attorney in private practice who represents the county commission in any legal matter in which it has an interest. An agency of the county has a need for non-legal services and desires to hire the attorney on a contractual basis to perform these duties.

However, the county commission does have legal interests at stake in the same situation and the attorney would also need to provide representational services for the commission on a simultaneous basis.

Further, the attorney did not seek the guidance of the Ethics Commission

**February, 2013
Page Three**

recusal would be required. The Commission also ruled that this decision was specific to the case at hand and should not be used to imply permissible actions for other public boards.

Advisory Opinion 2013-01 concerned the permissibility of the adult child of a mayor being employed by the city.

The adult child is financially independent and does not reside with the mayor. The position held by the mayor's child reports to a supervisor who directly reports to the mayor. In addition, the mayor holds general personnel powers and budget decision-making responsibilities affecting salaries and employment issues.

In this case, the Commission analyzed the language of a range of provisions in the Ethics Act and the Commission's legislative rules concerning nepotism, including 6B-1-3(l), 6B-2-5(b), 6B-2-5(j) and CSR 158-6-3.

In this case, the Ethics Commission issued a very unique ruling. The Commission's Advisory Opinion listed, in great detail, an analysis of its rules and previous controlling decisions regarding nepotism issues.

But the Commission challenged the mayor to review her situation in light of the Commission's guidance and to submit a report back to the Commission by the end of February positively affirming that the city's employment relationship with her child met the standard. Without the Commission's acceptance of the mayor's report, the continued employment of the mayor's child will not be ruled as proper.

Advisory Opinion 2013-02 concerned the permissibility of a high school principal being employed at a business owned by a coach who is supervised by the principal.

The principal does not hire coaches and may pass off the responsibility to annually review a coach to an assistant principal, but

the principal does have supervisory responsibility for coaches at their school.

The Commission analyzed 6B-2-5(b) prohibiting public officials from using their position to produce a private gain for themselves and 6B2-5(o) prohibiting a superior official from soliciting a subordinate for business.

In this case, the Ethics Commission ruled that the principal was generally not prohibited from being employed by a business owned by a subordinate employee, provided that the principal did not use his influence to do so. However, the Commission ruled that neither the principal nor an assistant principal can evaluate the coach under these circumstances and that an independent evaluator must be used.

The Commission also opined that individual governmental bodies may create standards for this type of arrangement that are stricter than those found in state law.

February, 2013
Page Five

**MUNICIPAL
GOVERNMENT**

2013-01:
Permissibility of the
adult child of a mayor
being employed by the
city

STATE GOVERNMENT

NONE PUBLISHED

**TRADE
ASSOCIATIONS AND
LOBBYISTS**

NONE PUBLISHED

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**WEST VIRGINIA ETHICS COMMISSION
2013 ADVISORY OPINIONS
INDEXED BY TOPICAL SECTOR
(Includes opinions published through February 7, 2013)**

BOARDS AND COMMISSIONS

2012-47:

Permissibility of a county commissioner serving as a board member of a county ambulance authority (See also COUNTY GOVERNMENT)

2012-48:

Permissibility of a state board director having a business relationship with a member of the board or with a member of the community regulated by the board (See also STATE GOVERNMENT)

2012-49:

Permissibility of a county farmland protection board engaging in fundraising activities (See also COUNTY GOVERNMENT)

2013-03:

Permissibility of a county solid waste authority member voting on matters affecting a fellow authority member (See also COUNTY GOVERNMENT)

BOARDS OF EDUCATION

2012-53:

Permissibility of board members voting on paying expenses for all board members in connection with training activities

2013-02:

Permissibility of a principal being employed at a business owned by a coach under the supervision of the principal

COUNTY GOVERNMENT

2012-45:

Permissibility of a county attorney receiving additional compensation for work on behalf of a county entity

2012-47:

Permissibility of a county commissioner serving as a board member of a county ambulance authority (See also BOARDS AND COMMISSIONS)

2012-49:

Permissibility of a county farmland protection board engaging in fundraising activities (See also BOARDS AND COMMISSIONS)

Page Two

MISCELLANEOUS

NONE PUBLISHED

ADVISORY OPINION NO. 2013-03

2013 FEB -8 AM 9:56

Issued On February 7, 2013 By The

WEST VIRGINIA ETHICS COMMISSION

CHRISTOPHER J. GINA
SECRETARY OF STATE

OPINION SOUGHT

A **Solid Waste Authority** asks whether a board member who is associated with a bank may vote on matters affecting a fellow board member who is a client of the bank.

FACTS RELIED UPON BY THE COMMISSION

A County Solid Waste Authority (SWA) has a Board Member who is also a waste hauler. This Board Member is authorized to serve in accordance with the rule of law established in A.O. 2006-15, and in accordance with the enabling legislation for solid waste authorities which contemplates that members of the industry are eligible to serve on the board. In particular, this language reads: No member who has any financial interest in the collection, transportation, processing, recycling or the disposal of refuse, garbage, solid waste or hazardous waste shall vote or act on any matter which directly affects the member's personal interests. W. Va. Code § 22C-4-3.

Another SWA Member is a past President of a bank. Although he is retired, he serves on the bank's board. Moreover, the Requester believes that the SWA Member/waste hauler is a customer of this bank and the SWA Member/banker acts as his personal banker.

Based upon this relationship, the Requester asks whether the SWA Member/banker must recuse himself from matters affecting the SWA Member/waste hauler. The SWA seeks an answer to this question, in part, as the SWA Member/waste hauler has filed a lawsuit against all SWA Members except the banker. When the SWA discusses the lawsuit, the SWA Member/banker participates in discussions relating to the lawsuit and presumably has access to otherwise confidential information regarding litigation strategy.

The SWA has a conflict of interest policy which Board Members are required to sign.

CODE PROVISIONS RELIED UPON BY THE COMMISSION

W.Va. Code § 6B-2-5(b) reads in relevant part:

(b) Use of public office for private gain. -- (1) A public official or public employee may not knowingly and intentionally use his or her office or the prestige of his or her office for his or her own private gain or that of another person...

part-time service and do not, in every instance, disqualify a public official or public employee from the responsibility of voting or deciding a matter..." W.Va. Code § 6B-1-2 (c). Though public servants **should** (emphasis supplied) seek to recuse themselves when a matter becomes personal, not every personal relationship requires recusal. W.Va. Code § 6B-1-2(j).

In regard to the issue presented, the Ethics Commission must consider the voting rules codified in the Ethics Act, W.Va. Code § 6B-2-5(j). Based upon this rule, the Board Member/banker must recuse him or herself on matters involving a client of the bank with which he is associated if:

- (1) The Board Member/banker is an employee of the bank, i.e. receives a Form W-2 from the bank;
- (2) The Board Member/waste hauler has a loan from this bank; and,
- (3) The Board Member/banker is presently or within the past twelve (12) months directly involved in approving a loan request for the Board Member/waste hauler.

Based upon the foregoing, the SWA's attorney should carefully review with the affected SWA Members this rule of law and determine whether in fact the Board Member/Banker is an employee, and whether he has been involved in approving loans for the Board Member/waste hauler. If so, then the SWA Member/banker must recuse himself from matters affecting the SWA Member/waste hauler, unless he is affected as a member of a class of five or more. The Board Member/banker shall also recuse himself from matters relating to the lawsuit.

For recusal to be proper, public servants must first fully disclose on the record their disqualifying interest in any matter before the governing body, then leave the room during the discussion, deliberation and vote on the matter. Additionally, the minutes/record of the meeting must reflect the basis for the recusal and that the affected member left the room during all consideration, discussion and vote on the item under consideration.

If the SWA Member/banker is only a bank board member who has not been directly involved with loans to the SWA Member/waste hauler, then the Ethics Commission finds that recusal is not required. The provision in the Ethics Act governing voting on matters affecting bank clients does not expressly extend to bank board members, only employees involved in approving loans. The Commission bases this conclusion upon the well accepted canon of statutory construction that the express mention of one thing implies exclusion of all others (*expressio unius est exclusio alterius*). State ex rel. Riffle v. Ranson, 195 W. Va. 121, 128, 464 S.E.2d 763, 770 (1995).

2013 FEB -8 AM 9:55

ADVISORY OPINION NO. 2012-53

JILL W. HANCOCK
SECRETARY OF STATEIssued On February 7, 2013 By The
WEST VIRGINIA ETHICS COMMISSION**OPINION SOUGHT**

A **County Board of Education** asks whether its members must recuse themselves from voting on expense reimbursement requests when all of the Members attend the same training session.

FACTS RELIED UPON BY THE COMMISSION

Board of Education (BOE) Members are statutorily required to attend training sessions and seminars as part of their BOE duties. See W.Va. Code § 18-5-1a(e) requiring seven hours of annual training. The Requester states that to satisfy this annual requirement, the normal practice is for the Board Members to attend, as a group, one or more training seminars in West Virginia. Oftentimes the training sessions are sponsored by the West Virginia School Board Association.

The BOE must approve all travel expense reimbursement requests, including those requests submitted by BOE Members. The Requester notes that if all five (5) Board Members attend a training session, and if each Board Member is required to recuse him or herself when his or her expense reimbursement form is considered, then this process becomes cumbersome as each affected member is required to leave the room when his or her request is considered. In light of this fact, the BOE seeks guidance on whether recusal is required or whether there is some means of allowing the Members to stay in the room to vote on this item provided that there is some mechanism in place to ensure that the public is aware of what is being voted upon.

CODE PROVISIONS RELIED UPON BY THE COMMISSION

W. Va. Code § 6B-2-5(j) reads in relevant part:

(j) Limitations on Voting.

(1) Public officials . . . may not vote on a matter:

(A) In which they, an immediate family member, or a business with which they or an immediate family member is associated have a financial interest. Business with which they are associated means a business of which the person or an immediate family member is a director, officer, owner, employee, compensated

member left the room during all consideration, discussion and vote on the item under consideration.

At this time, the Commission declines to establish a bright line rule for all governing bodies. Instead, the advice rendered herein is limited to Boards of Education. Moreover, if any school board member or public official ever has a question about the accuracy of an expense reimbursement request, then they have a fiduciary duty to exercise due diligence before approving the same. The rule of law established herein does not relieve them of that duty.

This advisory opinion is limited to questions arising under the Ethics Act, W. Va. Code § 6B-1-1, *et seq.* and W.Va. Code § 61-10-15, and does not purport to interpret other laws or rules. In accordance with W. Va. Code § 6B-2-3, this opinion has precedential effect and may be relied upon in good faith by other county boards of education unless and until it is amended or revoked, or the law is changed.


R. Kemp Morton, III Chairperson

ADVISORY OPINION NO. 2013-02

Issued On February 7, 2013 By The

WEST VIRGINIA ETHICS COMMISSION

2013 FEB -8 AM 9:55

WEST VIRGINIA
SECRETARY OF STATE

OPINION SOUGHT

A **Board of Education** asks whether a High School Principal may be employed by a business owned by a coach at his high school, and if so, what the limitations are, if any, regarding the Principal's obligation to conduct annual performance evaluations on the coach.

FACTS RELIED UPON BY THE COMMISSION

A High School Principal has a second job in the private sector. His private employment is with a business which is owned, in whole or in part, by a coach who is employed at his high school.

A West Virginia Department of Education policy requires coaches to be evaluated on an annual basis. Pursuant to the policy, either the Principal or Assistant Principal may conduct the evaluation.

If the coach receives an unsatisfactory evaluation, then he is subject to a recommendation of termination by the Superintendent to the Board. If the evaluations are satisfactory, he remains employed from year-to-year under the extracurricular contract.

The power to hire or fire employees lies solely with the Board of Education. Only the Superintendent is authorized to make employment recommendations to the Board of Education. Nonetheless, the Principal supervises all employees at his school, including coaches and Assistant Principals.

CODE PROVISIONS RELIED UPON BY THE COMMISSION

W.Va. Code § 6B-2-5(b) reads in relevant part:

(b) Use of public office for private gain. -- (1) A public official or public employee may not knowingly and intentionally use his or her office or the prestige of his or her office for his or her own private gain or that of another person

W.Va. Code § 6B-2-5(h) reads in relevant part:

While the Commission finds that the Ethics Act does not ban a supervisor from employing a subordinate, this employer/employee relationship would run afoul of the Ethics Act if the supervisor pressured the subordinate to hire him. This conduct would violate the private gain provision in the Ethics Act which expressly prohibits public servants from using their public office for private gain. W.Va. Code § 6B-2-5(b).

In considering the question before it, the Ethics Commission takes this opportunity to note that the Ethics Act is not a general code of conduct which prohibits public servants and public officials from engaging in any and all conduct which could be viewed as unethical. Instead, it establishes certain standards of conduct for public servants and public officials to follow to avoid a specific conflict of interest between their personal interests and the public good. The Ethics Act does not govern every situation which may give rise to a conflict.

If a public employer believes that a financial interest such as an employment relationship between a supervisor and a subordinate creates a conflict of interest, then it is free to impose stricter standards on its employees than those contained in the Ethics Act. As such, the Requester may independently determine whether principals should be permitted to be employed by their subordinates. If the Requester, or any public agency, determines that this type of employment relationship creates, from a personnel standpoint, an inescapable conflict of interest, then it may consider adopting a personnel policy which prohibits supervisors from being employed by their subordinates. Of course any public agency considering the adoption of such a policy would need to consult with its attorney to determine whether it is legally authorized, in accordance with applicable laws governing public employment, to impose restrictions on outside employment activities.

While the Ethics Act does not prohibit the employment in question, the analysis does not end here. Instead, the Requester asks whether the Principal may evaluate the coach, who is also his private boss. The Ethics Commission finds that the prohibition in the Ethics Act against use of office for private gain prohibits the Principal from evaluating a subordinate who is his boss in the private sector. Evaluations must be conducted in an objective and even-handed manner. If a supervisor is evaluating a person who is his private boss, there may be a problem, real or perceived, that the supervisor, despite his best intentions, is biased by his financial relationship with the subordinate.

The Commission finds that it is permissible for an Assistant Principal to conduct the evaluation so long as the evaluation is reviewed by the Superintendent or his or her designee. If the Superintendent designates someone to review the evaluation, this person may not be a subordinate of the Principal; instead, it must be someone from Central Office or another school in the County School system.

This advisory opinion is limited to questions arising under the Ethics Act, W. Va. Code

2013 FEB -8 AM 9:55

SECRETARY OF STATE

ADVISORY OPINION NO. 2012-45

Issued On January 10, 2013 By The

WEST VIRGINIA ETHICS COMMISSION

OPINION SOUGHT

A **County Attorney** asks whether it is a violation for him to be paid additional compensation for work he performed on behalf of the County Building Commission.

FACTS RELIED UPON BY THE COMMISSION

The Requester is employed by the County Commission and also maintains a private practice. His duties for the Commission include handling lawsuits and other legal matters, as well as functioning as general counsel to the governing body. His responsibilities cover all legal matters in which the County is interested. The broad range of his authority makes his position comparable to a County Manager. He has served in this capacity for 22 (twenty-two) years.

In January 2011, the County Building Commission began its efforts to construct a County Judicial Annex. The Building Commission is comprised of three individuals.¹ The Building Commission determined that it could save over \$150,000 by hiring someone to coordinate the purchase of materials, supplies and labor; and, to meet with public officials to determine their needs and demands. The Building Commission asked the Requester to fill the position of project coordinator for the construction of the County Judicial Annex at \$3,000/month until the project was complete. The County Commission was advised, and approved of the Requester operating as project coordinator until the project was complete; the Requester was still responsible for his duties to the County Commission on legal matters.

The Requester states that the position was time consuming and that the services provided were not legal in nature. Thus, the work was in addition to—and separate and apart from—his official duties as County Attorney. He performed the duties of the project coordinator and submitted an invoice to the Building Commission in the amount of \$36,000, for 12 (twelve) months' work as project coordinator.

CODE PROVISIONS RELIED UPON BY COMMISSION

W. Va. Code § 6B-2-5(b) reads in relevant part:

¹ Until January 1, 2011, the Requester had served day to day as secretary as a non-voting member of the Building Commission. Effective January 1, 2011, he had no affiliation with the Building Commission.

public servants in avoiding conflicts between their public service and any outside personal interests. W. Va. Code § 6B-1-2(d).

In furtherance of this goal, the Legislature established certain limits and prohibitions on a public servant contracting with his/her own governmental entity. In particular, the Ethics Act prohibits public servants from having more than a limited interest in the profits or benefits of a public contract over which he or she has direct authority or control. W. Va. Code § 6B-2-5(d)(1).² This prohibition does not apply to "the employment of any person with any governmental body". In addition, W. Va. Code § 61-10-15, a criminal misdemeanor statute, prohibits public servants from being a party to, or having a financial interest in, a public contract over which their public positions give them voice, influence or control. Unlike the public contract provision of the Ethics Act, however, W. Va. Code § 61-10-15 prohibits employment contracts except for those expressly set forth in the statute.³

Additionally, the Ethics Act prohibits public servants from using their public office for private gain, and from receiving compensation for "the performance of usual and customary duties associated with the office or position or the advancement of public policy goals or constituent services." W. Va. Code § 6B-2-5(b).

Here, the Ethics Commission is put in an awkward position since the Requester did not seek advice before entering into the contract with the Building Commission. Instead, after having worked for a year, the Requester seeks permission to accept compensation therefor, even though the arrangement had not been submitted to the Ethics Commission for review and approval in advance. Thus, the Commission must apply its interpretation of the law while balancing the Requester's right to be compensated for work performed.

Although the Requester is a private attorney hired to represent the County Commission, given the broad range of his responsibilities, he is comparable to a County Manager or Prosecuting Attorney. Thus, the Commission finds that the nature of the Requester's responsibilities as the County's Attorney vests in him the direct authority or control over the County's public contracts contemplated by W. Va. Code § 6B-2-5(d). Similarly, the Requester's position as the County Attorney gives him "voice" and "influence" over all County contracts for purposes of W. Va. Code § 61-10-15. Nonetheless, although his responsibilities are similar to that of a Prosecuting Attorney, the position itself is not a county office for purposes of W. Va. Code § 61-10-15. See *generally* Advisory Opinions 97-34, 2010-06, 2010-24 and 2012-03 (all analyzed who is a "county officer".) Thus, the Requester is **not** subject to the stricter provisions of W. Va. Code § 61-10-15.

² For purposes of this provision, a limited interest is one that does not exceed one thousand dollars in the profits or benefits of a contract in a calendar year. W. Va. Code § 6B-2-5(d)(2)(A).

³ The Legislature has excepted certain employment positions not relevant to this opinion. Further, unlike the Ethics Act, W. Va. Code § 61-10-15 has no dollar threshold.

that the contract with the County is impermissible under the Ethics Act.” The opinion further noted:

In reaching this conclusion, the Commission notes that the Requester was involved in the approval and securing of the grant, even though the Requester has no formal voting authority on the County Commission. In particular, the County Commission delegated the grant process to Requester. He was responsible for obtaining the grant guidelines and in preparing the grant application to the State/Federal entity. Additionally, there is a clear appearance of control over the county contract since Hazardous Mitigation Project grants are only issued upon declaration of an emergency, and the stated mission of the Director is to “[t]o guide and assist in response and recovery in times of disaster in [the] County”.

Unlike the situation in Advisory Opinion 2012-29, however, the Requester’s additional compensation is for additional and **unrelated** duties, not “the performance of usual and customary public duties” as prohibited by W. Va. Code § 6B-2-5(b). Thus, the situation presented does not directly violate W. Va. Code § 6B-2-5(b) unless the Requester “steered” the contract to himself. See also 51 W. Va. Op. Att’y Gen. 69 (1964) (“We have been unable to find any court decision in this State which considers the right of a public employee to hold two or more positions during the same period and to collect a salary for service in each position; however, we believe that such right is analogous to a public official who holds two positions or performs extra work outside of, and not in any way related to, the duties which he is required to perform by virtue of his other office. The general rule is that in the absence of an express or implied statutory provision, a public official may hold two or more separate and distinct offices, which are not incompatible, and receive the compensation fixed for each. *Bordeau v. United States*, 130 U.S. 439, 32 L.Ed. 997; *Congdon v. Knapp*, 106 Kan. 206, 187 Pac. 660. In order to receive the extra compensation, the service must be additional services having no relation to or connected with the duties performed in connection with the other public office... It is our conclusion that, although the employment of one person to perform duties for two different governmental agencies (especially, if the funds are budgeted by the same fiscal body) should be viewed with caution and seldom permitted because of possible fraud and public criticism....”)

It is unclear from the facts provided, what role, if any, the Requester had in selecting the project coordinator. The Commission recognizes that the appointment of a person to fill the position of County Attorney requires more than identifying an applicant who simply meets the minimum qualifications for holding the position. Appointment of an attorney to represent the County and provide legal advice to the governing body involves selecting a qualified individual in whom the elected officials have the special trust and confidence required to perform these duties. A reasonable person could conclude that the Building Commission had good reason to select the same individual that the County Commission relies on to provide legal advice and representation.

ADVISORY OPINION NO. 2013-03

2013 FEB -8 AM 9:56

Issued On February 7, 2013 By The
WEST VIRGINIA ETHICS COMMISSION

OFFICE OF THE
SECRETARY OF STATE

OPINION SOUGHT

A **Solid Waste Authority** asks whether a board member who is associated with a bank may vote on matters affecting a fellow board member who is a client of the bank.

FACTS RELIED UPON BY THE COMMISSION

A County Solid Waste Authority (SWA) has a Board Member who is also a waste hauler. This Board Member is authorized to serve in accordance with the rule of law established in A.O. 2006-15, and in accordance with the enabling legislation for solid waste authorities which contemplates that members of the industry are eligible to serve on the board. In particular, this language reads: No member who has any financial interest in the collection, transportation, processing, recycling or the disposal of refuse, garbage, solid waste or hazardous waste shall vote or act on any matter which directly affects the member's personal interests. W. Va. Code § 22C-4-3.

Another SWA Member is a past President of a bank. Although he is retired, he serves on the bank's board. Moreover, the Requester believes that the SWA Member/waste hauler is a customer of this bank and the SWA Member/banker acts as his personal banker.

Based upon this relationship, the Requester asks whether the SWA Member/banker must recuse himself from matters affecting the SWA Member/waste hauler. The SWA seeks an answer to this question, in part, as the SWA Member/waste hauler has filed a lawsuit against all SWA Members except the banker. When the SWA discusses the lawsuit, the SWA Member/banker participates in discussions relating to the lawsuit and presumably has access to otherwise confidential information regarding litigation strategy.

The SWA has a conflict of interest policy which Board Members are required to sign.

CODE PROVISIONS RELIED UPON BY THE COMMISSION

W.Va. Code § 6B-2-5(b) reads in relevant part:

(b) Use of public office for private gain. -- (1) A public official or public employee may not knowingly and intentionally use his or her office or the prestige of his or her office for his or her own private gain or that of another person...

part-time service and do not, in every instance, disqualify a public official or public employee from the responsibility of voting or deciding a matter..." W.Va. Code § 6B-1-2 (c). Though public servants **should** (emphasis supplied) seek to recuse themselves when a matter becomes personal, not every personal relationship requires recusal. W.Va. Code § 6B-1-2(j).

In regard to the issue presented, the Ethics Commission must consider the voting rules codified in the Ethics Act, W.Va. Code § 6B-2-5(j). Based upon this rule, the Board Member/banker must recuse him or herself on matters involving a client of the bank with which he is associated if:

- (1) The Board Member/banker is an employee of the bank, i.e. receives a Form W-2 from the bank;
- (2) The Board Member/waste hauler has a loan from this bank; and,
- (3) The Board Member/banker is presently or within the past twelve (12) months directly involved in approving a loan request for the Board Member/waste hauler.

Based upon the foregoing, the SWA's attorney should carefully review with the affected SWA Members this rule of law and determine whether in fact the Board Member/Banker is an employee, and whether he has been involved in approving loans for the Board Member/waste hauler. If so, then the SWA Member/banker must recuse himself from matters affecting the SWA Member/waste hauler, unless he is affected as a member of a class of five or more. The Board Member/banker shall also recuse himself from matters relating to the lawsuit.

For recusal to be proper, public servants must first fully disclose on the record their disqualifying interest in any matter before the governing body, then leave the room during the discussion, deliberation and vote on the matter. Additionally, the minutes/record of the meeting must reflect the basis for the recusal and that the affected member left the room during all consideration, discussion and vote on the item under consideration.

If the SWA Member/banker is only a bank board member who has not been directly involved with loans to the SWA Member/waste hauler, then the Ethics Commission finds that recusal is not required. The provision in the Ethics Act governing voting on matters affecting bank clients does not expressly extend to bank board members, only employees involved in approving loans. The Commission bases this conclusion upon the well accepted canon of statutory construction that the express mention of one thing implies exclusion of all others (*expressio unius est exclusio alterius*). State ex rel. Riffle v. Ranson, 195 W. Va. 121, 128, 464 S.E.2d 763, 770 (1995).

ADVISORY OPINION NO. 2013-01

2013 FEB -8 AM 9:55

Issued On February 7 10, 2013 By The

WEST VIRGINIA ETHICS COMMISSION

OFFICE OF THE
SECRETARY OF STATE

OPINION SOUGHT

A **Mayor** asks whether her adult daughter who does not reside with her and with whom she has no financial relationship may be employed by the City, and if so, what are the limitations, if any, regarding personnel matters related to her.

FACTS RELIED UPON BY THE COMMISSION

The Requester is the elected mayor of a small town. Her daughter is financially independent and does not reside with the Requester.

The Requester's daughter is employed as the Town's Municipal Clerk. The Town also employs a Police Chief and a Municipal Judge.

Although the Requester states that Town Council is her daughter's supervisor, upon information and belief, the Police Chief is her direct supervisor on a day to day basis.

According to the Requester, Town Council hired her daughter in January 2008 at \$10/hour. Upon the Police Chief's request, Council has approved raises thereafter. The Requester's daughter now earns \$300/month.

The Requester, as a member of the governing body, participates in setting the Town's budget, including salaries. By virtue of her position, she is also directly involved in the Town's personnel matters.

CODE PROVISIONS AND LEGISLATIVE RULE RELIED UPON BY THE COMMISSION

W. Va. Code § 6B-1-3(l) reads:

"Relative" means spouse, mother, father, sister, brother, son, daughter, grandmother, grandfather, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law or daughter-in-law.

W. Va. Code § 6B-2-5(b) reads in relevant part:

A public official or public employee may not knowingly and intentionally use his or her office or the prestige of his or her office for his or her own private gain or that of another person.

Further, W. Va. Code § 6B-2-5(d) states in relevant part:

(1)...[N]o elected official may be a party to or have an interest in a contract which such official may have direct authority to enter into, or over which he or she may have control: Provided, That nothing herein shall be

3.3. A public official or public employee may avoid the appearance of nepotism by following these steps in hiring a relative or cohabitating sexual partner for a public position:

- a. The public should be given reasonable advance notice of the availability of the job.
 1. The notice should include a description of the job responsibilities, the qualifications required, the pay and the manner in which application for the job can be made.
 2. The method of giving notice will of course vary from job to job but there must be reasonable public awareness of the availability of the job. Newspaper want ads and notices on the bulletin boards in public areas of the building are the most obvious and effective methods.
 3. The notice must be made soon enough to give those members of the public who are interested in the job an opportunity to make application.
- b. An objective, independent third party should be involved in the selection where a cohabitating sexual partner or family member is among those who have made application for the job.
 1. To the extent possible, the public official or public employee should stay out of the selection process altogether. If he or she is one of several people with the authority to hire, others with authority should make the selection. If appropriate, the matter should be handled by his or her supervisor, or in the case of an elected official by a qualified person in another office.
 2. A public official or public employee should at least have some independent person take part in the selection. He or she should avoid using a subordinate for the independent person.
 3. If a public official or public employee must share in the decision, he or she should exercise his or her best objective judgment in making the selection, and be prepared to justify his or her selection.

3.4. All hiring by public officials and public employees of relatives prior to the twenty-ninth day of February, 1992 is not subject to review under the ethics act, in Chapter 6B of the West Virginia Code.

especially if it is a short-term, temporary position or an emergency situation. Instead, when the public body knows in advance that one of its preferred candidates is a relative, close friend, or fellow member of the public body, in order to avoid violating W. Va. Code § 6B-2-5(b) (1), then the public body must follow the Commission's nepotism guidelines more fully set forth at W.V.C.S.R. § 158-6-3.

The Commission finds that the rationale is equally appropriate to apply to the employment of relatives. Thus, if an elected member of a governing body knows in advance that a relative is interested in being considered for employment, the governing body shall advertise the position. This step ensures transparency in the public employment process.

Other limitations apply. The parent/public official shall not have **any** role in the decision to select the employee to fill a vacancy for which the relative has applied. S/he shall be recused from: deciding whether a position needs to be filled; writing the job description or establishing job requirements; reviewing applications/resumes; interviewing applicants; ranking applicants; and participating in the decision-making process.

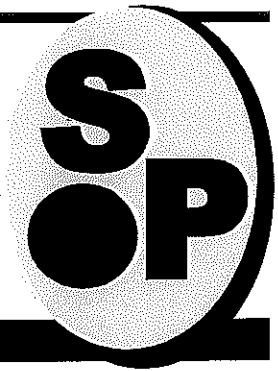
Once a relative is employed, the public official must completely be recused from all personnel matters related to that relative, including without limitation, salary, raises, promotion, discipline, termination or lay-offs, unless that relative is a member of a class of five or more. For recusal to be proper, the official shall disclose her/his conflict of interest and leave the room during the discussion, deliberation and vote thereon. The minutes of the meeting shall reflect the official's recusal.

In addition to formal recusal, public officials may not informally attempt to influence official action on behalf of a relative. An official may not "lobby" fellow members of a governing body to take favorable action on the relative's behalf; an official may not attempt to influence the relative's supervisor to take favorable action either.

Further, the public official shall not supervise any relative, nor shall the official supervise the relative's supervisor; instead, the relative shall be supervised by someone who is not a subordinate of the public official. This condition is consistent with the Commission's ruling in Advisory Opinion 2012-03 wherein a Deputy Chief/Supervisor of a County Agency providing emergency ambulance service was permitted to supervise his subordinate son in emergency situations. The opinion reads:

The Commission further finds the father may not otherwise supervise his son, or be involved in any matters related to his son. Those situations should be handled by either the Chief or some other similarly situated individual who is not a subordinate of the Deputy Chief. This removes any appearance that the father's actions or decisions will affect his son's ... financial interest.

Without more information, it is impossible for the Commission to address the Requester's situation specifically. Instead, the Commission directs the Requester to closely examine the conditions imposed herein to determine whether she can comply



Conservation Agency Conserves Tax Dollars by Participating in the Surplus Property Program



Brian Farkas, Executive Director of the West Virginia Conservation Agency, stands next to one of the vehicles recently purchased by the agency from the West Virginia State Agency for Surplus Agency. Conservation officials estimate that their agency has saved more than \$30,000 by purchasing vehicles from Surplus Property rather than buying them new.

It seems appropriate that one of the state agencies which takes advantage of the fine deals at the West Virginia State Agency for Surplus Property (WVSP) is the West Virginia Conservation Agency.

According to West Virginia Code, the agency is chartered "to conserve natural resources protect public lands and protect and promote the health, safety and general welfare of the people."

Conserving the state money can also be added to the list.

"With the budget cuts state agencies face, obtaining items at Surplus Property is an excellent way to find quality, attractive furniture for our offices and be good stewards of taxpayer money at the same

Please see CONSERVE, Page 4

In Other News...

- **Manager's Perspective: Midweek Vehicle Auction A Success for WVSASP**
- **Be Sure to Check Out WVSASP Website for New Weekly Special Deals**
- **Doug Fuller Learns About State Government as a Truck Driver for Surplus Property**

IMPORTANT! ...

Register for News, Updates and the online *The Property Connection!*

What you are holding in your hands will be the final print edition of *The Property Connection*. In an effort to more efficiently bring news and information about the West Virginia State Agency for Surplus Property (WVSASP) to eligible organiza-

Please see UPDATES, Page 4

Midweek Vehicle Auction a Success for WVSASP

The phrase "thinking outside of the box" is an oft-used cliché, shorthand for when a business tries something new or different. For the West Virginia State Agency for Surplus Property (WVSASP), the Saturday morning absolute auction is a time-tested method of property disposal, offering up state surplus property to the highest bidder.

However, WVSASP decided to take this familiar procedure and offer a twist by offering an absolute auction on a weekday morning focused entirely on vehicles. Thus, on a chilly Thursday morning on December 6, bidders assembled on the WVSASP vehicle lot in Dunbar for an opportunity to bid on 50 automobiles, everything from retired state vehicles to Jeep Grand Cherokees. In less than an hour's time, every vehicle was sold, all to the fast-paced tune of auctioneer Joe Arrington.

The auction was an unbridled success, a gratifying return on this experiment that brought individuals

THE MANAGER'S PERSPECTIVE

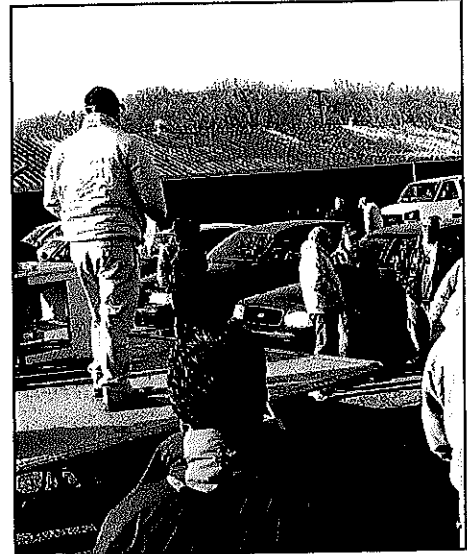
ELIZABETH PERDUE



out during normal work hours, instead of the typical Saturday morning.

We were able to fine-tune this auction by focusing solely on vehicles. Vehicles ranged greatly in condition, and when each was ultimately sold, we were thrilled to see that the experiment had paid off. Following the success of the auction, we are certainly looking toward the possibility similar events in the future.

This was an excellent way to both think "outside the box" while working with known strengths. However, as we have shown in the past with things such as moving to Facebook, Internet auctions, and our weekly deals, WVSASP is always looking for new



Auctioneer Joe Arrington prepares to kick off the WVSASP vehicle auction that was conducted on December 6. Fifty vehicles were sold during this event.

and exciting ways to push outside the traditional boundaries and find new ways to serve our customers. No business stays successful by staying "in the box," and we are grateful to see that our attempts to change how we operate are met with success.

Keep Your Eligibility Status Current

It is the responsibility of eligible organizations to maintain their eligibility status with the West Virginia State Agency for Surplus Property (WVSASP). As always, that includes the eligible organization renewing its eligibility application every three years.

If there is a change in contact information, such as your organization's address, telephone number or e-mail address, contact WVSASP so our records may be updated accordingly.

Be Sure to Check Out Our Special Offers!

Have you checked out Surplus Property's *Special Offers* that are posted on our website regularly? Just look for the graphic as displayed to the right on the website at <http://www.state.wv.us/admin/purchase/surplus/default.html> and you will find out about new arrivals, price reductions and other time-sensitive bargains that you won't want to miss.

Special Offers have ranged from price reductions on vehicles, such as Jeep Cherokees and Dodge Durangos, and filing cabinets, as well as announcing the new arrival of household furniture that was retired from the state park system.

These offers most often change on a weekly basis. Therefore, to ensure that you do not miss an opportunity for good quality items from the West Virginia State Agency for Surplus Property, check this site regularly. For more details, contact WVSASP at (304) 766-2626 or toll-free at (800) 576-7587.



Doug Fuller Learns About State Government While Visiting Agencies for Surplus Property

Doug Fuller drove a coal truck for 18 years. However, as the coal economy changed in recent years, without warning, Fuller found himself without a job.

"A friend who worked for the Division of Highways told me that the West Virginia State Agency for Surplus Property (WVSASP) was looking for a truck driver, and he said I should apply for the job," Fuller said.

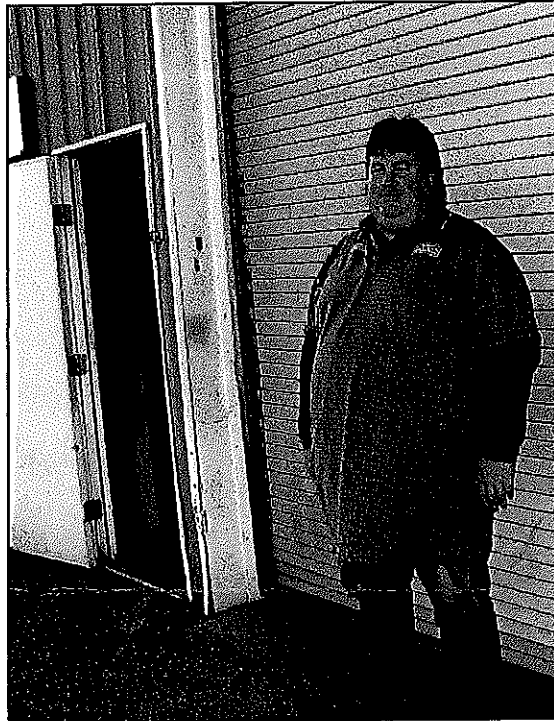
Fuller, a native of Proctorville, Ohio, joined the agency in May as a truck driver, working alongside long-time driver Ron Phipps. Both men are responsible for loading and unloading surplus items, working in the WVSASP warehouses, tagging items for sale, and working with customers.

Both men call the agency a great place to work. "I get to work with really great people, and everyone works well with one another," Fuller said. "Plus you get to see different places and meet different people." He added that a regular work schedule is a welcome change from driving a coal truck, where work hours were typically irregular.

Fuller said never knowing exactly what to expect is part of what makes the job interesting. Picking up property from an agency could be two billboards, only to discover they are wall-sized corkboards.

"One time, we picked up a 1964 Plymouth Valiant from the Division of Rehabilitative Services. They had actually built a room around the car, to help people relearn how to get into and out of a car. They ended up having to set it on its side and drag it out."

He laughed and shook his head. "I did not know a lot about working for state government, so it has been really interesting for me to see what it is that agencies buy."



Doug Fuller came from a career as a coal truck driver to driving a truck for the West Virginia State Agency for Surplus Property. He said the job has been an education on what state government agencies buy.

"I get to work with really great people, and everyone works well with one another. Plus you get to see different places and meet different people."

Doug Fuller

The Property Connection

This publication is made available to all eligible participants of the West Virginia State Agency for Surplus Property on a quarterly basis.

For information on becoming an eligible organization, call (304) 766-2626 or complete an Application for Eligibility at:

<http://www.state.wv.us/admin/purchase/surplus/eligibil.html>

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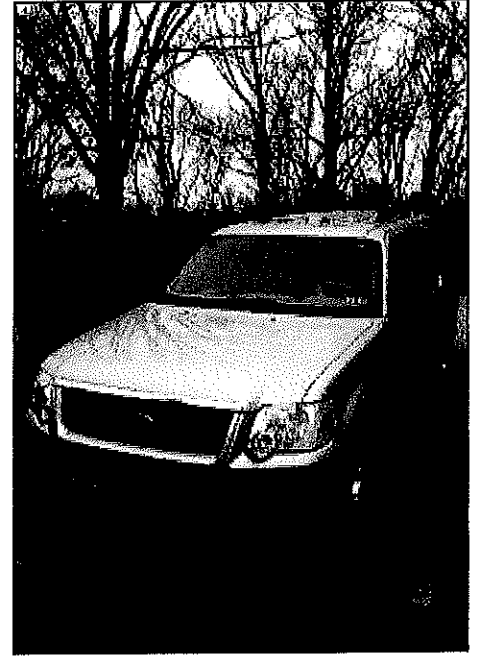
CONSERVE

Continued from Page 1

time,” said Angela Tackett, Fiscal Services Manager for the Conservation Agency. “We recently closed some large offices and opened several small satellite offices and we know that furniture is very expensive when buying it brand new. Our executive director, field officers and I have all gone down to Surplus Property at various times and found quality, attractive chairs for our offices and a conference room table for our home office and it is so much less expensive.”

Tackett said the Conservation Agency has also purchased several vehicles from WVSASP as agency personnel frequently travel around the state to visit field offices. The key, she said, is to be aware of WVSASP’s offerings.

“It is amazing at what you can find at Surplus Property and it is important that we go there often to see what is available because they are always getting different items in all the time,” Tackett said, adding she and other staff members have been visiting Surplus Property since she joined the agency



Office furniture and fleet purchases have been among the ways the West Virginia Conservation Agency has saved money by purchasing through the West Virginia State Agency for Surplus Property (WVSASP). Fiscal Services Manager Angela Tackett said the agency used WVSASP to furnish several small satellite offices following the closure of larger offices.

in 1997. “Surplus Property is such a good option to have when a new need arises.”

The WVSASP staff, she said, makes finding and purchasing needed items convenient.

“They are always very helpful and

offering us assistance. The staff even puts things on hold for us when we can’t make up our minds,” Tackett said. “And they let us know when an item we are looking for becomes available. I think Surplus is a fantastic option for the state.”

UPDATES

Continued from Page 1

tions, *The Property Connection* will be switching to a digital-only format. Downloads will be available at <http://www.state.wv.us/admin/purchase/surplus/propertyconnection/default.html>. *The Property Connection* will continue as a quarterly publication.

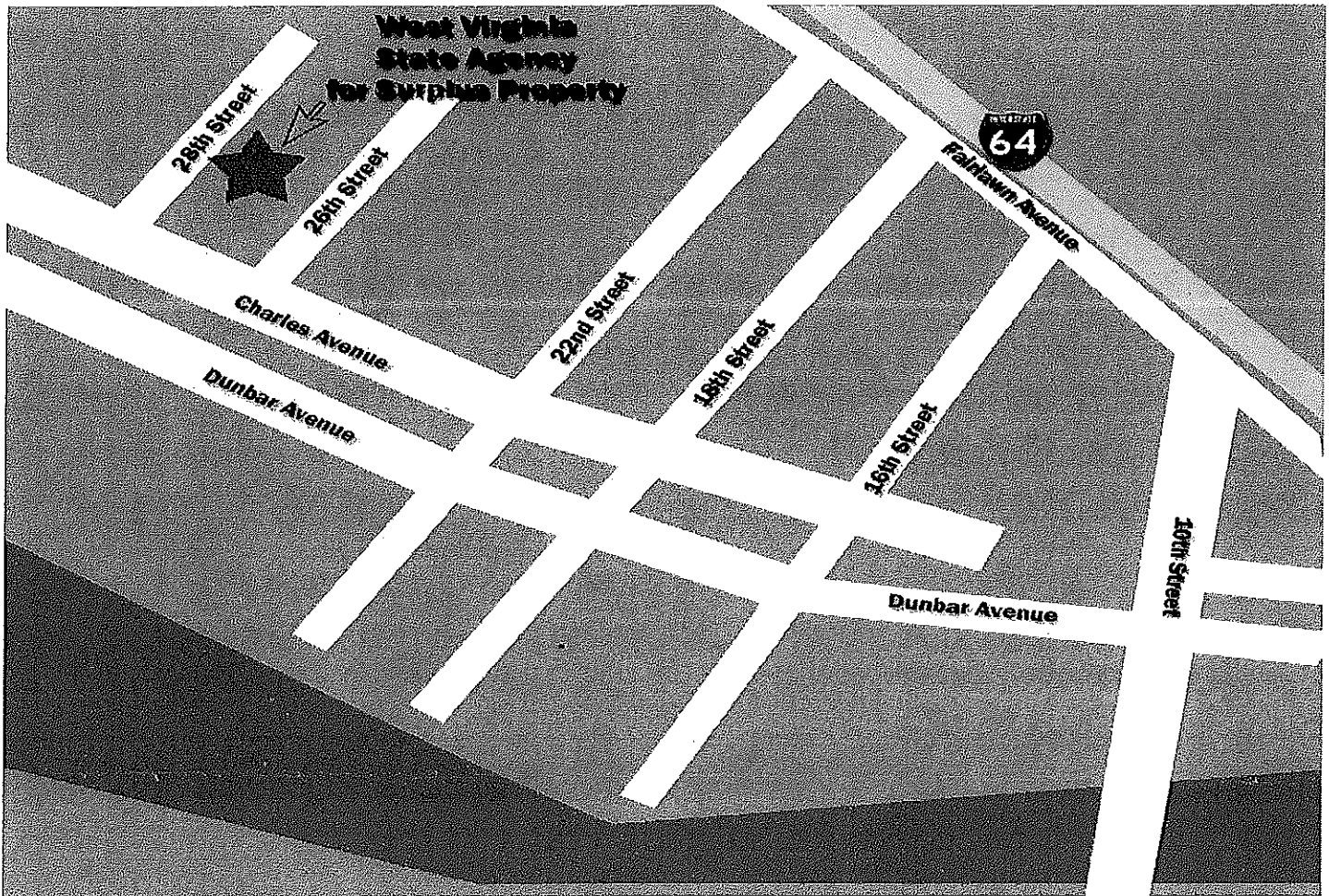
To keep up to date on the latest issue of *The Property Connection* and all news about WVSASP, please take a few minutes and visit <http://www.state.wv.us/admin/purchase/surplus/postcard.html> and make sure that your eligible organization is registered to receive updates from WVSASP via e-mail.

Your eligible organization will receive a postcard within the next week as a reminder about registering. Do not miss out on the latest happenings at WVSASP!

Don’t wait and miss out on offers, updates and news...Sign up for e-mail updates today!

Interested in learning more about the West Virginia State Agency for Surplus Property? Visit our website at:
<http://www.state.wv.us/admin/purchase/surplus>

Surplus Property Warehouse Location



DIRECTIONS: Exit I-64 at Dunbar/Roxalana Road, turn right on Roxalana Road then turn onto WV-25 West. At 16th Street, turn left. Go to intersection with Charles Avenue -- if you miss 16th Street, go to 22nd Street which is also a throughway. Turn right onto Charles Avenue, continue to 28th Street and turn right. The West Virginia State Agency for Surplus Property is on that corner inside the cyclone fence.

SHARE THE GOOD NEWS!

If you know of an organization that might be interested in our program, please clip this coupon and pass it on --

IS YOUR ORGANIZATION...

1. Local or State unit of government
 Agency created by government
OR
2.a. Educational Institution
 Public Health Agency
 Senior Citizen Group
 Child Care Center
 Library
 Museum
 Public Service Agency
AND
b. Non-Profit (IRS 501(c)(3) status required)

If either 1. or 2.a. and b. is checked, you may be eligible to participate in the Surplus Property Program.

MAIL THIS FORM FOR MORE INFORMATION

RETURN TO: West Virginia State Agency for Surplus Property
2700 Charles Avenue
Dunbar, WV 25064

- Please send me an *Application for Eligibility*
Please have a representative contact me
Please visit our organization and offer a presentation

Name _____ Title _____
Organization Name _____
Mailing Address _____
City _____ Zip _____ County _____
Telephone Number _____

**Questions?
Suggestions?
Comments?**



We want to hear from YOU! Are you pleased with our Program? Call us or write to us with any questions, suggestions or comments. We would also like to hear the 'success stories' you have in utilizing surplus property!

West Virginia State Agency for Surplus Property

Hours: 8:30 am to 4:30 pm. Monday through Friday

Specializing in:

- Office Furniture and Equipment
- Tires, Engines, Vehicle Parts
- Shop Equipment
- Rolling Stock and Heavy Equipment
- Electronic Equipment
- Plus Many More Items

Information: For property information and availability, contact the Federal or State Warehouse Supervisors at 766-2626 or call toll free at 1-800-576-7587.

Terms: All organizations must pay by check or credit card — no cash transactions permitted.

Terms and Conditions of Sale

FEDERAL AND STATE REGULATIONS: Acceptance of Federal equipment and supplies by users who have established eligibility to participate in the WVSASP is subject to certifications and agreements identified on the reverse side of the Distribution Document. **1:** Federal equipment and supplies are restricted to institutional use only, not personal use, and are to be used for a minimum of one year; **2:** All vehicles and items with an acquisition cost of \$5,000.00 or more shall be used for the purpose(s) for which acquired within one year from the date the property was invoiced and used for 18 months thereafter. **3:** During the restriction period, the property shall not be sold, traded, leased, lent, bailed, cannibalized, encumbered or otherwise disposed of or removed from the State of West Virginia without the express approval of the WVSASP. The recipients of Federal property are urged to contact the WVSASP prior to taking any actions which might be interpreted as modifying any of the certifications and agreements stated on the reverse side of the Distribution Document.

TERMS: Payment required upon receipt unless previous arrangements have been made. Payment must be by check or credit card issued against an eligible organization. No personal checks, money orders or cash transactions are permitted.

SHIPPING: All service charges are FOB Dunbar Warehouse unless expressly indicated. Out-shipping can be arranged by calling (304) 766-2626. Delivery charges will be added to the invoice.

West Virginia State Agency for Surplus Property



2700 Charles Avenue
Dunbar, WV 25064
(304) 766-2626
1-800-576-7587

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Cabinet Secretary Ross Taylor
Purchasing Director David Tincher

Manager: Elizabeth Perdue
Editor: Diane Holley-Brown
Contributing Reporters:
Tony O'Leary
Chad Williamson

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Permit #78

JEFFERSON COUNTY COMMISSION
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CHARLES TOWN, WV 25414

02-23-2014

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

Week Ending Date	Week Ending February 9, 2013
To be Deposited on:	February 15, 2013
Amount Played	62,480,090.23
Amount Won	56,240,914.00
Amount Promo	191,134.00
MWAP Contribution	<u>3,805.87</u>
Adjusted Gross Terminal Revenue	<u>6,044,236.36</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>241,769.45</u>
Net Terminal Revenue	<u>5,802,466.91</u>
Surcharge @ 10%	580,246.70
State Share Excess @ 58%	336,543.09
Track Share of Capital Reinvestment @ 42%	<u>243,703.61</u>
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	<i>233955.47</i>
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	<i>9748.14</i>
Adjusted Net Terminal Revenue	<u>5,222,220.21</u>
Racetrack @ 46.50% / 42%	2,193,332.49
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,141,110.29
Race Track Purses @ 7% / 14% / 8%	417,777.62
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	26,111.10
Greyhound Development @ .75%	39,166.65
Thoroughbred Development @ .75%	39,166.65
Racing Commission @ 1%	52,222.20
County/Municipality @ 2%	104,444.40
3% Funds:	
Tourism Promotion Fund @ 1.375%	71,805.53
Development Office Promotion Fund @ .375%	19,583.33
Research Challenge Fund @ .5%	26,111.10
Capitol Renovation and Improvement Fund @ .6875%	35,902.76
2004 Capitol Complex Parking Garage Fund @ .0625%	3,263.89
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>52,222.20</u>
	<u>5,222,220.21</u>

WEST VIRGINIA LOTTERY

First Benchmark

Charles Town

County / City Split

Fiscal Year 2013

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% 7.93%	CHARLES TOWN 41.20% 39.90%	HARPERS FERRY 2.24% 2.17%	RANSON 34.78% 33.68%	SHEPHERDS TOWN 13.59% 16.32%
Revised % (after 2/9/2013)								
Week Ending:								
07/07/12	\$ 161,637.92	\$ 161,637.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/14/12	\$ 129,458.04	\$ 129,458.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/21/12	\$ 130,037.00	\$ 130,037.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/28/12	\$ 137,164.44	\$ 137,164.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/04/12	\$ 132,931.16	\$ 132,931.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/11/12	\$ 134,212.88	\$ 134,212.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/18/12	\$ 133,861.76	\$ 110,241.90	\$ 23,619.86	\$ 1,934.47	\$ 9,731.38	\$ 529.08	\$ 8,214.99	\$ 3,209.94
08/25/12	\$ 132,419.80	\$ 66,209.90	\$ 66,209.90	\$ 5,422.59	\$ 27,278.48	\$ 1,483.10	\$ 23,027.80	\$ 8,997.93
09/01/12	\$ 134,266.84	\$ 67,133.42	\$ 67,133.42	\$ 5,498.23	\$ 27,658.97	\$ 1,503.79	\$ 23,349.00	\$ 9,123.43
09/08/12	\$ 148,058.80	\$ 74,029.40	\$ 74,029.40	\$ 6,063.01	\$ 30,500.11	\$ 1,658.26	\$ 25,747.42	\$ 10,060.60
09/15/12	\$ 123,676.08	\$ 61,838.04	\$ 61,838.04	\$ 5,064.54	\$ 25,477.27	\$ 1,385.17	\$ 21,507.27	\$ 8,403.79
09/22/12	\$ 113,993.80	\$ 56,996.90	\$ 56,996.90	\$ 4,668.05	\$ 23,482.72	\$ 1,276.73	\$ 19,823.52	\$ 7,745.88
09/29/12	\$ 123,222.80	\$ 61,611.40	\$ 61,611.40	\$ 5,045.97	\$ 25,383.90	\$ 1,380.10	\$ 21,428.44	\$ 8,372.99
10/06/12	\$ 125,430.40	\$ 62,715.20	\$ 62,715.20	\$ 5,136.37	\$ 25,838.66	\$ 1,404.82	\$ 21,812.35	\$ 8,523.00
10/13/12	\$ 121,420.36	\$ 60,710.18	\$ 60,710.18	\$ 4,972.17	\$ 25,012.59	\$ 1,359.91	\$ 21,115.00	\$ 8,250.51
10/20/12	\$ 124,666.16	\$ 62,333.08	\$ 62,333.08	\$ 5,105.08	\$ 25,681.23	\$ 1,396.26	\$ 21,679.44	\$ 8,471.07
10/27/12	\$ 116,147.08	\$ 58,073.54	\$ 58,073.54	\$ 4,756.22	\$ 23,926.30	\$ 1,300.85	\$ 20,197.98	\$ 7,892.19
11/03/12	\$ 113,090.60	\$ 56,545.30	\$ 56,545.30	\$ 4,631.06	\$ 23,296.66	\$ 1,266.61	\$ 19,666.46	\$ 7,684.51
11/10/12	\$ 112,221.92	\$ 56,110.96	\$ 56,110.96	\$ 4,595.49	\$ 23,117.72	\$ 1,256.88	\$ 19,515.39	\$ 7,625.48
11/17/12	\$ 114,864.72	\$ 57,432.36	\$ 57,432.36	\$ 4,703.71	\$ 23,662.13	\$ 1,286.49	\$ 19,974.97	\$ 7,805.06
11/24/12	\$ 131,777.72	\$ 65,888.86	\$ 65,888.86	\$ 5,396.30	\$ 27,146.21	\$ 1,475.91	\$ 22,916.14	\$ 8,954.30
12/01/12	\$ 100,486.68	\$ 50,243.34	\$ 50,243.34	\$ 4,114.93	\$ 20,700.26	\$ 1,125.45	\$ 17,474.63	\$ 6,828.07
12/08/12	\$ 101,541.92	\$ 50,770.96	\$ 50,770.96	\$ 4,158.14	\$ 20,917.64	\$ 1,137.27	\$ 17,658.14	\$ 6,899.77
12/15/12	\$ 94,044.76	\$ 47,022.38	\$ 47,022.38	\$ 3,851.13	\$ 19,373.22	\$ 1,053.30	\$ 16,354.39	\$ 6,390.34
12/22/12	\$ 93,677.92	\$ 46,838.96	\$ 46,838.96	\$ 3,836.11	\$ 19,297.65	\$ 1,049.19	\$ 16,290.59	\$ 6,365.42
12/29/12	\$ 119,394.44	\$ 59,697.22	\$ 59,697.22	\$ 4,889.20	\$ 24,595.26	\$ 1,337.22	\$ 20,762.69	\$ 8,112.85
01/05/13	\$ 143,347.04	\$ 71,673.52	\$ 71,673.52	\$ 5,870.06	\$ 29,529.49	\$ 1,605.49	\$ 24,928.05	\$ 9,740.43
01/12/13	\$ 100,832.60	\$ 50,416.30	\$ 50,416.30	\$ 4,129.09	\$ 20,771.52	\$ 1,129.33	\$ 17,534.79	\$ 6,851.57
01/19/13	\$ 102,423.76	\$ 51,211.88	\$ 51,211.88	\$ 4,194.25	\$ 21,099.30	\$ 1,147.15	\$ 17,811.49	\$ 6,959.69
01/26/13	\$ 93,932.52	\$ 46,966.26	\$ 46,966.26	\$ 3,846.54	\$ 19,350.10	\$ 1,052.04	\$ 16,334.87	\$ 6,382.71
02/02/13	\$ 104,135.84	\$ 52,067.92	\$ 52,067.92	\$ 4,264.36	\$ 21,451.99	\$ 1,166.32	\$ 18,109.22	\$ 7,076.03
02/09/13	\$ 104,444.40	\$ 52,222.20	\$ 52,222.20	\$ 4,277.00	\$ 21,515.54	\$ 1,169.78	\$ 18,162.88	\$ 7,097.00
Subtotal	\$ 3,852,822.16	\$ 2,382,442.82	\$ 1,470,379.34	\$ 120,424.07	\$ 605,796.30	\$ 32,936.50	\$ 511,397.91	\$ 199,824.56

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2009		FY 2010		FY 2011		FY 2012		FY 2013	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/5/2008 *	169,912.56	7/4/2009 *	128,262.42	07/03/2010	115,402.58	7/1-2/2011	69,824.12	07/07/2012	161,637.92
07/12/2008	176,592.38	07/11/2009	168,815.08	07/10/2010	205,731.64	07/09/2011	171,717.28	07/14/2012	129,458.04
07/19/2008	160,344.08	07/18/2009	160,652.98	07/17/2010	161,386.76	07/16/2011	143,019.52	07/21/2012	130,037.00
07/26/2008	162,982.74	07/25/2009	158,869.08	07/24/2010	160,368.28	07/23/2011	146,508.00	07/28/2012	137,164.44
08/02/2008	178,171.04	08/01/2009	174,493.08	07/31/2010	157,802.08	07/30/2011	144,510.28	08/04/2012	132,931.16
08/09/2008	123,538.04	08/08/2009	138,408.80	08/07/2010	136,494.98	08/06/2011	151,495.28	08/11/2012	134,212.88
08/16/2008	82,482.89	08/15/2009	81,222.14	08/14/2010	78,376.68	08/13/2011	117,350.38	08/18/2012	110,241.90
08/23/2008	76,426.18	08/22/2009	76,260.31	08/21/2010	76,199.02	08/20/2011	71,614.12	08/25/2012	66,209.90
08/30/2008	89,459.86	08/29/2009	80,472.92	08/28/2010	72,460.03	08/27/2011	63,432.14	09/01/2012	67,133.42
09/06/2008	91,644.46	09/05/2009	80,798.15	09/04/2010	76,362.84	09/03/2011	80,837.76	09/08/2012	74,029.40
09/13/2008	79,729.93	09/12/2009	86,286.92	09/11/2010	82,969.36	09/10/2011	84,845.80	09/15/2012	61,838.04
09/20/2008	71,269.36	09/19/2009	70,010.15	09/18/2010	67,638.78	09/17/2011	66,748.62	09/22/2012	56,996.90
09/27/2008	79,735.73	09/26/2009	69,316.87	09/25/2010	70,435.06	09/24/2011	68,929.80	09/29/2012	61,611.40
10/04/2008	75,186.22	10/03/2009	72,286.04	10/02/2010	71,013.86	10/01/2011	68,871.64	10/06/2012	62,715.20
10/11/2008	77,139.04	10/10/2009	69,650.63	10/09/2010	69,311.50	10/08/2011	70,866.90	10/13/2012	60,710.18
10/18/2008	80,668.26	10/17/2009	73,560.21	10/16/2010	75,234.62	10/15/2011	75,262.66	10/20/2012	62,333.08
10/25/2008	64,379.44	10/24/2009	67,581.66	10/23/2010	70,290.80	10/22/2011	68,757.72	10/27/2012	58,073.54
11/01/2008	68,352.42	10/31/2009	64,528.30	10/30/2010	65,615.04	10/29/2011	60,507.98	11/03/2012	56,545.30
11/08/2008	70,823.02	11/07/2009	63,741.59	11/06/2010	61,337.62	11/05/2011	70,673.88	11/10/2012	56,110.96
11/15/2008	65,565.50	11/14/2009	65,959.64	11/13/2010	64,595.28	11/12/2011	67,627.10	11/17/2012	57,432.36
11/22/2008	63,883.80	11/21/2009	59,547.05	11/20/2010	56,010.08	11/19/2011	60,690.60	11/24/2012	65,888.86
11/29/2008	69,850.12	11/28/2009	72,399.98	11/27/2010	71,170.90	11/26/2011	74,140.54	12/01/2012	50,243.34
12/06/2008	55,696.68	12/05/2009	51,006.51	12/04/2010	53,215.08	12/03/2011	59,429.94	12/08/2012	50,770.96
12/13/2008	60,178.04	12/12/2009	52,460.58	12/11/2010	46,944.00	12/10/2011	51,395.44	12/15/2012	47,022.38
12/20/2008	52,189.19	12/19/2009	32,834.39	12/18/2010	42,076.76	12/17/2011	55,981.32	12/22/2012	46,838.96
12/27/2008	72,205.91	12/26/2009	53,406.34	12/25/2010	50,450.28	12/24/2011	54,248.62	12/29/2012	59,697.22
01/03/2009	96,504.65	01/02/2010	92,980.40	01/01/2011	85,152.12	12/31/2011	94,661.00	01/05/2013	71,673.52
01/10/2009	53,286.62	01/09/2010	55,020.46	01/08/2011	54,301.30	01/07/2012	74,863.40	01/12/2013	50,416.30

01/17/2009	56,068.87	01/16/2010	60,551.28	01/15/2011	54,005.90	01/14/2012	58,901.92	01/19/2013	51,211.88
01/24/2009	71,474.63	01/23/2010	69,943.53	01/22/2011	60,924.74	01/21/2012	61,819.92	01/26/2013	46,966.26
01/31/2009	61,089.80	01/30/2010	48,527.75	01/29/2011	48,036.94	01/28/2012	62,898.78	02/02/2013	52,067.92
02/07/2009	83,539.63	02/06/2010	37,155.14	02/05/2011	60,777.44	02/04/2012	72,154.66	02/09/2013	52,222.20
02/14/2009	76,054.44	02/13/2010	44,334.00	02/12/2011	67,471.84	02/11/2012	66,429.04		
02/21/2009	91,838.41	02/20/2010	76,946.12	02/19/2011	72,018.54	02/18/2012	77,455.88		
02/28/2009	80,806.88	02/27/2010	72,024.40	02/26/2011	75,544.02	02/25/2012	77,611.78		
03/07/2009	48,837.13	03/06/2010	76,936.85	03/05/2011	74,535.34	03/03/2012	75,963.86		
03/14/2009	96,025.39	03/13/2010	71,007.37	03/12/2011	66,979.48	03/10/2012	76,808.62		
03/21/2009	79,002.82	03/20/2010	74,335.38	03/19/2011	73,113.26	03/17/2012	76,883.92		
03/28/2009	79,250.83	03/27/2010	69,941.88	03/26/2011	68,490.80	03/24/2012	72,108.36		
04/04/2009	75,968.30	04/03/2010	70,636.28	04/02/2011	70,846.58	03/31/2012	74,244.22		
04/11/2009	75,964.94	04/10/2010	69,692.79	04/09/2011	67,076.78	04/07/2012	75,382.98		
04/18/2009	80,598.22	04/17/2010	69,335.92	04/16/2011	64,698.56	04/14/2012	71,065.34		
04/25/2009	75,571.46	04/24/2010	68,714.11	04/23/2011	67,674.14	04/21/2012	68,055.08		
05/02/2009	73,957.05	05/01/2010	68,799.06	04/30/2011	66,807.50	04/28/2012	72,880.66		
05/09/2009	76,697.22	05/08/2010	67,403.54	05/07/2011	66,379.74	05/05/2012	71,582.30		
05/16/2009	71,925.70	05/15/2010	70,186.32	05/14/2011	66,699.76	05/12/2012	63,357.92		
05/23/2009	81,395.43	05/22/2010	64,695.71	05/21/2011	63,210.44	05/19/2012	78,984.36		
05/30/2009	82,161.55	05/29/2010	67,157.40	05/28/2011	64,724.06	05/26/2012	67,396.24		
06/06/2009	74,895.74	06/05/2010	77,371.80	06/04/2011	74,952.34	06/02/2012	76,959.44		
06/13/2009	67,327.23	06/12/2010	66,106.29	06/11/2011	62,203.12	06/09/2012	63,584.86		
06/20/2009	75,500.53	06/19/2010	64,888.48	06/18/2011	61,200.76	06/16/2012	59,436.12		
06/27/2009	67,354.10	06/26/2010	63,950.29	06/25/2011	65,470.44	06/23/2012	55,921.30		
6/30/2009 ***	32,059.58	06/30/2010	29,667.19	06/30/2011	34,351.16	06/30/2012	58,207.40		
TOTALS 4403564.04					4041141.56	4016541.01	4124906.8	2382442.82	

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35
March, 2011	120,927.10	February, 2012	142,770.01		
April, 2011	130,654.61	March, 2012	151,845.46		
May, 2011	130,492.02	April, 2012	127,862.26		
June, 2011	121,576.41	May, 2012	137,905.13		
		June, 2012	129,235.38		
Total 2010-2011	1297391.7	Total 2011-2012	1602900.84	Total 2011-2012	939696.09

Table Game Revenue Distribution - Jefferson County School Board

Date	Amount	Date	Amount
July, 2011	425,154.03	July, 2012	415,990.92
August, 2011	412,421.76	August, 2012	399,737.49
September, 2011	331,125.75	September, 2012	382,597.20
October, 2011	372,821.82	October, 2012	379,446.06
November, 2011	363,356.61	November, 2012	403,331.79
December, 2011	421,529.79	December, 2012	440,033.75
January, 2012	413,438.04	January, 2013	397,951.05
February, 2012	428,310.03		
March, 2012	455,536.38		
April, 2012	383,586.78		
May, 2012	413,715.39		
June, 2012	387,706.12		
Total 2011-2012	4,808,702.50	Total 2011-2012	2,819,088.26

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

Week Ending Date	Week Ending February 16, 2013
To be Deposited on:	February 25, 2013
Amount Played	73,254,268.44
Amount Won	65,592,539.95
Amount Promo	222,334.00
MWAP Contribution	<u>3,801.42</u>
Adjusted Gross Terminal Revenue	<u>7,435,593.07</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>297,423.72</u>
Net Terminal Revenue	<u>7,138,169.35</u>
Surcharge @ 10%	713,816.94
State Share Excess @ 58%	414,013.83
Track Share of Capital Reinvestment @ 42%	<u>299,803.11</u>
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	<i>287810.99</i>
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	<i>11992.12</i>
Adjusted Net Terminal Revenue	<u>6,424,352.41</u>
Racetrack @ 46.50% / 42%	2,698,228.01
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,633,984.52
Race Track Purses @ 7% / 14% / 8%	513,948.19
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	32,121.76
Greyhound Development @ .75%	48,182.64
Thoroughbred Development @ .75%	48,182.64
Racing Commission @ 1%	64,243.52
County/Municipality @ 2%	128,487.04
3% Funds:	
Tourism Promotion Fund @ 1.375%	88,334.85
Development Office Promotion Fund @ .375%	24,091.32
Research Challenge Fund @ .5%	32,121.76
Capitol Renovation and Improvement Fund @ .6875%	44,167.42
2004 Capitol Complex Parking Garage Fund @ .0625%	4,015.22
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>64,243.52</u>
	<u>6,424,352.41</u>

WEST VIRGINIA LOTTERY
First Benchmark
Charles Town
County / City Split
Fiscal Year 2013

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% 7.93%	CHARLES TOWN 41.20% 39.90%	HARPERS FERRY 2.24% 2.17%	RANSON 34.78% 33.68%	SHEPHERDS TOWN 13.59% 16.32%
Revised % (after 2/9/2013)								
Week Ending:								
07/07/12	\$ 161,637.92	\$ 161,637.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/14/12	\$ 129,458.04	\$ 129,458.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/21/12	\$ 130,037.00	\$ 130,037.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/28/12	\$ 137,164.44	\$ 137,164.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/04/12	\$ 132,931.16	\$ 132,931.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/11/12	\$ 134,212.88	\$ 134,212.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/18/12	\$ 133,861.76	\$ 110,241.90	\$ 23,619.86	\$ 1,934.47	\$ 9,731.38	\$ 529.08	\$ 8,214.99	\$ 3,209.94
08/25/12	\$ 132,419.80	\$ 66,209.90	\$ 66,209.90	\$ 5,422.59	\$ 27,278.48	\$ 1,483.10	\$ 23,027.80	\$ 8,997.93
09/01/12	\$ 134,266.84	\$ 67,133.42	\$ 67,133.42	\$ 5,498.23	\$ 27,658.97	\$ 1,503.79	\$ 23,349.00	\$ 9,123.43
09/08/12	\$ 148,058.80	\$ 74,029.40	\$ 74,029.40	\$ 6,063.01	\$ 30,500.11	\$ 1,658.26	\$ 25,747.42	\$ 10,060.60
09/15/12	\$ 123,676.08	\$ 61,838.04	\$ 61,838.04	\$ 5,064.54	\$ 25,477.27	\$ 1,385.17	\$ 21,507.27	\$ 8,403.79
09/22/12	\$ 113,993.80	\$ 56,996.90	\$ 56,996.90	\$ 4,668.05	\$ 23,482.72	\$ 1,276.73	\$ 19,823.52	\$ 7,745.88
09/29/12	\$ 123,222.80	\$ 61,611.40	\$ 61,611.40	\$ 5,045.97	\$ 25,383.90	\$ 1,380.10	\$ 21,428.44	\$ 8,372.99
10/06/12	\$ 125,430.40	\$ 62,715.20	\$ 62,715.20	\$ 5,136.37	\$ 25,838.66	\$ 1,404.82	\$ 21,812.35	\$ 8,523.00
10/13/12	\$ 121,420.36	\$ 60,710.18	\$ 60,710.18	\$ 4,972.17	\$ 25,012.59	\$ 1,359.91	\$ 21,115.00	\$ 8,250.51
10/20/12	\$ 124,666.16	\$ 62,333.08	\$ 62,333.08	\$ 5,105.08	\$ 25,681.23	\$ 1,396.26	\$ 21,679.44	\$ 8,471.07
10/27/12	\$ 116,147.08	\$ 58,073.54	\$ 58,073.54	\$ 4,756.22	\$ 23,926.30	\$ 1,300.85	\$ 20,197.98	\$ 7,892.19
11/03/12	\$ 113,090.60	\$ 56,545.30	\$ 56,545.30	\$ 4,631.06	\$ 23,296.66	\$ 1,266.61	\$ 19,666.46	\$ 7,684.51
11/10/12	\$ 112,221.92	\$ 56,110.96	\$ 56,110.96	\$ 4,595.49	\$ 23,117.72	\$ 1,256.88	\$ 19,515.39	\$ 7,625.48
11/17/12	\$ 114,864.72	\$ 57,432.36	\$ 57,432.36	\$ 4,703.71	\$ 23,662.13	\$ 1,286.49	\$ 19,974.97	\$ 7,805.06
11/24/12	\$ 131,777.72	\$ 65,888.86	\$ 65,888.86	\$ 5,396.30	\$ 27,146.21	\$ 1,475.91	\$ 22,916.14	\$ 8,954.30
12/01/12	\$ 100,486.68	\$ 50,243.34	\$ 50,243.34	\$ 4,114.93	\$ 20,700.26	\$ 1,125.45	\$ 17,474.63	\$ 6,828.07
12/08/12	\$ 101,541.92	\$ 50,770.96	\$ 50,770.96	\$ 4,158.14	\$ 20,917.64	\$ 1,137.27	\$ 17,658.14	\$ 6,899.77
12/15/12	\$ 94,044.76	\$ 47,022.38	\$ 47,022.38	\$ 3,851.13	\$ 19,373.22	\$ 1,053.30	\$ 16,354.39	\$ 6,390.34
12/22/12	\$ 93,877.92	\$ 46,838.96	\$ 46,838.96	\$ 3,836.11	\$ 19,297.65	\$ 1,049.19	\$ 16,290.59	\$ 6,365.42
12/29/12	\$ 119,394.44	\$ 59,697.22	\$ 59,697.22	\$ 4,889.20	\$ 24,595.26	\$ 1,337.22	\$ 20,762.69	\$ 8,112.85
01/05/13	\$ 143,347.04	\$ 71,673.52	\$ 71,673.52	\$ 5,870.08	\$ 29,529.49	\$ 1,605.49	\$ 24,928.05	\$ 9,740.43
01/12/13	\$ 100,832.60	\$ 50,416.30	\$ 50,416.30	\$ 4,129.09	\$ 20,771.52	\$ 1,129.33	\$ 17,534.79	\$ 6,851.57
01/19/13	\$ 102,423.76	\$ 51,211.88	\$ 51,211.88	\$ 4,194.25	\$ 21,099.30	\$ 1,147.15	\$ 17,811.49	\$ 6,959.69
01/26/13	\$ 93,932.52	\$ 46,966.26	\$ 46,966.26	\$ 3,846.54	\$ 19,350.10	\$ 1,052.04	\$ 16,334.87	\$ 6,382.71
02/02/13	\$ 104,135.84	\$ 52,067.92	\$ 52,067.92	\$ 4,264.36	\$ 21,451.99	\$ 1,166.32	\$ 18,109.22	\$ 7,076.03
02/09/13	\$ 104,444.40	\$ 52,222.20	\$ 52,222.20	\$ 4,277.00	\$ 21,515.54	\$ 1,169.78	\$ 18,162.88	\$ 7,097.00
02/16/13	\$ 128,487.04	\$ 64,243.52	\$ 64,243.52	\$ 5,094.51	\$ 25,633.17	\$ 1,394.08	\$ 21,637.22	\$ 10,484.54
Subtotal	\$ 3,981,309.20	\$ 2,446,686.34	\$ 1,534,622.86	\$ 125,518.58	\$ 631,429.47	\$ 34,330.58	\$ 533,035.13	\$ 210,309.10

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2009			FY 2010			FY 2011			FY 2012			FY 2013		
Date	Amount		Date	Amount		Date	Amount		Date	Amount		Date	Amount	
7/5/2008 *	169,912.56		7/4/2009 *	128,262.42		07/03/2010	115,402.58		7/1-2/2011	69,824.12		07/07/2012	161,637.92	
07/12/2008	176,592.38		07/11/2009	168,815.08		07/10/2010	205,731.64		07/09/2011	171,717.28		07/14/2012	129,458.04	
07/19/2008	160,344.08		07/18/2009	160,652.98		07/17/2010	161,386.76		07/16/2011	143,019.52		07/21/2012	130,037.00	
07/26/2008	162,982.74		07/25/2009	158,869.08		07/24/2010	160,368.28		07/23/2011	146,508.00		07/28/2012	137,164.44	
08/02/2008	178,171.04		08/01/2009	174,493.08		07/31/2010	157,802.08		07/30/2011	144,510.28		08/04/2012	132,931.16	
08/09/2008	123,538.04		08/08/2009	138,408.80		08/07/2010	136,494.98		08/06/2011	151,495.28		08/11/2012	134,212.88	
08/16/2008	82,482.89		08/15/2009	81,222.14		08/14/2010	78,376.68		08/13/2011	117,350.38		08/18/2012	110,241.90	
08/23/2008	76,426.18		08/22/2009	76,260.31		08/21/2010	76,199.02		08/20/2011	71,614.12		08/25/2012	66,209.90	
08/30/2008	89,459.86		08/29/2009	80,472.92		08/28/2010	72,460.03		08/27/2011	63,432.14		09/01/2012	67,133.42	
09/06/2008	91,644.46		09/05/2009	80,798.15		09/04/2010	76,362.84		09/03/2011	80,837.76		09/08/2012	74,029.40	
09/13/2008	79,729.93		09/12/2009	86,286.92		09/11/2010	82,969.36		09/10/2011	84,845.80		09/15/2012	61,838.04	
09/20/2008	71,269.36		09/19/2009	70,010.15		09/18/2010	67,638.78		09/17/2011	66,748.62		09/22/2012	56,996.90	
09/27/2008	79,735.73		09/26/2009	69,316.87		09/25/2010	70,435.06		09/24/2011	68,929.80		09/29/2012	61,611.40	
10/04/2008	75,186.22		10/03/2009	72,286.04		10/02/2010	71,013.86		10/01/2011	68,871.64		10/06/2012	62,715.20	
10/11/2008	77,139.04		10/10/2009	69,650.63		10/09/2010	69,311.50		10/08/2011	70,866.90		10/13/2012	60,710.18	
10/18/2008	80,668.26		10/17/2009	73,560.21		10/16/2010	75,234.62		10/15/2011	75,262.66		10/20/2012	62,333.08	
10/25/2008	64,379.44		10/24/2009	67,581.66		10/23/2010	70,290.80		10/22/2011	68,757.72		10/27/2012	58,073.54	
11/01/2008	68,352.42		10/31/2009	64,528.30		10/30/2010	65,615.04		10/29/2011	60,507.98		11/03/2012	56,545.30	
11/08/2008	70,823.02		11/07/2009	63,741.59		11/06/2010	61,337.62		11/05/2011	70,673.88		11/10/2012	56,110.96	
11/15/2008	65,565.50		11/14/2009	65,959.64		11/13/2010	64,595.28		11/12/2011	67,627.10		11/17/2012	57,432.36	
11/22/2008	63,883.80		11/21/2009	59,547.05		11/20/2010	56,010.08		11/19/2011	60,690.60		11/24/2012	65,888.86	
11/29/2008	69,850.12		11/28/2009	72,399.98		11/27/2010	71,170.90		11/26/2011	74,140.54		12/01/2012	50,243.34	
12/06/2008	55,696.68		12/05/2009	51,006.51		12/04/2010	53,215.08		12/03/2011	59,429.94		12/08/2012	50,770.96	
12/13/2008	60,178.04		12/12/2009	52,460.58		12/11/2010	46,944.00		12/10/2011	51,395.44		12/15/2012	47,022.38	
12/20/2008	52,189.19		12/19/2009	32,834.39		12/18/2010	42,076.76		12/17/2011	55,981.32		12/22/2012	46,838.96	
12/27/2008	72,205.91		12/26/2009	53,406.34		12/25/2010	50,450.28		12/24/2011	54,248.62		12/29/2012	59,697.22	
01/03/2009	96,504.65		01/02/2010	92,980.40		01/01/2011	85,152.12		12/31/2011	94,661.00		01/05/2013	71,673.52	
01/10/2009	53,286.62		01/09/2010	55,020.46		01/08/2011	54,301.30		01/07/2012	74,863.40		01/12/2013	50,416.30	

01/17/2009	56,068.87	01/16/2010	60,551.28	01/15/2011	54,005.90	01/14/2012	58,901.92	01/19/2013	51,211.88
01/24/2009	71,474.63	01/23/2010	69,943.53	01/22/2011	60,924.74	01/21/2012	61,819.92	01/26/2013	46,966.26
01/31/2009	61,089.80	01/30/2010	48,527.75	01/29/2011	48,036.94	01/28/2012	62,898.78	02/02/2013	52,067.92
02/07/2009	83,539.63	02/06/2010	37,155.14	02/05/2011	60,777.44	02/04/2012	72,154.66	02/09/2013	52,222.20
02/14/2009	76,054.44	02/13/2010	44,334.00	02/12/2011	67,471.84	02/11/2012	66,429.04	02/16/2013	64,243.52
02/21/2009	91,838.41	02/20/2010	76,946.12	02/19/2011	72,018.54	02/18/2012	77,455.88		
02/28/2009	80,806.88	02/27/2010	72,024.40	02/26/2011	75,544.02	02/25/2012	77,611.78		
03/07/2009	48,837.13	03/06/2010	76,936.85	03/05/2011	74,535.34	03/03/2012	75,963.86		
03/14/2009	96,025.39	03/13/2010	71,007.37	03/12/2011	66,979.48	03/10/2012	76,808.62		
03/21/2009	79,002.82	03/20/2010	74,335.38	03/19/2011	73,113.26	03/17/2012	76,883.92		
03/28/2009	79,250.83	03/27/2010	69,941.88	03/26/2011	68,490.80	03/24/2012	72,108.36		
04/04/2009	75,968.30	04/03/2010	70,636.28	04/02/2011	70,846.58	03/31/2012	74,244.22		
04/11/2009	75,964.94	04/10/2010	69,692.79	04/09/2011	67,076.78	04/07/2012	75,382.98		
04/18/2009	80,598.22	04/17/2010	69,335.92	04/16/2011	64,698.56	04/14/2012	71,065.34		
04/25/2009	75,571.46	04/24/2010	68,714.11	04/23/2011	67,674.14	04/21/2012	68,055.08		
05/02/2009	73,957.05	05/01/2010	68,799.06	04/30/2011	66,807.50	04/28/2012	72,880.66		
05/09/2009	76,697.22	05/08/2010	67,403.54	05/07/2011	66,379.74	05/05/2012	71,582.30		
05/16/2009	71,925.70	05/15/2010	70,186.32	05/14/2011	66,699.76	05/12/2012	63,357.92		
05/23/2009	81,395.43	05/22/2010	64,695.71	05/21/2011	63,210.44	05/19/2012	78,984.36		
05/30/2009	82,161.55	05/29/2010	67,157.40	05/28/2011	64,724.06	05/26/2012	67,396.24		
06/06/2009	74,895.74	06/05/2010	77,371.80	06/04/2011	74,952.34	06/02/2012	76,959.44		
06/13/2009	67,327.23	06/12/2010	66,106.29	06/11/2011	62,203.12	06/09/2012	63,584.86		
06/20/2009	75,500.53	06/19/2010	64,888.48	06/18/2011	61,200.76	06/16/2012	59,436.12		
06/27/2009	67,354.10	06/26/2010	63,950.29	06/25/2011	65,470.44	06/23/2012	55,921.30		
6/30/2009 ***	32,059.58	06/30/2010	29,667.19	06/30/2011	34,351.16	06/30/2012	58,207.40		
TOTALS		4403564.04	404141.56	4016541.01	4124906.8	2446686.34			

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35
March, 2011	120,927.10	February, 2012	142,770.01		
April, 2011	130,654.61	March, 2012	151,845.46		
May, 2011	130,492.02	April, 2012	127,862.26		
June, 2011	121,576.41	May, 2012	137,905.13		
		June, 2012	129,235.38		
Total 2010-2011	1297391.7	Total 2011-2012	1602900.84	Total 2011-2012	939696.09

Table Game Revenue Distribution - Jefferson County School Board

Date	Amount	Date	Amount
July, 2011	425,154.03	July, 2012	415,990.92
August, 2011	412,421.76	August, 2012	399,737.49
September, 2011	331,125.75	September, 2012	382,597.20
October, 2011	372,821.82	October, 2012	379,446.06
November, 2011	363,356.61	November, 2012	403,331.79
December, 2011	421,529.79	December, 2012	440,033.75
January, 2012	413,438.04	January, 2013	397,951.05
February, 2012	428,310.03		
March, 2012	455,536.38		
April, 2012	383,586.78		
May, 2012	413,715.39		
June, 2012	387,706.12		
Total 2011-2012	4,808,702.50	Total 2011-2012	2,819,088.26

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

Week Ending Date	Week Ending February 23, 2013
To be Deposited on:	March 1, 2013
Amount Played	72,135,780.79
Amount Won	64,497,856.74
Amount Promo	212,678.00
MWAP Contribution	<u>4,446.47</u>
Adjusted Gross Terminal Revenue	<u>7,420,799.58</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>296,831.98</u>
Net Terminal Revenue	<u>7,123,967.60</u>
Surcharge @ 10%	712,396.76
State Share Excess @ 58%	413,190.12
Track Share of Capital Reinvestment @ 42%	<u>299,206.64</u>
<i>Track Share of Capital Reinvestment @ 42% - 96%</i>	287238.37
<i>Track Share of Capital Reinvestment @ 42% - 4%</i>	11968.27
Adjusted Net Terminal Revenue	<u>6,411,570.84</u>
Racetrack @ 46.50% / 42%	2,692,859.75
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,628,744.09
Race Track Purses @ 7% / 14% / 8%	512,925.67
Workers' Compensation Debt Reduction @ 7% / 0%	0.00
Employee Pension Fund @ 1% / .5%	32,057.85
Greyhound Development @ .75%	48,086.78
Thoroughbred Development @ .75%	48,086.78
Racing Commission @ 1%	64,115.70
County/Municipality @ 2%	128,231.40
3% Funds:	
Tourism Promotion Fund @ 1.375%	88,159.10
Development Office Promotion Fund @ .375%	24,043.39
Research Challenge Fund @ .5%	32,057.85
Capitol Renovation and Improvement Fund @ .6875%	44,079.55
2004 Capitol Complex Parking Garage Fund @ .0625%	4,007.23
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>64,115.70</u>
	<u>6,411,570.84</u>

WEST VIRGINIA LOTTERY

First Benchmark
Charles Town
County / City Split
Fiscal Year 2013

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% 7.93%	CHARLES TOWN 41.20% 39.90%	HARPERS FERRY 2.24% 2.17%	RANSON 34.78% 33.68%	SHEPHERDS TOWN 13.59% 16.32%
Revised % (after 2/9/2013)								
Week Ending:								
07/07/12	\$ 161,637.92	\$ 161,637.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/14/12	\$ 129,458.04	\$ 129,458.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/21/12	\$ 130,037.00	\$ 130,037.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/28/12	\$ 137,164.44	\$ 137,164.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/04/12	\$ 132,931.16	\$ 132,931.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/11/12	\$ 134,212.88	\$ 134,212.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/18/12	\$ 133,861.76	\$ 110,241.90	\$ 23,619.86	\$ 1,934.47	\$ 9,731.38	\$ 529.08	\$ 8,214.99	\$ 3,209.94
08/25/12	\$ 132,419.80	\$ 66,209.90	\$ 66,209.90	\$ 5,422.59	\$ 27,278.48	\$ 1,483.10	\$ 23,027.80	\$ 8,997.93
09/01/12	\$ 134,266.84	\$ 67,133.42	\$ 67,133.42	\$ 5,498.23	\$ 27,658.97	\$ 1,503.79	\$ 23,349.00	\$ 9,123.43
09/08/12	\$ 148,058.80	\$ 74,029.40	\$ 74,029.40	\$ 6,063.01	\$ 30,500.11	\$ 1,658.26	\$ 25,747.42	\$ 10,060.60
09/15/12	\$ 123,676.08	\$ 61,838.04	\$ 61,838.04	\$ 5,064.54	\$ 25,477.27	\$ 1,385.17	\$ 21,507.27	\$ 8,403.79
09/22/12	\$ 113,993.80	\$ 56,996.90	\$ 56,996.90	\$ 4,668.05	\$ 23,482.72	\$ 1,276.73	\$ 19,823.52	\$ 7,745.88
09/29/12	\$ 123,222.80	\$ 61,611.40	\$ 61,611.40	\$ 5,045.97	\$ 25,383.90	\$ 1,380.10	\$ 21,428.44	\$ 8,372.99
10/06/12	\$ 125,430.40	\$ 62,715.20	\$ 62,715.20	\$ 5,136.37	\$ 25,838.66	\$ 1,404.82	\$ 21,812.35	\$ 8,523.00
10/13/12	\$ 121,420.36	\$ 60,710.18	\$ 60,710.18	\$ 4,972.17	\$ 25,012.59	\$ 1,359.91	\$ 21,115.00	\$ 8,250.51
10/20/12	\$ 124,666.16	\$ 62,333.08	\$ 62,333.08	\$ 5,105.08	\$ 25,681.23	\$ 1,396.26	\$ 21,679.44	\$ 8,471.07
10/27/12	\$ 116,147.08	\$ 58,073.54	\$ 58,073.54	\$ 4,756.22	\$ 23,926.30	\$ 1,300.85	\$ 20,197.98	\$ 7,892.19
11/03/12	\$ 113,090.60	\$ 56,545.30	\$ 56,545.30	\$ 4,631.06	\$ 23,296.66	\$ 1,266.61	\$ 19,666.46	\$ 7,684.51
11/10/12	\$ 112,221.92	\$ 56,110.96	\$ 56,110.96	\$ 4,595.49	\$ 23,117.72	\$ 1,256.88	\$ 19,515.39	\$ 7,625.48
11/17/12	\$ 114,864.72	\$ 57,432.36	\$ 57,432.36	\$ 4,703.71	\$ 23,662.13	\$ 1,286.49	\$ 19,974.97	\$ 7,805.06
11/24/12	\$ 131,777.72	\$ 65,888.86	\$ 65,888.86	\$ 5,396.30	\$ 27,146.21	\$ 1,475.91	\$ 22,916.14	\$ 8,954.30
12/01/12	\$ 100,486.68	\$ 50,243.34	\$ 50,243.34	\$ 4,114.93	\$ 20,700.26	\$ 1,125.45	\$ 17,474.63	\$ 6,828.07
12/08/12	\$ 101,541.92	\$ 50,770.96	\$ 50,770.96	\$ 4,158.14	\$ 20,917.64	\$ 1,137.27	\$ 17,658.14	\$ 6,899.77
12/15/12	\$ 94,044.76	\$ 47,022.38	\$ 47,022.38	\$ 3,851.13	\$ 19,373.22	\$ 1,063.30	\$ 16,354.39	\$ 6,390.34
12/22/12	\$ 93,677.92	\$ 46,838.96	\$ 46,838.96	\$ 3,836.11	\$ 19,297.65	\$ 1,049.19	\$ 16,290.59	\$ 6,365.42
12/29/12	\$ 119,394.44	\$ 59,697.22	\$ 59,697.22	\$ 4,889.20	\$ 24,595.26	\$ 1,337.22	\$ 20,762.69	\$ 8,112.85
01/05/13	\$ 143,347.04	\$ 71,673.52	\$ 71,673.52	\$ 5,870.06	\$ 29,529.49	\$ 1,605.49	\$ 24,928.05	\$ 9,740.43
01/12/13	\$ 100,832.60	\$ 50,416.30	\$ 50,416.30	\$ 4,129.09	\$ 20,771.52	\$ 1,129.33	\$ 17,534.79	\$ 6,851.57
01/19/13	\$ 102,423.76	\$ 51,211.88	\$ 51,211.88	\$ 4,194.25	\$ 21,099.30	\$ 1,147.15	\$ 17,811.49	\$ 6,959.69
01/26/13	\$ 93,932.52	\$ 46,966.26	\$ 46,966.26	\$ 3,846.54	\$ 19,350.10	\$ 1,052.04	\$ 16,334.87	\$ 6,382.71
02/02/13	\$ 104,135.84	\$ 52,067.92	\$ 52,067.92	\$ 4,264.36	\$ 21,451.99	\$ 1,166.32	\$ 18,109.22	\$ 7,076.03
02/09/13	\$ 104,444.40	\$ 52,222.20	\$ 52,222.20	\$ 4,277.00	\$ 21,515.54	\$ 1,169.78	\$ 18,162.88	\$ 7,097.00
02/16/13	\$ 128,487.04	\$ 64,243.52	\$ 64,243.52	\$ 5,094.51	\$ 25,633.17	\$ 1,394.08	\$ 21,637.22	\$ 10,484.54
02/23/13	\$ 128,231.40	\$ 64,115.70	\$ 64,115.70	\$ 5,084.38	\$ 25,582.16	\$ 1,391.31	\$ 21,594.17	\$ 10,463.68
Subtotal	\$ 4,109,540.60	\$ 2,510,802.04	\$ 1,598,738.56	\$ 130,602.96	\$ 657,011.63	\$ 35,721.89	\$ 554,629.30	\$ 220,772.78

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2009		FY 2010		FY 2011		FY 2012		FY 2013	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/5/2008 *	169,912.56	7/4/2009 *	128,262.42	07/03/2010	115,402.58	7/1-2/2011	69,824.12	07/07/2012	161,637.92
07/12/2008	176,592.38	07/11/2009	168,815.08	07/10/2010	205,731.64	07/09/2011	171,717.28	07/14/2012	129,458.04
07/19/2008	160,344.08	07/18/2009	160,652.98	07/17/2010	161,386.76	07/16/2011	143,019.52	07/21/2012	130,037.00
07/26/2008	162,982.74	07/25/2009	158,869.08	07/24/2010	160,368.28	07/23/2011	146,508.00	07/28/2012	137,164.44
08/02/2008	178,171.04	08/01/2009	174,493.08	07/31/2010	157,802.08	07/30/2011	144,510.28	08/04/2012	132,931.16
08/09/2008	123,538.04	08/08/2009	138,408.80	08/07/2010	136,494.98	08/06/2011	151,495.28	08/11/2012	134,212.88
08/16/2008	82,482.89	08/15/2009	81,222.14	08/14/2010	78,376.68	08/13/2011	117,350.38	08/18/2012	110,241.90
08/23/2008	76,426.18	08/22/2009	76,260.31	08/21/2010	76,199.02	08/20/2011	71,614.12	08/25/2012	66,209.90
08/30/2008	89,459.86	08/29/2009	80,472.92	08/28/2010	72,460.03	08/27/2011	63,432.14	09/01/2012	67,133.42
09/06/2008	91,644.46	09/05/2009	80,798.15	09/04/2010	76,362.84	09/03/2011	80,837.76	09/08/2012	74,029.40
09/13/2008	79,729.93	09/12/2009	86,286.92	09/11/2010	82,969.36	09/10/2011	84,845.80	09/15/2012	61,838.04
09/20/2008	71,269.36	09/19/2009	70,010.15	09/18/2010	67,638.78	09/17/2011	66,748.62	09/22/2012	56,996.90
09/27/2008	79,735.73	09/26/2009	69,316.87	09/25/2010	70,435.06	09/24/2011	68,929.80	09/29/2012	61,611.40
10/04/2008	75,186.22	10/03/2009	72,286.04	10/02/2010	71,013.86	10/01/2011	68,871.64	10/06/2012	62,715.20
10/11/2008	77,139.04	10/10/2009	69,650.63	10/09/2010	69,311.50	10/08/2011	70,866.90	10/13/2012	60,710.18
10/18/2008	80,668.26	10/17/2009	73,560.21	10/16/2010	75,234.62	10/15/2011	75,262.66	10/20/2012	62,333.08
10/25/2008	64,379.44	10/24/2009	67,581.66	10/23/2010	70,290.80	10/22/2011	68,757.72	10/27/2012	58,073.54
11/01/2008	68,352.42	10/31/2009	64,528.30	10/30/2010	65,615.04	10/29/2011	60,507.98	11/03/2012	56,545.30
11/08/2008	70,823.02	11/07/2009	63,741.59	11/06/2010	61,337.62	11/05/2011	70,673.88	11/10/2012	56,110.96
11/15/2008	65,565.50	11/14/2009	65,959.64	11/13/2010	64,595.28	11/12/2011	67,627.10	11/17/2012	57,432.36
11/22/2008	63,883.80	11/21/2009	59,547.05	11/20/2010	56,010.08	11/19/2011	60,690.60	11/24/2012	65,888.86
11/29/2008	69,850.12	11/28/2009	72,399.98	11/27/2010	71,170.90	11/26/2011	74,140.54	12/01/2012	50,243.34
12/06/2008	55,696.68	12/05/2009	51,006.51	12/04/2010	53,215.08	12/03/2011	59,429.94	12/08/2012	50,770.96
12/13/2008	60,178.04	12/12/2009	52,460.58	12/11/2010	46,944.00	12/10/2011	51,395.44	12/15/2012	47,022.38
12/20/2008	52,189.19	12/19/2009	32,834.39	12/18/2010	42,076.76	12/17/2011	55,981.32	12/22/2012	46,838.96
12/27/2008	72,205.91	12/26/2009	53,406.34	12/25/2010	50,450.28	12/24/2011	54,248.62	12/29/2012	59,697.22
01/03/2009	96,504.65	01/02/2010	92,980.40	01/01/2011	85,152.12	12/31/2011	94,661.00	01/05/2013	71,673.52
01/10/2009	53,286.62	01/09/2010	55,020.46	01/08/2011	54,301.30	01/07/2012	74,863.40	01/12/2013	50,416.30

01/17/2009	56,068.87	01/16/2010	60,551.28	01/15/2011	54,005.90	01/14/2012	58,901.92	01/19/2013	51,211.88
01/24/2009	71,474.63	01/23/2010	69,943.53	01/22/2011	60,924.74	01/21/2012	61,819.92	01/26/2013	46,966.26
01/31/2009	61,089.80	01/30/2010	48,527.75	01/29/2011	48,036.94	01/28/2012	62,898.78	02/02/2013	52,067.92
02/07/2009	83,539.63	02/06/2010	37,155.14	02/05/2011	60,777.44	02/04/2012	72,154.66	02/09/2013	52,222.20
02/14/2009	76,054.44	02/13/2010	44,334.00	02/12/2011	67,471.84	02/11/2012	66,429.04	02/16/2013	64,243.52
02/21/2009	91,838.41	02/20/2010	76,946.12	02/19/2011	72,018.54	02/18/2012	77,455.88	02/23/2013	64,115.70
02/28/2009	80,806.88	02/27/2010	72,024.40	02/26/2011	75,544.02	02/25/2012	77,611.78		
03/07/2009	48,837.13	03/06/2010	76,936.85	03/05/2011	74,535.34	03/03/2012	75,963.86		
03/14/2009	96,025.39	03/13/2010	71,007.37	03/12/2011	66,979.48	03/10/2012	76,808.62		
03/21/2009	79,002.82	03/20/2010	74,335.38	03/19/2011	73,113.26	03/17/2012	76,883.92		
03/28/2009	79,250.83	03/27/2010	69,941.88	03/26/2011	68,490.80	03/24/2012	72,108.36		
04/04/2009	75,968.30	04/03/2010	70,636.28	04/02/2011	70,846.58	03/31/2012	74,244.22		
04/11/2009	75,964.94	04/10/2010	69,692.79	04/09/2011	67,076.78	04/07/2012	75,382.98		
04/18/2009	80,598.22	04/17/2010	69,335.92	04/16/2011	64,698.56	04/14/2012	71,065.34		
04/25/2009	75,571.46	04/24/2010	68,714.11	04/23/2011	67,674.14	04/21/2012	68,055.08		
05/02/2009	73,957.05	05/01/2010	68,799.06	04/30/2011	66,807.50	04/28/2012	72,880.66		
05/09/2009	76,697.22	05/08/2010	67,403.54	05/07/2011	66,379.74	05/05/2012	71,582.30		
05/16/2009	71,925.70	05/15/2010	70,186.32	05/14/2011	66,699.76	05/12/2012	63,357.92		
05/23/2009	81,395.43	05/22/2010	64,695.71	05/21/2011	63,210.44	05/19/2012	78,984.36		
05/30/2009	82,161.55	05/29/2010	67,157.40	05/28/2011	64,724.06	05/26/2012	67,396.24		
06/06/2009	74,895.74	06/05/2010	77,371.80	06/04/2011	74,952.34	06/02/2012	76,959.44		
06/13/2009	67,327.23	06/12/2010	66,106.29	06/11/2011	62,203.12	06/09/2012	63,584.86		
06/20/2009	75,500.53	06/19/2010	64,888.48	06/18/2011	61,200.76	06/16/2012	59,436.12		
06/27/2009	67,354.10	06/26/2010	63,950.29	06/25/2011	65,470.44	06/23/2012	55,921.30		
6/30/2009 ***	32,059.58	06/30/2010	29,667.19	06/30/2011	34,351.16	06/30/2012	58,207.40		
TOTALS	4403564.04		4041141.56		4016541.01		4124906.8		2510802.04

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35
March, 2011	120,927.10	February, 2012	142,770.01		
April, 2011	130,654.61	March, 2012	151,845.46		
May, 2011	130,492.02	April, 2012	127,862.26		
June, 2011	121,576.41	May, 2012	137,905.13		
		June, 2012	129,235.38		
Total 2010-2011	1297391.7	Total 2011-2012	1602900.84	Total 2011-2012	939696.09

Table Game Revenue Distribution - Jefferson County School Board

Date	Amount	Date	Amount
July, 2011	425,154.03	July, 2012	415,990.92
August, 2011	412,421.76	August, 2012	399,737.49
September, 2011	331,125.75	September, 2012	382,597.20
October, 2011	372,821.82	October, 2012	379,446.06
November, 2011	363,356.61	November, 2012	403,331.79
December, 2011	421,529.79	December, 2012	440,033.75
January, 2012	413,438.04	January, 2013	397,951.05
February, 2012	428,310.03		
March, 2012	455,536.38		
April, 2012	383,586.78		
May, 2012	413,715.39		
June, 2012	387,706.12		
Total 2011-2012	4,808,702.50	Total 2011-2012	2,819,088.26